SHIRE OF BEVERLEY
NOTICE OF MEETING

Notice is hereby given that the next Ordinary Meeting of Council will be held in the Council Chambers, Civic Centre, 132 Vincent Street Beverley, on Wednesday 28 May 2025. If attending the meeting, please arrive at 2:50pm in the Shire Administration Office to register your attendance.

Program

3:00pm Ordinary Meeting commences

Stephen Gollan
Chief Executive Officer

23 May 2025

DISCLAIMER

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

28 May 2025

ORDINARY MEETING

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1. OPENING

The Presiding Member to declare the meeting open.

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

Councillors and the public are advised this meeting is digitally recorded. All reasonable care is taken to maintain visitors privacy, however, as an attendee your presence may be recorded verbally. By staying in the meeting, it is assumed your consent is given to your voice being recorded. No visual recording is permitted.

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members

Cr DC White	Shire President
Cr DJ Ridgway	Deputy President
Cr DL Brown	
Cr DW Davis	
Cr CJ Lawlor	
Cr SW Martin	
Cr JR Maxwell	

2.2 Staff

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

2.3 Observers and Visitors

2.4 Apologies and Approved Leave of Absence

Cr AFC Sattler	Apologies

2.5 Applications for Leave of Absence

3. DECLARATIONS OF INTEREST

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. CONDOLENCES

Nil

7. CONFIRMATION OF MINUTES

7.1 Minutes of the Ordinary Council Meeting Held 23 April 2025

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Wednesday 23 April 2025 be confirmed.

7.2 Minutes of the Chief Executive Officer Recruitment Panel Meeting Held 21 May 2025

RECOMMENDATION
That the Minutes of the Chief Executive Officer Recruitment Panel Meeting held Wednesday 21 May 2025 be received.

(Please refer to Agenda Item 13.1)

21 MAY 2025

CEO RECRUITMENT PANEL MEETING

MINUTES

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1. OPENING

The Chairman declared the meeting open at 9:35am.

2. ATTENDANCE, APOLOGIES, AND INTRODUCTIONS

2.1 Panel Members in Attendance

Cr DC White	Panel Chairman
Cr DJ Ridgway	
Cr DL Brown	
Cr DW Davis	
Cr CJ Lawlor	
Cr SW Martin	
Cr JR Maxwell	
Cr AFC Sattler	
Mr Lew Shaw	Independent Representative
Mrs Lydia Highfield	Consultant via Teams

2.2 Staff in Attendance

Mr SK Marshall	Deputy Chief Executive Officer
Mrs A Lewis	Executive Assistant

2.3 Apologies

Nil

3. BUSINESS OF THE MEETING

3.1 Chief Executive Officer Applications

Lydia Highfield gave a summary of the CEO recruitment advertising and applications. Six enquiries about the position were made. One application was received by close of business Monday 19 May 2025.

The panel unanimously decided that the position would not be readvertised and that they would move forward with the application received.

3.2 Recommendation for the next Ordinary Council Meeting

MOTION
Moved: Cr White
Seconded: Cr Brown
That the CEO Recruitment Panel of the Shire of Beverley, having conducted the recruitment process of a Chief Executive Officer (CEO), hereby recommends to the full Council that Mr. Stephen Gollan be reappointed as CEO of the Shire of Beverley effective from 24th January 2026 for an employment contract and the period to be negotiated by the Council.

CARRIED UNANIMOUSLY

9:42am – Council phoned Mr Stephen Gollan to ask if he could join the meeting.

9:45am – Mr Stephen Gollan joined the meeting.

3.3 Appreciation

On behalf of the Recruitment Panel, the Chairman, Cr White congratulated Mr Stephen Gollan on his reappointment.

Cr White thanked Lydia Highfield and Lew Shaw for their commitment to the recruitment process.

The Recruitment Panel is now formally disbanded.

4. CLOSURE

The Chairman declared the meeting closed at 9:47am.

8. TECHNICAL SERVICES

Nil

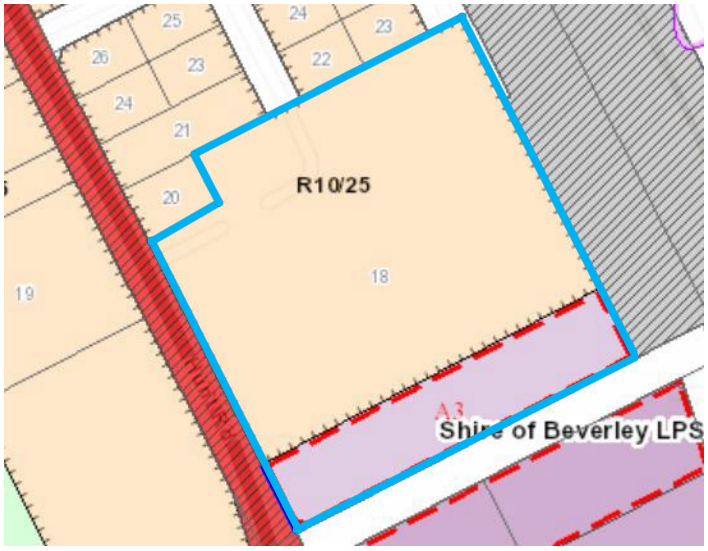
9. PLANNING SERVICES

9.1 Development Application: Retirement Village – 18 (Lot 4) Hunt Road

Submission To:	**Ordinary Council Meeting 28 May 2025**
Report Date:	**21 May 2025**
Applicant:	**Patrick Hubble Architects on behalf of Joydon WA Pty Ltd**
File Reference:	**HUN 1051**
Author and Position:	**Stefan de Beer, Manager of Planning**
Previously Before Council:	**No**
Disclosure(s) Of Interest:	**Author resides on Dawson Street (Shire property)**
Attachments:	**Application Letter, Architectural Drawings, Traffic Impact Statement, Bushfire Management Plan, DFES submission, and Applicant's response to DFES submission.**

SUMMARY
An application has been received for a Retirement Village at 18 (Lot 4) Hunt Road. The application will be recommended for approval.

BACKGROUND
An application was received to develop a Retirement Village at 18 (Lot 4) Hunt Road. The subject property is dual Zoned (*Residential R10/25* & *Light Industry*), and is 3.9331 ha in extent total:



The property contains an existing house and an outbuilding.

The proposal at hand is a revised development proposal initially submitted in October 2024. This revised development proposal was readvertised for public comment.

The proposal is to develop the following:
A Retirement Village, consisting of (please refer to attached application letter and drawings):

- 51 Accommodation Units (in extent 49.66 m^2 each)

- 2 x Tennis courts
- Bowling green
- Small café & Reception (145 m^2)
- Pool & Gym (308 m^2)
- Sauna
- Ice bath chamber
- Function Room (200 m^2)

The applicant submits that the onsite facilities will be for use by retirees.

In addition to the above a Sewerage Pumping Station is proposed on the south-eastern corner of the subject lot.

COMMENT
Pursuant to the *Shire of Beverley's Local Planning Scheme No. 3* (LPS 3) the proposed development is considered a *use not listed*, as *'Retirement Village'* as a Land Use is not specifically listed in *Zoning Table 3* in LPS 3.

Clause 18 of LPS 3 states as follows:

> *(4) The local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table -*
>
> *(a) determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or*
>
> *(b) determine that the use may be consistent with the objectives of a particular zone and give notice under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or*
>
> *(c) determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone.*

Density
The Residential Zoned component of the subject site (approximately 3,1 ha in extent) has a density coding of R10/25. Under this coding, the site could potentially accommodate a maximum of approximately 88 dwelling units (calculated at R25 assuming deep sewer is connected). The proposal is for a total of 51 units which complies with this density coding.

Bushfire Management Plan
The proposed development is considered a Vulnerable Land Use as per *State Planning Policy 3.7. – Bushfire (SPP 3.7)* that requires a *Bushfire Management Plan* (BMP).
The submitted BMP was referred to the *Department of Fire and Emergency Services* (DFES) who have identified aspects of the BMP that requires modification to fully comply with SPP 3.7.

Should Council consider to approve the application, it will be recommended that these modifications be made a condition of planning approval.

Traffic Impact Assessment
A traffic Impact Assessment was commissioned for the original design proposal. The proposal at hand is for a lesser development footprint and therefore considered to be still valid.

The assessment states that the proposed development –
'is not considered to generate a noteworthy level of peak-hour traffic movements. In particular, it is expected to generate some 10 peak-hour vehicle trips. As such, the additional traffic generated by the proposed development is not expected to have any material impact on the existing local traffic operations'.

Specific recommendations in the Traffic Impact Assessment have been captured in the recommendation to Council for proposed Conditions of Planning Approval and Advice Notes.

Carparking
Each dwelling unit is afforded a parking bay with additional visitor carparking bays provided in close proximity to these. It is considered that these are compliant and sufficient for the proposed development.

Stormwater Management
A Stormwater drainage management plan was not submitted as part of the application. Should Council consider approving the application, a condition of planning approval will be recommended be imposed to address this matter.

Refuse Management
A refuse management plan was not submitted as part of the application. Should Council consider approving the application, a condition of planning approval will be recommended be imposed to address this matter.

Landscaping Plan & Landscaping Management Plan
A landscaping plan was not submitted as part of the application. Should Council consider approving the application, a condition of planning approval will be recommended be imposed to address this matter.

Road and Rail Noise
The subject site is located within the trigger area pursuant to Rail Freight and Road Corridors pursuant to *State Planning Policy 5.4 – Road & Rail Noise*. Should Council consider approving the application, an advice note will be recommended be imposed to address this matter, noting the limited frequency and seasonal character of the road and rail freight regime, and the surrounding existing established residential land uses within this same corridor.

Zoning
The subject property is dual Zoned (*Residential R10/25* & *Light Industry*). The majority of the built proposal will be located on the portion of the subject land zoned as *Residential R10/25*.

The portion of the proposed development located on the *'Light Industry'* zoned land consists mainly of carparking, outside patio areas and the proposed sewerage pumping station.

Informal advice received from the *Department of Planning, Lands and Heritage* (DPLH) in relation to having a Retirement Village land use, not only on Residential Zoned land, but also on Light Industry Zoned Land, indicates support for the proposal.

It is generally considered that the proposed use can be regarded as being consistent with the objectives of the Local Planning Scheme and those particular zones.

The DPLH further advises that the dual zoning anomaly be addressed over time through a Scheme Amendment. Should Council therefore consider approving the application, it will be recommended that a condition of planning approval be imposed that requires the landowner to initiate a Scheme Amendment to address this anomaly.

CONSULTATION - INTERNAL
Below is an extract from internal consultation that was had with the Shire's *Environmental Health Officer* on the application:

1. *An application is to be made to the State Government Department of Health for the communal swimming pool.*
2. *Site and street drainage is to be designed to ensure surface water did not cause adverse impact to buildings on the site or adjoining properties and drainage systems.*
3. *Buildings are to comply with Buildings Act 2011.*
4. *Effluent disposal will need to connect to the mains sewer in accordance with Watercorp requirements.*
5. *Any proposed food businesses will be required to be approved by the Shire of Beverley and will be required to comply with the Food Act 2008.*

Should Council resolve to approve this application, it will be recommended that the above comments be taken into consideration when imposing conditions of planning approval and providing advice notes.

Public Notification – Schedule of Submissions:
The application was advertised as a *Complex Application* pursuant to Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A summary of the submissions received, the Applicants response and Shire Planner's response are detailed in the schedule of submissions table below.

*All responses are presented verbatim.

	Respondent	Comment	Applicant's Response	Shire Planner's Response
1	Finnigan	No objection to the proposal. Any extra housing I would think, would be a good idea, considering the housing situation all over Australia at the moment. Especially for people ('Elderly') who find it hard enough to get by now.	Noted.	Noted.
2	Kevin Shackleton	Comment on the proposal. My main concern, previously expressed and not addressed in the updated plan, is adequate water supply to the development without adversely affecting existing properties. This may require a significant upgrade of existing pipelines and perhaps a header tank for the development.	The water supply has been designed by the engineers in conjunction with Water coop and all necessary upgrades has been addressed.	The requirement to connect to Scheme Water and Deep Sewer is proposed to be made a condition of planning approval. These fall within the mandate of Water Corporation and will be addressed by their engineers at connection stage.
3	Jack Britland	No objection to proposal. Will the entrance be off Elziabeth Street? That will increase traffic into an already busy street, Queen Street and Dawson Street have more vehicles up and down since the main street was altered. There will be 81 toilets showing on your plans so where will they connect to town or tanks? Will the power be upgraded to allow for so many more users?	This main entry is from Elizabeth Street and there is proposed to be no traffic delays. A Traffic Management report has been prepared by a Transport and Traffic Consultant in accordance with the Shire's policies. The power to the village has been designed by Electrical Engineers in conjunction with Western Power and necessary upgrades will be made.	Noted. The Traffic Impact Assessment addressed the potential impacts of the proposal on the surrounding area and concludes that it will be minimal. The development will be required to be connected to deep sewer. Western Power engineers will advise as to what power upgrades are required, if needed.
4	Maria Perry	No objection to proposal.	Noted.	Noted.
5	Alastair Dunstan	Comment on the proposal. Wrong location. In between busy highway and railway line. Constant vibration and noise. Trains consistently blow horn at crossings. Grain trucks, sand trucks passing. Access/egress from village of concern. Extra traffic down Forrest could be an issue as currently so much noise pollution from trucks adding more cars big	The proposals location is ideal as it is concealed from the main street of Beverley, yet close enough that it will support local businesses on the main street. Access of smaller roads allows the	The subject lot is indeed located within the trigger area for Road and Rail Freight Noise pursuant to State *Planning Policy 5.4 – Road and Rail Noise* (SPP 5.4).

	Respondent	Comment	Applicant's Response	Shire Planner's Response
		issue with noise and danger to kids crossing road. At stop sign Vincent/Forrest 3 times nearly taken out by turning truck. It's not made for large trucks. They need 3 lanes to turn! Access to Village S/D Dawson/Queen Street.	highway / Hunt Rd streets to be unimpeded. The proximity of the rail line is not any closer than other residences in the area, and the units will utilize modern construction techniques, including insulation and aluminium framed glazing, to minimize any intermittent rail noise impact. The proximity of the nearby major roads is not any closer than other residences in the area. Access to the Retirement Village is only through Elizabeth streets and has minimal impact on existing nearby traffic. The village is not proposed to impact or endanger any children. The development is not proposed to impact any turning traffic, including any trucks.	Given the limited frequency and seasonality of the road and rail freight, in addition to the significant setbacks of the development proposed, this aspect is not considered to be an encumbrance to the proposed development. There are numerous established residential properties in close proximity to Hunt Road and the Rail line with no noise or vibration related concerns on record. *SPP 5.4 - Guidelines* mentions the following in relation to vibration: *Vibration is a common emission involving the same physical processes as air-borne noise and the two are interrelated in a complicated manner. Vibration is most commonly associated with freight and passenger railways and at close distances to rail corridors, can cause a loss of amenity to sensitive land-uses.* *Vibration levels are dependent on ground composition and groundwater levels, rail track and rolling stock condition, train speeds and other factors, making it difficult to predict and mitigate. Vibration is best and most cost-effectively addressed 'at-source' through measures including the use of alternative vibration absorbing track formation designs or the installation of sub-ballast matting.*

	Respondent	Comment	Applicant's Response	Shire Planner's Response
				Ballast matting is a proven mitigation measure which can reliably reduce vibration levels in the order of 10dB. *Vibration is challenging and costly to mitigate generally and mitigation options for single detached housing is generally cost prohibitive. Feasible vibration mitigation options do exist for larger scale multi-residential development and industry leaders are encouraged to assess and if required, mitigate vibration through best practice measures.* Should Council consider approving the application, it will be recommended that the applicant be advised to consider the mitigating measures as described in SPP 5.4. As recommended by SPP 5.4 it will also be recommended that a notification be placed on the title/s of the subject property to advise of road and rail transport noise. The Traffic Impact Assessment addressed the potential impacts of the proposal on the surrounding area and concludes that it will be minimal.
6	Vicky Fregon	Object to the proposal. Comment on the proposal. 1. Maximum of 6 months stay only (this is not set up for the elderly of Beverley to retire into) 2. Quantity of bedrooms in both Stage 1 and Stage 2 do not reflect the short length of stay in the units	This is Rent-For-Life, with the intention of long term stays We aim to provide flexibility with 1-3 bedroom units (majority single bedroom)	The proposal represents a significant private investment in a much-needed community facility for a generally ageing community. The day-to-day operation of the facility stands separate from the land use

	Respondent	Comment	Applicant's Response	Shire Planner's Response
		3. The unit room sizes are very small for elderly people with mobility aids (eg toilet area is bigger than shower stall) 4. Only 7 visitor car park spaces 5. No storage location for caravans, trailers etc 6. Stage 2 "Residential Units" parking a. No parking at site of each unit (re plans) b. Parking distance from units as per facility plan is contrary to page 1 of 2 item l.b (distribution) c. Distance of resident car park spaces to units (carrying groceries, moving possessions, emergencies) 7. Added burden to our volunteer services (Ambulance and Fire Brigade, Meals on Wheels etc) 8. Added requirement for Police attendance (security, sudden death etc) 9. Added pressure on our Hospital 10.Financial infrastructure required from the Shire of Beverley (installation/extension and maintenance of: street lighting; footpaths; and drainage on both Queen Street and Dawson Street, and added rubbish removal points) 11.Forfeiture by Shire of the unimproved section of Dawson Street to complex owners In conclusion, the advantages of this type of facility are outweighed by the lack of benefits and ongoing costs to the Shire of Beverley and its residents. A study on the demand for this type of complex in its present form needs to be conducted with transparency as to the targeted occupants. If it was given a more apt title instead of "Retirement Village" I would be more amenable, but I have concerns that any possible Government Funding or subsidies will be used up on a facility that is of no benefit to the Residence of Beverley, instead of one built in the future that is. I thank you for the opportunity to input into this proposal.	Units are sized in accordance with current average retirement unit sizes, with larger sizes commensurate with number of bedrooms as needed. Each single unit has 1-2 car parks directly behind each single unit and access to additional visitor bays, with a total of 70 car parks in total being available. There is an existing shed on the onsite for storage, and excess carbays throughout may be utilized to store incidental caravans / trailers if needed on allocated and temporary basis only. Revised plan removes Stage 2, and now just a single stage with parking immediately adjacent to units. This village will have their own set of staff for the food and meals system. Ambulance and Fire services are already integral to each town for the benefit of the town. There will be a CCTV/Alarm system and police support for all resident as per WA laws with no added burden on the community.	consideration at hand. The development will have to comply with the requirements of the *Retirement Villages Act and Regulations 1992*. The stage 2 Residential Units formed part of the original proposal and not this application. The development is regarded to have significant economic multiplier effects that will benefit not only the local economy and the Shire, but also the wider region. This will likely counter any perceived negative economic impacts.

	Respondent	Comment	Applicant's Response	Shire Planner's Response
			The hospital will not be impacted by the facility. This is a private project but the Shire of Beverley may at their discretion choose to assist to upgrade the Queens St and Dawson St lights, footpath and rubbish collection as per the Shire's responsibility only if wanted. The unimproved section of Dawson St is the Shire's responsibility and subject to decision-making processes within the Shire. There is no government funding allocated to this project. This is only a privately funded project. A retirement village provides accommodation for people aged over 55 years of age or retired from full-time work. Some villages have extra benefits such as pools, libraries, medical services, meals and organized outings. Retirement villages are covered by the Retirement Villages Act 1992. This is needed in Beverley due to statistics Beverley have over 40% of her population in this category.	

	Respondent	Comment	Applicant's Response	Shire Planner's Response
7	David Adams	No objection to proposal. Get it done	Noted.	Noted.
8	Glenys Hastings	Object to the proposal. Comment on the proposal. We already have a retirement village & Lodge. There is already two pubs, the Red Vault, the Bakery and the garage on the Hunt Rd also does food. Also the proposed entry & exit off Hunt Rd is very dangerous – on the side of a hill where no drivers travel at speed limit. It appears you intended to destroy the main street – as you've tried to do with what you've done to it with your previous upgrade!!! Also the (enclosed) drawing is so minute & almost unreadable!!	The main entry is not proposed off Hunt Road No part of the proposal is intended to alter the main street. The intended Retirement Village is proposed to complement the existing variety of accommodation in Beverley.	The proposal represents a significant private investment in a much-needed community facility for a generally ageing community. The inclusion of facilities such as a Café for the retirees is entirely the prerogative of the developer. The Traffic Impact Assessment addressed the potential impacts of the proposal on the surrounding area, and concludes that it will be minimal.
9	Ken Fosey	No objection to proposal.	Noted.	Noted.
10	Karl Smith	Comment on the proposal. As per our comments on a previous response form – whilst we welcome and encourage growth and developments in Beverley and aren't against this proposal at all we would like to note our concern regarding possible noise complaints from this development (once built)towards the nearby Light Industrial Area – we don't want the residents complaining about the LIA which was there first and is far more important to Beverley's growth and development than an aged care facility. This would include any future developments on the currently vacant LIA land, eg. Machinery Dealership or Fabrication facility.	The zone that the development is on is not zoned Light Industrial Area, and is appropriate for the proposed use. The units will utilize modern construction techniques, including insulation and aluminium framed glazing, to minimize any impact of the nearby Light Industrial Area. The proposal does not prevent any future development of Light Industrial that is in accordance with the current Shire of Beverley's policies.	The concerns are duly noted. It is submitted that, because of the subdued activity and low off-site impacts of the existing industrial development, in addition to the substantial proposed setbacks of the proposed Retirement Village in relation to the *General Industry Zone*, no land use conflicts are anticipated.
11	James & Samatha Mearns	No objection to proposal.	Noted.	Noted.

	Respondent	Comment	Applicant's Response	Shire Planner's Response
12	WA Country Health Service	No objection to proposal.	Noted.	Noted.
13	Water Corporation	No Objection to proposal. The proposed development can be serviced by connection to the adjoining water and sewer mains. The detailed servicing arrangements can be addressed by the proponent's consulting engineer at the building licence stage when the building plans, water and sewer demands are submitted to the Corporation's Building Services team.	Noted.	Noted. Appropriate Conditions of Planning Approval will be recommended be imposed to require connection to deep sewer and water.
14	Department of Fire and Emergency Services	Please refer to the attached response from DFES	Please refer to the Response from the Bushfire Consultant, attached herewith.	Noted. Appropriate Conditions of Planning Approval and advice notes will be recommended be imposed to acknowledge the advice from DFES.

Conclusion
The proposed development represents an opportunity for the Shire of Beverley to secure a high-quality, privately funded Retirement Village. The development design provides accommodation that is considered to blend well with surrounding established development. It's close proximity to the Beverley Town Centre and other essential community services is advantageous.

It is submitted that matters of concern as raised during the advertising of the proposal can be addressed, amongst others, by imposing appropriate conditions of planning approval.

STATUTORY ENVIRONMENT
Shire of Beverley Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS
There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS
Strategic Pillar: 2. Community
4. Civic Leadership
Strategic Priorities: 2.4 Older residents feel safe and connected
4.3 Responsible Planning

POLICY IMPLICATIONS
There are no policy implications relative to this application.

RISK IMPLICATIONS
It is considered that the proposal has insignificant risks.

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

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

VOTING REQUIREMENTS
Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve:

a) that the use is consistent with the objectives of the *Residential* and *Light Industry Zones*, pursuant to Clause 18(4)(b) of LPS 3;

b) To grant planning approval for a Retirement Village at 18 (Lot 4) Hunt Road, Beverley, subject to the following conditions and advice notes:

Conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
2. A Local Planning Scheme Amendment is to be initiated by the landowner to address the zoning of the subject land within 2 years from the date of this approval.
3. Prior to commencement of construction, a comprehensive whole of site stormwater drainage management plan is to be lodged, to the satisfaction of the Shire.
4. Prior to commencement of construction, the *Bushfire Management Plan* shall be modified as per the advice received from the *Department of Fire and Emergency Services*, to the satisfaction of the Shire.
5. Implementation and continued adherence shall be had to the recommendations ('action required') of the submitted *Bushfire Management Plan* (with required modifications) report number 24-19531 dated 14 March 2025 by *Bushfire Smart* (and subsequent revisions).
6. The building construction standard shall adhere to Australian Standard AS3959 for a determined Bushfire Attack Level of 29 (refer to Advice Note 5).
7. Prior to commencement of construction, a detailed landscaping plan and landscape management plan (taking the requirements of the *Bushfire Management Plan* into consideration), shall be submitted, to the satisfaction of the Shire (refer to advice note 12).
8. Prior to occupation, the development hereby permitted shall be connected to the reticulated Water Corporation deep sewer system, to the satisfaction of the Shire.
9. Prior to occupation, the development hereby permitted shall be connected to the reticulated Water Corporation potable water supply system, to the satisfaction of the Shire.
10. Prior to occupation, the development hereby permitted shall be connected to the Western Power grid, to the satisfaction of the Shire.
11. Prior to occupation, a memorial in the form approved by the Registrar of Titles containing such information as is prescribed must be lodged with the Registrar of

Titles to the satisfaction of the Shire, pursuant to Section 15 of the *Retirement Villages Act, 1992*.

12. Prior to occupation, a notification pursuant to Section 70A of the *Transfer of Land Act 1893* is to be placed on the Certificate of Title/s advising of road and rail transport noise, to the satisfaction of the Shire (refer to Advice Note 13).

13. Prior to occupation, vehicle crossovers from the subject site onto Hackett Close and Dawson Street are to be constructed to the satisfaction of the Shire.

14. As part of the construction program and prior to occupation, all parking bays, driveways and points of ingress and egress are to be designed and constructed in accordance with the Australian Standard for Offstreet Car Parking (AS/NZS 2890.01 2004). Such areas are to be constructed, drained, line marked and thereafter maintained to the satisfaction of the Shire.

15. Landscaping and reticulation are to be established prior to occupation and so maintained, to the satisfaction of the Shire (refer to Advice Note 14).

16. All dwelling units shall incorporate design features set out in AS 4299 (Adaptable Housing) to allow for future incorporation of features that are required to serve the needs of aged or dependent persons.

17. Prior to occupation, lighting shall be installed along all driveways and pedestrian pathways and in all common service areas, to the satisfaction of the Shire.

18. Prior to occupation, a refuse disposal management plan shall be submitted, to the satisfaction of the Shire.

Advice notes

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

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

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

Note 4: The applicant is advised a building permit is required prior to commencement of any building works.

Note 5: With regard to Condition 6, Australian Standard AS3959 Sections 3 & 7 apply.

Note 6: The applicant is advised that some of the proposed buildings contained within this development are considered to be Class 9b and as such will need to be provided to DFES Built Environment Branch for assessment, as required by Regulation 18B of the Building Regulations 2012 (as amended).

Note 7: The applicant is advised to consider compilation of a *Bushfire Emergency Plan* as referenced in the WAPC Manual for such.

Note 8: The applicant is advised that the requirements of the *Retirement Villages Act 1992* and *Retirement Villages Regulations 1992* apply.

Note 9: The applicant is advised that an application is required to be made to the State Government Department of Health for the communal swimming pool.

Note 10: The applicant is advised to apply to the Shire's Environmental Health Officer for a licence for the proposed food business in compliance with the Food Act 2008.

Note 11: The applicant is advised to consider installing a backup generator for emergency power supply to the facility.

Note 12: For the purpose of Condition 7 a detailed landscaping plan should show the following:

(i) The location and type of existing vegetation to be retained;
(ii) The location of proposed trees and shrubs and species;
(iii) Any lawns to be established;
(iv) Areas to be reticulated or irrigated.

Note 13: For the purpose of Condition 12, the notification is to state as follows:

This lot is in the vicinity of a transport corridor and is affected, or may in the future be affected, by road and rail transport noise. Road and rail transport noise levels may rise or fall over time depending on the type and volume of traffic.

Note 14: For the purpose of Condition 15 the applicant is advised that the Shire encourages the following Water Sensitive Urban Design Principles:

- Installation of flash kerbs around tree wells;
- Laying hard surfaces with a slight gradient (1%-2%) towards vegetated garden beds and tree wells;
- Introducing a variety of measures to slow down storm water run-off;
- Introducing nutrient-stripping planting to swales/drainage sumps;
- Harvesting storm water run-off from roofs and hard surfaces to underground storage for reuse (capacity building);
- Extensive use of local, grown to provenance plants;
- The use of reticulation systems suitable for native plants where applicable.

Note 15: The applicant is advised to consider the mitigating measures as described in *State Planning Policy 5.4 - Road & Rail Noise*.

Note 16: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

hubble
design

Shire of Beverley
Planning Department

Lot 4, 18 Hunt Road Beverley Retirement Village Planned Usage, Cover Letter

To Stefan,

This is to confirm the planned and intended use for the above project is a Retirement Village.

Ancillary uses to this primary use are:

- Tennis court (for use by retirees)
- Bowling green (for use by retirees)
- Small café (for use by retirees)
- Pool (for use by retirees)
- Sauna (for use by retirees)
- Ice bath chamber (for use by retirees)
- Gymnasium (for use by retirees)
- Function room (for use by retirees)

If you require any additional information, please don't hesitate to contact Patrick on 08 9242 3167 or patrick@hubble.com.au .

Yours Sincerely,

Patrick Hubble
Architect
ABWA Registration No. 2086

Hubble Design
421 Oxford Street
Mount Hawthorn WA 6016

Masterplan (AMENITIES SWITCHED).pln

Page No.	Title	REV	Issued	Published	Comment
A0-00	LAYOUT LIST | LOCATION PLAN	04	☒	☒	
A0-01	SITE SURVEY	04	☒	☒	
A0-02	SITE SURVEY	04	☒	☒	
A1-01	SITE PLAN (EXTENDED)	04	☒	☒	
A1-02	SITE PLAN	04	☒	☒	
A1-03	LANDSCAPE PLAN	04	☒	☒	
A2-01	GROUND FLOOR (GENERAL)	04	☒	☒	
A2-02	ROOF PLAN (GENERAL)	04	☒	☒	
A2-03	GROUND FLOOR (TYPICAL)	04	☒	☒	
A2-04	GROUND FLOOR (AMENITIES-RECEPTION/C…	04	☒	☒	
A2-05	GROUND FLOOR (AMENITIES- FUNCTION R…	04	☒	☒	
A2-06	GROUND FLOOR (AMENITIES - GYM/POOL)	04	☒	☒	
A3-01	ELEVATIONS	04	☒	☒	
A3-02	ELEVATIONS	04	☒	☒	
A3-03	ELEVATIONS (TYPICAL)	04	☒	☒	
A3-04	ELEVATIONS (TYPICAL)	04	☒	☒	
A4-01	SECTIONS	04	☒	☒	
A4-02	SECTIONS	04	☒	☒	
A4-03	SECTIONS	04	☒	☒	
A4-04	SECTIONS (TYPICAL)	04	☒	☒	

LOCATION PLAN | SATELLITE IMAGERY

GENERAL NOTES:
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- EXISTING SERVICES POINTS TO BE VERIFIED ON-SITE - LOCATIONS SHOWN ON THESE PLANS ARE INDICATIVE ONLY
- ALL WORKS TO COMPLY TO N.C.C. & RELEVANT AUSTRALIAN STANDARDS.

ISSUE REV	DESCRIPTION	DATE	DWG REV
E	ISSUE FOR COUNCIL	19/3/2025	04
D	ISSUE FOR APPROVAL	13/3/2025	03
B	ISSUE FOR APPROVAL	27/2/2025	02
A	ISSUE FOR APPROVAL	1/2/2025	01

LAYOUT TITLE: LAYOUT LIST | LOCATION PLAN

PROJECT STATUS: BUILDING PERMIT

SCALE: N.T.S. @A3

DRWN: | CHK'D: I.Z. | P.H.

PROJECT|CLIENT:
RETIREMENT VILLAGE
18 HUNT ROAD BEVERLEY WA - AUSTRALIA

Anuoluwa Esther Oladipo

PROJECT NO: 2024-16

DRAWING NO: **A0-00**

TLC PROJECTS

LOT 4

⚠ DISCLAIMER:
Lot boundaries drawn on survey are based on landgate plan only. Survey does not include title search and as such may not show easements or other interests not shown on plan. Title should be checked to verify all lot details and for any easements or other interests which may affect building on the property.

⚠ DISCLAIMER:
Survey does not include verification of cadastral boundaries. All features and levels shown are based on orientation to existing pegs and fences only which may not be on correct cadastral alignment. Any designs based or dependent on the location of existing features should have those features' location verified in relation to the true boundary.

⚠ DISCLAIMER:
Survey shows visible features only and will not show locations of underground pipes or conduits for internal or mains services. Verification of the location of all internal and mains services should be confirmed prior to finalisation of any design work.

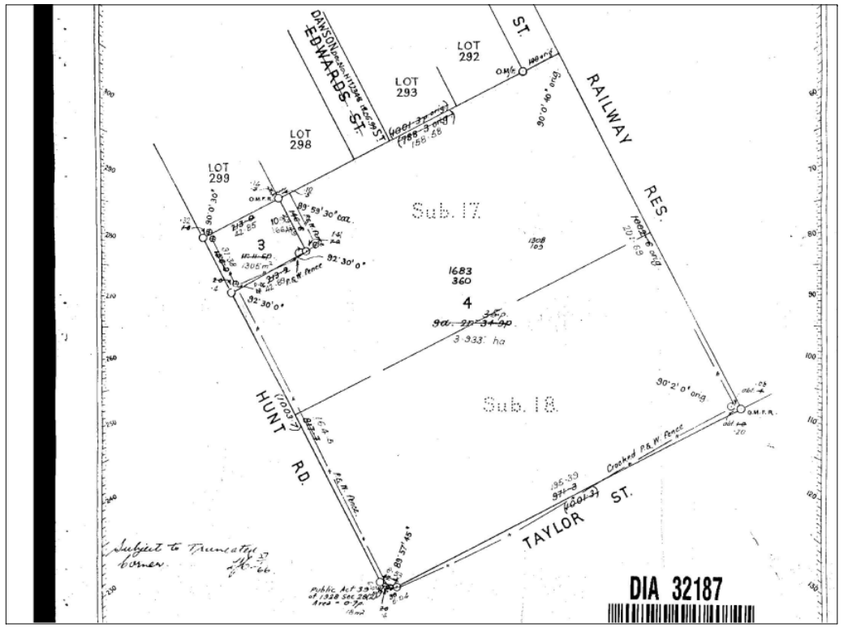
⚠ DISCLAIMER:
Cottage & Engineering surveys accept no responsibility for any physical on site changes to the parcel or portion of the parcel of land shown on this survey including any adjoining neighbours levels and features that have occurred after the date on this survey. All Sewer details plotted from information supplied by Water Corporation.

⚠ DISCLAIMER:
Due to lack of survey marks/pegs, all building offset dimensions & features are approximate only and positioned from existing pegs/fences and walls which may not be on the correct alignment. Any design that involves additions to any structures shown or portion of structures remaining after any demolition has taken place requires boundaries **to be repegged and exact offsets provided to your designer/architect before any plans are produced and before any work is started on site.**

LEGEND		
	⌖	POWER DOME
	⊸	POWER POLE
	T C	PHONE PITS
	W	WATER CONN.
TP=10.00		TOP PILLAR/POST
TW=10.00		TOP WALL
TR=10.00		TOP RETAINING
TF=10.00		TOP FENCE

CONTOUR & FEATURE SURVEY

LOT	Lot 4 (Diag. 32187)
ADDRESS	#18 Hunt Road, Beverley
LGA	Shire of Beverley
CLIENT	TLC Projects
GPS	Lat: -32.113431 Long: 116.926857
SSA No	AREA 3.933ha VOL. 1683 FOL. 360

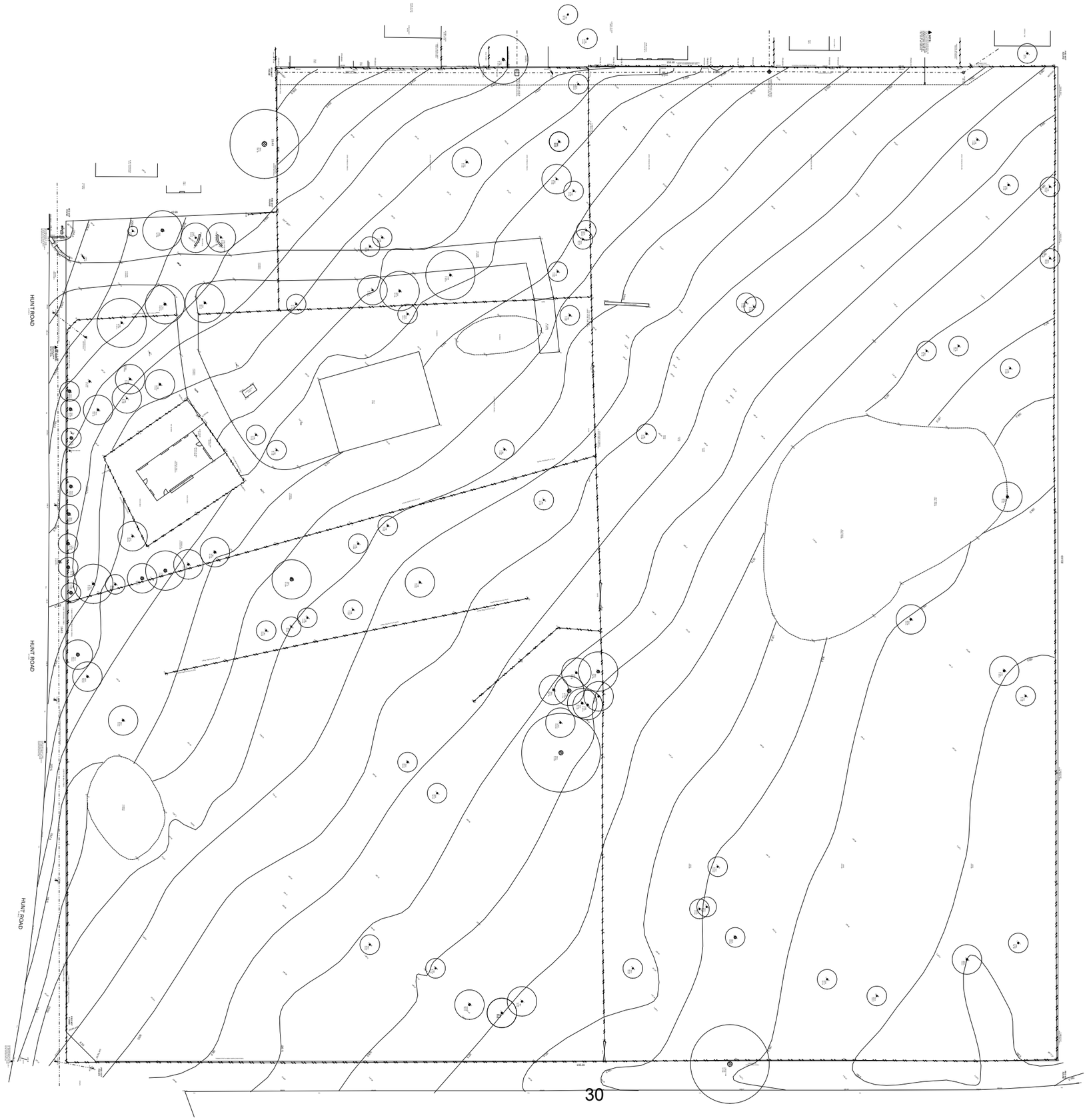


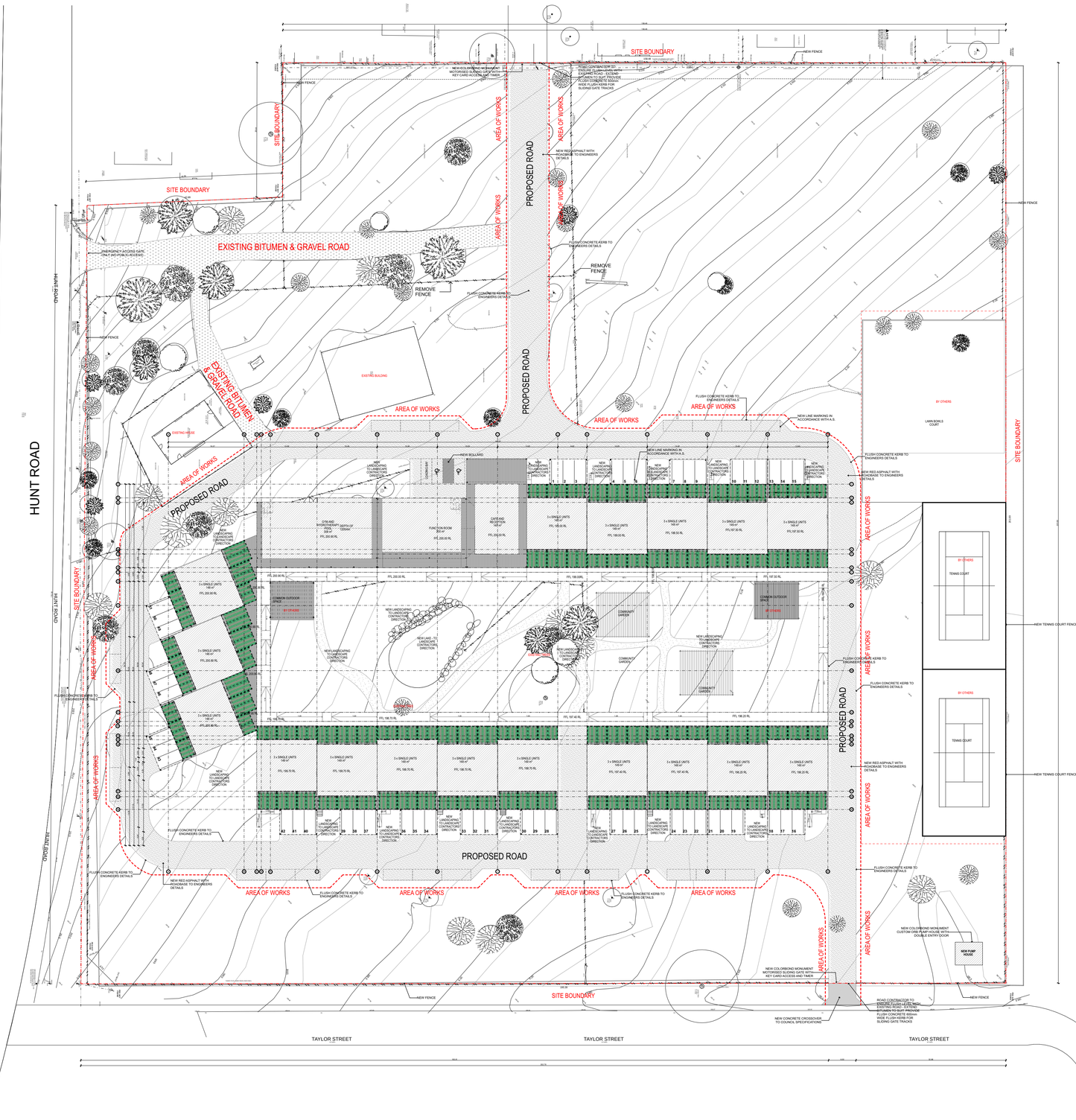
ELEC.	U/Ground / O/Head	SEWER	Yes (TBA)	ROADS	Bitumen	COASTAL	No (Approx. Only - Confirm With Shire)
GAS	Check Alinta	COMMS	Yes	PATH	Nil	SOIL	Sand
WATER	Yes	DRAINAGE	Good	KERBS	Nil	VEG.	Light Grass Cover

Scale 1:200
0 2 4 6 8

COTTAGE SURVEYS LICENSED SURVEYORS
87-89 Guthrie St
Osborne Park
WA 6017
PO Box 1611
Osborne Park BC
WA 6917
P: (08) 9446 7361
E: perth@cottage.com.au
W: www.cottage.com.au

JOB: 587494 DATE: 24 Sep 24 DRAWN: T. Gill


HUNT ROAD
HUNT ROAD
HUNT ROAD


HUNT ROAD
HAULT ROAD
TAYLOR STREET
TAYLOR STREET
TAYLOR STREET
SITE BOUNDARY
SITE BOUNDARY
SITE BOUNDARY
SITE BOUNDARY
SITE BOUNDARY
EXISTING BITUMEN & GRAVEL ROAD
EXISTING BITUMEN & GRAVEL ROAD
PROPOSED ROAD
PROPOSED ROAD
PROPOSED ROAD
AREA OF WORKS
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NEW FENCE
NEW FENCE
NEW FENCE
NEW FENCE
NEW FENCE
NEW FENCE
NEW TENNIS COURT FENCE
NEW TENNIS COURT FENCE
REMOVE FENCE
REMOVE FENCE
EMERGENCY ACCESS GATE ONLY (NO PUBLIC ACCESS)
EXISTING BUILDING
EXISTING HEDGE
NEW BOLLARD
NEW LINE MARKING IN ACCORDANCE WITH A.S.
NEW LINE MARKING IN ACCORDANCE WITH A.S.
NEW RED ASPHALT WITH ROADBASE TO ENGINEERS DETAILS
NEW RED ASPHALT WITH ROADBASE TO ENGINEERS DETAILS
NEW RED ASPHALT WITH ROADBASE TO ENGINEERS DETAILS
NEW RED ASPHALT WITH ROADBASE TO ENGINEERS DETAILS
FLUSH CONCRETE KERB TO ENGINEERS DETAILS
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FLUSH CONCRETE KERB TO ENGINEERS DETAILS
NEW LANDSCAPING TO LANDSCAPE CONTRACTORS DIRECTION

HUNT ROAD

SITE BOUNDARY

NEW FENCE

EXISTING BITUMEN & GRAVEL ROAD

EXISTING BUILDING

EXISTING HOUSE

AREA OF WORKS

PROPOSED ROAD

NEW LANDSCAPING TO LANDSCAPE CONTRACTORS DIRECTION

LOADING BAY

NEW BOLLARD

NEW LINE MARKING IN ACCORDANCE WITH A.S.

FLUSH CONCRETE KERB TO ENGINEERS DETAILS

NEW RED ASPHALT WITH ROADBASE TO ENGINEERS DETAILS

GYM AND HYDROTHERAPY POOL 308 m² DEPTH OF 1200mm FFL 200.90 RL

FUNCTION ROOM 200 m² FFL 200.00 RL

CAFE AND RECEPTION 145 m² FFL 200.00 RL

3 x SINGLE UNITS 149 m² FFL 199.00 RL

3 x SINGLE UNITS 149 m² FFL 198.50 RL

3 x SINGLE UNITS 149 m² FFL197.50 RL

3 x SINGLE UNITS 149 m² FFL 200.90 RL

COMMON OUTDOOR SPACE BY OTHERS

NEW LANDSCAPING TO LANDSCAPE CONTRACTORS DIRECTION

NEW LAKE - TO LANDSCAPE CONTRACTORS DIRECTION

EXISTING TREES

EXISTING TREE

COMMUNITY GARDEN

3 x SINGLE UNITS 149 m² FFL 199.70 RL

3 x SINGLE UNITS 149 m² FFL 198.70 RL

3 x SINGLE UNITS 149 m² FFL 197.40 RL

3 x SINGLE UNITS 149 m² FFL 196.20 RL

FFL 200.90 RL

FFL 200.00 RL

FFL 199.00RL

FFL 198.50 RL

FFL 197.50 RL

FFL 199.70 RL

FFL 198.70 RL

FFL 197.40 RL

FFL 196.20 RL

FLUSH CONCRETE KERB TO ENGINEERS DETAILS

NEW RED ASPHALT WITH ROADBASE TO ENGINEERS DETAILS

AREA OF WORKS

PROPOSED ROAD

LAWN BOWLS COURT

BY OTHERS

ZONE LEGEND

CODE	PLAN	DESCRIPTION	STATUS

LANDSCAPING SURFACES

HATCH	SURFACE	DESCRIPTION
	05 Earth - Brown	
	05 Grass - Green	
	05 Road - Asphalt Dark	
	05 Road - Asphalt Light	
	05 Water - Pond	

SITE LEGEND

SYMBOL	DESCRIPTION	STATUS

SITE LEVELS NOTES

- 0.000 EXISTING FINISHED GROUND LEVEL
- × 0.000 NEW FINISHED GROUND LEVEL
- + FFL 0.000 NEW FINISHED FLOOR LEVEL

SITE NOTES

EXISTING PLAN HAS BEEN DRAWN FROM SURVEY INFORMATION PROVIDED. THE DRAWING ACCURACY AND COMPLETENESS WILL REFLECT THE ACCURACY AND COMPLETENESS OF THE ORIGINAL SURVEY. CHECK ALL DIMENSIONS ON SITE PRIOR TO ANY SET OUT.

EXISTING SERVICES POINTS TO BE VERIFIED ON-SITE - LOCATIONS SHOWN ON THESE PLANS ARE INDICATIVE ONLY. STORMWATER SYSTEM TO N.C.C. AND LOCAL GOVERNMENT REQ. BUILDER TO APPLY FOR WATER CORP APPROVAL INCL. FLIMSY SUBMISSION, AND CROSSOVER APPROVAL.

BUILDER SHALL CHECK AND VERIFY ALL DIMENSIONS AND FITTINGS AND FIXTURES CONDITIONS, (BOTH NEW AND EXISTING TO BE REUSED). REPORT ANY DISCREPANCIES TO THE ARCHITECT PRIOR TO ORDERING MATERIALS OR PROCEEDING WITH ANY PHASE OF THE WORK.

DO NOT SCALE DIMENSIONS FROM DRAWINGS.

BALUSTRADES AND HANDRAILS TO COMPLY WITH N.C.C. AND RELEVANT A.S. REQ. TERMITE BARRIER TO N.C.C. AND A.S. 3660.1-2014 REQ.

NOTE:
INSTALL BRICK EXPANSION JOINTS TO STRUCT. ENG. DETAILS OR TO A.S. ENSURE NO MOISTURE BRIDGING IN CAVITY

SITE CALCULATIONS

NO.	ZONE NAME	AREA (SQ.M)

TOTAL SITE AREA	39452 m²
TOTAL FOOTPRINT	3185 m²
OPEN SPACE	36267 m²
OPEN SPACE %	91.9%
SOFT LANDSCAPING %	22.3%

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B	ISSUE FOR APPROVAL	27/2/2025	02
A	ISSUE FOR APPROVAL	1/2/2025	01

LAYOUT TITLE: SITE PLAN

PROJECT STATUS: BUILDING PERMIT

SCALE: 1:250 @A1

DRAWN: | CHK'D: I.Z. | P.H.

PROJECT/CLIENT: **RETIREMENT VILLAGE 15 HUNT ROAD BEVERLEY WA - AUSTRALIA**

Anuoluwa Esther Oladipo

PROJECT NO: 2024-16

DRAWING NO: **A1-02**

TLC PROJECTS

SITE LEVEL NOTES

EXISTING	EXISTING FINISHED GROUND LEVEL
0.000	NEW FINISHED GROUND LEVEL
FFL 0.000	NEW FINISHED FLOOR LEVEL

SITE NOTES

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BALUSTRADES AND HANDRAILS TO COMPLY WITH N.C.C. AND RELEVANT A.S. REQ. TERMITE BARRIER TO N.C.C. AND A.S. 3660.1-2014 REQ.

NOTE:
INSTALL BRICK EXPANSION JOINTS TO STRUCT. ENG. DETAILS OR TO A.S. ENSURE NO MOISTURE BRIDGING IN CAVITY

PLANT SCHEDULE

SYMBOL	DESCRIPTION	STATUS	PLANT SPECIES

NEW LANDSCAPING TO LANDSCAPE CONTRACTORS DIRECTION

DEPTH OF 1200mm

BY OTHERS

COMMON OUTDOOR SPACE

NEW LANDSCAPING TO LANDSCAPE CONTRACTORS DIRECTION

MINI WATERFALL OFF THE ROCKS

POND DEPTH OF <300mm

NEW LAKE - TO LANDSCAPE CONTRACTORS DIRECTION

EXISTING TREES

EXISTING TREE

COMMUNITY GARDEN

NEW LANDSCAPING TO LANDSCAPE CONTRACTORS DIRECTION

COMMON OUTDOOR SPACE

BY OTHERS

TENNIS COURTS

BY OTHERS

TENNIS COURTS

BY OTHERS

1:20

1:14

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51

N

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1:250 @A3

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A	ISSUE FOR APPROVAL	1/2/2025	01

LAYOUT TITLE: LANDSCAPE PLAN

PROJECT STATUS: BUILDING PERMIT

SCALE: 1:250 @A1

DRWN: | CHKD: I.Z. | P.H.

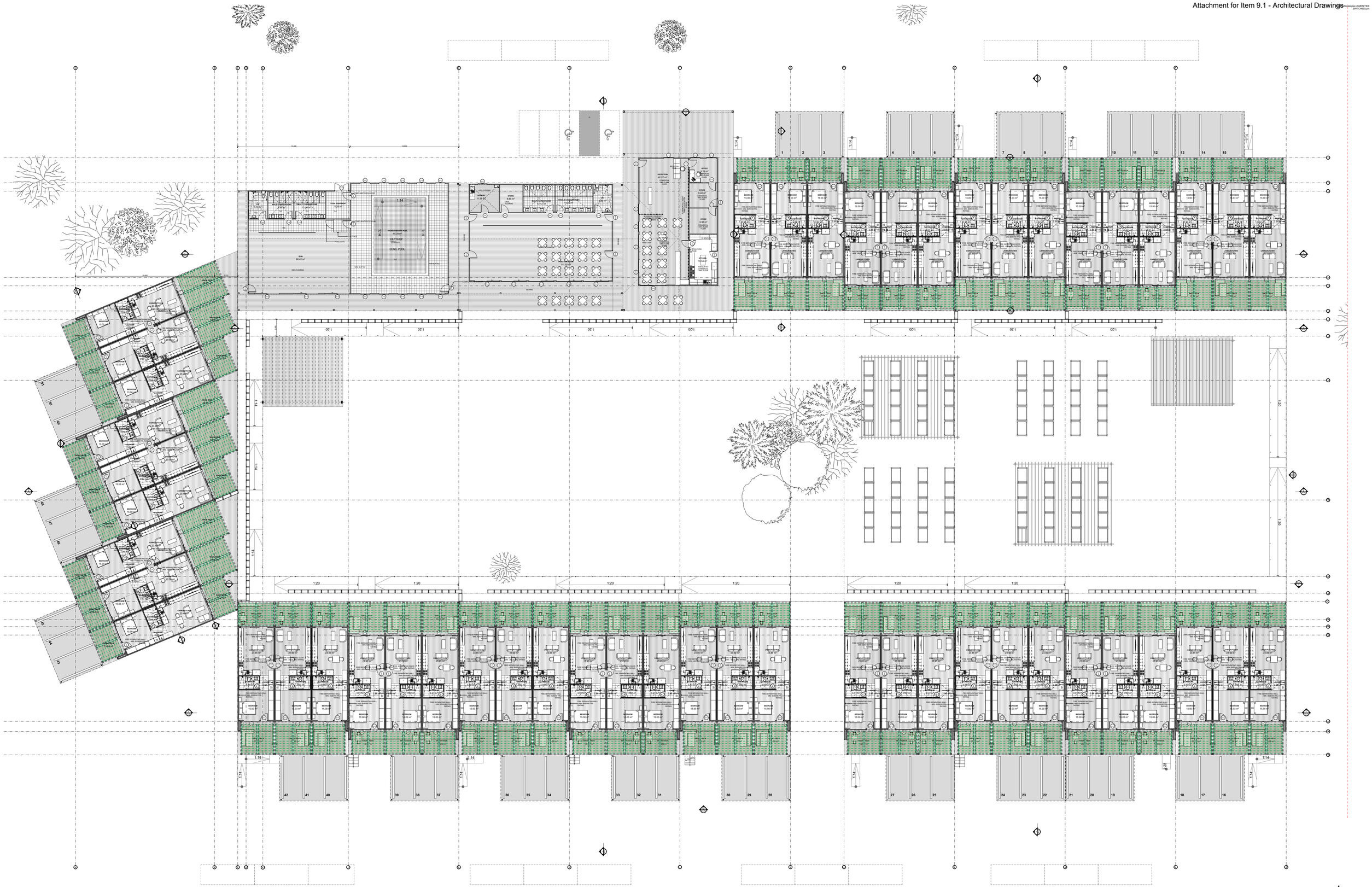
PROJECT/CLIENT:
RETIREMENT VILLAGE
18 HUNT ROAD BEVERLEY WA - AUSTRALIA

Anuoluwa Esther Oladipo

PROJECT NO: 2024-16

DRAWING NO: **A1-03**

TLC PROJECTS



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A	ISSUE FOR APPROVAL	1/2/2025	01

LAYOUT TITLE: GROUND FLOOR (GENERAL)

PROJECT STATUS: BUILDING PERMIT

SCALE: 1:200 @A1

DRWN. | CHKD: I.Z. | P.H.

PROJECT/CLIENT:
RETIREMENT VILLAGE
18 HUNT ROAD BEVERLEY WA - AUSTRALIA

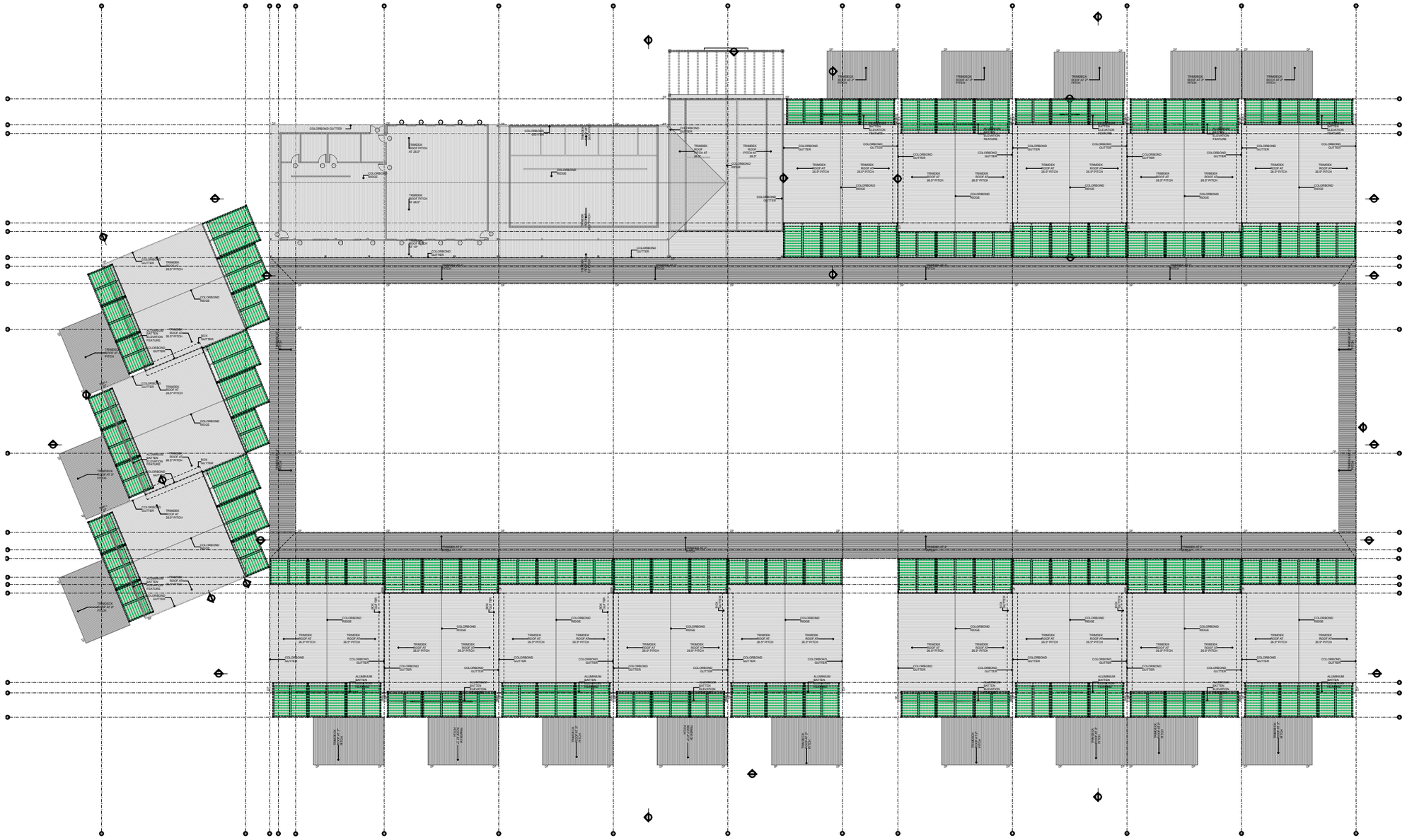
Anuoluwa Esther Oladipo

PROJECT NO: 2024-16

DRAWING NO: **A2-01**

TLC PROJECTS

Attachment for Item 9.1 - Architectural Drawings



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ISSUE REV	DESCRIPTION	DATE	DWG REV
E	ISSUE FOR COUNCIL	19/3/2025	04
D	ISSUE FOR APPROVAL	13/3/2025	03
B	ISSUE FOR APPROVAL	27/2/2025	02
A	ISSUE FOR APPROVAL	1/2/2025	01
		35	

LAYOUT TITLE:
ROOF PLAN (GENERAL)

PROJECT STATUS:
BUILDING PERMIT

SCALE:
1:500 @A3

DRWN: | CHK'D:
I.Z. | P.H.

PROJECT|CLIENT:
RETIREMENT VILLAGE
18 HUNT ROAD BEVERLEY WA - AUSTRALIA

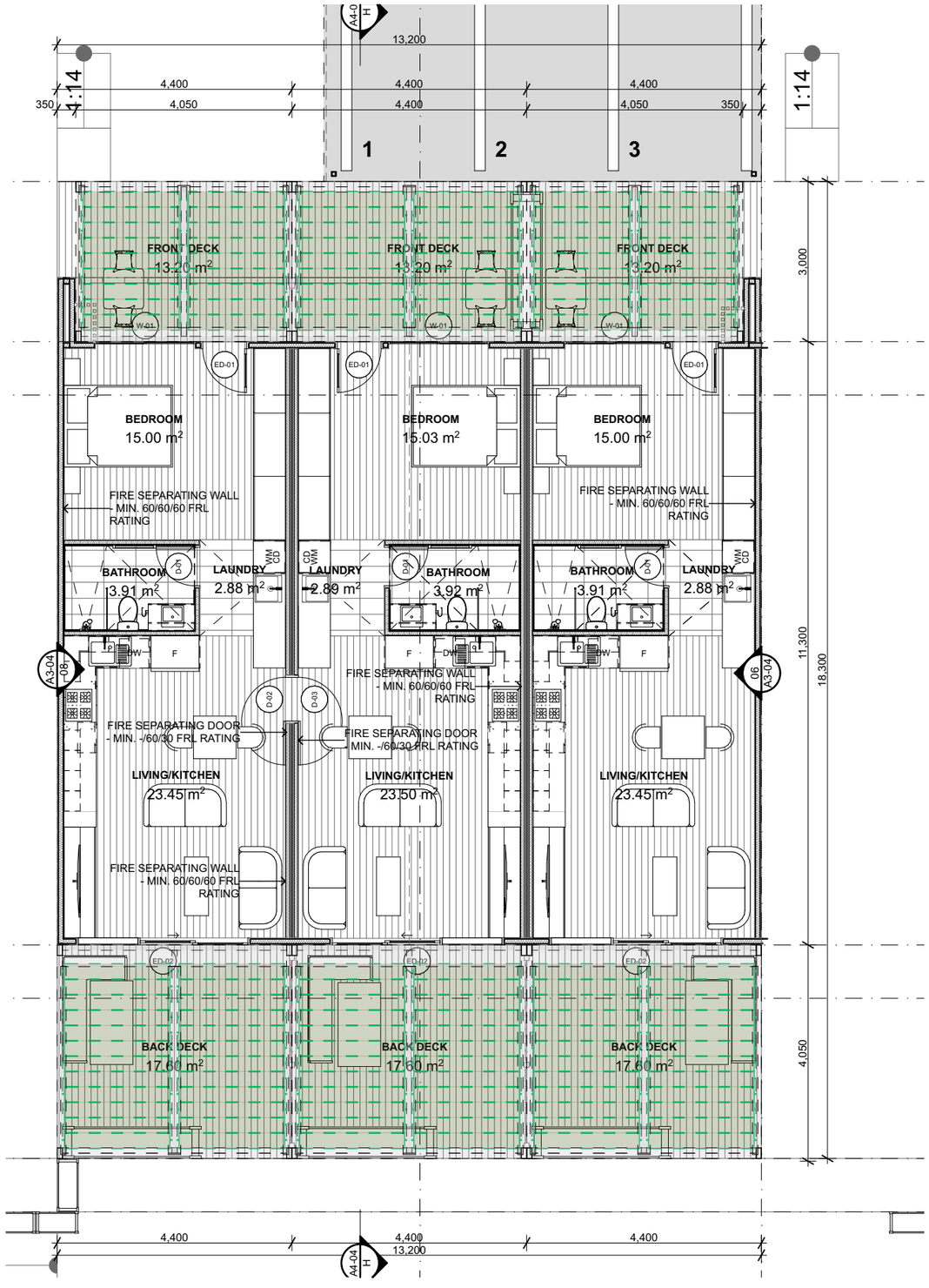
Anuoluwa Esther Oladipo

PROJECT NO:
2024-16

DRAWING NO:
A2-02

TLC PROJECTS

Attachment for Item 9.1 - Architectural Drawings



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B	ISSUE FOR APPROVAL	27/2/2025	02
A	ISSUE FOR APPROVAL	1/2/2025	01
		36	

LAYOUT TITLE: GROUND FLOOR (TYPICAL)

PROJECT STATUS:

SCALE: 1:100 @A3

DRWN: | CHK'D: I.Z. | P.H.

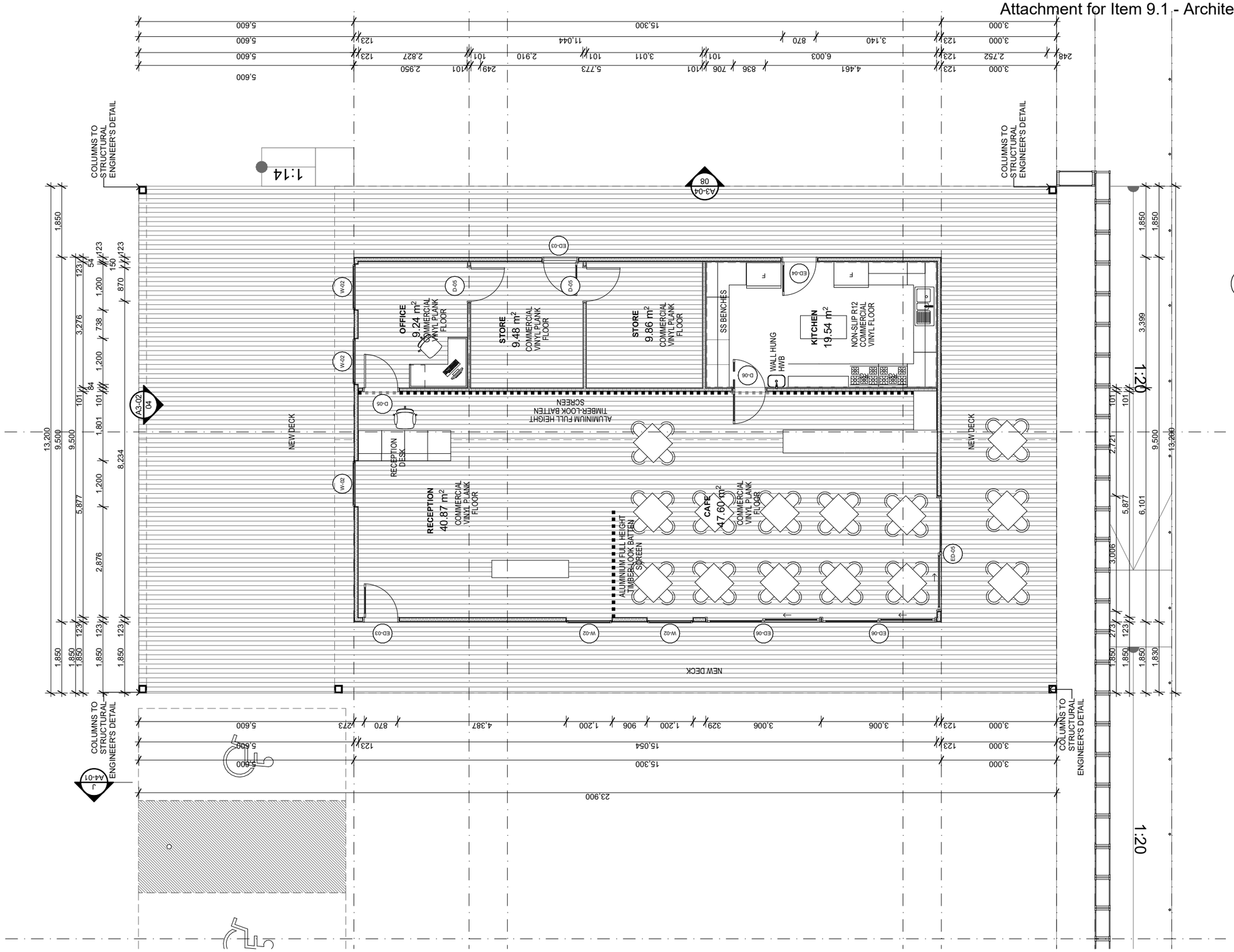
PROJECT|CLIENT:
RETIREMENT VILLAGE
18 HUNT ROAD BEVERLEY WA - AUSTRALIA

Anuoluwa Esther Oladipo

PROJECT NO: 2024-16

DRAWING NO: **A2-03**

TLC PROJECTS



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B	ISSUE FOR APPROVAL	27/2/2025	02
A	ISSUE FOR APPROVAL	1/2/2025	01
		37	

LAYOUT TITLE: GROUND FLOOR (AMENITIES-RECEPTION/ CAFE)

PROJECT STATUS:

SCALE: 1:100 @A3

DRWN: | CHK'D: I.Z. | P.H.

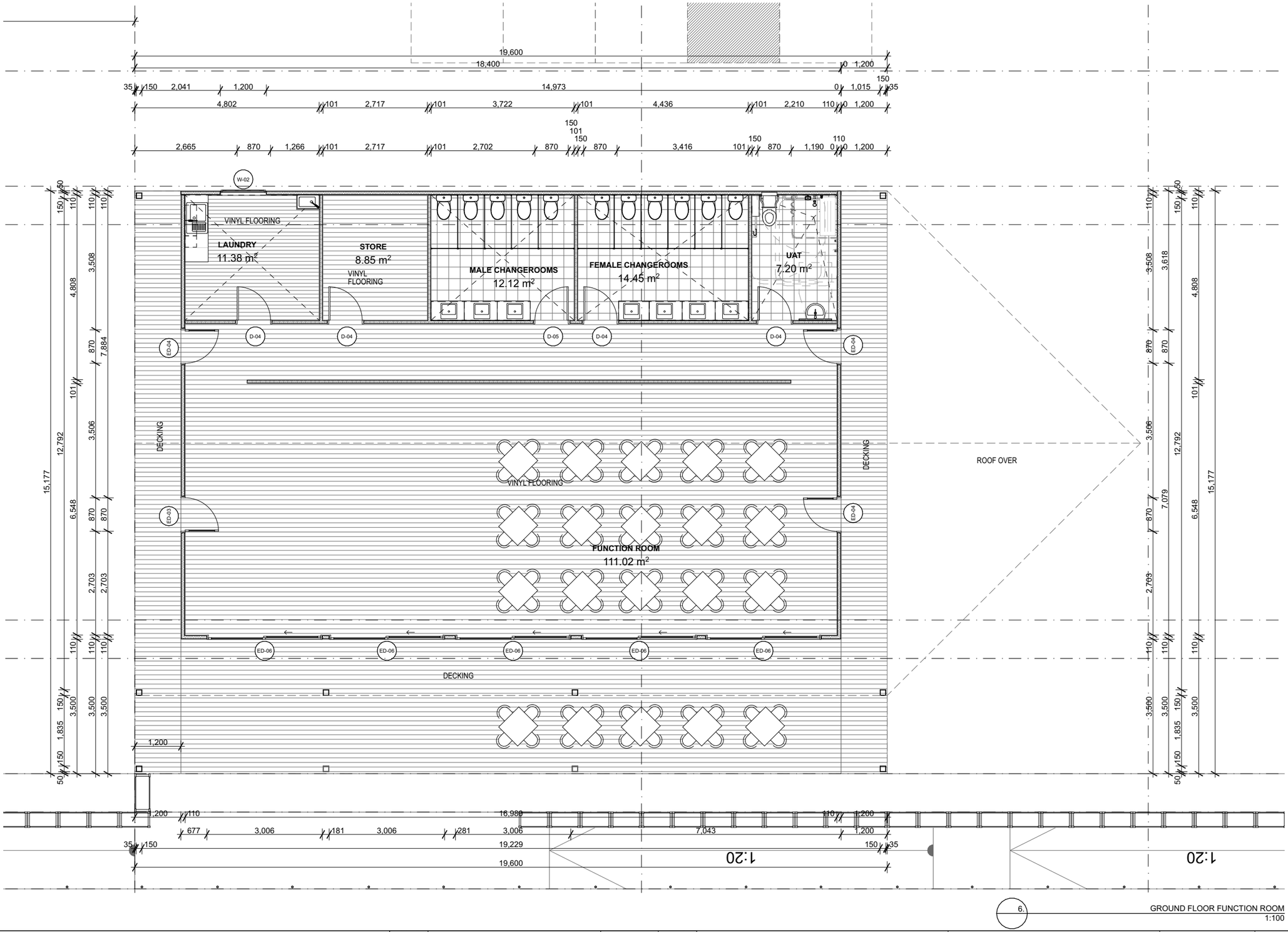
PROJECT|CLIENT:
RETIREMENT VILLAGE
18 HUNT ROAD BEVERLEY WA - AUSTRALIA

Anuoluwa Esther Oladipo

PROJECT NO: 2024-16

DRAWING NO: **A2-04**

TLC PROJECTS



6. GROUND FLOOR FUNCTION ROOM
1:100

GENERAL NOTES:
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B	ISSUE FOR APPROVAL	27/2/2025	02
A	ISSUE FOR APPROVAL	1/2/2025	01

LAYOUT TITLE: GROUND FLOOR (AMENITIES- FUNCTION ROOM)

PROJECT STATUS:

SCALE: 1:100 @A3

DRWN: | CHK'D: I.Z. | P.H.

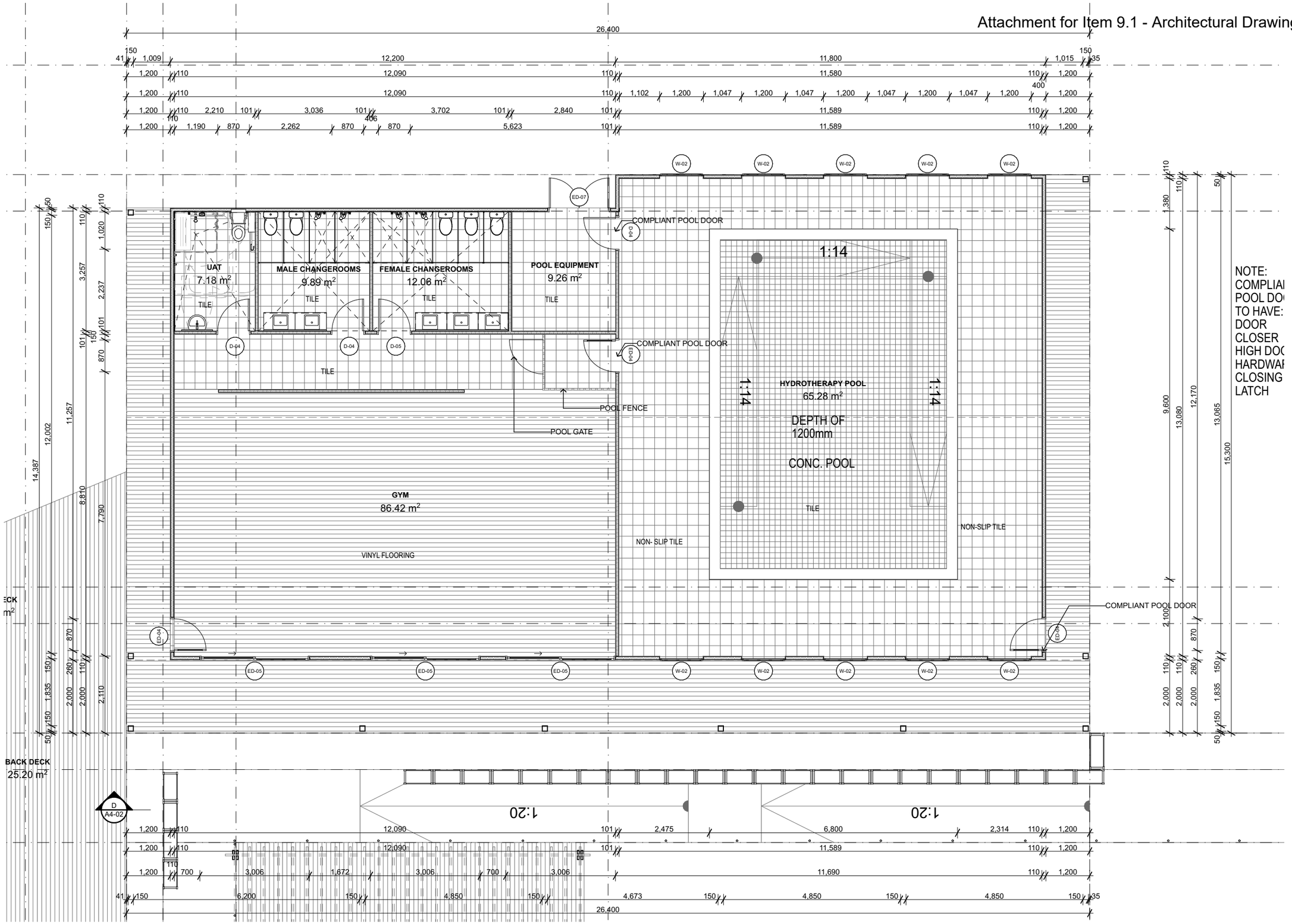
PROJECT|CLIENT:
RETIREMENT VILLAGE
18 HUNT ROAD BEVERLEY WA - AUSTRALIA

Anuoluwa Esther Oladipo

PROJECT NO: 2024-16

DRAWING NO: **A2-05**

TLC PROJECTS



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B	ISSUE FOR APPROVAL	27/2/2025	02
A	ISSUE FOR APPROVAL	1/2/2025	01
		39	

LAYOUT TITLE: GROUND FLOOR (AMENITIES - GYM/POOL)

PROJECT STATUS:

SCALE: 1:100 @A3

DRWN: | CHK'D: I.Z. | P.H.

PROJECT|CLIENT:
RETIREMENT VILLAGE
18 HUNT ROAD BEVERLEY WA - AUSTRALIA

Anuoluwa Esther Oladipo

PROJECT NO: 2024-16

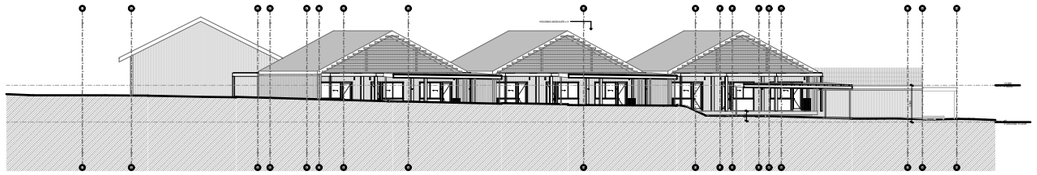
DRAWING NO: **A2-06**

TLC PROJECTS

EXTERNAL FINISHES SCHEDULE

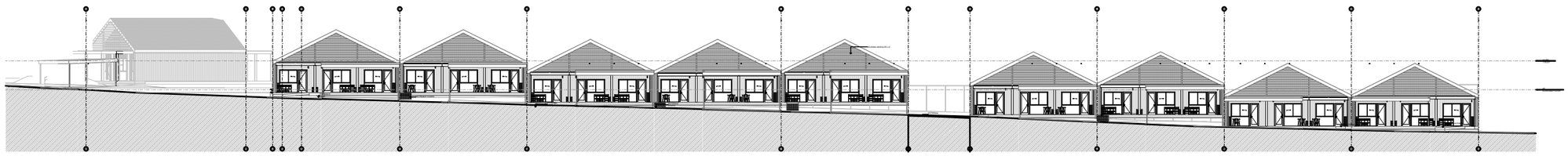
HRB013-Masterplan (AMENITIES SWITCHED).pln

C1	WALL FINISH - SYCONTAXON CLADDING - COLOUR
C2	F.C. CLADDING - PATTERNED - PAINT COLOUR
C3	F.C. CLADDING - RENDERED FINISH - PAINT COLOUR
R1	METAL ROOFING - TRIMDEK - COLORBOND SURFMIST
T1	TILE - SIZE & GEOMETRY - FINISH
T2	TILE - SIZE & GEOMETRY - FINISH
M1	ALUMINIUM - SURFMIST
L1	LAMINATE - COLOUR - GLOSS LEVEL
L2	LAMINATE - COLOUR - GLOSS LEVEL
F1	FLOORING - TYPE - FINISH - COLOUR
F2	FLOORING - TYPE - FINISH - COLOUR
F3	FLOORING - TYPE - FINISH - COLOUR
D1	DECKING - DECODECK - SLIP RESISTANT FINISH - KWILA



01
A2-01

WEST ELEVATION (STREET)
1:500



02
A2-01

SOUTH ELEVATION
1:500

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B	ISSUE FOR APPROVAL	27/2/2025	02
A	ISSUE FOR APPROVAL	1/2/2025	01

LAYOUT TITLE:
ELEVATIONS

PROJECT STATUS:
BUILDING PERMIT

SCALE:
1:500 @A3

DRWN: | CHK'D:
I.Z. | P.H.

PROJECT|CLIENT:
RETIREMENT VILLAGE
18 HUNT ROAD BEVERLEY WA - AUSTRALIA

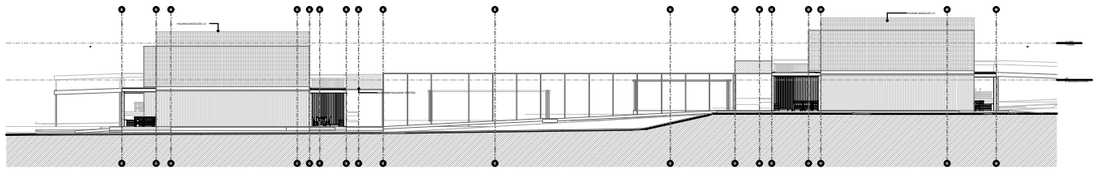
Anuoluwa Esther Oladipo

PROJECT NO:
2024-16

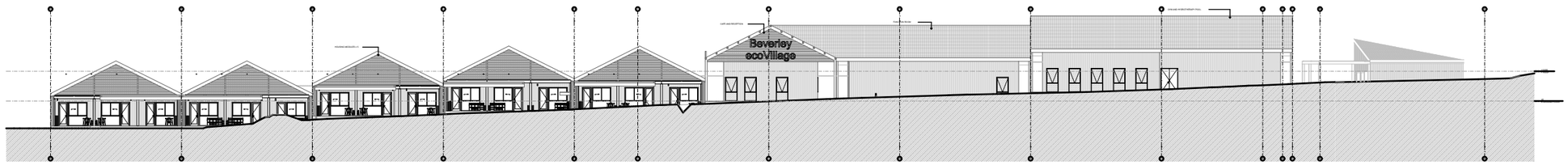
DRAWING NO:
A3-01

TLC PROJECTS

EXTERNAL FINISHES SCHEDULE	HRB013-Masterplan (AMENITIES SWITCHED).pln
C1	WALL FINISH - SYCONTAXON CLADDING - COLOUR
C2	F.C. CLADDING - PATTERNED - PAINT COLOUR
C3	F.C. CLADDING - RENDERED FINISH - PAINT COLOUR
R1	METAL ROOFING - TRIMDEK - COLORBOND SURFMIST
T1	TILE - SIZE & GEOMETRY - FINISH
T2	TILE - SIZE & GEOMETRY - FINISH
M1	ALUMINIUM - SURFMIST
L1	LAMINATE - COLOUR - GLOSS LEVEL
L2	LAMINATE - COLOUR - GLOSS LEVEL
F1	FLOORING - TYPE - FINISH - COLOUR
F2	FLOORING - TYPE - FINISH - COLOUR
F3	FLOORING - TYPE - FINISH - COLOUR
D1	DECKING - DECODECK - SLIP RESISTANT FINISH - KWILA



03
A2-01
EAST ELEVATION
1:500



04
A2-01
NORTH ELEVATION
1:500

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A	ISSUE FOR APPROVAL	1/2/2025	01

LAYOUT TITLE:
ELEVATIONS

PROJECT STATUS:
BUILDING PERMIT

SCALE:
1:500 @A3

DRWN: | CHK'D:
I.Z. | P.H.

PROJECT|CLIENT:
RETIREMENT VILLAGE
18 HUNT ROAD BEVERLEY WA - AUSTRALIA

Anuoluwa Esther Oladipo

PROJECT NO:
2024-16

DRAWING NO:
A3-02

TLC PROJECTS

EXTERNAL FINISHES SCHEDULE	HRB013-Masterplan (AMENITIES SWITCHED).pln
C1	WALL FINISH - SYCONTAXON CLADDING - COLOUR
C2	F.C. CLADDING - PATTERNED - PAINT COLOUR
C3	F.C. CLADDING - RENDERED FINISH - PAINT COLOUR
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F3	FLOORING - TYPE - FINISH - COLOUR
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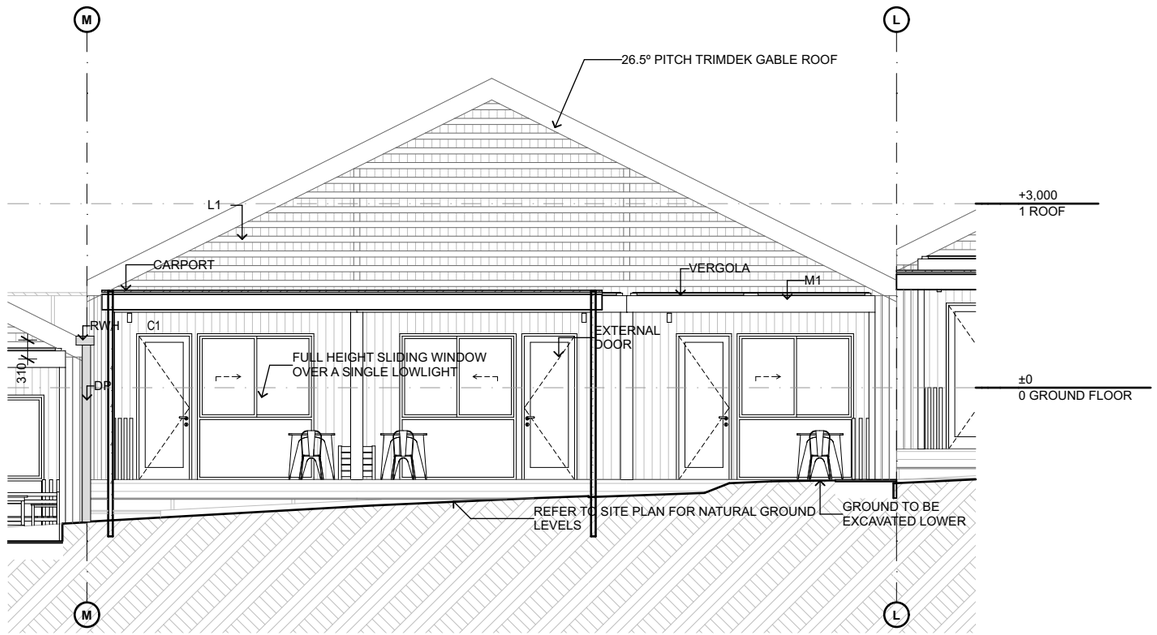
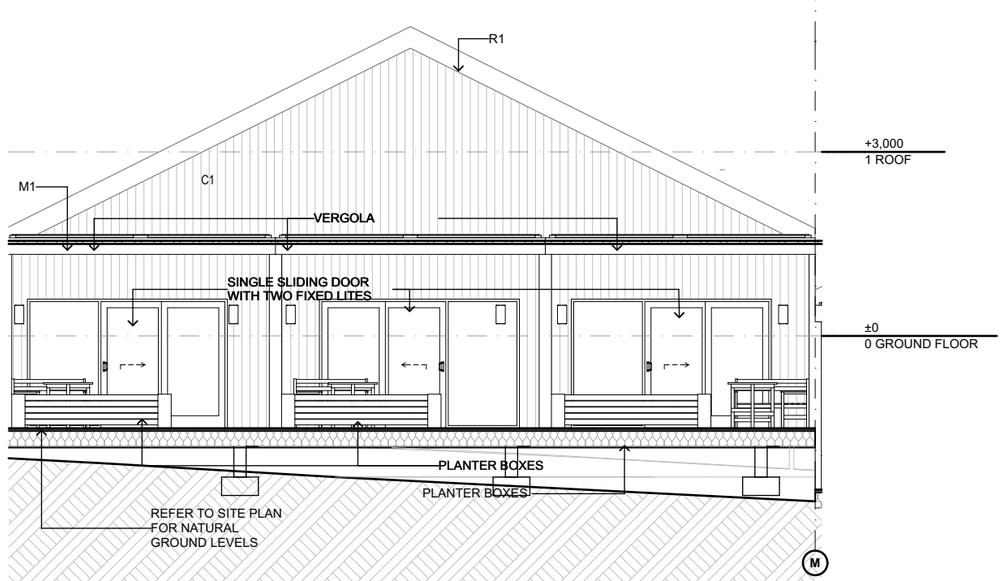


05 NORTH ELEVATION (TYPICAL)
1:100



07 SOUTH ELEVATION (TYPICAL)
1:100

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A	ISSUE FOR APPROVAL	1/2/2025	01

LAYOUT TITLE: ELEVATIONS (TYPICAL)

PROJECT STATUS:

SCALE: 1:100 @A3

DRWN: | CHK'D: I.Z. | P.H.

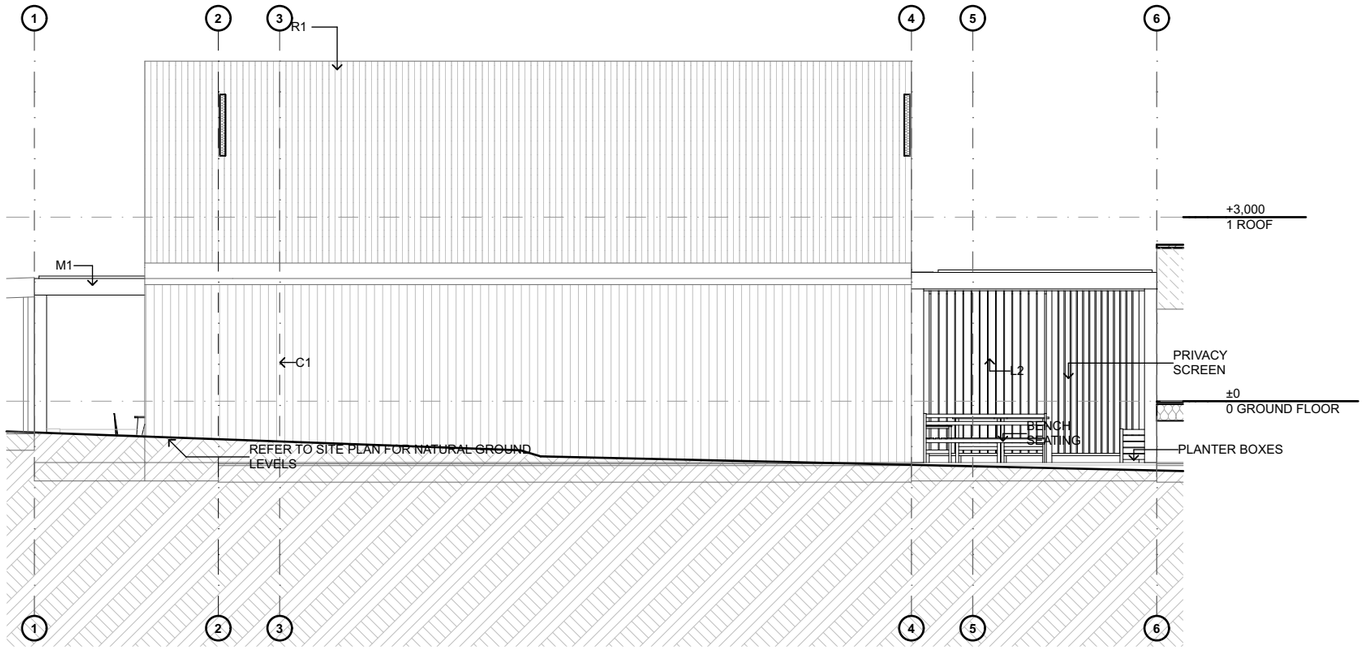
PROJECT|CLIENT:
RETIREMENT VILLAGE
18 HUNT ROAD BEVERLEY WA - AUSTRALIA

Anuoluwa Esther Oladipo

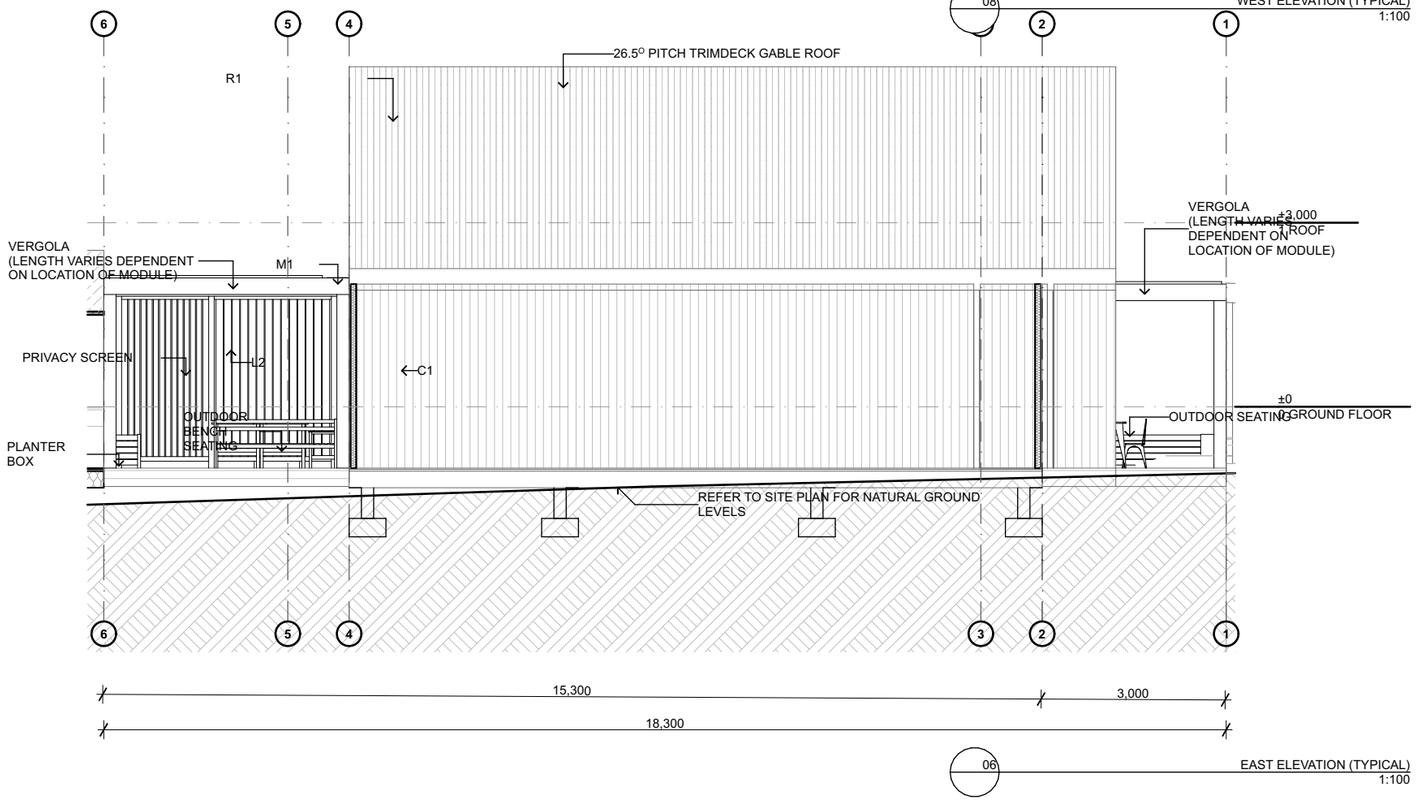
PROJECT NO: 2024-16

DRAWING NO: **A3-03**

TLC PROJECTS



08 WEST ELEVATION (TYPICAL)
1:100



06 EAST ELEVATION (TYPICAL)
1:100

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A	ISSUE FOR APPROVAL	1/2/2025	01

LAYOUT TITLE: ELEVATIONS (TYPICAL)

PROJECT STATUS:

SCALE: 1:100 @A3

DRWN: | CHK'D: I.Z. | P.H.

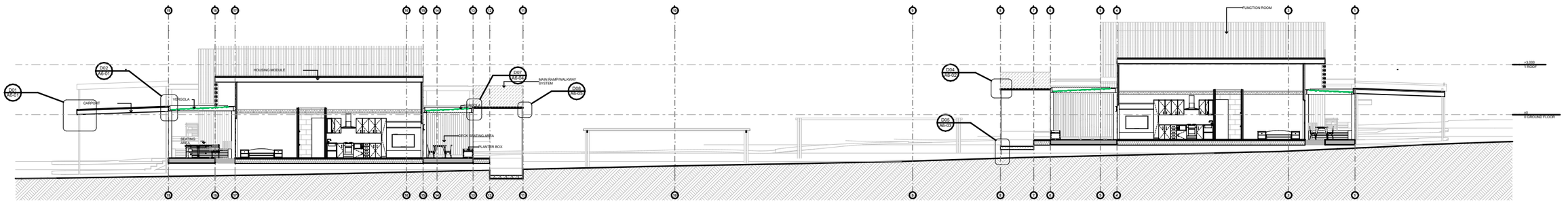
PROJECT|CLIENT:
RETIREMENT VILLAGE
18 HUNT ROAD BEVERLEY WA - AUSTRALIA

Anuoluwa Esther Oladipo

PROJECT NO: 2024-16

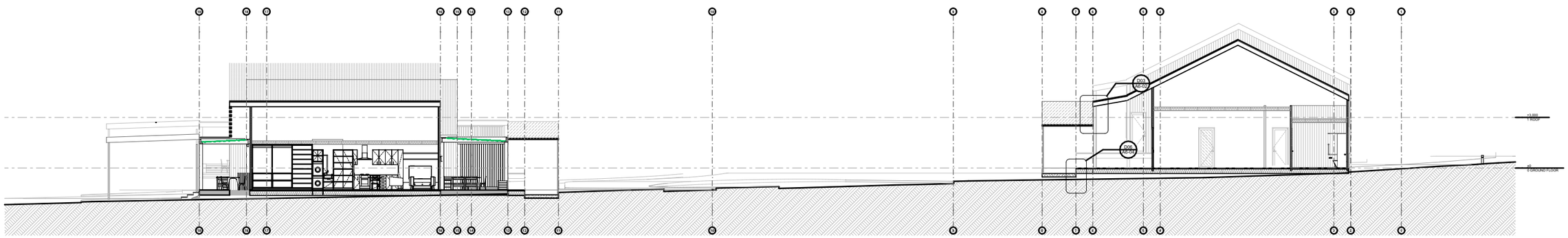
DRAWING NO: **A3-04**

TLC PROJECTS



A
A2-01

SECTION A
1:250



J

SECTION J
1:250

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A	ISSUE FOR APPROVAL	1/2/2025	01

LAYOUT TITLE:
SECTIONS

PROJECT STATUS:
BUILDING PERMIT

SCALE:
1:250 @A3

DRWN: | CHK'D:
I.Z. | P.H.

PROJECT|CLIENT:
RETIREMENT VILLAGE
18 HUNT ROAD BEVERLEY WA - AUSTRALIA

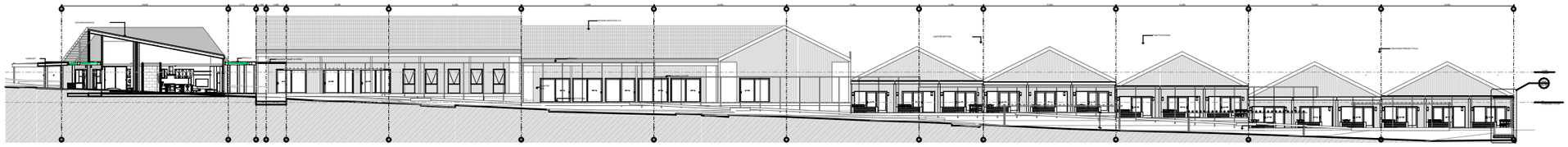
Anuoluwa Esther Oladipo

PROJECT NO:
2024-16

DRAWING NO:
A4-01

TLC PROJECTS

Attachment for Item 9.1 - Architectural Drawings



B
A2-01

B SECTION B
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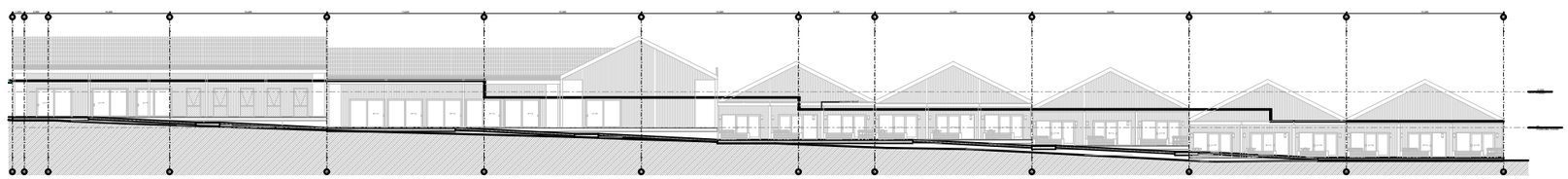
C
A2-01

C SECTION C
1:500



D

SECTION D
1:500

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LAYOUT TITLE:
SECTIONS

PROJECT STATUS:

SCALE:
1:500 @A3

DRWN: | CHK'D:
I.Z. | P.H.

PROJECT|CLIENT:
RETIREMENT VILLAGE
18 HUNT ROAD BEVERLEY WA - AUSTRALIA

Anuoluwa Esther Oladipo

PROJECT NO:
2024-16

DRAWING NO:
A4-02

TLC PROJECTS

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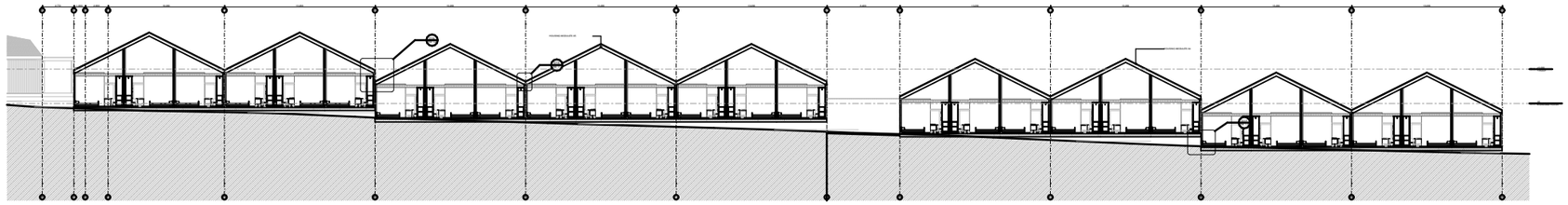
1:500



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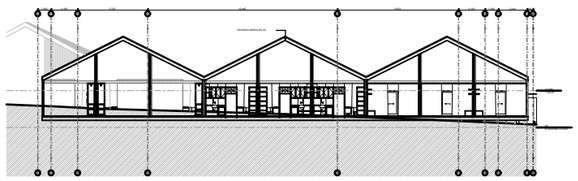

G SECTION G
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LAYOUT TITLE: SECTIONS

PROJECT STATUS:

SCALE: 1:500 @A3

DRWN: | CHK'D: I.Z. | P.H.

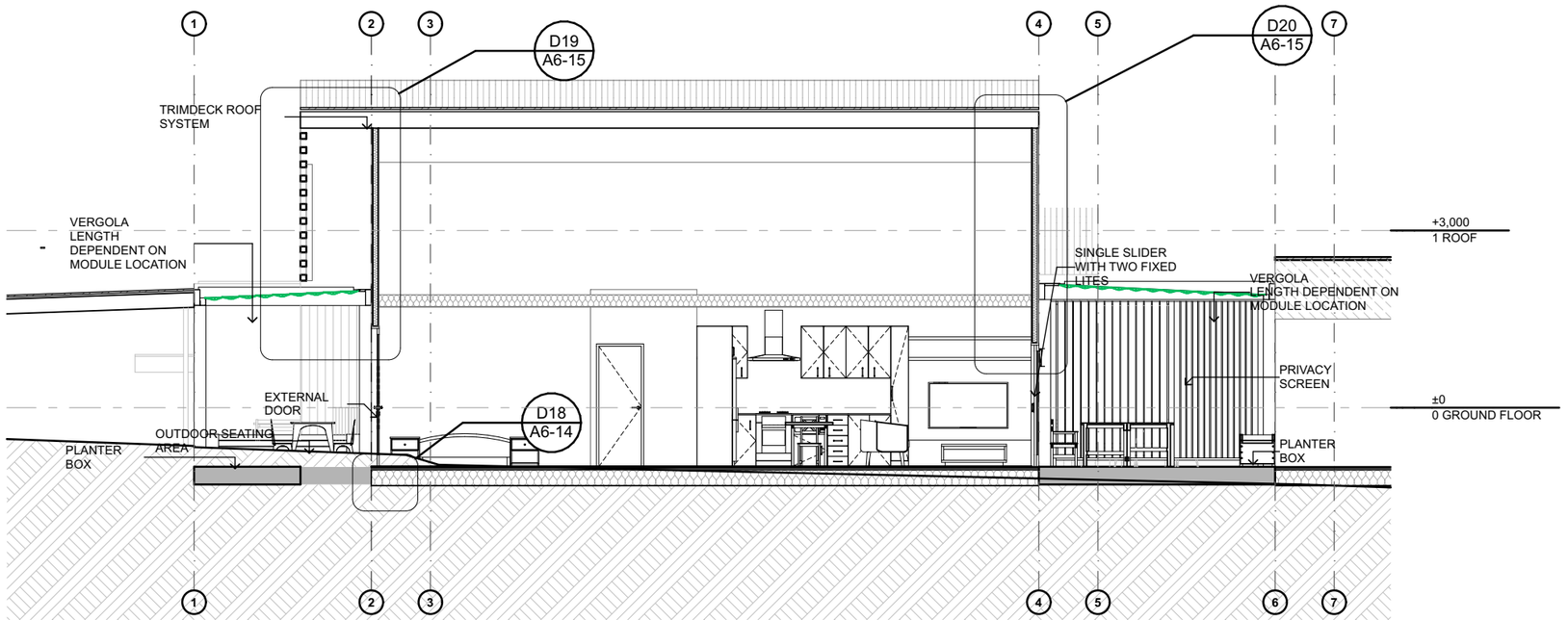
PROJECT|CLIENT:
RETIREMENT VILLAGE
18 HUNT ROAD BEVERLEY WA - AUSTRALIA

Anuoluwa Esther Oladipo

PROJECT NO: 2024-16

DRAWING NO: **A4-03**

TLC PROJECTS



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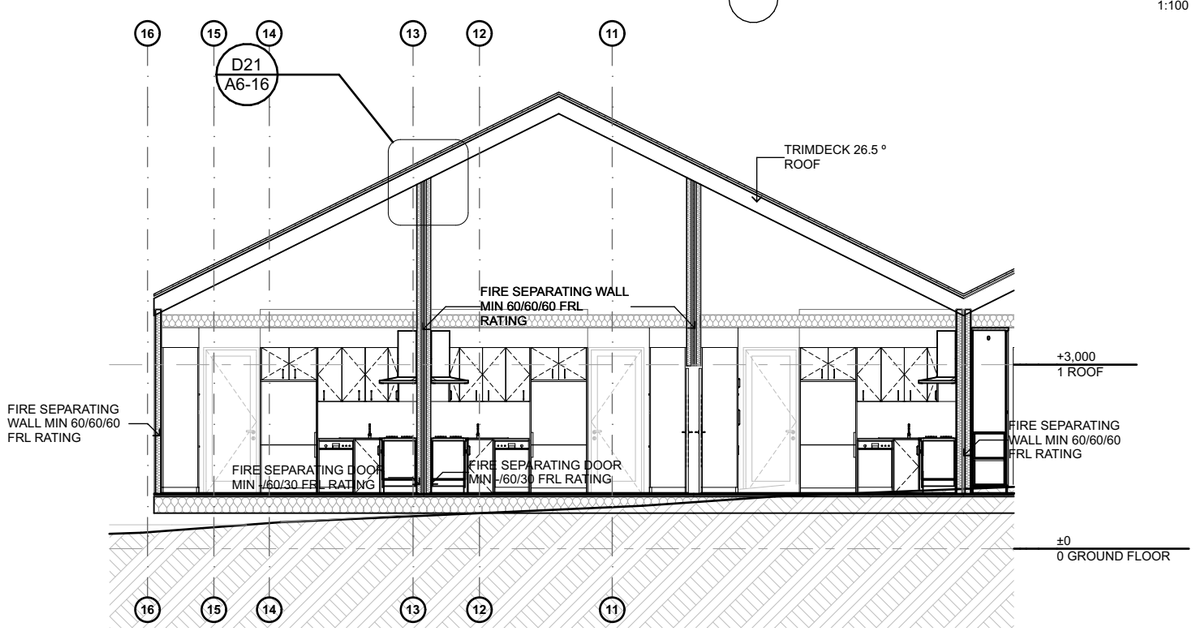

I — SECTION I (MODULE)
1:100

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LAYOUT TITLE: SECTIONS (TYPICAL)

PROJECT STATUS:

SCALE: 1:100 @A3

DRWN: | CHK'D: I.Z. | P.H.

PROJECT|CLIENT:
RETIREMENT VILLAGE
18 HUNT ROAD BEVERLEY WA - AUSTRALIA

Anuoluwa Esther Oladipo

PROJECT NO: 2024-16

DRAWING NO: **A4-04**

TLC PROJECTS

fernway engineering

Traffic Impact Assessment

18 Hunt Road Beverley WA 6304

October 2024

traffic engineering and planning

Type of Report: Traffic Impact Assessment

Site Location: 18 Hunt Road Beverley WA 6304

Prepared for: JOYDAN WA PTY LTD

Prepared by: Fernway Engineering

ACN 642 585 546

www.fernway.net.au

Document Control

Version	Author	Position	Release Date
1	Dr. Supun Perera BE (Hons), MS, PhD, M.AITPM, RPEQ, NER (EA ID: 4787402)	Principal Transportation Engineer	8th October 2024

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1. Introduction

Fernway Engineering has been engaged by JOYDAN WA PTY LTD to provide a Traffic Impact Assessment for the proposed retirement village at 18 Hunt Road in Beverley ('subject site').

The scope of this report is as follows:

- Review the characteristics of the subject site along with the existing transport conditions in the locality;
- Review the crash history for the surrounding road network along with the available public transport services and active transport infrastructure;
- Assess the suitability of proposed on-site parking provisions based on the statutory parking requirements;
- Provide a design review for the proposed on-site car parking spaces;
- Estimate the traffic generation potential of the proposed development;
- Make a conclusion based on the above findings.

2. Background

2.1 Site Description and Local Road Network

The subject site is located at 18 Hunt Road in Beverley and includes approx. 39,300 sqm of land area. The site is currently occupied by two sheds and has vehicular access off Hunt Road.

Hunt Road is a state road that includes one lane in each direction. A speed limit of 60 km/h applies to traffic on this road at the site frontage. Both Dawson Street and Queen Street currently terminate at the northern boundary of the site. These are local roads that include 6.5 m wide bitumen-sealed carriageways.

The locality of the site is characterised by rural residential land, with the Beverley town centre located approx. 500m north of the site.

Figure 1 provides an aerial view of the subject site
Figure 2 and **Figure 3** show Dawson Street and Queen Street, as seen at the site frontage.

Figure 1: Location of the Subject Site

Figure 2: Dawson Street at the Site Frontage

Figure 3: Queen Street at the Site Frontage

2.2 Crash History

The 5-year crash history (covering the period up to 31st December 2023) for the local road network was collected from the WA Crash Stats open database. A review of this data identified one crash that occurred within the locality of the site, at the Hunt Road / Elizabeth Street intersection. **Figure 4** illustrates the location of this crash with respect to the site location.

This incident is classified as Property Damage Only (PDO), with no injuries reported. Aside from this single crash, no other incidents were recorded within the 5-year period for the local area of the site. Therefore, there are no recurring crash patterns or themes in the area that would indicate a significant or systemic road safety concern.

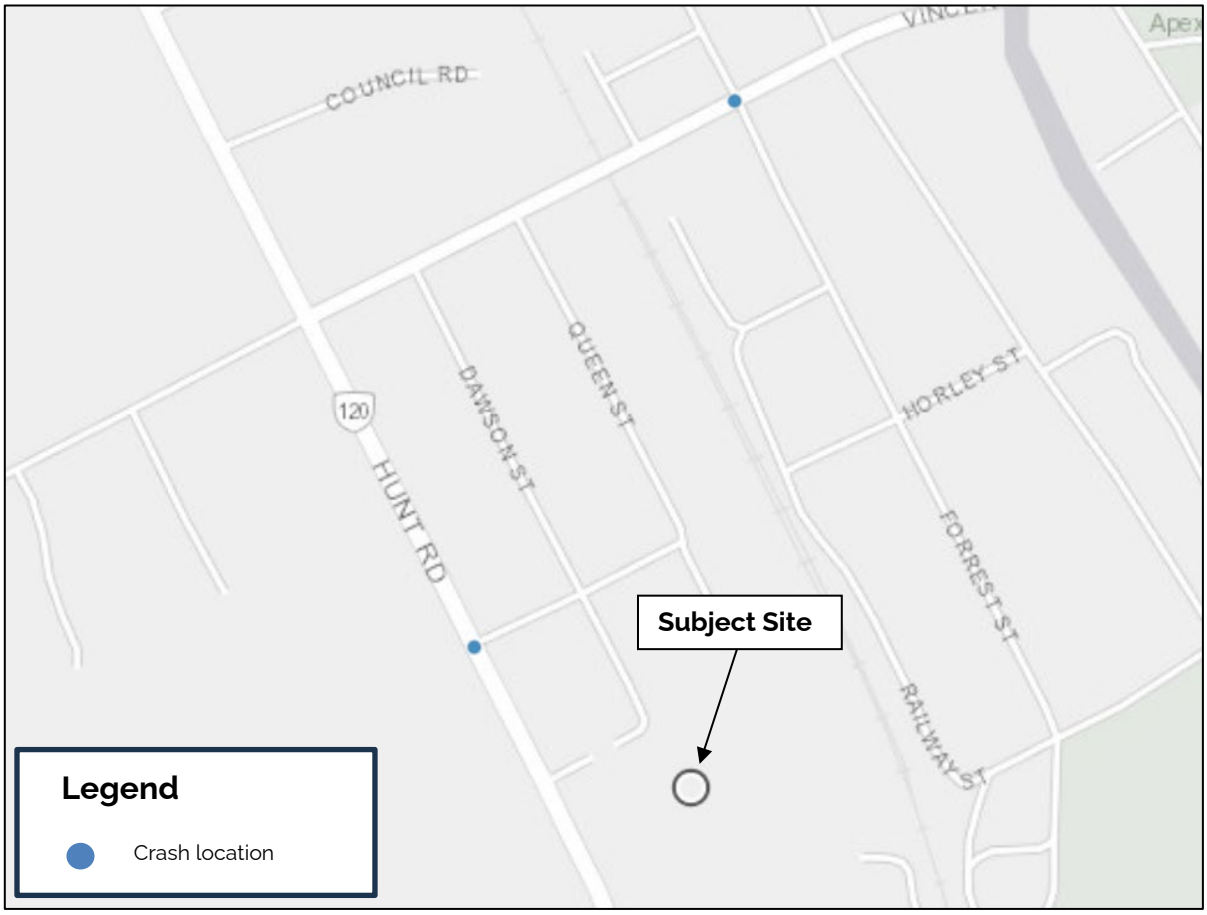

Figure 4: Crash Map for the Site Locality

2.3 Public and Active Transport Service Accessibility

Given the rural/undeveloped nature of the site locality, currently, there are no public transport services that can be used to access the site. The local road network does not provide any continuous footpaths or cycleways that could cater for walking and cycling trips.

3. Proposal Details

The proposed retirement village development at the subject site is designed to offer a mix of independent living units, support facilities, and services. In total, it will provide 46 residential units + 1 staff dwelling.

The development will be executed in two stages, as follows:

- **Stage 1:** Construction of 25 independent living units (21 x 3 bedroom/2 bathroom units + 4 x 2 bedroom/2 bathroom units), a staff dwelling (3 bedroom/2 bathroom), a reception office, resident and visitor parking, tennis and badminton courts, recreational pool and the conversion of the existing shed into a restaurant/kiosk/function room/shop (ancillary uses).
- **Stage 2:** Completion of the remaining 21 residential units (each 3 bedroom/2 bathroom).

Primary vehicular access to the site will be provided via Dawson Street (by extending the existing cul de sac into the site). This access arrangement will be constructed as a part of Stage 1 development.

A secondary vehicular access point will be provided via Queen Street (by extending the existing cul de sac into the site). This access arrangement will be constructed as a part of Stage 2 development.

No direct vehicle access will be available from Hunt Road.

Figure 5 shows the proposed development layout/staging plan.

Figure 5: Proposed Site Layout/Staging Plan

4. Parking Provision Assessment

4.1 Statutory Car Parking Requirements

The statutory car parking requirements for the proposed development were determined in accordance with the parking rates outlined in Table 6 (Parking Requirements), Part 4 (Provision of Car Parking) of the Shire of Beverley Planning Scheme No. 3.

As the planning scheme does not specify a parking rate for retirement village developments, the closest land use that represents the proposal has been adopted for assessing the suitability of the proposed parking provisions. In this regard, the parking rate for residential buildings has been adopted (see **Figure 6**).

Land Use	Minimum number of car parking spaces required
Amusement parlour	1 per 10m² gross leasable area
Bed and breakfast	1 per bedroom plus 1 per staff member
Caravan park	1.5 per camp site
Child care premises	1 per staff member plus 1 per 8 children
Cinema/theatre	1 per 4 seats
Club premises	1 per 4 persons
Consulting rooms	5 per consulting room plus 1 per staff member
Educational establishment	Primary school site - 1.5 per classroom Secondary school site - 2 per classroom
Hospital	1 per 5 beds plus 1 per staff member
Hotel	1 per room plus 1 per 5m² public area
Industry	1 per 100m² gross leasable area or 2 per unit, whichever is greatest
Motel	1 per unit plus 1 per 10m² public restaurant
Motor vehicle, boat or caravan sale	1 per 45m² gross floor area plus 1 per 100m² open display area
Office	1 per 40m² gross leasable area
Place of worship	1 per 4 persons
Residential building	0.5 per bedroom or bedspace
Restaurant	1 per 4 persons
Service station	1.5 per service bay plus 1 per staff member
Shop	1 per 20m² gross leasable area
Bulky goods showroom	1 per 60m² gross leasable area
Tavern	1 per 5m² public area
Warehouse/storage	1 per 100m² gross leasable area
Note: Disabled car parking spaces to be provided in accordance with the Building Code of Australia.	

Figure 6: Car Parking Requirement for Residential Buildings

Based on the proposal discussed in **Section 3**, the statutory car parking requirements for each stage are outlined in **Table 1**.

Table 1: Parking Requirement

Development Stage	Proposal*	Parking Rate	Parking requirement
Stage 1	25 resident units (21 x 3 bedroom units + 4 x 2 bedroom units) + 1 staff dwelling (3 bedrooms) – a total of 74 bedrooms	0.5 car spaces per bedroom	37 car spaces
Stage 2	21 resident units (3 bedrooms) – a total of 63 bedrooms		32 car spaces
Total	**137 bedrooms**		**69 car spaces**

*Note that the proposed restaurant/kiosk/function room/shop (which involves the conversion of the existing shed) are considered ancillary uses and are expected to serve residents and staff of the retirement village. As such, these uses have been excluded from the parking requirement calculation.

As per the above calculation, the proposal should provide a minimum of 69 on-site car parking spaces. This level of car parking provision shall be incorporated into the site layout plans during the detailed design stage.

4.2 Accessible Car Parking

The Building Code of Australia (BCA) outlines requirements for the provision of car parking for people with disabilities. For Class 3 buildings (Residential part of an accommodation for the aged), 1 space for every 100 car parking spaces or part thereof is required.

As such, the proposal should provide at least 1 disability-accessible car parking space.

5. Parking and Access Design

Figure 7 shows the proposed on-site car parking and access layout.

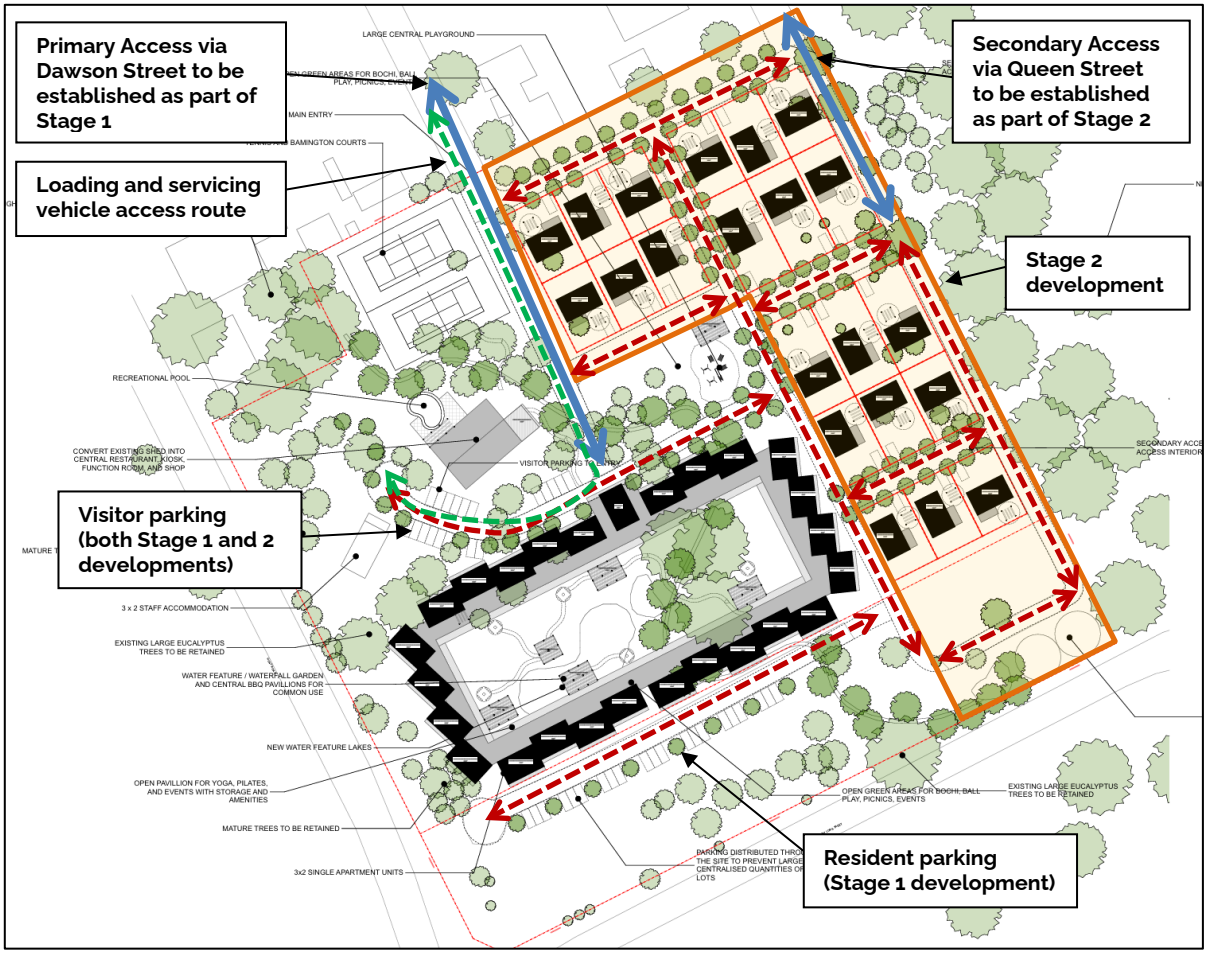

Figure 7: Proposed Parking and Access Layout

5.1 Regular Car Spaces

All regular car spaces shall be designed at 2.5 m width and 5.5 m length with 6 m wide aisles, in accordance with the minimum dimensions provided in Table 7 (Parking Dimensions) of the local planning scheme.

5.2 Disability-Accessible Car Space

The disability-accessible parking spaces shall be designed in accordance with AS 2890.6:2009, as follows:

- The disability-accessible car parking space should be designed at 2.4 m width and 5.4 m length (with 5.8 m of aisle width);
- A shared space of equal dimensions shall be provided adjacent to the car parking space; and
- Both the car parking space and the shared space should include appropriate line markings. The shared space should include a bollard in order to prevent motorists from parking at this location.

5.3 Circulation / Vehicle Conflicts

AS 2890.1 requires two-way driveways to be designed at a minimum width of 5.5 m. Accordingly, both proposed two-way driveways (off Dawson Street and off Queen Street) shall be designed to satisfy the minimum 5.5 m width.

5.4 Loading & Waste Collection

Servicing and delivery activities for the site will be carried out by private contractors. The largest vehicle expected to access the on-site car park is an 8.8m long medium rigid vehicle. **Figure 7** outlines the recommended route for servicing vehicles – it is recommended to provide a dedicated service bay at the end of the secondary access road, adjacent to the staff accommodation dwelling.

6. Traffic Impact Assessment

The anticipated daily and peak hour traffic generation potential of the proposed development was estimated based on the trip rates provided within the *Guide to Traffic Generating Developments (RMS, 2002).*

The *Guide* provides the following trip rates in relation to Housing for aged:

- Daily trips – 1-2 trips per dwelling; and
- Peak hour trips – 0.1-0.2 per dwelling.

Table 1 summarises the traffic generation calculation for the proposed development, on the basis of the above-identified trip rates.

Table 1: Daily and Peak Hour Traffic Generation Potential of the Proposal

Land Use	Proposal*	Peak hour trip rate	Peak hour trips	Daily trip rate	Daily trips
Retirement Village (Housing for aged)	47 dwellings (including staff dwelling)	0.2 trips per dwelling	10 trips	2 trips per dwelling	94 trips

*Note that the proposed restaurant/kiosk/function room/shop (which involves the conversion of the existing shed) are considered ancillary uses and are expected to serve residents and staff of the retirement village. As such, these uses have been excluded from the traffic generation calculation.

It is noted that, in its ultimate form, the proposed development will have two vehicular access points to the external road network (one access point off Dawson Street and another off Queen Street). As such, the vehicle trips will be distributed across two local roads.

In any case, the above-identified level of peak-hour trips (10 trips) is considered minimal and is not expected to have any material impacts on the existing traffic conditions of the local road network.

7. Conclusions

Based on this assessment, the following can be concluded:

- The subject site is not located in an area that is served by public transport or active transport infrastructure. Therefore, public and active transport modes are not considered viable travel options for those accessing the site.
- The 5-year crash history (ending in 2023) for the local road network indicates one property damage-only crash at the Hunt Road / Elizabeth Street intersection. Besides this single incident, there are no recurring crash patterns or themes in the area that would indicate a significant or systemic road safety concern.
- The proposal has a statutory parking requirement for a minimum of 69 on-site car parking spaces. This level of car parking provision shall be incorporated into the site layout plans during the detailed design stage.
- The proposal should provide at least one disability-accessible car parking space.
- The detailed design of the on-site car parking and access shall comply with the relevant minimum requirements outlined in the Local Planning Scheme and Australian Standards AS 2890 series.
- It is recommended to provide a single dedicated service bay (suitable for an 8.8m long Medium Rigid Vehicle)at the end of the secondary access road, adjacent to the staff accommodation dwelling.
- The proposal is not considered to generate a noteworthy level of peak-hour traffic movements. In particular, it is expected to generate some 10 peak-hour vehicle trips. As such, the additional traffic generated by the proposed development is not expected to have any material impact on the existing local traffic operations.

Appendix A of this report provides the Western Australian Planning Commission's (WAPC) checklist.

Appendix A: WAPC Transport Impact Statement Guidelines

ITEM	PROVIDED	COMMENTS/PROPOSALS
Proposed development		
existing land uses	Yes	
proposed land use		
context with surrounds		
Vehicular access and parking		
access arrangements	Yes	
public, private, disabled parking set down/pick up		
Service vehicles (non-residential)		
access arrangements	Yes	
on/off-site loading facilities		
Service vehicles (residential)		
rubbish collection and emergency vehicle access	Yes	
Hours of operation (non-residential only)	Yes	
Traffic volumes		
daily or peak traffic volumes	Yes	
type of vehicles (for example, cars, trucks)		
Traffic management on frontage streets		
Public transport access		
nearest bus/train routes	N/A	
nearest bus stops/train stations		
pedestrian/cycle links to bus stops/ train station		

ITEM	PROVIDED	COMMENTS/PROPOSALS
Pedestrian access/facilities		
existing pedestrian facilities within the development (if any)	N/A	
proposed pedestrian facilities within development		
existing pedestrian facilities on surrounding roads	N/A	
proposals to improve pedestrian access	N/A	
Cycle access/facilities		
existing cycle facilities within the development (if any)	N/A	
proposed cycle facilities within development		
existing cycle facilities on surrounding roads	N/A	
proposals to improve cycle access	N/A	
Site specific issues		
Safety issues		
identify issues	N/A	
remedial measures		

Proponent's name ..... JOYDAN WA PTY LTD .....

Company .... JOYDAN WA PTY ..... **Date** 08/10/2024 .....

Transport assessor's name ..... Dr. Supun (Sam) Perera .....

Company ..... Fernway Engineering ..... **Date** 08/10/2024 .....

fernway
engineering
ABN 38 475 511 899

traffic engineering and planning

PO Box 75
Artarmon NSW 1570

1300 651 258
info@fernway.net.au
www.fernway.net.au

Bushfire Management Plan / Statement addressing the Bushfire Protection Criteria coversheet

Site address: Lot 4 (#18) Hunt Road, Beverley

Site visit: Yes ☒ No ☐

Date of site visit (if applicable): Day 11th Month December Year 2024

Report author or reviewer: Nathan Peart

WA BPAD accreditation level (please circle):

Not accredited ☐ Level 1 BAL assessor ☐ Level 2 practitioner ☐ Level 3 practitioner ☒

If accredited, please provide the following.

BPAD accreditation number: 38808 Accreditation expiry: Month May Year 2025

Bushfire management plan version number: 1

Bushfire management plan date: Day 14th Month March Year 2025

If one or more of the following are selected, then these should be automatically referred to DFES.	YES	NO
Strategic planning is required to address SPP 3.7 and the Guidelines	☐	☒
The application is a vulnerable land use	☒	☐

None of the Above ☐

If one or more of the following are selected, and the decision-maker requires input from DFES, then the application can be referred.	YES	NO
The BAL rating has been calculated by a method other than Method 1 as prescribed by AS 3959	☐	☐
An outcomes-based approach has been submitted to demonstrate compliance with the bushfire protection criteria	☐	☐

None of the Above ☒

Note: If a subdivision or development application meets all the acceptable solutions and does not otherwise trigger a referral as listed above, seeking advice from DFES on SPP 3.7 or other matters is at the discretion of the decision-maker.

The information provided within this bushfire management plan to the best of my knowledge is true and correct:

Signature of report author or reviewer Date 14 March 2025

Bushfire Management Plan (DA)

Proposed vulnerable use facility at: Lot 4 (#18) Hunt Road, Beverley

Client: Hubble Design

Report Number: 24-19531

Assessment Date: 11 December 2024

Report Date: 14 March 2025

Prepared by a BPAD Accredited Practitioner

BUSHFIRE SMART

Document Control

Doc name:	Bushfire Management Plan (DA) - Lot 4 (#18) Hunt Road, Beverley				
Version	Date	Author		Reviewer	
1	14/03/2025	Billy Hulands	BH	Nathan Peart	NP
	Initial Report Issued				

Disclaimer and Limitation

This report is prepared solely for the client, any future landowners of the subject lot and is not for the benefit of any other person and may not be relied upon by any other person. Bushfire Smart accepts no liability or responsibility whatsoever for or in respect of any use or reliance upon this report and its supporting material by any third party.

The mitigation strategies contained in this report are considered to be prudent minimum standards only, based on the writer's experience as well as standards prescribed by relevant authorities. It is expressly stated that Bushfire Smart and the writer do not guarantee that if such standards are complied with or if a property owner exercises prudence, that a building or property will not be damaged or destroyed by bushfire or that lives will not be lost in a bush fire. Fire is an extremely unpredictable force of nature. Changing climatic factors (whether predictable or otherwise) either before or at the time of a fire can also significantly affect the nature of a fire and in a bushfire prone area it is not possible to completely guard against bushfire.

Further, the growth, planting or removal of vegetation; poor maintenance of any fire prevention measures; addition of structures not included in this report; or other activity can and will change the bushfire threat to all properties detailed in the report. Further, the achievement of the level of implementation of fire precautions will depend on the actions of the landowner or occupiers of the land, over which Bushfire Smart has no control.

This report does not negate the need to follow Local government authority requirements for Firebreak and Fuel Hazard Reduction. The client agrees that in submitting this report they approve of and will comply with all requirements detailed.

Insurance Coverage Statement

Bushfire Smart is covered by Professional Indemnity Insurance up to $2,000,000 and Public Liability Insurance valued at $20,000,000. These policies provide comprehensive coverage for bushfire attack level assessments, planning, design, and advisory services, in accordance with the FPA Australia Bushfire Planning and Design Accreditation Scheme for a BPAD-Level 3 practitioner.

Author		
Billy Hulands	BPAD 59401	
Level 1 Bushfire Planning and Design (BPAD) Accredited Practitioner		
E: BAL@BushfireSmart.com.au	Ph: 9555 9444	

Reviewer		
Nathan Peart	BPAD 38808	
Level 3 Bushfire Planning and Design (BPAD) Accredited Practitioner		
E: BAL@BushfireSmart.com.au	Ph: 9555 9444	

Executive Summary

The proposal is at Lot 4 (#18) Hunt Road, Beverley regarding a building to be used for aged care on a Existing lot.

The proposal is in an area that has been designated as bushfire prone and must therefore comply with State Planning Policy 3.7 (SPP 3.7). Planning for Bushfire Guidelines Version: September 2024 (the Guidelines) has been used to determine the proposals compliance with SPP 3.7.

An assessment against the Bushfire Protection Criteria 6 is required to be undertaken. The following table summarises the outcome of this assessment.

Table A.1: Summary of assessment against Bushfire Protection Criteria 6

Element	Acceptable Solution	Compliance Method	Compliance notes.
1: Location	-	N/A	
2: Siting of development	A2.1 Siting and design	Acceptable Solution	All habitable building(s) is within an area that is BAL-29 or below.
	A2.2 Asset Protection Zone (APZ)	Acceptable Solution	An APZ can be achieved and contained within the lot boundaries.
	A2.3 Clearing of native vegetation	Acceptable Solution	The development avoids the clearing of native vegetation
	A2.4 Landscape management plan	Acceptable Solution	A landscape management plan is to be prepared to assist with vegetation management.
	A2.5 On-site shelter	N/A	
	A2.6 Storage of hazardous, flammable and/or combustible materials	N/A	
3: Vehicular Access	A3.1 Public Roads	Acceptable Solution	Public Roads meet the requirements in Appendix B.3, Table 10.
	A3.2 Access routes	Acceptable Solution	Public road access is provided in two different directions.
	A3.3a No-through roads	Acceptable Solution	The no-through road is 200 meters or less.
	A3.3b No-through road requirements	Acceptable Solution	No through Road meets Appendix B.3, Table 10, Column 2 and has a turnaround as per Figure 30.
	A3.4 Emergency access ways	N/A	
	A3.5 Fire service access route	N/A	
	A3.6 Internal vehicular access and private driveways	Acceptable Solution	Private driveways can meet the requirements of the guidelines.

	A3.7 Signage	Acceptable Solution	Signage detailing emergency measures to be provided.
4: Water	A4.1 Water supply for residential habitable buildings	Acceptable Solution	Hydrants provided to comply with Water Corporation's No. 63 Water Reticulation Standard.

Action Required:

Compliance with this BMP, and therefore SPP 3.7, will require action prior, during and after development. The items requiring implementation include:

- APZ to be established and maintained throughout the life of the proposal.
- Driveway to be constructed and maintained to the standard stated in this BMP.
- Install Signage as required by this BMP
- Conduct training with all senior members onsite as per BEP
- Conduct annual and daily preparation as per requirements of the BEP
- Ensure all visitors are aware of Bushfire risk and evacuation procedures
- Ongoing compliance with the local government's firebreak notice.

The entire report should be read in conjunction with the guidelines to ensure all requirements are understood.

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1 Proposal and Site Details

1.1 Proposal Details

Lot 4 (#18) Hunt Road, Beverley (subject lot) is a 3.9ha parcel. The proposal is for the construction of an aged care facility on an existing lot.

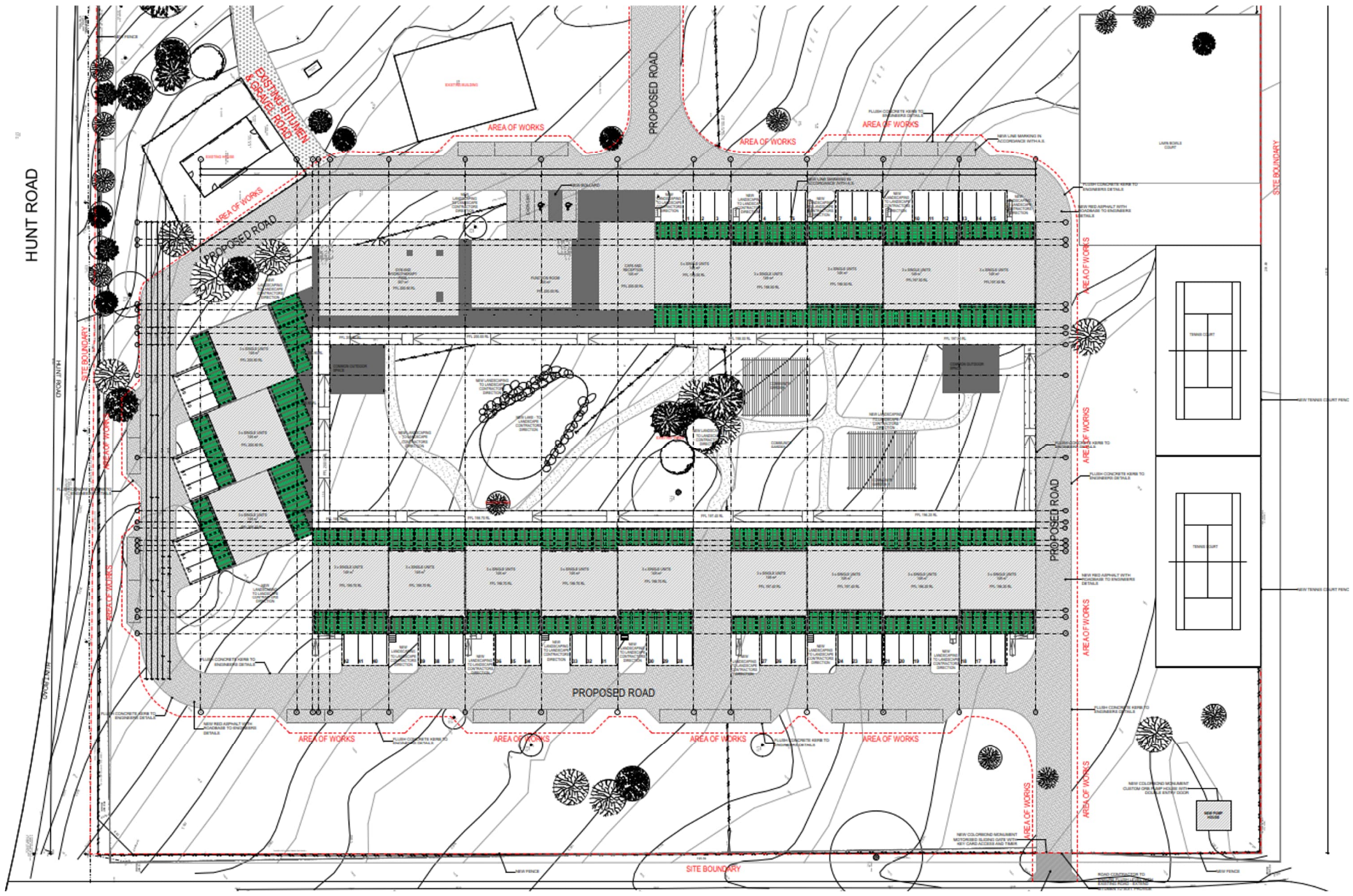


Figure: 1 Proposal Plan

Figure: 2 Location

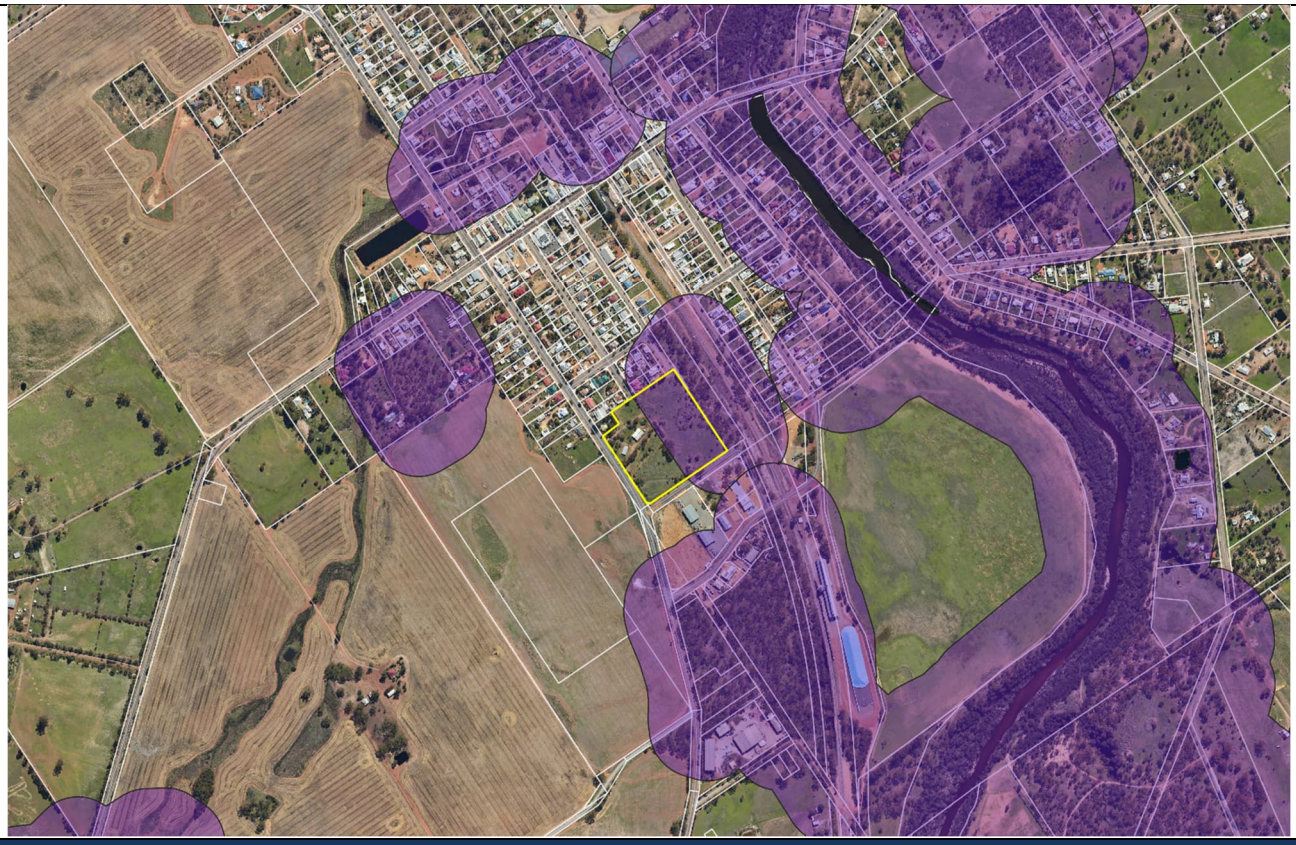
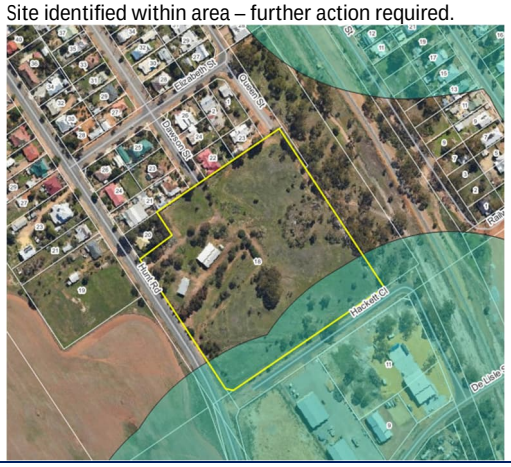


Figure: 3 Map of Bushfire Prone Area for Subject Site

2 Environmental Considerations

To identify environmental, biodiversity and conservation values on the subject site, the site has been examined against the following databases as shown in Table 1.

Table 1: Assessment against environmental considerations

Object	Database	Identified	Details
Geomorphic Wetlands: Swan Coastal Plain / Augusta to Walpole	DBCA-019 / DBCA-017	No	Site not identified within database.
Ramsar sites (Wetland areas designated under the Ramsar Convention)	DBCA-010	No	Site not identified within database.
Threatened and Priority Flora	DBCA-036	No	Site not identified within database.
Threatened and Priority Fauna	DBCA-037	No	Site not identified within database.
Threatened Ecological Communities	DBCA-038	Yes	Site identified within area – further action required. 
Bush Forever Areas - 2000	DPLH-019	No	Site not identified within database.
Clearing Regulations – Environmentally Sensitive Areas	DWER-046	No	Site not identified within database.
SWAN Bioplan Regionally Significant Natural Areas 2010	DWER-070	No	Site not identified within database.
Local government biodiversity/planning	-	No	-

The subject site has been identified by the Department of Biodiversity, Conservation and Attractions (DBCA) as being within a threatened ecological community. The applicant will need to seek clarification from the appropriate authorities, which may include the preparation of reports from suitably qualified consultants, to ensure any clearing is appropriate for the area.

2.1 Native vegetation – modification and clearing

The site has been checked against the Native Vegetation mapping conducted by the Department of Primary Industries and Regional Development (DPIRD-005). This database does show native vegetation on the site, as seen in the image below.

However, the asset protection zone, as required in this BMP, will not require the removal of native vegetation.

Figure: 4 Map of Native Vegetation Extents for Subject Site

2.2 Revegetation/landscape plans

No landscaping or revegetation plans relating to this proposal have been provided. Any future landscaping for the site may need to comply with the APZ requirements of this report.

3 Bushfire Assessment

3.1 Site Assessment

The assessment of this site/development was undertaken by a BPAD Accredited Practitioner for the purpose of determining the Bushfire Attack Level in accordance with AS 3959-2018 Simplified Procedure (Method 1).

The subject lot has some vegetation maintenance evident, however the vegetation on the lot has been classified to align with the precautionary principal approach as per requirements of the guidelines. Figure 6 shows the BAL contours that would be applicable with the management of an APZ only and Figure 7 shows the BAL contours that would be applicable with the management of the entire subject lot.

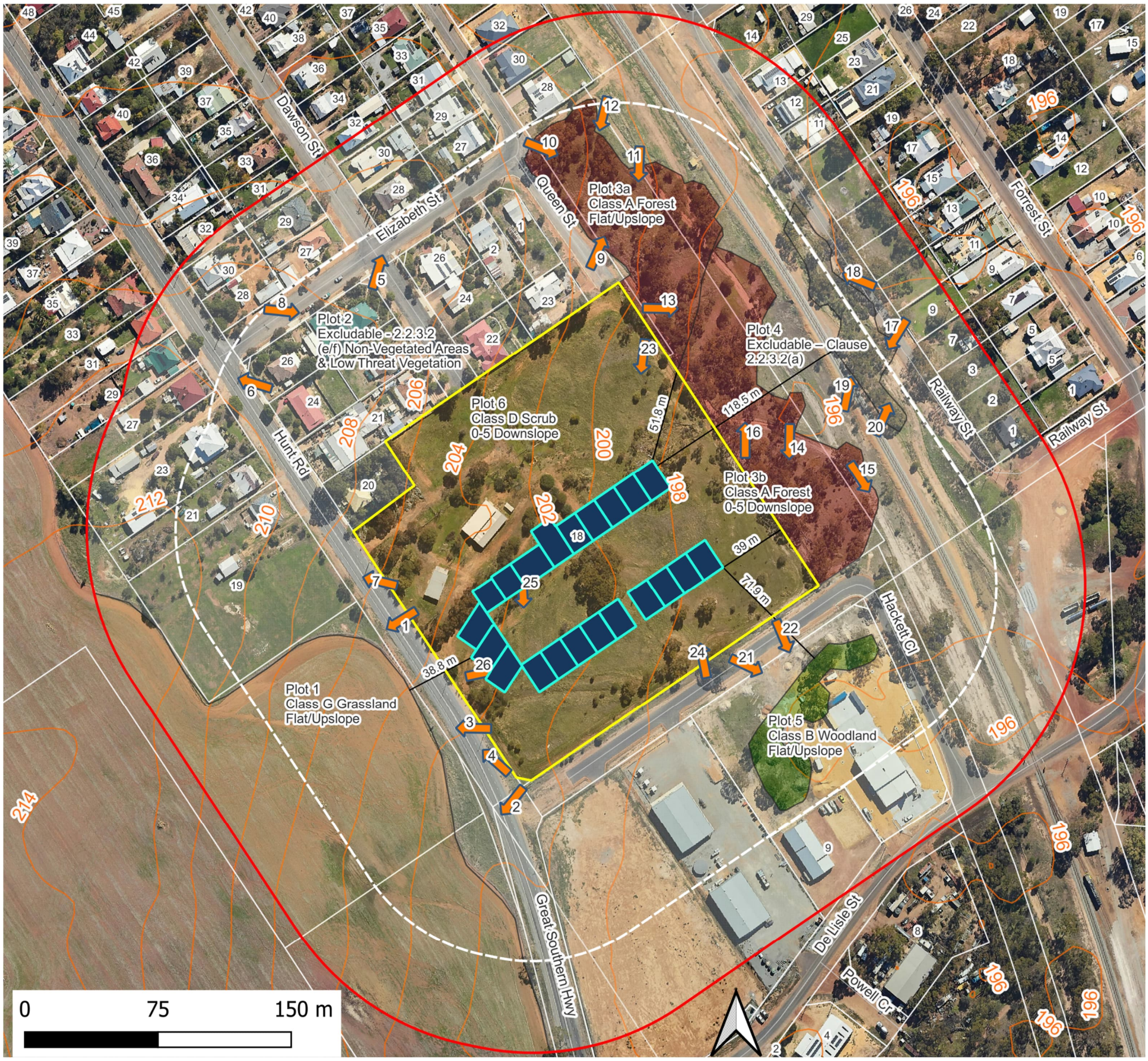


Figure: 5 *Vegetation Classification*

Lot 4 (#18) Hunt Road, Beverley	Legend											
The aerial imagery used was the best available at the time of review; however, it may no longer reflect the most current conditions.	Proposed Structure	Subject Land	150m area assessment	100m area assessment	Photo point	A Forest	B Woodland	C Shrubland	D Scrub	G Grassland	Excluded	Other

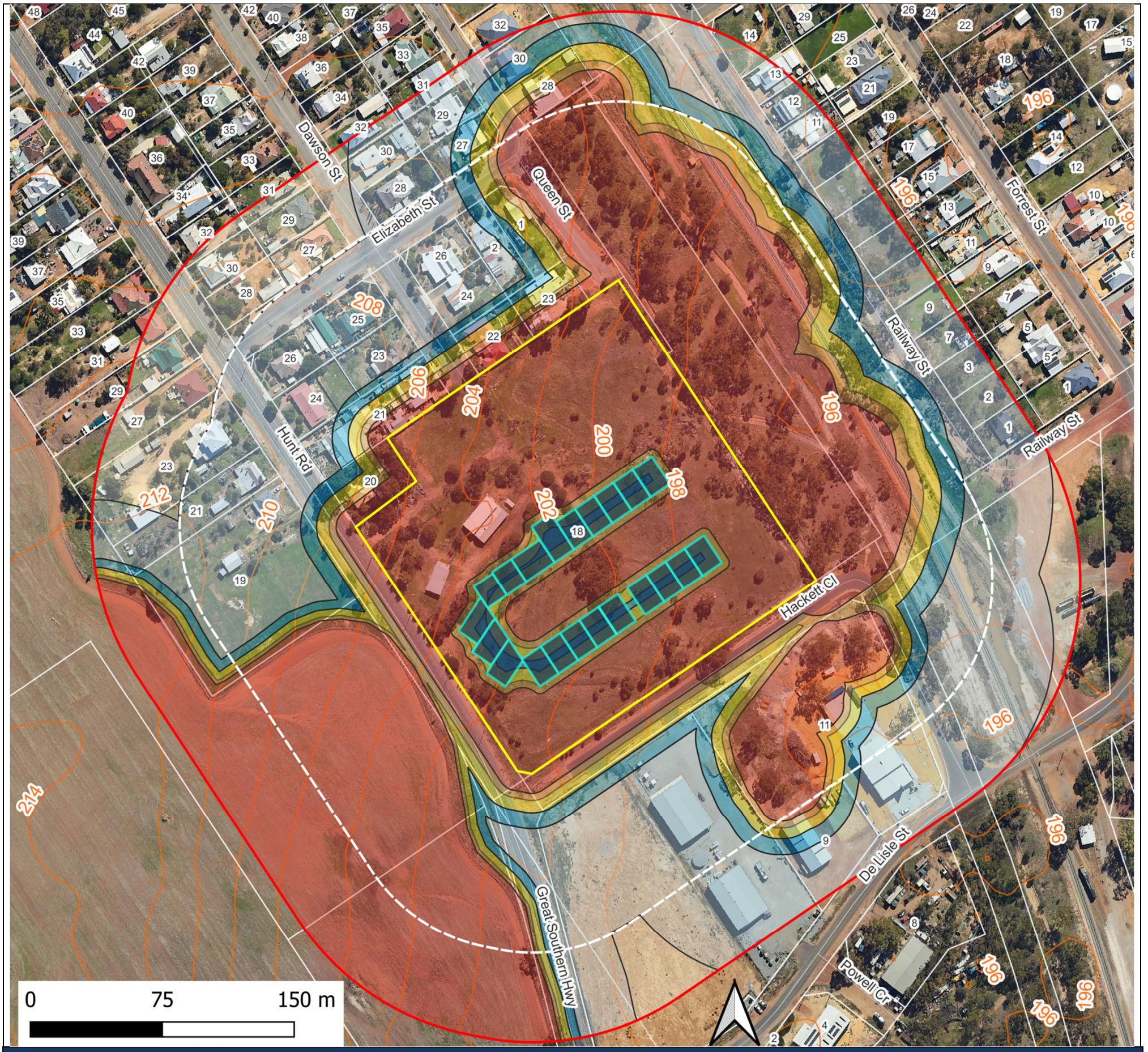


Figure: 6 *BAL Contours for managed APZ (Indicative – Attainable Post Development)*

Lot 4 (#18) Hunt Road, Beverley The aerial imagery used was the best available at the time of review; however, it may no longer reflect the most current conditions.	Legend										Comments
	Proposed Structure	Subject Land	150m area assessment	100m area assessment	BAL FZ	BAL 40	BAL 29	BAL 19	BAL 12.5	BAL Low	

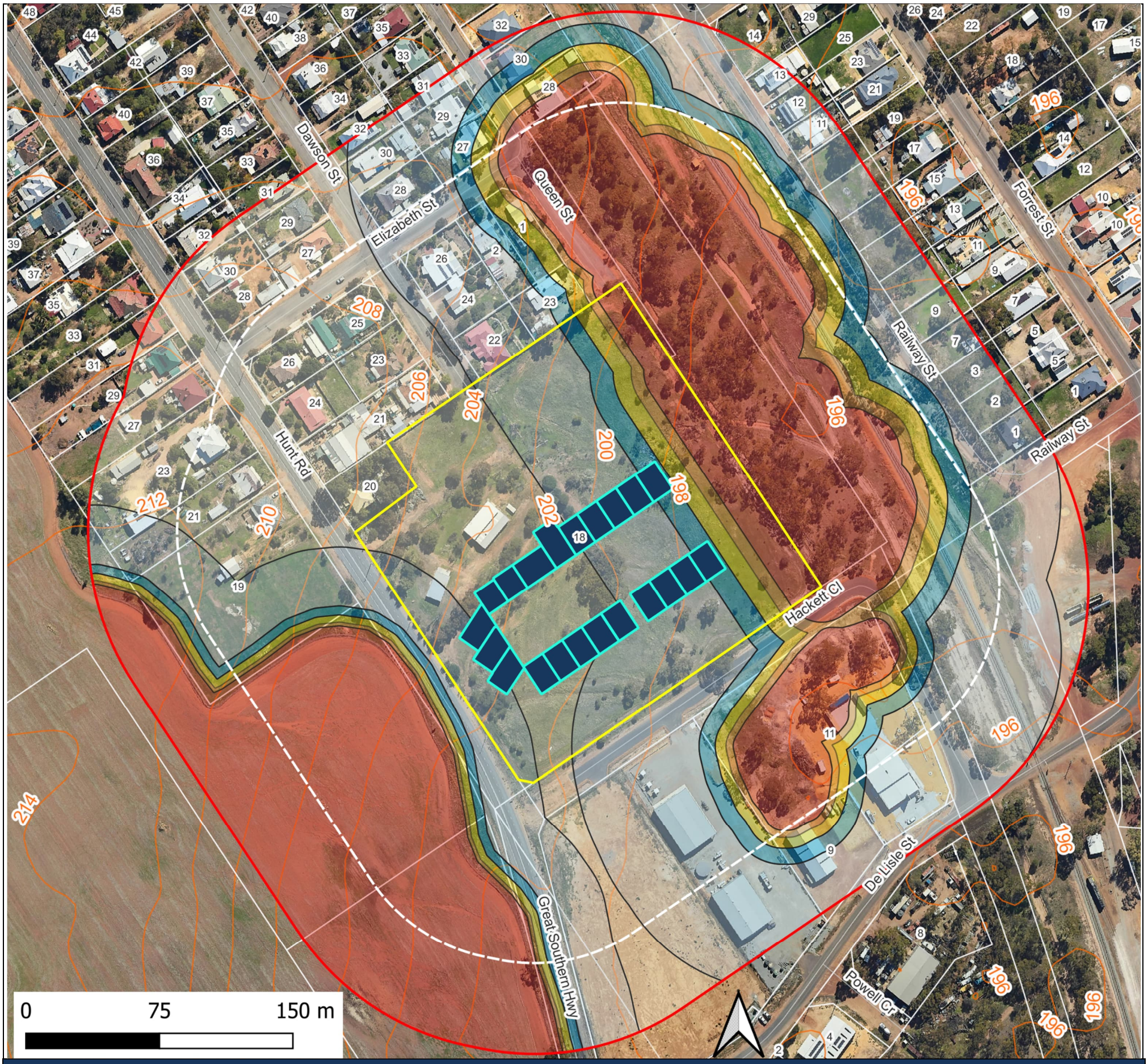


Figure: 7 *BAL Contours for managed subject lot (Indicative – Attainable Post Development)*

Lot 4 (#18) Hunt Road, Beverley	Legend										
The aerial imagery used was the best available at the time of review; however, it may no longer reflect the most current conditions.	Proposed Structure	Subject Land	150m area assessment	100m area assessment	BAL FZ	BAL 40	BAL 29	BAL 19	BAL 12.5	BAL Low	Comments

3.2 Vegetation Classification

All vegetation within 150m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.

Plot:	1	Effective Slope (°):	Flat/Upslope	Separation Distance (m):	38.8
Vegetation Classification or Exclusion Clause:			Class G Grassland – Sown pasture G-26		
Description / Justification for Classification:					
Sown pasture with crop growth. While the exact crop height before harvest is uncertain, the land shows signs of organized agricultural practices, suggesting controlled and planned cultivation.					

Photo ID: 1

Photo ID: 2

Photo ID: 3

Photo ID: 4

Plot:	2	Effective Slope (°):	N/A	Separation Distance (m):	N/A
Vegetation Classification or Exclusion Clause:			Excludable - 2.2.3.2 (e/f) Non-Vegetated Areas & Low Threat Vegetation		

Description / Justification for Classification:

Permanently non-vegetated areas include surrounding residential streets, footpaths and driveways. Low-threat vegetation in and around the gardens and driveways consist of small trees and low bushes. Grasses appear maintained and kept short (<100mm).

Photo ID: 1

Photo ID: 2

Photo ID: 3

Photo ID: 4

Plot:	3a	Effective Slope (°):	Flat/Upslope	Separation Distance (m):	51.8m
Vegetation Classification or Exclusion Clause:			Class A Forest - Low open forest A-04		

Description / Justification for Classification:

Mature trees standing between 10-30 metres in height. Trees are spaced, avoiding a dense, closed canopy but is around 30% foliage cover. Smaller, younger trees occupy the mid-layer which will contribute to increased density upon maturity, and there are grasses below.

Photo ID: 1

Photo ID: 2

Photo ID: 3

Photo ID: 4

Plot:	3b	Effective Slope (°):	>0-5°	Separation Distance (m):	39m
Vegetation Classification or Exclusion Clause:			Class A Forest - Low open forest A-04		

Description / Justification for Classification:

Same as Plot 3a but on a downslope: Mature trees standing between 10-30 metres in height. Trees are spaced, avoiding a dense, closed canopy but is around 30% foliage cover. Smaller, younger trees occupy the mid-layer which will contribute to increased density upon maturity, and there are grasses below.

Photo ID: 1

Photo ID: 2

Photo ID: 3

Photo ID: 4

Plot:	4	Effective Slope (°):	N/A	Separation Distance (m):	118.5
Vegetation Classification or Exclusion Clause:			Excludable - 2.2.3.2(a) >100m from site		
Description / Justification for Classification:					
Trees up to 10 meters in height with >30% foliage. Minimal ground covering primarily consisting of sand, then with leaf litter and finally, sporadic grass patches.					

Photo ID: 1

Photo ID: 2

Photo ID: 3

Photo ID: 4

Plot:	5	Effective Slope (°):	Flat/Upslope	Separation Distance (m):	71.9
Vegetation Classification or Exclusion Clause:			Class B Woodland - Open woodland B-06		
Description / Justification for Classification:					
Sparse tree coverage between 10-30% foliage cover, with no shrubs or scrub in the mid or understory. The ground layer comprises unmanaged grasses or bare dirt, and the trees reach heights of up to 12 m.					

Photo ID: 21

Photo ID: 22

Plot:	6	Effective Slope (°):	>0-5°	Separation Distance (m):	0m
Vegetation Classification or Exclusion Clause:			Class D Scrub - Open scrub D-14		
Description / Justification for Classification:					
Open scrub (<4m) extending throughout the subject lot with >10% foliage cover and semi-managed grasses extending throughout.					

Photo ID: 23

Photo ID: 24

Plot:	6	Effective Slope (°):	>0-5°	Separation Distance (m):	0m
Vegetation Classification or Exclusion Clause:			Class D Scrub - Open scrub D-14		
Description / Justification for Classification:					
Open scrub (<4m) extending throughout the subject lot with >10% foliage cover and semi-managed grasses extending throughout.					

Photo ID: 25

Photo ID: 26

The Fire Danger Index (FDI) – 80-and table 2.4.3 AS3959-2018 applied.

Potential Bushfire Impacts

The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below.

Table 3: BAL Analysis

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Class G Grassland	Flat/Upslope	38.8m	BAL – 12.5
2	Excludable - 2.2.3.2 (e/f) Non-Vegetated Areas & Low Threat Vegetation	N/A	N/A	BAL – LOW
3a	Class A - Forest	Flat/Upslope	51.8m	BAL – 12.5
3b	Class A - Forest	>0-5°	39m	BAL – 19
4	Excludable – Clause 2.2.3.2(a)	N/A	118.5m	BAL – LOW
5	Class B Woodland	Flat/Upslope	71.9m	BAL – LOW
6	Class D Scrub	>0-5°	0m	BAL – FZ

Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018 using the above analysis.

Determined Bushfire Attack Level	BAL – FZ

Indicative Bushfire Attack Level (BAL)

The Bushfire Attack Level (highest BAL) for the site / proposed development can be reduced to the level indicated below with the inclusion of an Asset protection Zone as prescribed in this report as shown in the following table.

Table 4: BAL Analysis with APZ requirements

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Class G Grassland	Flat/Upslope	38.8m	BAL – 12.5
2	Excludable - 2.2.3.2 (e/f) Non-Vegetated Areas & Low Threat Vegetation	N/A	N/A	BAL – LOW
3a	Class A - Forest	Flat/Upslope	51.8m	BAL – 12.5
3b	Class A - Forest	>0-5°	39m	BAL – 19
4	Excludable – Clause 2.2.3.2(a)	N/A	118.5m	BAL – LOW
5	Class B Woodland	Flat/Upslope	71.9m	BAL – LOW
6	Class D Scrub	>0-5°	15m APZ	BAL – 29

Indicative Bushfire Attack Level	BAL – 29

4 Assessment against the Bushfire Protection Criteria

An assessment against the bushfire protection criteria (Appendix Four of the guidelines) is required to be undertaken for any strategic planning proposal, subdivision and development application for a site that has or will, on completion, have a bushfire hazard level above 'Low' or a BAL rating above BAL LOW. The following section details the measure to be taken so that this proposal complies with these.

Element 1: Location

Not Applicable

Element 2: Siting and design of development

A.2.1: Siting and design

Every Habitable building can achieve BAL 29 as demonstrated within the potential bushfire impacts section of this report and A2.2 below.

A2.2 Asset Protection Zone (APZ)

Element 2.2 will be satisfied using an Asset Protection Zone (APZ) which will allow a radiant heat impact not exceeding 29 kW/m² (BAL-29).

The APZ required for this proposal is detailed in the following table and visually depicted below.

APZ Requirement from:	Measurement (from any external wall or supporting post or column of the proposed building/s)
All directions	15 m

For further information, see Appendix A: Spatial Representation of proposed risk management measures of this report. The APZ is to be managed as per Table 9 of the guidelines, extract shown in appendices.

A2.3 Clearing of native vegetation

The proposal does not require the clearing of native vegetation as the asset protection zone does not extend to areas classified as Native vegetation (DPIRD--005).

A2.4 Landscape Management Plan

A landscape management plan is to be prepared to demonstrate the onsite vegetation management requirements to the approval of local government and/or the bushfire practitioner,

A2.5 On Site Shelter (Safe building) – Not Applicable

A2.4 Storage of hazardous, flammable and/or combustible materials

The proposal does not currently indicate the storage of hazardous, flammable, and/or combustible materials and would not be expected given the building use.

Element 3: Vehicular Access

A3.1 Public Roads

Public roads are existing and are assumed to meet the requirements as shown in Appendix B.3, Table 10 of the guidelines.

A3.2 Access Routes

The proposal has public road access to two suitable destinations in two different directions. There are multiple suitable destinations within the townsite of Beverly including the subject lot as a large portion of the subject lot is not within a bushfire prone area. Access is provided from the property onto Dawson Street and Hackett Close, both of which then allow access to the townsite or onto the Great Southern Highway.

The first access route is through the Great Southern Highway via Hackett Close, and De Lisle Street.
The second access route is through to Vincent Street via Dawson Street.

A3.3a No-through Roads

The proposal is served by a no-through road, which cannot be avoided as the lot is existing and serviced by existing road access. However, an intersection where two-way access is provided is 85 meters from the lot boundary, less than the maximum 200 meters allowed, therefore it is compliant.

A3.3b No-through Road Requirements

The no-through road is existing and assumed to meet the requirments of a neighbourhood road.

A3.4 Emergency Access Ways – Not applicable

A3.5 On-site Shelter – Not applicable

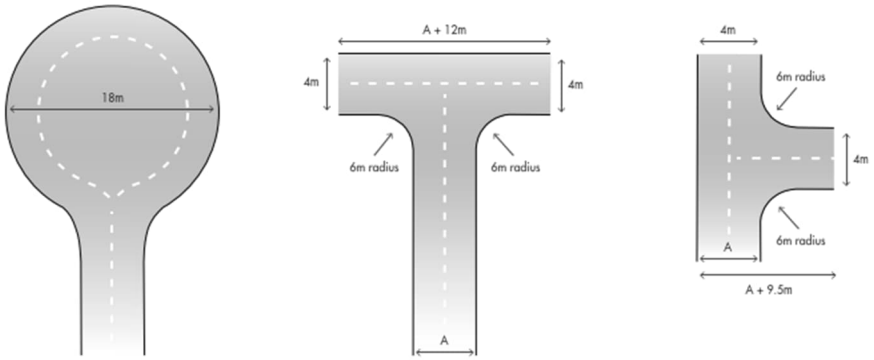
A3.6 Internal vehicular Access and Private Driveways

The driveway is longer than 70 metres and therefore must meet the following requirements:

- Technical Requirements:
  - Minimum horizontal clearance: 6 metres
  - Minimum vertical clearance: 4.5 metres
  - Minimum weight capacity: 15 tonnes
  - Maximum unsealed road grade: 1:10 (10% or 6°)
  - Maximum sealed road grade: 1:7 (14.3% or 8°)
  - Maximum average grade sealed road: 1:10 (10% or 6°)
  - Minimum inner radius of road curves: 8.5 metres
    (See Guidelines Appendix B.3 Table 10, column 5 for full details)
- The driveway is greater than 200 metres therefore must include passing bays every 200 metres, with each bay having a minimum length of 20 metres and an additional trafficable width of at least two metres (the total trafficable width of the passing bay and the constructed driveway must be at least six metres).

• turn-around area (Figure 30) and within 30 metres of the residential habitable building (Figure 38).

Figure 30: Design requirements for a turn-around area



A3.7 Signage

Signage to be provided at each intersection/camp site/entry/exit within the site, advising of where each access route travels to, distance to exit, which direction to head in case of a bushfire and how to access emergency information along with general information signs on what to do in the event of a bushfire.

Element 4: Water

A4.1 Water supply for residential habitable buildings

Water supply is via a reticulated system with hydrant connections provided in accordance with Water Corporation's Design Standard DS 63: Design and Construction Requirements for Water Reticulation Systems up to DN250. The hydrant is located along Hunt Road, approximately 20 m from the proposed structure.

5 Implementation

The following tables set out the responsibilities of the developer(s), landowner(s) and local government for the initial implementation and ongoing maintenance associated with this proposal.

Management Action	Timing
Proponent/Landowner	
Establish the Asset Protection Zone (APZ) to the dimensions and standard stated in this BMP	Prior to construction
Install Signage as required by this BMP	Prior to occupancy
Conduct training with all senior members onsite as per BEEP	Prior to occupancy
Establish water supply as per requirements of this BMP	Prior to occupancy
Establish driveway to the required surface condition and clearances	Prior to occupancy
Occupants	
Maintain vehicular access routes to the required surface condition and clearances	Ongoing
Maintain the Asset Protection Zone (APZ) to the dimensions and standard stated in this BMP	Ongoing
Maintain water supply including vehicular access in good condition	Ongoing
Implement requirements of the BEEP including establishing EMT and conducting reviews	Ongoing
Conduct annual and daily preparation as per requirements of BEEP	Ongoing
Ensure all visitors are aware of Bushfire risk and evacuation procedures	Ongoing

5.1 Acknowledgement - Proponent

The proponent acknowledges the responsibilities as listed above and the requirement to ensure that should the land transfer to a new owner, that the new owner is aware of the BMP and their ongoing responsibility.

6 General References

Office of Bushfire Risk Management (OBRM). (2020). *Bushfire Risk Management (BRM) Plan Guidelines*. Retrieved October 2020.

Standards Australia. (2018). *AS 3959-2018 Construction of Buildings in Bushfire-Prone Areas*. Sydney.

WA Department of Planning. (2016). *Visual Guide for Bushfire Risk Assessment in Western Australia*.

Water Corporation. (2018). *Design standard DS 63: Water reticulation standard design and construction requirements for water reticulation systems up to DN250 (Version 3, Revision 14)*. Water Corporation.

Western Australian Planning Commission. (2024). *State Planning Policy 3.7 Bushfire*. State of Western Australia.

Western Australian Planning Commission. (2024). *Planning for Bushfire Guidelines*. State of Western Australia.

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Landgate. (2024). Map Viewer Plus. Government of Western Australia. Retrieved from https://map-viewer-plus.app.landgate.wa.gov.au/index.html

Office of Bushfire Risk Management (OBRM). (2024). Map of Bush Fire Prone Areas. Retrieved from https://maps.slip.wa.gov.au/landgate/bushfireprone/

WA Local Government Association (WALGA). Environmental Planning Tool. Retrieved from https://pbp.walga.asn.au/Tools/EnvironmentalPlanningTool.html

8 Acknowledgement of Country

We acknowledge the traditional custodians of the land on which we operate, the Noongar people. We pay our respects to their elders, past, present, and emerging, and recognise their enduring connection to the land and environment. As we conduct our bushfire management and reporting, we honour their legacy and their stewardship of our natural landscapes.

9 Appendices

Appendix A: Spatial Representation of proposed risk management measures (Next Page)

08 9555 9444
BAL@bushfiresmart.com.au
Address: 71 Allnutt Street, Mandurah, 6210
Postal: PO Box 4160, Mandurah North, WA, 6210

Figure: 8 Spatial Representation of proposed risk management measures.

Subject Land
Proposed Development
Existing Development
Proposed Road
Asset Protection Zone (APZ)
Driveway
Water Pipe
Water Hydrant

NOTES

Asset Protection Zone (APZ)

APZ requirements: 15m in all directions.
The minimum width for the APZ is the distance required to meet the BAL-29 setback. The land between the development and the classified vegetation is to be maintained as an APZ (see *Appendix B: APZ technical requirements* for full details).

- Trees, shrub & scrub >6m in height are to be setback a minimum of 6m for the building with no branches overhanging
- Shrub & scrub <6m in height are to be setback a minimum of 3 m from the building and not planted in clumps greater than 5m2.
- Grass is to be maintained less than 100 mm in height

Water Supply

Water supply will be through reticulated water with hydrant connections provided in accordance with Water Corporation's No. 63 Water Reticulation Standard.

Access

The driveway access will be suitable for a fire truck with a minimal 4m trafficable surface. A turn around will be provided near the dwelling and a hardstand area to provide access to the water tank.

If an access gate is going to be installed along the driveway, then the gate shall have a minimum width of 3.6m.

The power dome is to be kept clear of vegetation.

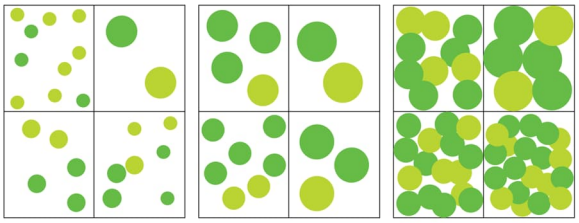
Installation and upkeep of the asset protection zone, firebreaks, water supply and the driveway are the responsibility of the landowner. The measures listed above shall be implemented prior to the occupation of the dwelling and shall continue to be maintained in perpetuity.

Lot 4 (#18) Hunt Road, Beverley

08 9555 9444
BAL@bushfiresmart.com.au
Address: 71 Allnutt Street, Mandurah, 6210
Postal: PO Box 4160, Mandurah North, WA, 6210

Appendix B: APZ technical requirements

The APZ is to be managed as per the extract from *Table 9: Asset Protection Zone (APZ) technical requirements* (WAPC 2024).

Object	Requirement
Fences within the APZ	Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
Fine fuel load (combustible, dead vegetation matter less than 6 mm in thickness)	• Should be managed and removed on a regular basis to be maintained as low threat vegetation • Should be maintained at less than two tonnes per hectare (on average) • Mulches should be non-combustible such as stone, gravel, shells, rock or crushed mineral earth or wood mulch more than five millimetres in thickness.
Trees* (more than 6 metres in height)	• Trunks at maturity should be a minimum distance of six metres from all elevations of the building • Branches at maturity should not touch or overhang a building or powerline • Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation. • Canopy cover within the APZ should be less than 15 per cent of the total APZ area • Tree canopies at maturity should be at least 5 m apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided the total canopy cover within the APZ does not exceed 15 per cent and is not connected to the tree canopy outside the APZ. Tree canopy cover – ranging from 15 to 70 per cent at maturity  15% 30% 70%
Shrub* and scrub* (0.5 metres to 6 m in height). Shrub and scrub more than 6 m in height are to be treated as trees.	• Should not be located under trees or within three metres of buildings. • Should not be planted in clumps more than 5 square metres in area. • Clumps should be separated from each other and any exposed window or door by at least 10 metres.
Ground covers* (<0.5 m in height. Ground covers more than 0.5 metres in height are to be treated as shrub)	• Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above. • Can be located within two metres of a structure, but three metres from windows or doors if more than 100 millimetres in height.
Grass	• Grass should be maintained at a height of 100 mm or less, at all times. • Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation
Defendable space	Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.
LP Gas Cylinders	• Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building. • The pressure relief valve should point away from the house. • No flammable material within six metres from the front of the valve. • Must sit on a firm, level and non-combustible base and be secured to a solid structure.

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08 9555 9444
BAL@bushfiresmart.com.au
Address: 71 Allnutt Street, Mandurah, 6210
Postal: PO Box 4160, Mandurah North, WA, 6210

GOVERNMENT OF WESTERN AUSTRALIA

DFES Department of Fire & Emergency Services

Our Ref: D37248
Your Ref: HUN 1051

Stefan De Beer
Shire of Beverley
stefan.debeer@beverley.wa.gov.au

Dear Mr De Beer

RE: VULNERABLE LAND USE – LOT NUMBER 4, 18 HUNT ROAD, BEVERLEY – PROPOSED RETIREMENT VILLIAGE – DEVELOPMENT APPLICATION

I refer to your email dated 21 March 2025 regarding the submission of a Bushfire Management Plan (BMP) (Version 1), prepared by Bushfire Smart and dated 14 March 2025, for the above development application.

The new *State Planning Policy 3.7 Bushfire* (SPP 3.7) and associated *Planning for Bushfire Guidelines* (Guidelines) were published on 24 September 2024 and became operational for applications lodged with decision makers from 18 November 2024. On this basis, DFES has assessed the above application under the new planning framework.

It is the responsibility of the proponent to ensure the proposal complies with relevant planning and building requirements. This advice does not exempt the applicant/proponent from obtaining approvals that apply to the proposal including planning, building, health or any other approvals required by a relevant authority under written laws.

Assessment

- DFES acknowledges the development application seeks approval for a new retirement village, which the decision maker has considered a vulnerable land use, and the application of SPP 3.7 is triggered.
- Further clarification is required within the BMP of the requirements of SPP 3.7, and the supporting Guidelines as outlined in our assessment below.

1. Policy Measure 7.1 ii. c. Preparation of a BAL contour map

Issue	Assessment	Action
Vegetation Classification	Evidence to support the exclusion of Plot 2 as managed to low threat in accordance with AS3959 is required. An enforceable mechanism is required to provide certainty that the proposed management measures can be achieved in perpetuity and that they are enforceable. Several areas of the plot include vegetation that has not been provided with photographs, and it does not appear that these areas are managed. These include additional areas of grassland surrounding Plot 1, road reserves, and vegetated areas to the east and south of the subject site.	Modification to the BMP is required for accuracy.

	If unsubstantiated, the vegetation should be classified as per AS3959, or the resultant BAL ratings may be inaccurate. DFES notes that changes to address the above may not impact the BAL ratings for buildings on the site, however the BMP should be updated for accuracy.	
Vegetation Classification	Vegetation Plot 6 cannot be substantiated as Class D Scrub or flat/upslope. Areas of the plot appear downslope from proposed building sites, and there is insufficient evidence to validate that the overall plot is Class D Scrub. DFES notes that taller trees are visible on Streetview within the site, therefore it is unclear if the two photographs provided within the site (in the BMP) are representative of all vegetation within the site. DFES acknowledges the precautionary principle being applied with Class D Scrub also being applied to grassed areas, however as above it is unclear if this classification is representative of the overall plot. The BMP should detail specifically how the Class D Scrub classification was derived as opposed to another vegetation type. If unsubstantiated, the vegetation classification should be revised to consider the vegetation as per AS3959, or the resultant BAL ratings may be inaccurate.	Modification to the BMP is required.
BAL Contour Map	The inputs (i.e. separation distances for each BAL rating for each vegetation type) need to be included in the BMP to demonstrate the methodology applied to determine the BAL outputs within the Contour Map. This would generally be provided in a table. The BAL contours should extend from all areas of classified vegetation. DFES notes that the BAL assessment confirms the separation distance from the overall building footprint for the proposal, however as the inputs for the BAL contour have not been included in the BMP, the BAL contour cannot be validated.	Modification to the BMP is required.

2. Policy Measure 7.1 ii. e. Compliance with Bushfire Protection Criteria 6: Development – Residential

Element	Assessment	Action
Siting and Design	**A2.1 – not demonstrated** The BAL ratings cannot be validated for the reason(s) outlined in the above table.	Modification to the BMP required.

	DFES notes that the proposal appears capable of compliance by providing an APZ within the lot, however the above issues are to be addressed prior to this being confirmed. **A2.3 – comment only** The decision maker should ensure that all vegetation clearing required as part of the development/APZ has approval. **A2.4 – comment only** The decision maker should ensure that any approval includes a landscape management plan that requires management of vegetation on site in accordance with APZ standards where applicable.	
Vehicular Access	**A3.1 – not demonstrated** The BMP states that 'it is assumed' that the public roads are constructed to the relevant standards. The practitioner should confirm that this is the case to ensure that compliance can be confirmed. DFES notes that some roads in the surrounding area may not have the required horizontal clearance. **A3.3b – not demonstrated** DFES notes that the no through roads servicing the site to the north and south do not appear to provide compliant 18m turning areas. As above, the BMP should be modified to clearly detail to what level the surrounding road network complies with relevant requirements. **A3.6 – not demonstrated** The BMP states that compliance can be achieved, and lists requirements, however, does not include evidence to demonstrate how compliance has been achieved at this stage. The BMP should be modified to clearly detail the location of turning areas, passing bays, and road widths to ensure that compliance is achieved. **A3.6 – not demonstrated** The BMP appears to include text that is not relevant to this type of development, and does not demonstrate that adequate signage will be provided. The BMP should be modified to address this requirement.	Modification to the BMP is required. Please demonstrate compliance or provide substantiated evidence of an outcome-based approach.
Water Supply	**A4.2 – not demonstrated** In relation to Water Corporation's 'No. 63 Water Reticulation Standard', some buildings are located more than 70 metres into the site from the Hunt Road or Dawson Street boundaries. On this basis it is unclear how water will be provided to firefighters to respond to a bushfire on the site.	Modification to the BMP is required.

3. Policy Measure 7.4 Vulnerable land uses

Issue	Assessment	Action
Bushfire Emergency Plan (BEP)	The referral has not included a *'Bushfire Emergency Plan'* for the purposes of addressing the policy requirements. Consideration should be given to the Bushfire Emergency Plan (BEP) Manual (as published by the WAPC). This contains detail regarding what should be included in a BEP and will ensure the appropriate content is detailed when finalising the BEP to the satisfaction of the Shire.	Comment only.

Internal Referral advice:

The application was referred internally to DFES' Built Environment Branch, with the following feedback received:

- As some of the proposed buildings contained within this development are Class 9b, plans will need to be provided to DFES Built Environment Branch for assessment, as required by Regulation 18B of the *Building Regulations 2012* (as amended).

Recommendation – compliance with acceptable solutions not demonstrated – modifications required

It is considered critical the bushfire management measures within the BMP are modified to ensure they are accurate and can be implemented to reduce the vulnerability of the development to bushfire. The proposed development has not demonstrated compliance with the following:

1. Element 2: Siting and Design,
2. Element 3: Vehicular Access, and
3. Element 4: Water.

As this planning decision is to be made by a Development Assessment Panel please forward notification of the decision to DFES for our records.
If you require further information, please contact Senior Land Use Planning Officer – Michael Ball on 9395 9819.

Yours sincerely

Desmond Abel
DIRECTOR LAND USE PLANNING

2 May 2025

08 9583 4333
bal@BushfireSmart.com.au
71 Allnutt Street Way Mandurah WA 6210

Patrick Hubble
Hubble Design
421 Oxford St
Mount Hawthorn
Western Australia, 6016

9 May 2025

Dear Patrick,

RE: DFES Response - BMP /BEEP Lot 4 (#18) Hunt Road, Beverley WA 6304

I refer to your letter dated 2nd May 2025 from the Department of Fire and Emergency Services (DFES) regarding their assessment of the Bushfire Management Plan (BMP) as per above reference.

Please see my response in table form on the following pages.

I am confident that the updated BMP along with responses shown below will provide local government with the assurance needed to recognize the proposals compliance with SPP3.7 in its current form.

Regards,

Nathan Peart
Level 3 Bushfire Practitioner
BPAD 38808

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ABN 84 132 000054

08 9583 4333
bal@BushfireSmart.com.au
71 Allnutt Street Way Mandurah WA 6210

DEFS Comment	Bushfire Smart Response
Evidence to support the exclusion of Plot 2 as managed to low threat in accordance with AS3959 is required. An enforceable mechanism is required to provide certainty that the proposed management measures can be achieved in perpetuity and that they are enforceable. Several areas of the plot include vegetation that has not been provided with photographs, and it does not appear that these areas are managed. These include additional areas of grassland surrounding Plot 1, road reserves, and vegetated areas to the east and south of the subject site. If unsubstantiated, the vegetation should be classified as per AS3959, or the resultant BAL ratings may be inaccurate. DFES notes that changes to address the above may not impact the BAL ratings for buildings on the site, however the BMP should be updated for accuracy.	All vegetation has been identified and classified during our on-site inspection on the 11th of December 2024. All bushfire prone vegetation has been correctly classified. Photos have been provided to show the typical site conditions, while more were taken on site, it would make the report unreasonably long to include all photo evidence. Small parcels of vegetation that make up private gardens, that have no impact on the bushfire outcome have been excluded as per AS3959:2018. The grassland to the west, which was excluded in the previous version of the report as it was less than 100mm high, has now been included as classified vegetation (Grassland) to ensure precautionary principle is applied.
Vegetation Plot 6 cannot be substantiated as Class D Scrub or flat/upslope. Areas of the plot appear downslope from proposed building sites, and there is insufficient evidence to validate that the overall plot is Class D Scrub. DFES notes that taller trees are visible on Streetview within the site, therefore it is unclear if the two photographs provided within the site (in the BMP) are representative of all vegetation within the site. DFES acknowledges the precautionary principle being applied with Class D Scrub also being applied to grassed	It is agreed there are trees along the boundary of the site, however not typical of the vegetation on site. The change of classification from Scrub to Woodland to account for trees within the vegetation plot does not affect the outcome. Therefore we have changed classification to Woodland to ensure all parties are satisfied with the outcome.

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ABN 84 132 000054

08 9583 4333
bal@BushfireSmart.com.au
71 Allnutt Street Way Mandurah WA 6210

areas, however as above it is unclear if this classification is representative of the overall plot. The BMP should detail specifically how the Class D Scrub classification was derived as opposed to another vegetation type. If unsubstantiated, the vegetation classification should be revised to consider the vegetation as per AS3959, or the resultant BAL ratings may be inaccurate.	
The inputs (i.e. separation distances for each BAL rating for each vegetation type) need to be included in the BMP to demonstrate the methodology applied to determine the BAL outputs within the Contour Map. This would generally be provided in a table. The BAL contours should extend from all areas of classified vegetation. DFES notes that the BAL assessment confirms the separation distance from the overall building footprint for the proposal, however as the inputs for the BAL contour have not been included in the BMP, the BAL contour cannot be validated.	Page 22 includes table 3 and 4 which outlines distances from each classified vegatation plot, as assessed and with the future APZ. These tables show the input and separation distances used in the BAL Contour Map. The BAL Contour Map extends from all areas of classified vegetation.
A3.1 – not demonstrated The BMP states that 'it is assumed' that the public roads are constructed to the relevant standards. The practitioner should confirm that this is the case to ensure that compliance can be confirmed. DFES notes that some roads in the surrounding	A3.1 - BMP Updated , however it should be noted that a full survey of constructed roads is outside the scope of this BMP.

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ABN 84 132 000054

08 9583 4333
bal@BushfireSmart.com.au
71 Allnutt Street Way Mandurah WA 6210

area may not have the required horizontal clearance. A3.3b – not demonstrated DFES notes that the no through roads servicing the site to the north and south do not appear to provide compliant 18m turning areas. As above, the BMP should be modified to clearly detail to what level the surrounding road network complies with relevant requirements. A3.6 – not demonstrated The BMP states that compliance can be achieved, and lists requirements, however, does not include evidence to demonstrate how compliance has been achieved at this stage. The BMP should be modified to clearly detail the location of turning areas, passing bays, and road widths to ensure that compliance is achieved. A3.6 – not demonstrated The BMP appears to include text that is not relevant to this type of development, and does not demonstrate that adequate signage will be provided. The BMP should be modified to address this requirement.	A3.3b - BMP Updated A3.6 – Driveway as drawn complies. BMP updated. A3.6 (Assumed Typo - to mean A3.7) BMP updated.
A4.2 – not demonstrated In relation to Water Corporation's 'No. 63 Water Reticulation Standard', some buildings are located more than 70 metres into the site from the Hunt Road or Dawson Street boundaries. On this basis it is unclear how water will be provided to firefighters to respond to a bushfire on the site.	The BMP correctly states that water hydrants are installed. There is no requirement to have hydrants within 70 metres of the building (Possibly confused with driveway requirements). BMP updated to reflect DFES comments about referral to DFES Built Environment Branch who will determine if further firefighting resources will be required on site.

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ABN 84 132 000054

9.2 Development Application: Holiday House – 310 (Lot 12) Rickeys Siding Road, Beverley

Submission To:	**Ordinary Council Meeting 28 May 2025**
Report Date:	**15 May 2025**
Applicant:	**Ben Rose**
File Reference:	**RIC 207**
Author and Position:	**Stefan de Beer, Manager of Planning**
Previously Before Council:	**N/A**
Disclosure(s) Of Interest:	**Nil**
Attachments:	**Locality Maps, Floorplan & Elevation Drawings, Holiday House Management Plan**

SUMMARY
An application was received for development approval for a *Holiday House* at 310 (lot 12) Rickeys Siding Road. The application will be recommended for approval.

BACKGROUND
The subject site is located at 310 (Lot 12) Rickeys Siding Road, Beverley, is 56.0634 ha in extent and zoned *Rural* pursuant to the *Shire of Beverley Local Planning Scheme No. 3* (LPS3). It contains an existing single dwelling, outbuildings and an ancillary dwelling to be used as the Holiday House.

The applicant proposes to conduct a *Holiday House* land use on the property with short term stay between 1 April and 30 September. Please refer to the attached application documentation.

COMMENT
A *Holiday House* is defined as follows in LPS3:

> *'means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast'.*

A *Holiday House* is a '*A*' use in the *Rural* Zone in Zoning Table 3 in terms of the *Shire of Beverley Local Planning Scheme No. 3* (LPS3), which means *'that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the Deemed Provisions'*.

It is considered that the proposal accords with the aims of LPS3 and that the provision of additional tourist accommodation from private enterprise should be encouraged as these are presently limited within the Shire.

The proposal includes a *Management Plan* which accords with the requirements of the Council's *Local Planning Policy* on *Short Term Accommodation*.

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

PUBLIC NOTIFICATION

The application was duly advertised as per clause 64 of the Deemed Provisions. Council's *Local Planning Policy* on *Short Term Accommodation* also requires applications for a *Holiday House* to be advertised to neighbouring landowners.

No objections were received as summarised in the table below:

	Respondent	Property	Comment	Applicant's Response	Shire Planner's Response
1	Shannon Wruck	224 Rickeys Siding Road	Comment on proposal. We are happy as long as visitors are told not to enter any neighbouring crops. If a sign could be placed in the Holiday Home to remind them to stay on the road side of fencing.	I understand the importance of protecting surrounding crops, and I want to assure you that I take this matter seriously. Clear information about the property boundaries will be provided to all guests, along with a strong reminder that entering neighbouring properties is strictly prohibited. Signage will also be installed to reinforce these boundaries and help prevent any unintentional access or damage. I'm committed to being a responsible neighbour and ensuring that the accommodation does not impact surrounding landowners.	Should Council resolve to approve the application, it will be recommended that a condition of planning approval be imposed that will require appropriate signage to be installed to remind visitors to not trespass onto neighbouring properties.

STATUTORY ENVIRONMENT
Shire of Beverley Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS
There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS
Strategic Pillar: 4. Civic Leadership
Strategic Priorities: 4.3 Responsible planning

POLICY IMPLICATIONS
There are no policy implications relative to this application.

RISK IMPLICATIONS
It is considered that the proposal has insignificant risks.

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

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

VOTING REQUIREMENTS
Simple Majority

OFFICER'S RECOMMENDATION
That Council resolve to grant planning approval for a Holiday House at 310 (Lot 12) Rickeys Siding Road, Beverley, subject to the following conditions and advice notes:

Conditions:

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

2. The submitted Management Plan is to be complied with at all times during the operation of this Holiday House.

3. Prior to occupation appropriate signage is to be displayed to remind visitors to not trespass onto neighbouring properties, to the satisfaction of the Shire.

Advice Notes:

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

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

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

Note 4: The applicant is advised a building permit is required prior to commencement of any building works (where applicable).

Note 5: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

310 (Lot 12) Rickeys Siding Road

Attachment for Item 9.2 - Locality Map

Author:

Created: 15 May 2025 from Map Viewer Plus: https://map-viewer-plus.app.landgate.wa.gov.au

1:18,056

0 230 460 690 920 m

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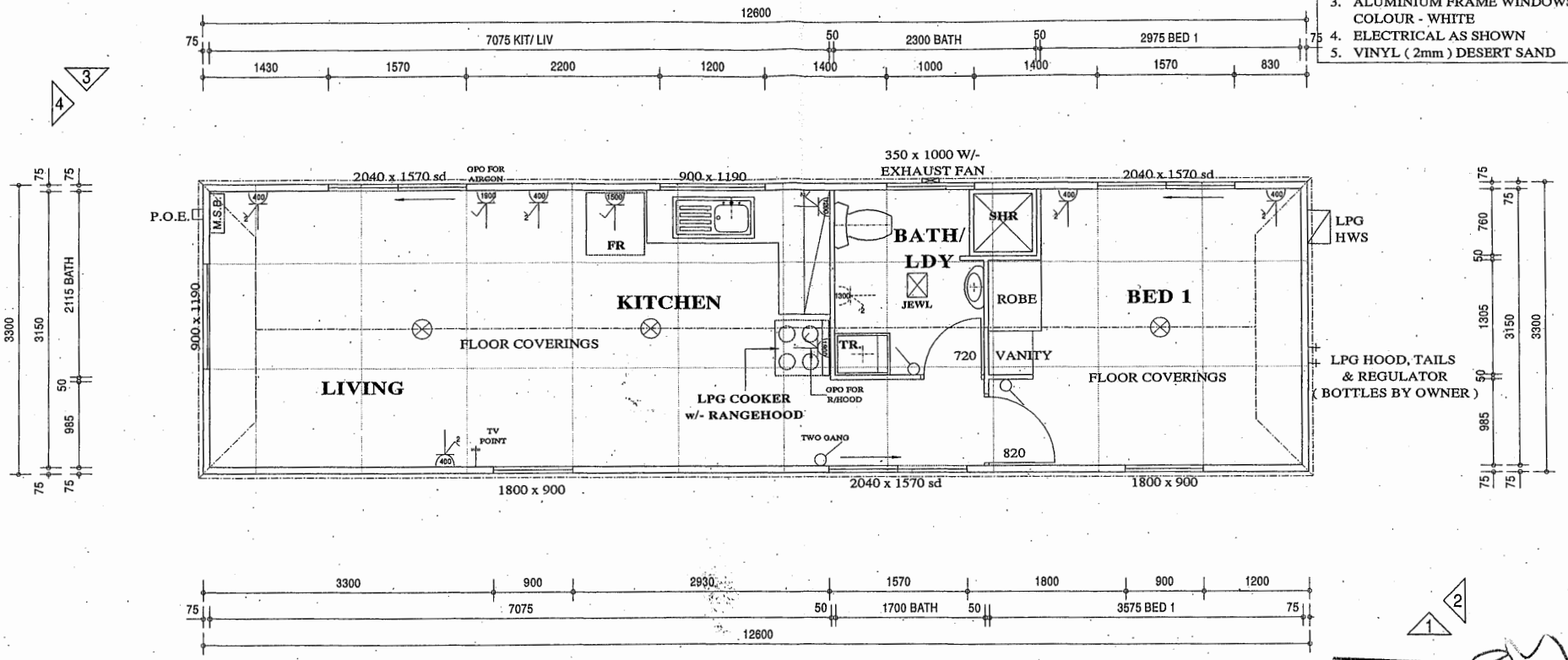
NOTES

1. EXTERNAL WALLS 75.6mm PANELS .
   - COLOUR - OFF WHITE
   INTERNAL WALLS 50.6mm PANELS .
   - COLOUR - OFF WHITE
2. BARGE, FASCIA & CORNERS
   COLOUR - COTTAGE GREEN
3. ALUMINIUM FRAME WINDOWS
   COLOUR - WHITE
4. ELECTRICAL AS SHOWN
5. VINYL (2mm) DESERT SAND



STRUCterre consulting group
UNIT 3, 10 GIBBERD ROAD BALCATTA
TEL: (08) 9345 3566 FAX: (08) 9345 1084

	SINGLE GPO @ 400mmH		DOUBLE GPO @ 400mmH		AIR COND. POWER SUPPLY		DOUBLE FLUORO LIGHT	M.S.B.	MAIN SWITCH BOARD		TELEPHONE POINT
	SINGLE GPO @ 1200mmH		DOUBLE GPO @ 1200mmH		BAYONET LIGHT FITTING		DOUBLE FLUORO LIGHT DIFFUSED	JB	JUNCTION BOX	GAS	GAS BAYONET
	SINGLE GPO @ 1500mmH		DOUBLE GPO @ 1500mmH		WALL MOUNT. BAYONET LIGHT		SINGLE SWITCH	HWS	HOT WATER SYSTEM	S	SMOKE DETECTOR
	SINGLE GPO @ 1950mmH		DOUBLE GPO @ 1950mmH		SINGLE FLUORO LIGHT		2 WAY SWITCH		TELEVISION POINT	WP	WEATHER PROOF EQUIPMENT

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ALCO BUILDING CONSULTANT :	GA		16/03/06
CLIENT:			

SCALE	SHEET	DESIGN REGION	TERRAIN CAT.	M.P.S.
1:50	1 of 3	A	113	41

CLIENT :

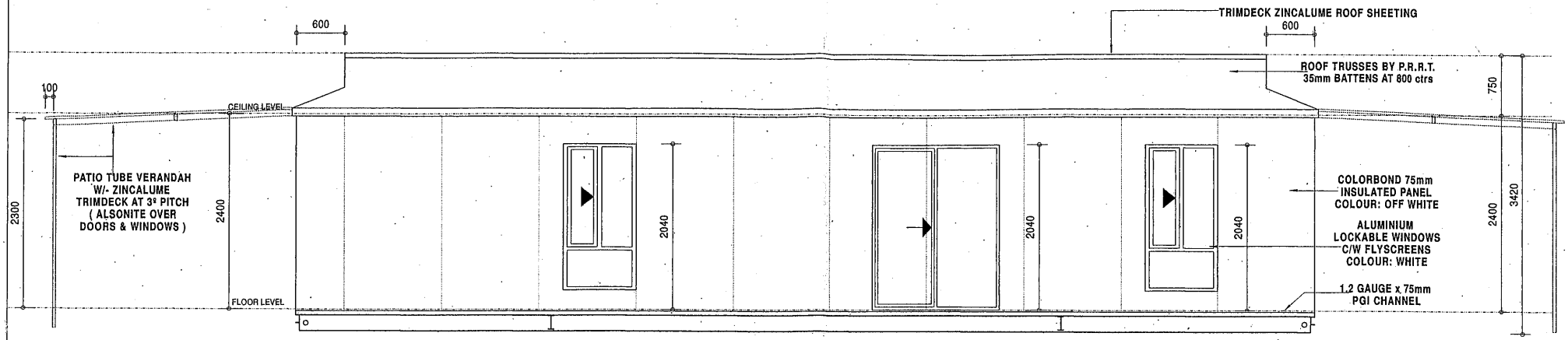
BUILDING TYPE: 12.6m x 3.3m = 41.6sqm - ACCOMMODOATION

DRAWING TITLE : FLOOR PLAN

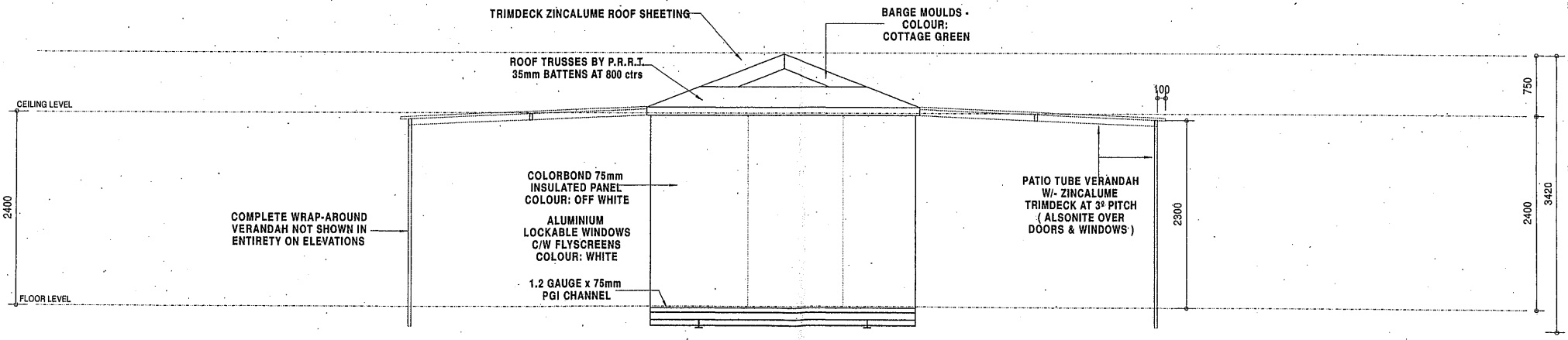
DWG No :

JOB No : 722

REV: 2



ELEVATION 1



ELEVATION 2

STRUCterre
consulting group
UNIT 3, 10 GIBBERD ROAD BALCATTA
TEL: (08) 9345 3566 FAX: (08) 9345 1084

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ABN No. 3205 653 8357
Factory Tel. : (08) 94591630
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CLIENT:			

SCALE	SHEET	DESIGN REGION	TERRAIN CAT.	M.P.S.
1:50	2 of 4	A	3	41

CLIENT :

BUILDING TYPE: 12.6m x 3.3m = 41.6sqm - ACCOMMODOATION.

DRAWING TITLE : ELEVATIONS

DWG No :

JOB No : 722

REV: 2

Lot 12 Rickeys Siding road Short Term Stay Management Plan

1. Operating season

The House on the property will be available for short term stays between 1 April and 30 September.

2. Code of Conduct for Guests

This Code of Conduct outlines the expected behaviour of all guests to ensure a safe, respectful, and enjoyable environment for everyone.

- Guests must respect the residential nature of the area and act in a manner that does not disturb neighbours.
- Noise is to be kept to a minimum, particularly between 10:00 pm and 7:00 am.
- Parties and large gatherings are strictly prohibited.
- Guests must not engage in any illegal activity on the premises.
- Smoking is only permitted in designated outdoor areas and buts must be placed in rubbish bins
- Pets are only permitted if prior approval has been granted.
- Guests must comply with all house rules displayed in the property.
- Any damage or maintenance issues must be reported immediately to the

This Code of Conduct will be displayed prominently within the premises.

3. Complaints Management Procedure

To ensure swift resolution of any issues, the following complaints management procedure will be in place:

- **24/7 Contact**: The Host will be available 24 hours a day, 7 days a week.
- **Contact Information**: The contact telephone number will be provided to adjoining neighbours.
- **Procedure**:
    - Complaints can be made directly via phone or text to the Host.
    - The Host will respond within 1 hour during the day and within 2 hours overnight.
    - All complaints will be logged and reviewed.
    - If a complaint is verified, appropriate action will be taken immediately, including a potential eviction of guests in severe cases.

4. Control of Anti-Social Behaviour

To minimise disruption to neighbouring residents and avoid conflict:

- Guests will be advised of expected behaviour during the booking process and upon arrival.
- A clear set of house rules, including noise limits and prohibited behaviours, will be provided.
- Noise monitoring devices (non-recording) may be installed to alert the Host to excessive noise.
- Guests breaching behaviour rules will receive a warning and may be asked to vacate the property if issues persist.

5. Guest Check-In and Check-Out Procedures

- **Check-In**: From 2:00 pm onwards. Guests will receive instructions prior to arrival, including property access details (key lockbox).
- **Check-Out**: By 10:00 am on the day of departure.
- Guests are asked to:
    - Leave the property tidy.
    - Remove all personal belongings.
    - Dispose of rubbish in the correct bins.
    - Return keys to the designated location.

6. Car Parking Management

- Guests will be informed of available parking prior to arrival.
- A property map indicating parking locations will be provided inside the house manual.

7. Waste Management

To maintain cleanliness and reduce environmental impact:

- Guests are to separate general waste, recyclables, and green waste.
- Clear signage on bin usage is displayed within the kitchen.
- Bins are to be placed in the designated area (notified in the house manual).
- Extra bin liners and cleaning supplies are provided to assist guests.

8. Guest Register

A register of all persons occupying the short-term accommodation is required to be kept on the premises. The Register will show:

- The name and address of every occupant staying within the accommodation and the unit occupied
- The date of arrival and date of departure of the occupants of the accommodation

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

Submission To:	**Ordinary Council Meeting 28 May 2025**
Report Date:	**20 May 2025**
Applicant:	**N/A**
File Reference:	**N/A**
Author and Position:	**Simon Marshall, Deputy Chief Executive Officer**
Previously Before Council:	**N/A**
Disclosure(s) Of Interest:	**Nil**
Attachments:	**April 2025 Financial Reports**

SUMMARY
Council to consider accepting the financial report for the period ending 30 April 2025.

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 2024 Ordinary Meeting, item 11.3.

COMMENT
The monthly financial reports for the period ending 30 April 2025 have been provided and include:
- Financial Activity Statement by Nature;
- Statement of Net Current Assets;
- Statement of Financial Position; and
- Investment of Surplus Funds Report.

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

Regulation 34 of the *Local Government (Financial Management) Regulations* requires a Statement of Financial Activity to be prepared each month which is to contain the following details:
(a) annual budget estimates;
(b) budget estimates to the end of the month;
(c) actual amount of expenditure and revenue;
(d) material variances between comparable amounts in (b) and (c) above; and
(e) the net current assets at the end of the month to which the statement relates (i.e. surplus / (deficit) position).

The Statement is to be accompanied by:
(a) explanation of the composition of net current assets, less committed assets and restricted assets;
(b) explanation of the material variances; and

(c) such other information considered relevant by the local government.

FINANCIAL IMPLICATIONS
All revenue and expenditure, unless disclosed in the notes to material variances, are as per the 2024/25 Budget.

STRATEGIC IMPLICATIONS
Strategic Pillar: 1. Economy
2. Community
3. Environment
4. Civic Leadership

Strategic Priorities: 1.1 Safe, efficient and connected transport network
2.3 Active and Healthy Community
3.3 Natural resources are sustainably managed
4.1 Community and customer focus
4.2 Continuous organisational improvement
4.3 Responsible planning

POLICY IMPLICATIONS
AF004 – Investing Surplus Funds

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

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

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

VOTING REQUIREMENTS
Simple Majority

OFFICER'S RECOMMENDATION
That the monthly financial report for the month of April 2025 be accepted and material variances be noted.

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING
30 April 2025

Description	Budget 2024/25	YTD Budget 2024/25	YTD Actual 2024/25	YTD Variance	Favourable ▲ Unfavourable ▼	Notes To Material Variances
Operating Revenue						
Rates	3,410,624.00	3,409,124.00	3,398,790.96	(10,333.04)	▼	Rates discount expense ($7,633) greater than anticipated due to rate notice date error and Rates raised ($2,662) lower than anticipated.
Operating Grants, Subsidies and Contributions	593,892.00	472,639.00	464,220.77	(8,418.23)	▼	
Profit On Asset Disposal	5,050.00	5,050.00	6,414.97	1,364.97	▲	
Fees & Charges	1,124,912.00	967,463.00	1,249,509.14	282,046.14	▲	Storm damage material, water and dumping charges $205,291, Town planning service fees $19,119, Refuse site dumping charges $11,195, State library funding for CRC programs $9,400, Property Rate enquiry charges $9,279, Building permit fees $7,556, Swimming Pool entry fees $6,528, Caravan Park charges $5,679, Gym Membership fees $4,786 greater than anticipated YTD.
Interest Earnings	147,836.00	108,048.00	238,071.93	130,023.93	▲	Interest earned on investments $124,829 and Pensioner deferred interest on Rates $5,973 greater than anticipated.
Other Revenue	373,770.00	274,010.00	271,186.24	(2,823.76)	▼	
Non-Operating Grants, Subsidies and Contributions	23,616,776.00	8,186,872.00	8,187,993.96	1,121.96	▲	
Total Operating Revenue	**29,272,860.00**	**13,423,206.00**	**13,816,187.97**	**392,981.97**		
Operating Expenditure						
Employee Costs	(2,678,612.00)	(2,059,243.00)	(2,061,633.29)	(2,390.29)	▼	
Materials & Contracts	(2,430,226.00)	(1,511,164.00)	(1,494,546.42)	16,617.58	▲	Bridge maintenance expense $13,476 greater than anticipated; 2/3 repair funding to be claimed from MRWA.
Utilities	(319,668.00)	(215,707.00)	(211,054.28)	4,652.72	▲	
Depreciation On Non-Current Assets	(2,478,107.00)	(2,081,020.00)	(2,267,025.74)	(186,005.74)	▼	Depreciation expense higher than anticipated.
Interest Expenses	(87,741.00)	(39,580.00)	(37,943.31)	1,636.69	▲	
Insurance Expenses	(326,297.00)	(325,696.00)	(333,618.69)	(7,922.69)	▼	Additional Workers Comp premiums charged on actual 23/24 wages.
Other Expenditure	(88,581.00)	(86,220.00)	(91,925.73)	(5,705.73)	▼	
Loss On Asset Disposal	(10,284.00)	(10,284.00)	(16,665.60)	(6,381.60)	▼	
Total Operating Expenditure	**(8,419,516.00)**	**(6,328,914.00)**	**(6,514,413.06)**	**(185,499.06)**		
Net Operating	**20,853,344.00**	**7,094,292.00**	**7,301,774.91**	**207,482.91**		
Capital Income						
Proceeds from Sale of Assets	77,880.00	77,880.00	72,830.04	(5,049.96)	▼	
New Loan Raised	4,500,000.00	0.00	0.00	0.00		
Total Capital Income	**4,577,880.00**	**77,880.00**	**72,830.04**	**(5,049.96)**		

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING
30 April 2025

Description	Budget 2024/25	YTD Budget 2024/25	YTD Actual 2024/25	YTD Variance	Favourable ▲ Unfavourable ▼	Notes To Material Variances
Capital Expenditure						
Land and Buildings	(6,415,000.00)	(3,603,700.00)	(583,286.06)	3,020,413.94	▲	Civic Centre and Town Square ($14,411), 59 Smith Street retaining wall works ($7,106) and Hunt Rd Unit Refurbishment ($7,206) greater than anticipated. **Note:** These variances primarily relate the internal staff labour expenses. Budgeted funds are generally based on cash expenses for materials and contractors. WACHS 8 Unit development project $2,000,000 will be modified and scaled down to 4 Units for 2025/26. 6 Unit Cabin development $1,000,000 will be carried over to 2025/26 and grant funding sought.
Plant and Equipment	(188,000.00)	(165,000.00)	(155,432.88)	9,567.12	▲	
Office Furniture and Equipment	(78,000.00)	(78,000.00)	(80,328.82)	(2,328.82)	▼	
Road Construction	(11,761,272.00)	(8,356,709.00)	(8,037,812.25)	318,896.75	▲	Mawson Rd widen and seal contract works ($40,088), Waterhatch Rd reconstruct and widen contract works ($38,652), Dave Woodward Drv construct and seal contract works ($7,965), Kokeby East Rd prep shoulders ($8,544) over budget. Waterhatch, Mawson and Morbinning Rd 2nd sealing jobs $146,695, Waterhatch Rd Prep Shoulders $106,483, Mawson Rd Prep Shoulders $65,404, Edison Mill Rd Gravel Sheet $54,588, Maitland Rd Gravel Sheet $35,358 and Bartram St construct and seal $3,394 under budget. **Note:** These under expenditure variances primarily relate the internal staff labour and plant expenses which have been or will be allocated to other areas.
Other Infrastructure	(12,166,077.00)	(1,319,000.00)	(1,321,931.64)	(2,931.64)	▼	
Leases	(6,648.00)	(6,648.00)	(5,331.03)	1,316.97	▲	
Loans - Principal Repayments	(148,300.00)	(120,929.00)	(120,929.50)	(0.50)	▼	
Total Capital Expenditure	**(30,763,297.00)**	**(13,649,986.00)**	**(10,305,052.18)**	**3,344,933.82**		
Net Capital	**(26,185,417.00)**	**(13,572,106.00)**	**(10,232,222.14)**	**3,339,883.86**		
Adjustments						
Depreciation Written Back	2,478,107.00	2,081,020.00	2,267,025.74	186,005.74		
Movement in Leave Reserve Cash Balance	0.00	0.00	3,681.32	3,681.32		
Movement in Non-Current Loan Repayments	0.00	0.00	0.00	0.00		
Movement in Non-Current SSL Income	0.00	0.00	0.00	0.00		
Movement in Non-Current Lease Repayments	0.00	0.00	0.00	0.00		

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING
30 April 2025

Description	Budget 2024/25	YTD Budget 2024/25	YTD Actual 2024/25	YTD Variance	Favourable ▲ Unfavourable ▼	Notes To Material Variances
Movement in Non-Current Investments	0.00	0.00	0.00	0.00		
Movement in Non-Current LSL Provision	0.00	0.00	0.00	0.00		
Movement in Non-Current Deferred Pensioner Rates	0.00	0.00	0.00	0.00		
(Profit)/Loss on Disposal of Assets Written Back	5,234.00	5,234.00	10,250.63	5,016.63		
Add Funding From						
Transfer (To)/From Reserves	683,444.00	(5,975.00)	(5,974.86)	0.14		
Opening Surplus/(Deficit)	2,165,288.00	2,165,288.00	2,165,287.77	(0.23)		
Total Adjustments	**5,332,073.00**	**4,245,567.00**	**4,440,270.60**	**194,703.60**		
CLOSING SURPLUS/(DEFICIT)	**0.00**	**(2,232,247.00)**	**1,509,823.37**	**3,742,070.37**		

SHIRE OF BEVERLEY
STATEMENT OF NET CURRENT ASSETS
FOR THE PERIOD ENDING
30 April 2025

Description	Actual 2023/24	YTD Actual 2024/25
Current Assets		
Cash at Bank	3,363,019.27	1,138,074.32
Cash - Unrestricted Investments	573,194.08	2,824,050.12
Cash - Restricted Reserves	1,893,962.99	1,899,937.85
Cash on Hand	700.00	700.00
Accounts Receivable	1,201,326.09	1,362,061.09
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	0.00	0.00
Inventory - Fuel	12,511.51	17,158.68
Total Current Assets	**7,044,713.94**	**7,241,982.06**
Current Liabilities		
Accounts Payable	(2,641,289.55)	(3,491,728.52)
Loan Liability - Current	(148,300.38)	(27,370.88)
Lease Liability - Current	0.00	(0.01)
Annual Leave Liability - Current	(294,386.93)	(294,386.93)
Long Service Leave Liability - Current	(202,078.63)	(202,078.63)
Doubtful Debts	0.00	0.00
Total Current Liabilities	**(3,286,055.49)**	**(4,015,564.97)**
Adjustments		
Less Restricted Reserves	(1,893,962.99)	(1,899,937.85)
Less Self Supporting Loan Income	0.00	0.00
Add Leave Reserves - Cash Backed	152,291.93	155,973.25
Add Loan Principal Expense	148,300.38	27,370.88
Total Adjustments	**(1,593,370.68)**	**(1,716,593.72)**
NET CURRENT ASSETS	**2,165,287.77**	**1,509,823.37**

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
30 April 2025

Description	Actual 2023/24	YTD Actual 2024/25	Movement
Current Assets			
Cash and Cash Equivalents	5,830,876.34	5,862,762.29	31,885.95
Accounts Receivable	925,082.09	1,362,061.09	436,979.00
Contract Asset - Current	276,244.00	0.00	(276,244.00)
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	0.00	0.00	0.00
Inventory	12,511.51	17,158.68	4,647.17
Total Current Assets	**7,044,713.94**	**7,241,982.06**	**197,268.12**
Current Liabilities			
Accounts Payable	(984,885.55)	(1,835,324.52)	(850,438.97)
Contract Liability - Current	(1,656,404.00)	(1,656,404.00)	0.00
Loan Liability - Current	(148,300.38)	(27,370.88)	120,929.50
Lease Liability - Current	0.00	(0.01)	(0.01)
Annual Leave Liability - Current	(294,386.93)	(294,386.93)	0.00
Long Service Leave Liability - Current	(202,078.63)	(202,078.63)	0.00
Doubtful Debts	0.00	0.00	0.00
Total Current Liabilities	**(3,286,055.49)**	**(4,015,564.97)**	**(729,509.48)**
Non-Current Assets			
Non-Current Debtors	170,910.09	170,910.09	0.00
Non-Current Investments	62,378.13	62,378.13	0.00
Land and Buildings	29,585,060.75	29,536,090.37	(48,970.38)
Plant and Equipment	2,397,779.42	2,249,346.28	(148,433.14)
Furniture and Equipment	111,155.00	185,803.97	74,648.97
Infrastructure	141,937,083.50	149,909,847.39	7,972,763.89
Self Supporting Loan - Non Current	0.00	0.00	0.00
Total Non-Current Assets	**174,264,366.89**	**182,114,376.23**	**7,850,009.34**
Non-Current Liabilities			
Loan Liability - Non Current	(1,826,703.64)	(1,826,703.64)	0.00
Lease Liability - Non Current	0.00	(15,993.07)	(15,993.07)
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(77,174.30)	(77,174.30)	0.00
Total Non Current Liabilities	**(1,903,877.94)**	**(1,919,871.01)**	**(15,993.07)**
Net Assets	**176,119,147.40**	**183,420,922.31**	**7,301,774.91**

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
30 April 2025

Description	Actual 2023/24	YTD Actual 2024/25	Movement
Equity			
Accumulated Surplus	(48,670,597.47)	(55,966,397.52)	(7,295,800.05)
Reserves - Cash Backed	(1,893,962.99)	(1,899,937.85)	(5,974.86)
Reserve - Revaluations	(125,554,586.94)	(125,554,586.94)	0.00
Total Equity	**(176,119,147.40)**	**(183,420,922.31)**	**(7,301,774.91)**

SHIRE OF BEVERLEY
INVESTMENT OF SURPLUS FUNDS
AS AT 30 April 2025

Account #	Account Name	Amount Invested ($)		Term	Interest Rate	Maturation
4320546	**Reserve Funds Bendigo**					
	Long Service Leave	155,973.25				
	Plant	201,028.45				
	Emergency Services	32,046.75				
	Building	145,009.49				
	Recreation Ground	704,617.81				
	Cropping Committee	81,600.32				
	Infrastructure	118,645.07				
	Senior Housing	277,882.68				
	Avondale Mach Museum	67,301.36				
	ITC Renewal Reserve	115,832.67	**1,899,937.85**	6 mnths	5.03%	23/06/2025
5119665	**Term Deposit Bendigo**	1,016,210.96		4 mnths	4.90%	23/05/2025
4971654	**Term Deposit Bendigo**	508,593.15		6 mnths	5.05%	29/05/2025
5060661	**Term Deposit Bendigo**	524,893.70		3 mnths	4.55%	24/06/2025
5024630	**Term Deposit Bendigo**	514,991.47		4 mnths	4.61%	27/06/2025
5081501	**Term Deposit Bendigo**	259,360.84		3 mnths	4.40%	29/07/2025
			2,824,050.12			
	Total		**4,723,987.97**			

11.2 Accounts Paid by Authority

Submission To:	**Ordinary Council Meeting 26 February 2025**
Report Date:	**21 May 2025**
Applicant:	**N/A**
File Reference:	**N/A**
Author and Position:	**Simon Marshall, Deputy Chief Executive Officer**
Previously Before Council:	**N/A**
Disclosure(s) Of Interest:	**Nil**
Attachments:	**April 2025 List of Reports**

SUMMARY
Council to consider authorising the payment of accounts.

BACKGROUND
The following list represents accounts paid by authority for the month of April 2025.

COMMENT
Unless otherwise identified, all payments have been made in accordance with Council's 2024/25 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 2024/25 Budget.

STRATEGIC IMPLICATIONS
Nil

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

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

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

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

VOTING REQUIREMENTS
Simple Majority

OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

April 2025:

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

Cheque vouchers

14 Apr 2025	1942-1942	(1)	$	2,029.95	(authorised by CEO S Gollan and DCEO S Marshall)
24 Apr 2025	1943-1943	(1)	$	25,975.19	(authorised by CEO S Gollan and DCEO S Marshall)
Total of cheque vouchers for April 2025 incl			**$**	**28,005.14**	**previously paid.**

EFT vouchers

04 Apr 2025	EFT 11233-11233	(1)	$	1,425.00	(authorised by CEO S Gollan and DCEO S Marshall)
04 Apr 2025	EFT 11234-11241	(8)	$	29,677.50	(authorised by CEO S Gollan and DCEO S Marshall)
09 Apr 2025	EFT 1-37	(37)	$	67,417.14	(authorised by CEO S Gollan and Pres D White)
10 Apr 2025	EFT 11242-11272	(31)	$	53,951.53	(authorised by CEO S Gollan and Cr D Davis)
11 Apr 2025	EFT 11273-11280	(8)	$	3,740.71	(authorised by CEO S Gollan and Cr D Davis)
14 Apr 2025	EFT 11281-11285	(5)	$	191,124.74	(authorised by CEO S Gollan and DCEO S Marshall)
17 Apr 2025	EFT 11287-11293	(7)	$	18,039.40	(authorised by CEO S Gollan and DCEO S Marshall)
17 Apr 2025	EFT 11294-11294	(1)	$	84.00	(authorised by CEO S Gollan and DCEO S Marshall)
22 Apr 2025	EFT 11295-11297	(3)	$	1,855,888.16	(authorised by CEO S Gollan and DCEO S Marshall)
22 Apr 2025	EFT 1-38	(38)	$	69,283.53	(authorised by CEO S Gollan and DCEO S Marshall)
23 Apr 2025	EFT 11298-11300	(3)	$	11,376.69	(authorised by CEO S Gollan and DCEO S Marshall)
30 Apr 2025	EFT 11308-11333	(26)	$	146,253.67	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for April 2025 incl			**$**	**2,448,262.07**	**previously paid**

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

Cheque vouchers

Nil vouchers

Total of cheque vouchers for April 2025 incl			**$**	**0.00**	**previously paid.**

EFT vouchers

04 Apr 2025	EFT 11232-11232	(1)	$	200.00	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for April 2025 incl			**$**	**200.00**	**previously paid.**

(3) Direct Debit Payments totalling $ 85,824.74 previously paid.

(4) Credit Card Payments totalling $ 857.83 previously paid.

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - APRIL 2025

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1942	14 Apr 2025	Water Corporation	Water use - Balkuling Rd Standpipe: 29 Jan - 25 Mar 25	(2,029.95)	**(2,029.95)**
Cheque #	1943	24 Apr 2025	Water Corporation	2025-04 Apr Water accounts	(25,975.19)	**(25,975.19)**
EFT Pymt	EFT 11233	04 Apr 2025	D and A Plumbing and Gas Services	Refund for overpayments in DR 5697 acct	(1,425.00)	**(1,425.00)**
EFT Pymt	EFT 11234	04 Apr 2025	Cr Alan Fredrick Charles Sattler	24/25 Cr Year Remuneration: Oct 2024 - Mar 2025 (1 of 2 pymts)	(2,610.00)	
EFT Pymt	EFT 11235	04 Apr 2025	Cr Christopher John Lawlor	24/25 Cr Year Remuneration: Oct 2024 - Mar 2025 (1 of 2 pymts)	(2,610.00)	
EFT Pymt	EFT 11236	04 Apr 2025	Cr Darryl Brown	24/25 Cr Year Remuneration: Oct 2024 - Mar 2025 (1 of 2 pymts)	(2,610.00)	
EFT Pymt	EFT 11237	04 Apr 2025	Cr David Charles White	24/25 Cr Year Remuneration: Oct 2024 - Mar 2025 (1 of 2 pymts)	(10,620.00)	
EFT Pymt	EFT 11238	04 Apr 2025	Cr Denise Jo Ridgway	24/25 Cr Year Remuneration: Oct 2024 - Mar 2025 (1 of 2 pymts)	(3,397.50)	
EFT Pymt	EFT 11239	04 Apr 2025	Cr Donald William Davis	24/25 Cr Year Remuneration: Oct 2024 - Mar 2025 (1 of 2 pymts)	(2,610.00)	
EFT Pymt	EFT 11240	04 Apr 2025	Cr John Russell Maxwell	24/25 Cr Year Remuneration: Oct 2024 - Mar 2025 (1 of 2 pymts)	(2,610.00)	
EFT Pymt	EFT 11241	04 Apr 2025	Cr Susan Wendy Martin	24/25 Cr Year Remuneration: Oct 2024 - Mar 2025 (1 of 2 pymts)	(2,610.00)	**(29,677.50)**
EFT Pymt	EFT 11242	10 Apr 2025	Avon Trading Pty Ltd	2025-03 Mar Hardware purchases	(1,703.17)	
EFT Pymt	EFT 11243	10 Apr 2025	Avon Waste	4,169 Bin Collection ME 14, 21 Mar 25 inc Recycling Bins & 4 x Recycling Collect	(11,424.66)	
EFT Pymt	EFT 11244	10 Apr 2025	BSL - DMIRS Dept Mines, Industry Reg	2025-03 Mar 25 Collections x 3 (Lics 24/25: 29, 30, 32)	(176.80)	
EFT Pymt	EFT 11245	10 Apr 2025	Beverley Dome Roadhouse (BDR)	3,998 L Diesel @ $1.5884/L GST excl	(6,985.31)	
EFT Pymt	EFT 11246	10 Apr 2025	Beverley Gas and Plumbing Services -	6 Barnsley St: Plumbing repairs	(194.50)	
EFT Pymt	EFT 11247	10 Apr 2025	Beverley Post News and Gifts (BPNG)	2025-03 Mar Newspaper Subscription & Stationery Purchases	(66.89)	
EFT Pymt	EFT 11248	10 Apr 2025	Beverley Tyre Service - BTS	2025-02 Feb Tyre purchases	(0.01)	
EFT Pymt	EFT 11249	10 Apr 2025	Bookeasy Australia Pty Ltd	2025-03 Mar Room Manager Online Booking System Subscription	(242.00)	
EFT Pymt	EFT 11250	10 Apr 2025	CTF - Construction Training Fund (BCI	2025-03 Mar 25 Collections x 2 (Lics 24/25: 29, 32)	(149.50)	
EFT Pymt	EFT 11251	10 Apr 2025	Contract Aquatic, Xav Group Pty Ltd ta	2024/25 Additional attendance fees	(8,926.50)	
EFT Pymt	EFT 11252	10 Apr 2025	Copyworld Toshiba	2025-03 Mar 25: Copy fees for 'Bert' & 'Ernie' Estudio 6525 AC	(494.38)	
EFT Pymt	EFT 11253	10 Apr 2025	Hutton and Northey Sales	Various plant: Parts	(285.47)	
EFT Pymt	EFT 11254	10 Apr 2025	Industrial Automation Group Pty Ltd (IA	Brooking St & Balkuling Rd standpipes: Swipe cards	(1,650.00)	
EFT Pymt	EFT 11255	10 Apr 2025	Kleen West Distributors	Various bldgs: Cleaning products	(1,927.64)	

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - APRIL 2025

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 11256	10 Apr 2025	Market Creations Agency Pty Ltd	Website Support	(2,087.80)	
EFT Pymt	EFT 11257	10 Apr 2025	Martin's Trailer Parts	BE3537 (PTRL08): Parts	(77.36)	
EFT Pymt	EFT 11258	10 Apr 2025	McIntosh and Son WA	BE021 (PLDR05): Part	(1,777.79)	
EFT Pymt	EFT 11259	10 Apr 2025	Michael Wilson	2025-04 Apr (Ed 486) Blarney: Printing & delivery	(250.00)	
EFT Pymt	EFT 11260	10 Apr 2025	Node One Pty Ltd	2025-04 Apr NBN Fixed wireless Business FW Plus 75/10 mbps unlimited (5 share	(89.00)	
EFT Pymt	EFT 11261	10 Apr 2025	Onsite Repairs	2025-03 Mar Parts, Repairs & Tyres	(3,037.60)	
EFT Pymt	EFT 11262	10 Apr 2025	PBF Australia	2025 PBF Corporate Membership x 34 employees	(2,176.00)	
EFT Pymt	EFT 11263	10 Apr 2025	RJ Jas - All Mechanical and Electronics	Various plant: Parts	(4,170.58)	
EFT Pymt	EFT 11264	10 Apr 2025	Reap What You Sow	2025-02 Feb; 2025-03 Mar Gym Inductions x 6	(150.00)	
EFT Pymt	EFT 11265	10 Apr 2025	Scavenger Supplies Pty Ltd	BFB Volunteers: Personal Protective Clothing & Equipment	(2,849.00)	
EFT Pymt	EFT 11266	10 Apr 2025	Staff - Dale Fleming	Grave Safety training 01-02 Apr 2025: Refreshments for Dale Fleming & Michael W	(78.70)	
EFT Pymt	EFT 11267	10 Apr 2025	Staff - Jacinta Murray	Reimbursement: Expenses for 2025 Caravan & Camping Expo 20 Mar 2025	(10.00)	
EFT Pymt	EFT 11268	10 Apr 2025	Staff - Jennifer Cameron-Mackintosh	Reimburse - Trellis training at DoT Innaloo (31 Mar - 04 Apr 2025): Training expens	(215.42)	
EFT Pymt	EFT 11269	10 Apr 2025	Staff - Stefan de Beer	Reimbursement for repairs to flat tyre	(35.00)	
EFT Pymt	EFT 11270	10 Apr 2025	WA Contract Ranger Services Pty Ltd	Ranger Services: 13, 19, 28 Mar & 02 Apr 2025	(1,645.88)	
EFT Pymt	EFT 11271	10 Apr 2025	Westate Hose Supplies	SCD02. SCD03 - John & Edwards St S/water Collection Dam: Materials	(403.57)	
EFT Pymt	EFT 11272	10 Apr 2025	York Laundromat	25 Mar - 04 Apr 2025 Onsite Cabins Laundry fees	(671.00)	**(53,951.53)**
EFT Pymt	EFT 11273	11 Apr 2025	Australia Post	2025-03 Mar Postage	(356.71)	
EFT Pymt	EFT 11274	11 Apr 2025	BOC Limited	2025-03 Mar Cylinder Rental: Medical oxygen C size	(7.13)	
EFT Pymt	EFT 11275	11 Apr 2025	Beacon Equipment (Bepassey Nom P/L	Minor plant purchase: Stihl blower & Sundry plant: Parts	(637.30)	
EFT Pymt	EFT 11276	11 Apr 2025	Beverley Supermarket & Liquor (IGA)	2025-03.Mar Purchases	(783.73)	
EFT Pymt	EFT 11277	11 Apr 2025	Bunnings Building Supplies P/L	Various bldgs: Hardware supplies	(449.71)	
EFT Pymt	EFT 11278	11 Apr 2025	Officeworks Ltd	2025-03 Mar Stationery Order	(45.40)	
EFT Pymt	EFT 11279	11 Apr 2025	Quest Innaloo - Thoman Management F	DoT Training 31 Mar - 04 Apr 2025: J Cameron-Mackintosh: Accommodation	(1,010.00)	
EFT Pymt	EFT 11280	11 Apr 2025	Repco - Division of GPC Asia Pacific Pt	Various: Parts	(450.73)	**(3,740.71)**

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - APRIL 2025

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 11281	14 Apr 2025	C and D Cutri	Various bridges: Preventative maintenance	(49,940.00)	
EFT Pymt	EFT 11282	14 Apr 2025	HC Construction Services Pty Ltd	AGRN1061 Storm & assoc flooding (25-26 Mar 2023): Claim 08 - Mar 2025	(135,855.50)	
EFT Pymt	EFT 11283	14 Apr 2025	South Regional TAFE	Work, Health & Safety Representative Training, 07- 11 Apr 2025: S Marshall	(1,550.00)	
EFT Pymt	EFT 11284	14 Apr 2025	Staff - Simon Marshall	Reimbursement: Accomm & meals for Work, Health & Safety Representative Trair	(534.64)	
EFT Pymt	EFT 11285	14 Apr 2025	Synergy	Power use x 7 accts - 15 Jan - 21 Mar 25	(3,244.60)	**(191,124.74)**
EFT Pymt	EFT 11287	17 Apr 2025	AITS Specialists Pty Ltd	2025-03 Mar Fuel Tax Credits	(292.93)	
EFT Pymt	EFT 11288	17 Apr 2025	Avon Valley Group Pty Ltd	Vincent St Gardens: Decorative stone	(225.00)	
EFT Pymt	EFT 11289	17 Apr 2025	Avon Waste	2,086 Bin Collection FE 28 Mar, 04 Apr 25 inc Recycling Bins & 4 x Recycling Col	(5,716.17)	
EFT Pymt	EFT 11290	17 Apr 2025	Kleen West Distributors	Onsite Cabins: Complimentary supplies	(578.54)	
EFT Pymt	EFT 11291	17 Apr 2025	McPest Pest Control	Various bridges: Maintenance & treatments	(3,762.00)	
EFT Pymt	EFT 11292	17 Apr 2025	Northam Motors Pty Ltd (Northam Hyur	BEV0 (PSDN19): 15,000km service	(405.00)	
EFT Pymt	EFT 11293	17 Apr 2025	Synergy	Street Lights: 25 Feb - 24 Mar 25; Power accts x 10 30 Jan - 08 Apr 25	(7,059.76)	**(18,039.40)**
EFT Pymt	EFT 11294	17 Apr 2025	York Landscape Supplies	Yenyening Lakes: Supplies for gate	(84.00)	**(84.00)**
EFT Pymt	EFT 11295	22 Apr 2025	Advanteering Civil Engineers, D B Cunr	BC2401 - Brg 3205 Bremner Rd: Bridge replacement - progress pymt 02	(490,791.02)	
EFT Pymt	EFT 11296	22 Apr 2025	MC Civil Contractors (MCC) Down Sout	AGRN1061 Storm & assoc flooding (25-26 Mar 2023): Claim 08	(1,335,097.14)	
EFT Pymt	EFT 11297	22 Apr 2025	Perth Patio Magic Pty Ltd	LBS2502 - Civic Centre Car Park: Final payment (completion)	(30,000.00)	**(1,855,888.16)**
EFT Pymt	EFT 11298	23 Apr 2025	Avon Fenzing	LBS2502 Civic Centre Carpark: Fencing	(3,375.00)	
EFT Pymt	EFT 11299	23 Apr 2025	Beverley Dome Roadhouse (BDR)	4,003 L Diesel @ $1.6536/L GST excl	(7,281.30)	
EFT Pymt	EFT 11300	23 Apr 2025	John Lesley Scott	Rates refund (overpayment) for A1074 - 1564 Edison Mill Rd Beverley WA 6304	(720.39)	**(11,376.69)**
EFT Pymt	EFT 11308	30 Apr 2025	Afgri Equipment Australia Pty Ltd	BE003 (PGRD07): Parts	(294.98)	
EFT Pymt	EFT 11309	30 Apr 2025	Beverley Dome Roadhouse (BDR)	3,998 L Diesel @ $1.4961/L GST excl	(6,579.55)	
EFT Pymt	EFT 11310	30 Apr 2025	Beverley Gas and Plumbing Services -	Gym: Repairs to the ablutions re water leak	(494.60)	
EFT Pymt	EFT 11311	30 Apr 2025	Bluejay Ag Solutions	2025-04 Apr (Ed 487): Compilation of the Blarney	(1,000.00)	
EFT Pymt	EFT 11312	30 Apr 2025	C and D Cutri	Bridge 3202 Kokeby East Rd: Preventative maintenance	(12,650.00)	
EFT Pymt	EFT 11313	30 Apr 2025	Department of Planning Lands and Heri	2025-04 Apr: Leases M252204 & M355805	(389.57)	

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - APRIL 2025

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 11314	30 Apr 2025	Department of Water & Environmental I	2025 Landfill License - L8536	(1,042.80)	
EFT Pymt	EFT 11315	30 Apr 2025	Earthstyle Contracting Pty Ltd	LBS2502 - Civic Centre Carpark: Construction of	(35,750.00)	
EFT Pymt	EFT 11316	30 Apr 2025	Filters Plus	BE013 (PTRK04): Parts	(140.80)	
EFT Pymt	EFT 11317	30 Apr 2025	Fitzys Installations Pty Ltd	59 Smith St: TV Aerial repairs	(638.00)	
EFT Pymt	EFT 11318	30 Apr 2025	Focus Networks	2025-04 Apr Computer Support	(5,426.19)	
EFT Pymt	EFT 11319	30 Apr 2025	Funny Farm Flowers	ANZAC Day 2025 - Wreath	(100.00)	
EFT Pymt	EFT 11320	30 Apr 2025	Herseys Safety Pty Ltd	Various: Supplies	(719.84)	
EFT Pymt	EFT 11321	30 Apr 2025	Isweep Town and Country	Town Street Sweeping: Easter 2025	(3,465.00)	
EFT Pymt	EFT 11322	30 Apr 2025	Jackson Asphalt - Mukuyu Pty Ltd	LBS2502 - Civic Centre Carpark: Laying of asphalt	(45,809.50)	
EFT Pymt	EFT 11323	30 Apr 2025	Landgate	Valuation Fees (Rural UV Interim Shd): 26 Oct 24 - 28 Feb 25	(94.36)	
EFT Pymt	EFT 11324	30 Apr 2025	Matrix Productions	2025 ANZAC Day Services: Hire of audiovisual & technician	(2,898.50)	
EFT Pymt	EFT 11325	30 Apr 2025	Reward Supply Co Pty Ltd	Onsite Cabin Units: Bed linen order	(432.30)	
EFT Pymt	EFT 11326	30 Apr 2025	Services Australia (Child Support - D J	Payroll deductions	(603.06)	
EFT Pymt	EFT 11327	30 Apr 2025	Shazmac Plumbing	Various: Annual backflow testing	(682.00)	
EFT Pymt	EFT 11328	30 Apr 2025	Twinkarri - Intellife Group Ltd	Various rural roads: Tree lopping	(19,008.00)	
EFT Pymt	EFT 11329	30 Apr 2025	Vanguard Print	Area Promotion: Welcome to Beverley map pads	(588.50)	
EFT Pymt	EFT 11330	30 Apr 2025	WA Contract Ranger Services Pty Ltd	Ranger Services: 11, 16 Apr 2025	(693.00)	
EFT Pymt	EFT 11331	30 Apr 2025	Whitney Consulting	Bev Air Show: Grant writing service	(6,165.50)	
EFT Pymt	EFT 11332	30 Apr 2025	York Laundromat	17 - 22 Apr 2025 Onsite Cabins Laundry fees	(530.64)	
EFT Pymt	EFT 11333	30 Apr 2025	Zircodata Pty Ltd	2025-03 Mar: Storage of Archives 221 x A1 Storage Boxes (Std Ctn)	(56.98)	**(146,253.67)**
Direct Debit	DD 4973.01	08 Apr 2025	Shadforth Portfolio Service - Super	Superannuation contributions	(1,200.65)	
Direct Debit	DD 4973.02	08 Apr 2025	National Mutual Retirement Fund	Superannuation contributions	(295.66)	
Direct Debit	DD 4973.03	08 Apr 2025	Mercer Super Trust, The Trustee for	Superannuation contributions	(590.45)	
Direct Debit	DD 4973.04	08 Apr 2025	Macquarie Superannuation Plan	Superannuation contributions	(324.30)	
Direct Debit	DD 4973.05	08 Apr 2025	Australian Super	Superannuation contributions	(1,636.00)	

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - APRIL 2025

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	DD 4973.06	08 Apr 2025	Aware Super Pty Ltd	Superannuation contributions	(7,406.07)	
Direct Debit	DD 4973.07	08 Apr 2025	Australian Retirement Trust (Super func	Superannuation contributions	(284.84)	
Direct Debit	DD 4973.08	08 Apr 2025	MLC MasterKey Personal Super	Superannuation contributions	(199.19)	
Direct Debit	DD 4973.09	08 Apr 2025	REST	Superannuation contributions	(271.38)	
Direct Debit	DD 4973.10	08 Apr 2025	Colonial First State Super (Gibson Dani	Superannuation contributions	(386.88)	
Direct Debit	DD 4973.11	08 Apr 2025	AMP Lifetime Super	Superannuation contributions	(266.30)	
Direct Debit	DD 4973.12	08 Apr 2025	UniSuper	Superannuation contributions	(317.04)	**(13,178.76)**
Direct Debit	DD 4994.01	22 Apr 2025	Shadforth Portfolio Service - Super	Superannuation contributions	(1,200.65)	
Direct Debit	DD 4994.02	22 Apr 2025	National Mutual Retirement Fund	Superannuation contributions	(317.30)	
Direct Debit	DD 4994.03	22 Apr 2025	Mercer Super Trust, The Trustee for	Superannuation contributions	(592.62)	
Direct Debit	DD 4994.04	22 Apr 2025	Macquarie Superannuation Plan	Superannuation contributions	(322.46)	
Direct Debit	DD 4994.05	22 Apr 2025	HostPlus	Superannuation contributions	(199.01)	
Direct Debit	DD 4994.06	22 Apr 2025	Australian Super	Superannuation contributions	(1,636.00)	
Direct Debit	DD 4994.07	22 Apr 2025	Aware Super Pty Ltd	Superannuation contributions	(7,466.34)	
Direct Debit	DD 4994.08	22 Apr 2025	Australian Retirement Trust (Super func	Superannuation contributions	(263.67)	
Direct Debit	DD 4994.09	22 Apr 2025	MLC MasterKey Personal Super	Superannuation contributions	(122.58)	
Direct Debit	DD 4994.10	22 Apr 2025	REST	Superannuation contributions	(271.38)	
Direct Debit	DD 4994.11	22 Apr 2025	Colonial First State Super (Gibson Dani	Superannuation contributions	(558.21)	
Direct Debit	DD 4994.12	22 Apr 2025	AMP Lifetime Super	Superannuation contributions	(210.49)	
Direct Debit	DD 4994.13	22 Apr 2025	UniSuper	Superannuation contributions	(347.31)	**(13,508.02)**
Direct Debit	116	17 Apr 2025	1 - Bank Charges	Bank Charges - Account servicing fee	(22.00)	**(22.00)**
Direct Debit	116	04 Apr 2025	12 - ANZ - BPAY	ANZ - BPAY	(77.00)	**(77.00)**
Direct Debit	116	04 Apr 2025	12 - ANZ - BPAY	ANZ - BPAY	(102.30)	**(102.30)**
Direct Debit	116	03 Apr 2025	7 - CBA Merchant Fee	CBA Merchant Fee - Muni	(303.67)	**(303.67)**
Direct Debit	116	03 Apr 2025	7 - CBA Merchant Fee	CBA Merchant Fee - Trust	(20.14)	**(20.14)**

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - APRIL 2025

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	116	04 Apr 2025	8 - ANZ Transactive	ANZ Transactive	(125.00)	**(125.00)**
Direct Debit	116	01 Apr 2025	3 - Payment for DoT	Payment for DoT	(2,336.90)	
Direct Debit	116	02 Apr 2025	3 - Payment for DoT	Payment for DoT	(265.80)	
Direct Debit	116	03 Apr 2025	3 - Payment for DoT	Payment for DoT	(1,605.20)	
Direct Debit	116	04 Apr 2025	3 - Payment for DoT	Payment for DoT	(715.20)	
Direct Debit	116	07 Apr 2025	3 - Payment for DoT	Payment for DoT	(6,006.85)	
Direct Debit	116	08 Apr 2025	3 - Payment for DoT	Payment for DoT	(1,944.40)	
Direct Debit	116	11 Apr 2025	3 - Payment for DoT	Payment for DoT	(2,835.15)	
Direct Debit	116	14 Apr 2025	3 - Payment for DoT	Payment for DoT	(3,254.20)	
Direct Debit	116	15 Apr 2025	3 - Payment for DoT	Payment for DoT	(8,629.10)	
Direct Debit	116	16 Apr 2025	3 - Payment for DoT	Payment for DoT	(4,752.80)	
Direct Debit	116	17 Apr 2025	3 - Payment for DoT	Payment for DoT	(1,310.55)	
Direct Debit	116	22 Apr 2025	3 - Payment for DoT	Payment for DoT	(927.45)	
Direct Debit	116	23 Apr 2025	3 - Payment for DoT	Payment for DoT	(1,410.05)	
Direct Debit	116	24 Apr 2025	3 - Payment for DoT	Payment for DoT	(7,850.75)	
Direct Debit	116	28 Apr 2025	3 - Payment for DoT	Payment for DoT	(5,601.05)	
Direct Debit	116	29 Apr 2025	3 - Payment for DoT	Payment for DoT	(4,995.05)	
Direct Debit	116	30 Apr 2025	3 - Payment for DoT	Payment for DoT	(4,047.35)	**(58,487.85)**
Direct Debit	EFT 11286	14 Apr 2025	WA Treasury Corporation	Loan 120 (Cornerstone Building): Deb 14 of 30 Repayment - Apr 2025	(34,503.80)	**(34,503.80)**
Direct Debit	EFT 11307	24 Apr 2025	Credit Card - Shire of Beverley	2025-03 Mar Credit Card purchases	(857.83)	**(857.83)**
				PAYMENTS RAISED IN CURRENT MONTH	***(2,460,752.91)***	***(2,460,752.91)***

WAGES & SALARIES

EFT Pymt		09 Apr 2025	Wages & Salaries	FE - 08 Apr 2025	(67,417.14)	
EFT Pymt		23 Apr 2025	Wages & Salaries	FE - 22 Apr 2025	(69,283.53)	
				WAGES & SALARIES	***(136,700.67)***	***(136,700.67)***

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - APRIL 2025

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT						
				UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT	***0.00***	***0.00***
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
Cheque #	1940	28 Mar 2025	Alan Robert McKinnon	Rates refund (overpayment) for A1030 - L19673 off Kokendin Rd Talbot West 6304	(715.10)	
Cheque #	1941	28 Mar 2025	Water Corporation	Water use - Mens Shed (Vincent St) - Service Fees: Mar - Apr 25	(51.44)	
				PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS	***(766.54)***	***(766.54)***
OTHER AMENDMENTS/GENERAL JOURNALS						
				OTHER AMENDMENTS/GENERAL JOURNALS	***0.00***	***0.00***
INVESTMENTS						
				0.00		
				TOTAL EXPENDITURE for MUNICIPAL ACCOUNT	**(2,598,220.12)**	**(2,598,220.12)**
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT						
CEO - STEPHEN GOLLAN						
Credit card	IVHF5GQEZN XZDONNUVB	27 Feb 2025	Fastspring.com.au (Inffuse)	Annual subs for website events calendar on www.beverleywa.com	89.83	**89.83**
DCEO - SIMON MARSHALL (AVONDALE MACHINERY SHED)						
Credit card	8898	06 Mar 2025	Ultralube Mechanical Workshop	Parts (6v ignition coil stnd grade)	42.00	**42.00**
MOW - STEPHEN VINCENT						
Credit card	#159354-2	25 Mar 2025	Beverley Dome Roadhouse	390.53L ULP @ $1.859/L	726.00	**726.00**
				0.00	***857.83***	***857.83***

March 2025 transactions presented on 24 April 2025 (EFT 11307) Shire of Beverley Municipal Bank account

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - APRIL 2025

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS

TRUST ACCOUNT DETAILS

PAYMENTS RAISED IN CURRENT MONTH

EFT 11232	*04 Apr 2025*	*Glenys Faye Petchell*		*Refund of Bonds - Rec Centre Hire, Booking: 29 Mar 2025 (Rec 44645)*	*(200.00)*	
				PAYMENTS RAISED IN CURRENT MONTH	***(200.00)***	***(200.00)***

PAYMENTS UNPRESENTED IN CURRENT BANK

				PAYMENTS UNPRESENTED IN CURRENT BANK #	***0.00***	***0.00***

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

				PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS	***0.00***	***0.00***

OTHER AMENDMENTS / GENERAL JOURNALS

				OTHER AMENDMENTS / GENERAL JOURNALS	***0.00***	***0.00***
				TOTAL EXPENDITURE for TRUST ACCOUNT		***(200.00)***

TOTAL EXPENDITURE as reconciled to the APRIL 2025 BANK STATEMENTS

Municipal Account Expenditure	**(2,598,220.12)**
Trust Account Expenditure	**(200.00)**
TOTAL EXPENDITURE for APRIL 2025	**(2,598,420.12)**

12. ADMINISTRATION

12.1 2025 Local Government Election Arrangements

Submission To:	**Ordinary Council Meeting 28 May 2025**
Report Date:	**12 May 2025**
Applicant:	**Administration**
File Reference:	**ADM 0597**
Author and Position:	**Stephen Gollan, Chief Executive Officer**
Previously Before Council:	**March 2023**
Disclosure(s) Of Interest:	**Nil**
Attachments:	**WAEC Cost and Agreement**

SUMMARY
Council to consider endorsing the 2025 Local Government Election as a postal voting election administered by the Western Australian Electoral Commission (WAEC).

BACKGROUND
In 2023 the Minister of Local Government implemented Optional Preferential Voting (OPV) which meant new software and procedures were required for that election. Having never dealt with preferential voting, Council chose to endorse the Western Australian Electoral Commissioner to be responsible for the conduct and that it be via postal vote.

The postal vote was successful in that voter turnout increased by over 50% however the CountWA program itself was cumbersome and the results were not verified by the WAEC until the next day.

COMMENT
Unfortunately this year there is no option to purchase the software and run the count independently of the WAEC.

The cost estimate provided by the WAEC is $17,705.00 based on the following assumptions:

- The method of election will be postal;
- 4 Councillor(s) vacancies;
- 1600 electors;
- response rate of approximately 50%
- appointment of a local Returning Officer; and
- count to be conducted at the Shire office using CountWA.

Attached is the full explanation of costs provided by the WAEC for Council's reference.

It is expected that the Rates Officer will once again accept the Position of Returning Officer and that Council will need to provide additional staff for the Count.

For Council's information, a breakdown of the previous 10 years is also included:

Shire of Beverley	2015	2017	2019	2021	2023	2025
WAEC Quote	-	-	-	-	$18,000.00	$17,705.00
WAEC Actual Cost	-	-	-	-	$17,186.02	
Vacancies	5	6	4	6	3	4
Candidates	6	10	6	6	4	
Unopposed/Full election	Full Election	Full Election	Full Election	Elected Unopposed	Full Election	
Electors	1323	1357	1365		1410	
Elector Turnout	167	392	249		669	
Cost for In-house	$1,961.96	$2,577.76	$2,799.29	$2,126.30		
Additional Staff in 2023					$940.00	

As the Shire of Beverley does not have its own software, the recommendation will be to appoint the WAEC.

STATUTORY ENVIRONMENT

Local Government Act 1995

4.20. CEO to be returning officer unless other arrangements made

(1) Subject to this section the CEO is the returning officer of a local government for each election.

(2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint* a person other than the CEO to be the returning officer of the local government for —

(a) an election; or

(b) all elections held while the appointment of the person subsists.

** Absolute majority required.*

(3) An appointment under subsection (2) —

(a) is to specify the term of the person's appointment; and

(b) has no effect if it is made after the 80th day before an election day.

(4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

** Absolute majority required.*

(5) A declaration under subsection (4) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.

(6) A declaration made under subsection (4) on or before the 80th day before election day cannot be rescinded after that 80th day.

4.28. Fees and expenses

A local government is to —

(a) pay fees to the electoral officers, in accordance with regulations, for conducting an election; and

(b) meet expenses incurred by the electoral officers in connection with an election; and

(c) if a declaration under section 4.20(4) has been made in relation to the election, meet the expenses of the Electoral Commissioner in connection with the election to the extent required by regulations.

4.61. Choice of methods of conducting election

(1) The election can be conducted as a —

postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or

voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.

(2) The local government may decide* to conduct the election as a postal election.

** Absolute majority required.*

(3) A decision under subsection (2) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.

(4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.

(5) A decision made under subsection (2) on or before the 80th day before election day cannot be rescinded after that 80th day.

(6) For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.

(7) Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.

CONSULTATION
Council

FINANCIAL IMPLICATIONS
$17,705 2025/26 Budget

STRATEGIC IMPLICATIONS
Strategic Pillar: 4. Civic Leadership
Strategic Priorities: 4.1 Community and customer focus
4.3 Responsible planning

POLICY IMPLICATIONS
N/A

RISK IMPLICATIONS
Engaging the WAEC to run the election presents very little risk as this is their core area of business. Voter turnout could potentially be higher or lower.

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

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

VOTING REQUIREMENTS
Absolute Majority

OFFICER'S RECOMMENDATION
That Council;
1. in accordance with *section 4.20(4) of the Local Government Act 1995*, declare the Western Australian Electoral Commissioner to be responsible for the conduct of the 20255 ordinary election, together with any other elections or polls which may be required; and
2. decide, in accordance with *section 4.61(2) of the Local Government Act 1995*, that the method of conducting the election will be as a postal election.

WESTERN AUSTRALIAN
Electoral Commission

Mr Stephen Gollan
Chief Executive Officer
Shire of Beverley
PO Box 20
BEVERLEY WA 6304

Dear Mr Gollan,

Cost Estimate Letter: 2025 Local Government Ordinary Election

As you are aware, the next local government ordinary election will be held on 18 October 2025. This letter is your Cost Estimate for the Western Australian Electoral Commission to conduct your election, should you proceed with making a declaration under the *Local Government Act 1995* for us to do so.

Cost Estimate
The Commission has estimated the cost to conduct your Council's election in 2025 as a postal election at approximately $17,705 (ex GST).

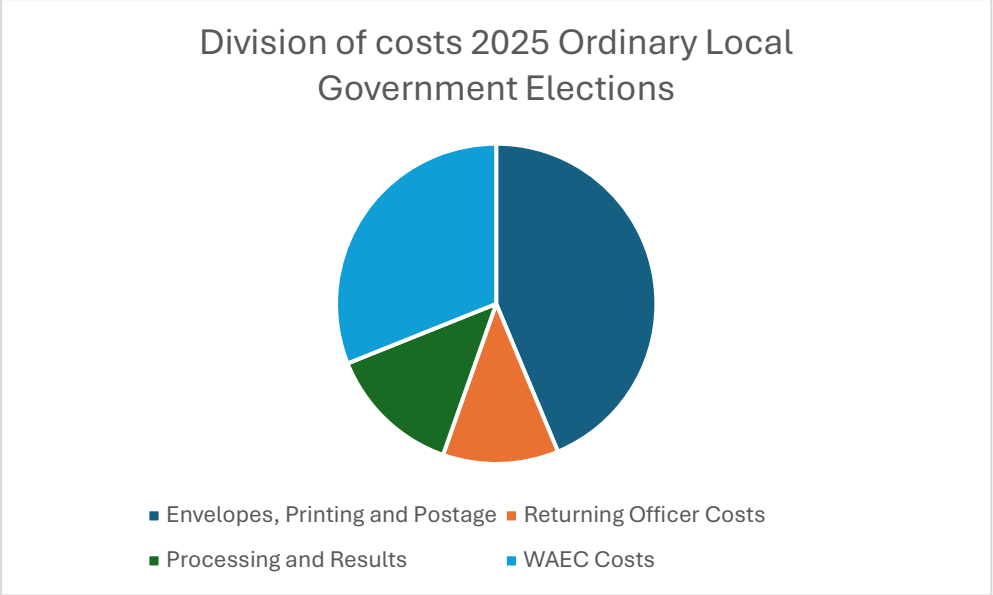
This cost has been based on the following assumptions:

- The method of election will be postal;
- 4 Councillor(s) vacancies;
- 1600 electors;
- response rate of approximately 50%
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

If any of these assumptions are not correct, please contact us and we can provide a new cost estimate.

Cost Methodology
To provide your estimate, the Commission has estimated the costs of all aspects of the election, from supply of materials to staffing costs. For the 2025 Local Government elections, we have applied the following apportionment across the State:

Level 2, 66 St Georges Terrace PERTH WA 6000
GPO Box F316 PERTH WA 6841
T | (08) 9214 0400
E | waec@waec.wa.gov.au
W | www.elections.wa.gov.au



For individual local Governments the exact apportionment of costs may differ slightly from the above, as the cost categories are determined by applying the following variables:

- Envelopes, Printing and Postage, and WAEC Costs are determined by the number of electors in your Local Government;
- Processing and Results is determined by the expected response rate for your election; and
- Returning Officer Costs are determined by the complexity of the election for the Returning Officer; we classify Local Governments into bands depending on a number of factors including number of Wards, number of vacancies and the number of candidates, and then we pay our Returning Officers a rate which reflects this band.

Estimated Cost of 2025 Local Government Elections

The Commission estimates that the total cost of conducting the Local Government Elections across Western Australia in 2025 will increase by $1.3 million, compared to 2023. The key drivers for this cost increase are as follows:

- a 45% cost increase from Australia Post, comprising of a 25% increase which came into effect in March 2024, and an additional 20% proposed increase currently being considered by the Australian Competition and Consumer Commission, which if approved will take effect in July 2025; and
- a 9% increase in the salaries paid to Returning Officers as required by the Public Sector CSA Agreement 2024.

Variations to the final costs for your Council

In accordance with the *Local Government (Elections) Regulations 1997*, the Commission conducts elections on the basis of full accrual cost recovery. This means that should the actual costs incurred to conduct the election be less or greater than what we have estimated, the final cost may differ from the cost estimate you have been provided.

Whilst we aim to keep additional costs at a minimum wherever possible, the following are examples of where cost increases may arise:

- If a Returning Officer is selected that is not local to your area;
- If you elect for Australia Post Priority Service for the lodgement of your election package;
- If casual staff are required for the issuing of Replacement Election Packages;
- If casual staff are required to assist the Returning Officer on election day or night; or
- Unanticipated cost increases from our suppliers.

We will endeavour to keep you informed of any unanticipated cost increases as they are incurred during the election.

Service Commitment

The Commission is committed to conducting elections impartially, effectively, efficiently and professionally. Following each election event, we review our performance and identify ways to improve our service delivery.

The Commission acknowledges that during the 2023 Local Government Ordinary Elections, the results for many Local Governments were delayed. Since this time we have improved our Count Processes, and as demonstrated through extraordinary elections conducted in 2024, we are now able to finalise our results more quickly whilst still retaining accuracy and integrity.

If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

Next Steps

Should you wish to accept this cost estimate and proceed with the Electoral Commission undertaking this election, there are specific steps that must be taken under the *Local Government Act 1995*. These steps are summarised in the attached flow chart (Attachment A).

As outlined in the flow chart, if you accept this Cost Estimate then please advise of us this in writing, so that we can issue a Written Agreement letter. Both the Cost Estimate letter, and the Written Agreement letter then need to be taken to Council for a decision.

If you have any queries, please contact lgelections@waec.wa.gov.au .

Yours sincerely,

Robert Kennedy
ELECTORAL COMMISSIONER

12 December 2024

WESTERN AUSTRALIAN
Electoral Commission

Mr Stephen Gollan
Chief Executive Officer
Shire of Beverley
PO Box 20
BEVERLEY WA 6304

Dear Mr Gollan,

Written Agreement: 2025 Local Government Ordinary Election

I refer to your correspondence dated 7 May 2025 in which you accept the Western Australian Electoral Commission's Cost Estimate for the 2025 Local Government Ordinary Election, as outlined in my letter to you dated 12 December 2024 (the Cost Estimates Letter).

This letter is my written agreement to be responsible for the conduct of the local government ordinary election for the Shire of Beverley. In order to finalise this agreement, you are required under *the Local Government Act 1995* to submit the following motions to Council for a postal election:

1. declare, in accordance with section 4.20(4) of the Local Government Act1995, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required;

2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a Postal election.

Please note that:

- the above motions must be presented to Council as drafted and cannot be amended in any way;
- both the Cost Estimates Letter, and this Written Agreement Letter should be attached to the item for Council consideration; and
- the above motion/s must be passed by an absolute majority.

Once the Council passes the above mentioned motions, please forward confirmation to the Commission to the email address below. The Commission can then proceed with arrangements for your ordinary election.

If you have any queries, please contact lgelections@waec.wa.gov.au.

Yours sincerely,

Courtney Barron
ACTING ELECTORAL COMMISSIONER

12 May 2025

Level 2, 66 St Georges Terrace PERTH WA 6000
GPO Box F316 PERTH WA 6841
T | (08) 9214 0400
E | waec@waec.wa.gov.au
W | www.elections.wa.gov.au

12.2 Application to Keep Multiple Dogs

Submission To:	**Ordinary Council Meeting 21 May 2025**
Report Date:	**20 May 2025**
Applicant:	**Damian Hudson**
File Reference:	**ADM 0134**
Author and Position:	**Stephen Gollan, Chief Executive Officer**
Previously Before Council:	**No**
Disclosure(s) Of Interest:	**Nil**
Attachments:	**Inspection Report (under separate cover)**

SUMMARY
Council to consider an application to keep multiple dogs at 14 Forrest Street Highway, Beverley.

BACKGROUND
An application has been received requesting permission to keep four (4) dogs at 14 Forrest Street.

The maximum number of dogs that can be kept on a town site property is two unless an exemption is granted by Council under the provisions of section 26(3) of the *Dog Act 1976* (as Amended).

Council has approved similar applications in the past where the Shire Ranger or other authorised Council Officer has considered that there are no valid reasons for withholding such approval.

COMMENT
WA Contract Ranger Services conducted a property inspection on 14 May 2025. The inspection report is provided under separate cover.

The application is for one female Kelpie and three male Jack Russells. All dogs are microchipped and registered. One Jack Russell is not sterilised.

The property size and fencing were considered suitable with the inspecting ranger supporting the application.

The following conditions will be recommended along with the approval:

- That Council reserve the right to withdraw the exemption at any time if any major or substantial problems are experienced.
- That the exemption applies only to the dogs nominated by the applicant.
- Each dog on the property must continue to be registered with the Shire of Beverley.
- A dog cannot be ‘replaced’ with a new dog upon the death or permanent removal of any or all of the nominated dogs in this approval.

STATUTORY ENVIRONMENT
Dog Act 1976

CONSULTATION
WA Contract Ranger Services

FINANCIAL IMPLICATIONS
Nil

STRATEGIC IMPLICATIONS
Strategic Pillar: 4. Civic Leadership
Strategic Priorities: 4.1 Community and customer focus
4.3 Responsible planning

POLICY IMPLICATIONS
Nil

RISK IMPLICATIONS
Medium (9) - There is a possible risk that the dogs may wander or be a nuisance, however all dogs are registered and Council can revoke the approval.

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

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

VOTING REQUIREMENTS
Absolute Majority

OFFICER'S RECOMMENDATION
That Council approve an exemption for the keeping of four (4) dogs at 14 Forrest Street, Beverley subject to the following conditions:

1. That Council reserve the right to withdraw the exemption at any time if any Major or substantial problems are experienced;

2. The exemption applies only to the dogs nominated by the applicant;

3. Each dog must continue to be registered with the Shire of Beverley; and

4. A dog cannot be 'replaced' with a new dog upon the death or permanent removal of any or all of the nominated dogs in this approval.

12.3 Workforce Plan 2025/26 – 2028/29

Submission To:	**Ordinary Council Meeting 21 May 2025**
Report Date:	**20 May 2025**
Applicant:	**Shire of Beverley**
File Reference:	**ADM 0409**
Author and Position:	**Stephen Gollan, Chief Executive Officer**
Previously Before Council:	**No**
Disclosure(s) Of Interest:	**Nil**
Attachments:	**Workforce Plan**

SUMMARY
Council to consider adopting the attached Workforce Plan 2025/26 – 2028/29, a key component to the Shire's Integrated Planning and Reporting Framework.

BACKGROUND
The Workforce Plan is a legislatively required document under the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

The Workforce Plan compliments and aligns with the Strategic Community Plan, combining the Asset Management Plan and Long Term Financial Plan, to identify the resources required to achieve the community's vision and outcomes set out in the Strategic Community Plan.

Workforce planning identifies the human resources and skills required to deliver on the medium to long-term strategic direction of the community, as outlined in the Strategic Community Plan.

The Workforce Plan is intended to enhance the capacity of our workforce to meet community needs by ensuring the organisation has the required staff, capabilities and resources to ensure sustainable service delivery now and into the future.

Council adopted the previous Workforce Plan in 2014.

COMMENT
150 Square was engaged by the Shire of Beverley to facilitate staff consultation and preparation of the Workforce Plan. The plan has been developed based on analysis of the workforce environment, survey results, employee data including current staffing levels, projected service delivery requirements, and anticipated challenges such as an ageing workforce.

The Workforce Plan outlines four priorities:

- Future proofing our workforce through structured attraction, retention, and succession planning.
- Investing in employee development through training, performance management, and career progression.
- Strengthening organisational systems, processes, and policies to improve efficiency and support staff.

- Enhancing workplace culture through leadership, communication and staff engagement.

The Workforce Plan is attached for Council's reference. The plan will be presented to Staff after adoption by Council.

Adopting the Workforce Plan ensures the Shire remains compliant with statutory obligations and demonstrates a commitment to sound workforce planning and resource management. The plan must be reviewed at least once every four years and a desktop review should be carried out every two years to ensure it remains responsive to organisational and community needs.

STATUTORY ENVIRONMENT
All Local Governments are required to produce a plan for the future under *S5.56 (1) of the Local Government Act 1995.*

The *Local Government (Administration) Regulations 1996* provide a brief outline of the minimum requirements to meet this obligation, which includes the development of a strategic community plan and a corporate business plan.

The Workforce Plan is a legislative requirement and forms part of the informing strategies of Council's Integrated Strategic Planning.

CONSULTATION
- Shire Staff
- Shire Senior Staff
- Consultants, Darren Mollenoyux and Caroline Robinson of 150 Square facilitated the consultation and prepared the Workforce Plan 2025/26-2028/29.
- All staff were provided with a survey and attended a workshop to provide input into the new Workforce Plan.
- The CEO, Deputy CEO, Manger of Works and Manager of Planning and Development had several meetings with Darren Mollenoyux to work through the information and develop the final draft of the Workforce Plan 2025/26 to 2028/29.

FINANCIAL IMPLICATIONS
Costs associated with the implementation of the Workforce Plan, such as additional staff, training and recruitment initiatives, will need to be accounted for within the Shire's future annual budgets and Long-Term Financial Plan.

STRATEGIC IMPLICATIONS

Strategic Pillar:	1. Economy
	4. Civic Leadership
Strategic Priorities:	1.6 Locals can participate in the workforce
	4.1 Community and customer focus
	4.2 Continuous organisational improvement
	4.3 Responsible planning

POLICY IMPLICATIONS
Forms part of the Integrated Planning and Reporting Framework.

RISK IMPLICATIONS

Medium (9) – Adoption of the plan will ensure the Shire can fulfil all its statutory obligations and deliver projects as planned.

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

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

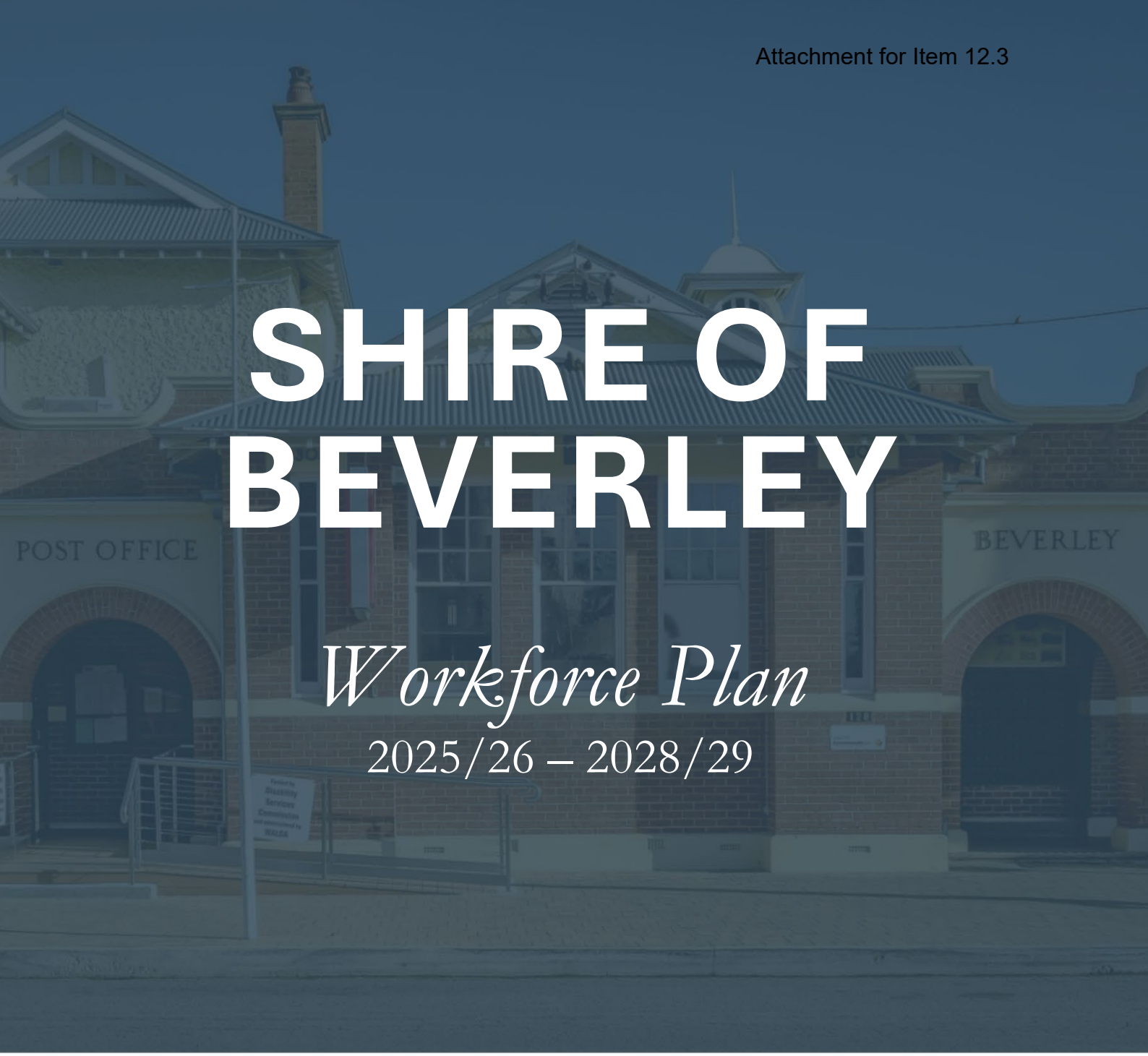
VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

1. adopt the Shire of Beverley Workforce Plan 2025/26 – 2028/29 as attached; and;
2. authorise the Chief Executive Officer to implement the Workforce Plan Actions as outlined in the Shire of Beverley Workforce Plan 2025/26 – 2028/29.



SHIRE OF BEVERLEY

Workforce Plan

2025/26 – 2028/29

136 Vincent Street, Beverley WA 6304
(08) 9646 1200
admin@beverley.wa.gov.au
www.beverleywa.com

Beverley is the place to BE.

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1 Introduction

As with all local governments, the Shire of Beverley requires a diverse workforce that encompasses a wide range of occupations, requiring a broad range of skills to ensure that the Shire can deliver on its primary functions including:

- **Infrastructure services** e.g. local roads, bridges, footpaths, drainage, waste collection and management
- **Provision and administration of community, cultural and recreation facilities**
- **Community services**
- **Building services**
- **Planning and development approvals**

The Shire of Beverley Workforce Plan is intended to enhance the capacity of its workforce to meet community needs by ensuring the organisation has the required staff, capabilities and resources to ensure sustainable service delivery now and into the future.

The Workforce Plan considers corporate and business objectives such as financial targets, service delivery objectives and community benefits. It also examines potential external influences over workforce supply and demand.

The Workforce Plan is integrated into the Corporate Business Plan and all staff costs are reflected in the budget. This includes wages, workers compensation, superannuation and training costs and is a recognition of the workforce required to achieve the objectives set out in Council's Strategic Community Plan.

Workforce planning will assist Council to:

- Ensure appropriate numbers of staff are being recruited or developed to meet future needs;
- Identify potential problems, manage risk and minimise crisis management cycles;
- Contain human resources costs, including the cost of turnover, absenteeism, structural changes and staff movement;
- Develop workforce skills that take time to grow;
- Identify staff development needs;
- Make staffing decisions to provide services in regional and rural areas;
- Optimise the use of human, financial and other resources;
- Integrate human resource management issues into business planning;
- Improve employee productivity through better job design;
- Improve employee relations; and
- Increase job satisfaction.

2 Integrated Planning

Workforce planning is one of the four key components of the Integrated Planning and Reporting Framework and Guidelines in place across the local government sector in Western Australia.

The Workforce Plan is an essential component of the integrated planning process as it identifies workforce requirements and strategies for current and future operations.

Shire Vision

A vibrant and progressive community which values its history in a welcoming and friendly place to live, work and visit. Beverley is the place to BE.

We Value

The contributions made by our community towards an inclusive, active, diverse and friendly community.

Our natural resources and our place in the natural environment.

Economic diversity and opportunistic growth.

Forward thinking leadership and good governance.

Council Priorities

1. Our investments support or facilitate employment and local business growth.
2. Our people, the community and quality of life are important to our success.
3. Our relationships bring financial, social, health and environmental benefits to the organisation and residents.

Strategic Community Priorities

At a strategic level, this Workforce Plan considers the community's aspirations and priorities as identified in the Shire of Beverley's Strategic Community Plan 2023-33:

Strategic Pillar	1. Economy	2. Community	3. Environment	4. Civic Leadership
Strategic Priorities	1.1 Safe, efficient and connected transport network 1.2 Reliable and fast telecommunications 1.3 Beverley attractions and experiences are promoted 1.4 Stable increase in the resident population 1.5 Local business growth 1.6 Locals can participate in the workforce	2.1 High quality arts and cultural experiences 2.2 Preservation and protection of local heritage 2.3 Active and healthy community 2.4 Older residents feel safe and connected	3.1 Diverse recreation and leisure activities amongst our natural assets 3.2 Well prepared for adverse natural events 3.3 Natural resources are sustainably managed	4.1 Community and customer focus 4.2 Continuous organisational improvement 4.3 Responsible Planning

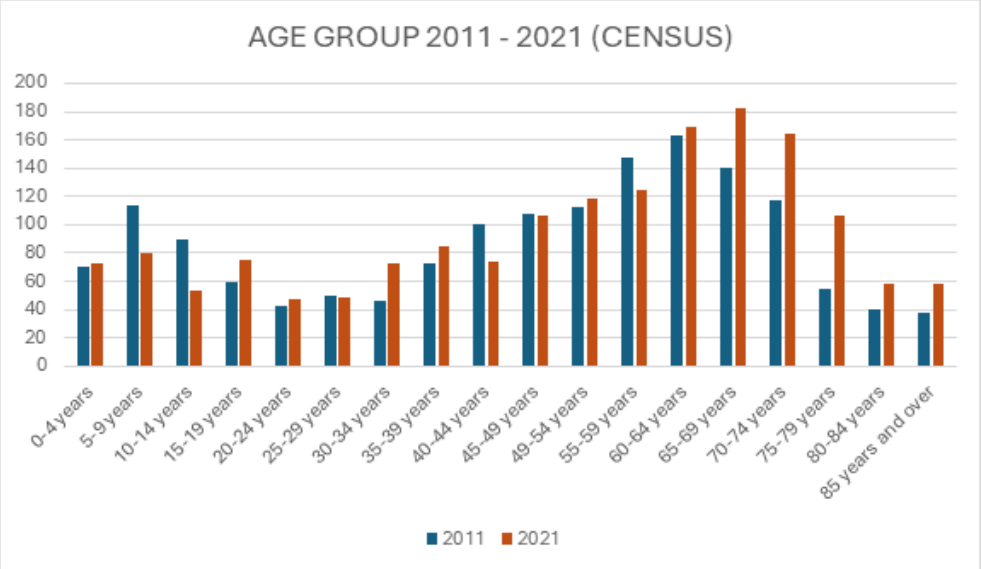
To ensure that the Shire can deliver on these priorities for the community, it will need staff that have:

- Strong project management
- Excellent communication skills
- Ability to learn and develop
- Specialised skills
- Ability to be proactive and engaged with community

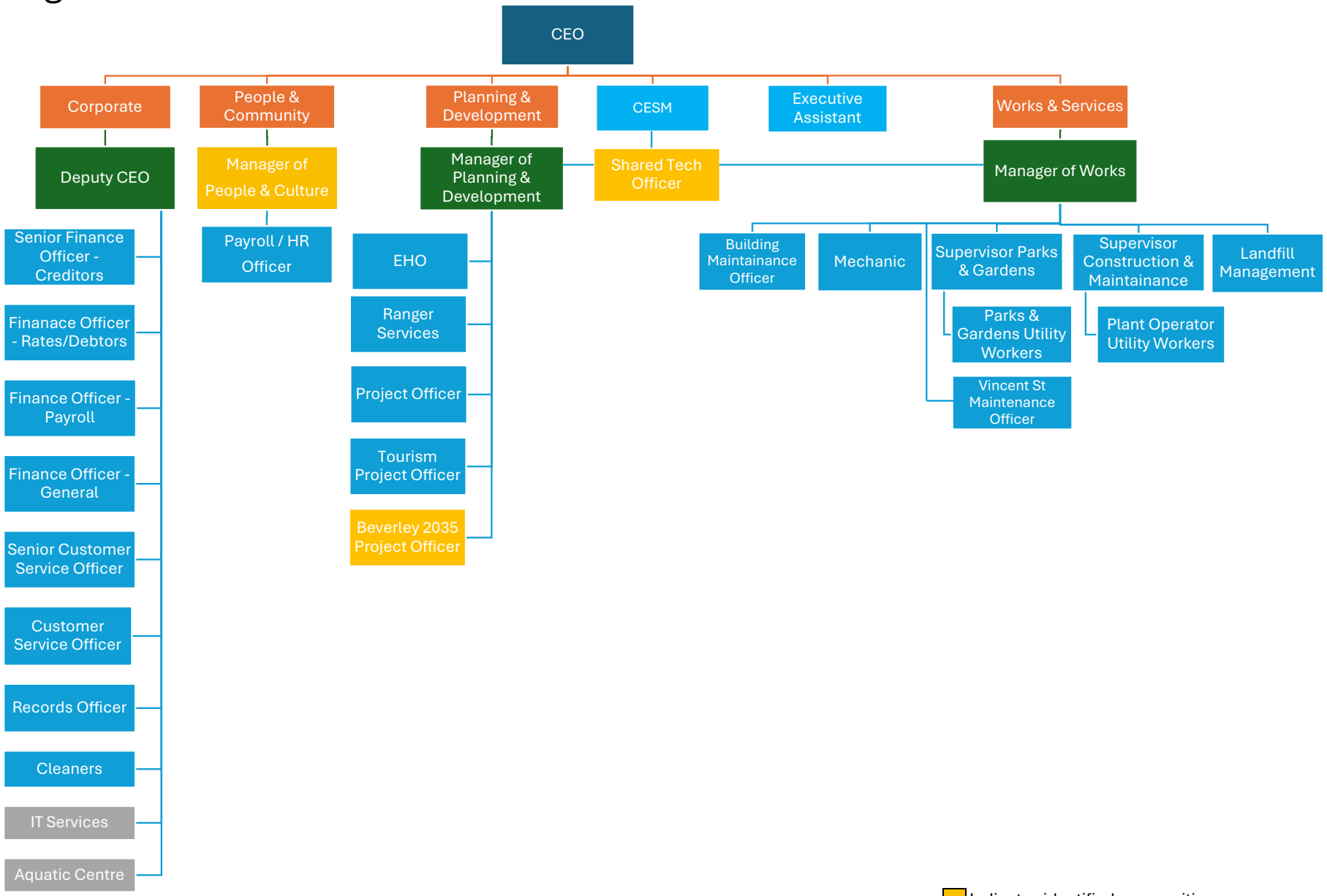
3 Shire Of Beverley Community

The Shire of Beverley is an 'outer regional' Local Government area, located 113 kilometres east of Perth. The Shire covers an area of 2,372 square kilometres with the main residential centre being the town of Beverley.

	2011	2021
Population	1,567	1,694
Median age	51	55
Families	449	458
Indigenous	5.1%	2.8%
Median weekly household income	$771	$1,053
Number of District High Schools	1	1
Employed full time	54.7%	50.7%
Employed part time	32.5%	32.6%
Main industries	Agriculture	Agriculture
% of people that volunteer	31.9%	23.5%



4 Organisational Structure



5 Business Units Overview

Business Unit	Responsibilities	Positions
CEO	• Responsible for the organisation • Council • Management of Executive Team • Ensure the Local Government is operating within the statutes and all legal requirements • Ensure all legal and statutory compliances are met particularly related to substantial asset infrastructure • Provide Council with appropriate information and advice Responsible for the delivery of the strategic goals of Council, integrated planning, risk and compliance.	CEO Management Team (3) Executive Assistant CESM **Total staff in 2025: 6**
Corporate	• Council's Financial Transactions and Reporting • Records Management • Information Technology • Library Information System • Fleet Management • Statutory Reporting • Licensing • Local Laws • Annual Returns and Audit • Freedom of Information • Payroll • Cleaners • Aquatic Centre • Recovery Officer • Acting CEO	**Deputy Chief Executive Officer** Senior Finance Officer – Creditors Finance Officer – Rates/Debtors Finance Officer – Payroll Finance Officer – General Senior Customer Service Officer Records Officer Cleaners **Total staff in 2025: 8** <u>Contractors</u> Aquatic Centre IT Services
Planning & Development	• Compliance with relevant State and Local Laws • Infrastructure project management and planning • Animal Control • Statutory Reporting • Development Control	**Manager of Planning & Development** EHO – Health & Building Building Maintenance Officer Ranger Services Project Officer

	• Food Premises Inspections • Waste Management licensing • Pollution Management • Disease Control • Building Permits • Marketing and Communications • Community Development and Engagement • Tourism • Arts and Culture services • Grants	Tourism Project Officer **Total staff in 2025**: 6 *Potential Beverley 2035 Officer (Proposed)*
People & Community *(Proposed)*	• Human Resources Management and Compliance • Employee and Industrial Relations • Organisational Development and Culture • Wellbeing, Injury Management / Workers Compensation • Work Health and Safety • Payroll	***Manager of People and Community*** *(Proposed)* Payroll / HR Officer **Total staff in 2025: 2**
Works and Services	• Asset Management • Facilities • Engineering • Landfill operations • Depot Management • Roads Program • Parks & Gardens • Townsite Maintenance • Building Management (change from DCEO)	**Manager of Works** 1 x Mechanic 1 x Supervisor Construction & Maintenance 7 x Plant Operator Utility Workers 1 x Supervisor of Parks & Gardens 4 x Parks & Gardens Utility Workers 1 x Building Maintenance Officer 1 x Landfill Management (contractor 3 Days per week) **Total staff in 2025 = 15**

6 Current Workforce Profile

The Shire of Beverley currently (November 2024) has 34 employees including 24 full time employees and 10 part time employees. The Shire also utilises external resources such as consultants and contractors to complement its internal capacity. This ensures that the Shire can fulfil all statutory obligations and deliver projects that require specialist or expert knowledge and skills.

Workforce Profile

Profile	2024
	Total Staff 34 **24** FT **10** PT
	Average Age 52yrs 18 - 25yrs: 1 26 - 35yrs: 3 36 – 45yrs: 5 46 - 60yrs: 15 61yrs plus: 10
	Females: **21** Males: **13**
	20yrs plus service: **6** 10-15yrs: **6** 5-10yrs: **7** 1-5yrs:**12** Less than 12 months: **3**
	$2,275,949

Exit Rates

Year	Number of Staff	Reason
2021/2022	10	Resigned (7) Casual, no more work (3)
2022 / 2023	6	Resigned (5) Terminated (1)
2023 / 2024	2	Resigned (1) Workers Comp Settlement (1)
2024/2025 *to Jan 2025*	3	Resigned (2) Retired (1)

As of October 2024, the majority of staff that responded to the workforce survey intended to remain at the Shire for the next 12 months (74%) with 14% not sure, two intending to leave for "other reasons" and one indicating they intended to retire.

Employee Costs

Financial Year	Total Salary and Wages
2020/2021	$1,906,504
2021/2022	$2,068,651
2022/2023	$2,142,883
2023/2024	$2,275,949

Training and Development

	Administration		Works	
Period	**Budget**	**Actual**	**Budget**	**Actual**
2021/2022	$21,550	$14,006	$17,000	$3,882
2022/2023	$21,550	$10,083	$17,000	$14,425
2023/2024	$26,800	$19,915	$17,000	$5,523
2024/2025	$19,300		$15,300	

Note: Note Admin costs include LG Professionals Conference costs for CEO/DCEO, Works costs do not include MOW Conference fees.

Employee Incentives

To assist in attracting and retaining staff, the Shire of Beverley offers a variety of workplace rewards and incentives including:

▪ Training and Professional Development Opportunities	▪ Health and Wellbeing Programs through LGIS
▪ Attendance at Conferences	▪ Provision of Uniforms and PPE
▪ Above Award Remuneration	▪ Rostered Days Off
▪ Service Pay Allowance for Years of Service	▪ Housing for Eligible Employees

7 Equal Employment Opportunity

The Shire of Beverley recognises its legal obligations under the Equal Opportunity Act 1984 and will promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions.

All offers of employment, employment training and promotional practices with this Council will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements.

This Council will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, language, ethnicity, political or religious convictions, gender, marital status or disability.

Equal Opportunity Workforce Profile

Representation as at March 31, 2024. 33 Employees (28 full-time equivalent)

Distribution (Equity Index) as at March 31 2024:

Equity group	2024 Actual	Equity
Women	12	36.4%
- Women Indoor	9	
- Women Outdoor	3	
Women in Leadership	0	
People from culturally diverse backgrounds	0	
Aboriginal Australians	0	
People with disability	0	
Youth (aged 24 and under)	1	3%
Mature (aged 45 and over)	25	75.8%

8 Staff Feedback

Survey and Workshop Results

All staff were provided an opportunity to participate in a Workforce Survey in October 2024 to ascertain areas that need to be developed in workforce planning and staff development. 27 staff completed the survey (this included 10 administration staff, 13 works staff and 4 did not indicate their unit). In November 2024 two staff workshops were held to gather further insight.

What are the things that are POSITIVE in the workplace, working well and should continue?

ADMINISTRATION	WORKS
Opportunity for flexible work arrangements	Good work-life balance, including a fortnightly RDO and flexibility in leave arrangements
Toolbox meetings – all of staff and desire to hold regularly	Approachable and supportive supervisors
Team members and their support	Open communication with direct managers
Work life balance	Strong teamwork and friendly work environment amongst crews

Key barriers or challenges in the performance of duties:

- **Workload and Staffing** – The need for clarity around roles, inadequate staffing particularly during periods of leave, the desire for a human resource position and lead on workplace health and safety.
- **Communication and Coordination** – There was general feedback around gaps in communication between Council, Management, Business Units and staff creating inefficiencies, limited involvement in some decision making and the desire for regular staff performance appraisals and whole of organisation meetings to learn about key projects.
- **Workplace Support** – Challenges raised included managing difficult customers, lack of career advancement opportunities, and issues with teamwork and supervision. Additional clarity around requirements for competency testing required for specific plant and equipment.

Business Unit Analysis

External consultants engaged in comprehensive discussions with each Manager to gain insights into their respective business units. This collaborative effort included conducting a detailed SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis. An overview from the SWOT of each business unit is provided below;

The **Management Business Unit** demonstrates strong internal relationships, effective teamwork, and a stable leadership structure. Regular communication amongst managers and an open-door policy contribute to a collaborative work environment, while engagement with the community and Council remains positive. However, challenges exist in HR management, including approach to position descriptions, performance reviews and limited time available for prioritizing HR/WHS matters. Opportunities for improvement include appointing an HR position, refining recruitment processes, and enhancing succession planning to mitigate the risks associated with knowledge loss, regulatory changes, and workforce diversity. Addressing these areas will help strengthen management effectiveness and long-term sustainability.

The **Planning, Health, Building & Regulatory Business Unit** excels in sector expertise, strong community trust, and effective teamwork. However, limited staff availability, reliance on key individuals and challenges hinder efficiency. Opportunities include process digitalization and securing funding for additional support, while increasing regulatory demands and compliance requirements pose significant risks.

The **Works & Services Business Unit** benefits from experienced, reliable staff, strong work practices, and well-maintained equipment supported by long-term planning. However, challenges include an aging workforce and staff retention issues. Opportunities lie in attracting and training staff, improving HR and WHS standards, and developing leadership skills. Risks include difficulty recruiting and retaining staff, increasing reliance on contractors, and growing WHS compliance requirements.

The **Parks, Gardens & Recreation Business Unit** benefits from experienced leaders and strong reticulation knowledge. However, challenges include inexperienced staff, and limited interest in gardening roles. Opportunities exist for training, upskilling, and introducing a trainee program, but difficulties in attracting trainees and reliance on the Manager for oversight pose ongoing risks.

The **Finance Business Unit** benefits from staff continuity, strong financial sustainability, and best practice audits. Challenges include process inefficiencies and delays in reporting. Opportunities for improvement include cross-training, digitization, and completing an operational manual. Risks involve underutilized resources and delays in processing.

The **Planning and Community Development Business Unit** benefits from positive relationships with the CRC, completed projects, and strong partnerships. However, challenges include limited traditional community development, quality control over visitor services, and some underutilized staff. Opportunities for growth include expanding staff roles and alignment. Risks involve heavy workloads and limited time for funding applications.

The **Administration and Customer Service Business Unit** benefits from work flexibility and team good team relationships. However, challenges include high workloads when understaffed, inefficiencies in processes, and limited relief staff capacity. Opportunities include documenting processes and procedures, but risks involve the absence of performance reviews and potential knowledge gaps if key staff leave.

9 Future Workforce Profile

Future Roles and Gaps

The Shire has considered current and future staffing needs to deliver the strategies and outcomes identified in the Strategic Integrated Plan. Additional employee resources are indicated as follows:

Business Unit	2025/26	2026/27	2027/28
Corporate	0	0.5	0
People & Community	1	0.5	0
Planning & Development	0	1	
Works and Services	0	0.5	0

Outside of these positions, additional contractors required in the future may include:

- Aquatic Centre management and relief staff
- Road construction and maintenance
- Human Resource Management
- Work Health and Safety

Shared Arrangements

- Community Emergency Services Manager (CESM) – Shire of York

Future Financial and Long-Term Projections.

The Shire of Beverley employee costs forecasts are based on a 3.75% per annum, this will vary from year to year dependant on LGIA Award Minimum Wage Increase.

Expense	2024/25	2025/26	2026/27	2027/28
Employee Costs	$2,361,297	$2,4449,854	$2,541,714	$2,637,029

10 Workforce Risks

CHALLENGE	RISK ASSESSMENT				
	Catastrophic	Major	Moderate	Minor	Insignificant
Number of senior staff with less than 12 months tenure					x
Retaining employees who have completed less than three years of employment at the Shire			x		
Retaining or changeover of managers (Manager of Works intended retirement)		x			
High turnover of staff in senior management			x		
Technology can improve operational efficiencies however requires time for research, training and application			x		
Specialist skill sets required in the organisation (Grader Operators / Final Trim)		x			
Increasing governance and compliance across majority of roles			x		
Human resources are becoming a specialist skill set and requires time. Internal capacity is limited		x			
Continuing to maintain a high standard of workplace safety		x			
Perceived vs actual opportunities for internal promotion			x		
Lack of whole of staff social activities that are well attended and add value to work and culture			x		
Performance appraisals / feedback mechanisms in administration are currently limited		x			
Cross unit communication			x		

11 Workforce Plan Actions

Based on an analysis of the internal and external workforce environment, survey results, employee data and an assessment of the future workforce requirements, the Shire of Beverley have identified the following priorities for the four-year term of this workforce plan:

1) **Future proofing our workforce through structured attraction, retention, and succession planning**

   The Shire of Beverley faces workforce sustainability challenges due to an aging workforce, turnover, and reliance on long-serving employees with significant corporate knowledge. To ensure continuity, the Shire should develop succession planning strategies, enhance knowledge transfer mechanisms, and create a targeted attraction and retention strategy that prioritizes long-term employment within the Shire.

2) **Investing in employee development through training, performance management, and career progression**

   Providing employees with opportunities for growth and development is essential to building a strong and capable workforce. The Shire will implement a coordinated approach to training programs, support employees in gaining technical skills and compliance-based certifications and ensure that annual performance reviews are conducted to help staff achieve their goals. By fostering leadership development and career progression pathways, the Shire aims to empower employees, enhance job satisfaction, and strengthen workforce capability for the future.

3) **Strengthening organisational systems, processes, and policies to improve efficiency and support staff**

   To enhance workforce management and create a more structured and supportive environment, the Shire will focus on refining HR processes, improving communication channels, and strengthening performance management practices. As part of this commitment, the Shire will appoint a dedicated Manager to oversee Human Resources and Work Health & Safety (WHS), ensuring compliance with workplace regulations, driving staff development, and fostering a safer and more structured work environment. The units will intend to hold regular staff meetings and structured communication channels.

4) **Enhancing workplace culture through leadership, communication, and staff engagement**

   A positive and supportive workplace culture is key to employee satisfaction and organisational success. The Shire will focus on developing leadership skills at all levels, fostering open and transparent communication, and creating more opportunities for staff engagement and collaboration. By strengthening teamwork, recognition initiatives, and regular staff interactions, the Shire aims to build a workplace where employees feel valued, supported, and motivated to contribute to the community.

1. **Skills attraction, retention, and succession**					
Action	**Responsible Officer/s**	**25/26**	**26/27**	**27/28**	**28/29**
HIGH PRIORITY					
a) *Retention:* Develop a Grow Your Own internal program across the organisation	Manager of People & Culture		X		
b) Retention: Undertake performance reviews of all Administration staff	Managers	X			
c) *Attraction / Retention*: Review wages and incentives to ensure that they remain competitive, attractive and fair, in the context of the Local Government sector	Manager of People & Culture	X			
d) Succession: Develop a strategy to enhance corporate knowledge transfer for long term key personnel who are intending to retire / leave. Priority being; - Manager of Works - Leading Hand Final Trim Grader Operator	Management Team	X	X		
ONGOING					
e) *Attraction:* Develop attraction strategies that identifies specific approaches to attract people to the Shire and to live in the community	Manager of People & Culture		X	X	
f) *Attraction:* Analyse positions when there is a vacancy to ensure that suitable working days / times are available to attract staff	Management Team	X	X	X	X
g) *Retention*: Review and update position descriptions to ensure have clear roles and responsibilities, including delegations and line of reporting	Management Team Lead - MPC	X	X		
h) *Retention*: Review staff induction processes to ensure clear and compliant approach	MOW & MPC	X	X		
i) *Retention*: Ensure all new staff complete onboarding and induction, including introductions to team members and business units	Management Team	X	X	X	X
j) *Attraction / Retention*: Continued investment in maintenance and expansion of Shire housing stock	CEO	X	X	X	X
k) Analyse and seek opportunities for shared services	CEO / MPC		X	X	X

2. Training and Development					
Action	**Responsible Officer**	**25/26**	**26/27**	**27/28**	**28/29**
HIGH PRIORITY					
a) *Training and Development:* Ensure all employees have a training and development plan, including career goal setting, which is completed as part of annual performance review	Senior Management Team Lead MPC	X	X	X	X
b) *Training and Development:* Review training budget to align with priorities from annual reviews and have a planned annual delivery approach	DCEO	X	X	X	X
c) *Development:* Implement a Works Crew Supervisory Development Program to enhance the leadership, time management, and people management capabilities of Works Crew Supervisors through a structured, practical development program.	MOW / MPC		X		
d) *Training:* As a first step for the Works Crew Supervisory Development Program the Works Crew Supervisors are to undertake specific leadership training – WALGA "Effective Supervision Course"	MOW	X			
ONGOING					
e) *Development:* Implement targeted training, mentorship, and career development to retain and upskill staff with less than three years of service.	Manager of People & Culture		X	X	
f) *Development:* Create Leadership Development Pathways: Identify emerging leaders and offer access to leadership programs, mentoring, and acting-up opportunities.	Management Team	X	X	X	X
g) *Development*: Provide on the job coaching / mentoring for works crew supervisors.	MOW / CEO	X	X	X	X
h) Development: Develop and implement Performance Based Development Plans for the supervisors - incorporate leadership development goals into individual performance reviews	MOW MPC	X	X	X	X

3. Systems, Processes and Policies					
Action	**Responsible Officer**	**25/26**	**26/27**	**27/28**	**28/29**
HIGH PRIORITY					
a) *Policy*: Implement revised organisational structure and revised position descriptions	CEO / DCEO	X			
b) Enhance HR capacity by recruiting a dedicated Manager to lead Human Resources and Work Health & Safety (WHS), ensuring regulatory compliance and driving staff development initiatives.	CEO	X	X		
c) *Policy*: Review and update HR policies to ensure all policies reflect current legislation, best practice, and organisational values.	MPC		X	X	X
d) Processes: Review overall management of Workplace Health and Safety to ensure systems are meeting requirements including regular committee meetings, incident reporting, risk assessments, and safety audits.	MPC / MOW	X	X		
ONGOING					
e) *Policy and Process:* Introduce a Performance Management Policy: To be used for underperforming staff and clarify expectations around goal setting, feedback, underperformance, and development for all staff	MPC		X	X	X
f) *Systems:* Determine which ERP system that will be suitable for the organisation	DCEO	X	X	X	X

4. Organisational Culture					
Action	**Responsible Officer**	**25/26**	**26/27**	**27/28**	**28/29**
HIGH PRIORITY					
a) Commit to and provide consistent whole of staff events / activities (appoint a staff member to lead this)	Management Team	X	X	X	X
b) Continue regular management meetings – agenda development and support administration are a priority	EA to CEO	X	X	X	X
c) Ensure regular toolbox meetings, including WHS as a standard item	MOWS / supported by MPC				
ONGOING					
d) Managers to ensure that regular team meetings within business unit to foster good communication and organisational awareness, including changes, upcoming events, strategic updates and celebrate achievements	Management Team	X	X	X	X
e) Meet equal opportunity compliance as an employer	CEO	X	X	X	X

12 Appendices

The Western Australian Economy

The Department of Jobs, Tourism, Science and Innovation publishes a monthly the Economic Profile for December 2024 relevant to this Workforce Plan[1]

- Perth's **consumer price index (CPI) increased 0.7%** in the December quarter 2024, with a year-on-year change of 2.9 per cent, a significant drop from the 3.8 per cent from the previous quarter.
- The rate of inflation in Perth has been higher than the national rate, with **Australia's CPI increasing 0.2%** in the December quarter 2024 for a year-on-year change of 2.4 per cent.
- Australia was 3.2 per cent in the December quarter 2024, down from 3.6% in the previous quarter.
- The WA Government Mid-year Financial Projections Statement 2024 25 forecasts Perth's annual average CPI (excluding electricity) **will rise 3.25% in 2024-25 and 2.75% in 25/26.**
- Western Australia's **annual average employment rose 3.7%** to 1.61 million in December 2024.
- The WA Government Mid-Year Financial Projections Statement 2024-25 forecasts Western Australia's annual average employment will increase by 2.5% in 2024-25 and 1.75% in 25/26.
- Western Australia's annual **average monthly hours worked in all jobs rose 1.8%** to 225.0 million hours in December 2024.
- The **unemployment rate was 3.3%** in December 2024, the same as November 2024.
- The unemployment rate was below 4% across Western Australia's regions in the September quarter 2024, with the exceptions of the Kimberley region.
- **Wage growth in Western Australia**, as measured by the year-on-year change in the wage price index, increased from 1.4% in the March quarter 2021 to 4.7% in the December quarter 2023. Wage growth has tapered in recent quarters, falling to **3.5% for the September quarter 2024.**

The Western Australian Government's, Department of Treasury, Economic Forecast 2022 - 2023[2], provides the following employment and wage projections for Western Australia:

Percentage Annual Growth %					
	2023-24 Estimated Actual	2024-25 Budget Year	2025-26 Forward Estimate	2026-27 Forward Estimate	2027-28 Forward Estimate
Unemployment	3.75	4.0	4.25	4.5	4.75
Employment	3.75	1.75	1.5	1.5	1.5
Wage Price Index	4.25	3.75	3.5	3	3

* Based on 2022-23 annual State Accounts data, updated with the latest State Final Demand and Balance of Payments data for the December 2023 quarter.

Impact on the Shire of Beverley:

- Anticipate wage increases to stay in line or above the average CPI
- Levels of productivity falling due labour and trade shortages
- Increase in request for flexible work arrangements
- Increase competition for labour

The Local Government Environment

According to the 2022 Local Government Workforce Skills and Capability Survey[1] local government is a major national employer with over 190,800 workers in almost 400 occupations. 210 local governments responded to the survey. The report identified that:

- Recent data on Australia's labour force by industry show that national employment in Public Sector Administration and Safety, which includes Local Government as well as other Government services, employment grew by 4.6% in the year to the May 2022 quarter.
- 65.8% of the national local government workforce were full-time, 18.4% were part-time employees and 15.8% were casual employees.
- Urban Regional local governments employ the highest proportion of full-time workers (67.7%), while Urban and Urban Fringe local governments employ the highest proportion of part-time (21.6%) and casual workers (20.9%).
- The gender breakdown of their workforce was 52.3% female and 47.7% male.
- A total of 1,025 employees retired and 8,702 employees ceased employment. This represents average unplanned turnover rate of 15.6% nationally.
- In the 12 months to 30 June 2021, the total number of new entrants to the local government workforce nationally was 15,214, which exceeded the total number of those whose employment ceased.
- 38% of their combined workforce had been employed for 1-5 years, followed by 18% for 6-10 years and 15% for less than a year. 10% of the combined workforce nationally had been at their council for 20 or more years.
- The highest proportion of workers aged 30-44, followed by the 45-54 and the 55-64 year age groups. ABS data of the broader Australian labour workforce reveals that in Australia, most of the workforce is aged 65 years and above (21.1% of the total workforce), followed by the 25-34 (17.6%), 35-44 (17.0%) and 45-54 (15.5%) year age groups. Compared to the broader Australian workforce, the local government workforce is younger.
- 121 local governments (57.6%) do not believe they are taking on enough trainees and apprentices to meet future skilling needs, compared to 87 local governments (41.4%) who believe they are.
- As a result of these skills shortages, local governments said that they resorted to recruiting less skilled applicants for engineering, urban and town planning, building surveying, and supervisors and team leader roles.

When referring to the 2022 Local Government Workforce Skills and Capability Survey[4] it outlines that 192 of the 210 (91.4%) respondent local governments reported that they were experiencing skills shortages in 2021-22, compared to the 68.9% of local governments in 2018. Similar to the 2018 survey results, engineers have been identified as the top occupation with a professional skill shortage, followed by urban and town planners, building surveyors, environmental health inspectors and human resources professionals.

Based on the survey data, other strategies used by local governments nationally to address skills gaps and shortages include:

- Sharing training opportunities with other local governments in the region.
- Engaging recruitment agencies and using contractors.

[1] 2022 Local Government Workforce Skills and Capability Survey

- Understanding the need for professionalising the workforce and encouraging regular feedback from employees in supervisor positions.
- Recruiting graduates, cadets, apprenticeships, and traineeships, while also upskilling existing employees; and
- Sourcing funding to be able to deliver appropriate training.

According to the Australian Local Government Association - Submission to the inquiry into local government sustainability[2], there were nearly 200,000 employees in Local Government in Australia as of May 2024. The report identified the key takeaways in relation to local government jobs and skills:

- Local governments face significant skills shortages across a range of professions. This makes recruiting and retaining qualified staff and delivering services to communities difficult.
- Skills shortages lead to reduced productivity, service delivery and increased costs for local governments. It also hinders progress on critical issues like housing and infrastructure development.
- Local governments struggle to compete with the private sector in terms of salaries. Rural and remote areas face additional challenges in attracting workers. Declines in apprenticeships and traineeships reduce the pipeline of skilled workers.
- Increased funding is needed to support local governments to invest in skills development and training programs, implement programs that better attract workers to regional areas, and support programs to address broader skills shortages in the national economy.
- A skilled local government workforce is critical for strong communities and a healthy national economy.
- Considering these implications, the LGIRC forecast suggests that efforts to retain the ageing workforce will be important to balance the lack of new entrants to the sector and establish valuable mentoring and training opportunities for new employees from older and experienced workers.

Impact on the Shire of Beverley:

- Difficulty in competing with the private sector on remuneration
- High turnover and new entrants impact productivity
- Lack of career progression or opportunity in small local governments
- Lack of quality and affordable housing availability
- Skill shortages in technical and specialised occupations

[2] https://alga.com.au/submission-to-inquiry-into-local-government-sustainability

13. ELECTED MEMBERS' MOTIONS WHERE NOTICE HAS BEEN GIVEN

13.1 Chief Executive Officer Recruitment

Submission To:	**Ordinary Council Meeting 28 May 2025**
Report Date:	**21 May 2025**
Applicant:	**N/A**
File Reference:	**Personnel**
Author and Position:	**Cr David White, Shire President**
Previously Before Council:	**26 June 2024, 28 August 2024, 30 October 2024.**
Disclosure(s) Of Interest:	**Nil**
Attachments:	**Nil**

SUMMARY
Council to consider the appointment of Chief Executive Officer, effective 24 January 2026.

BACKGROUND
The current Chief Executive Officer (CEO), Stephen Gollan, comes to the end of his ten-year contract on 26 January 2026. Under the current legislation the Shire must undertake a CEO recruitment process even where the incumbent might reapply.

At the 26 June 2024 Ordinary Council Meeting, Council appointed Lydia Highfield as the CEO recruitment Consultant to assist Council in the process.

At the 28 August 2024 Ordinary Council Meeting, Council adopted the CEO Panel Terms of Reference and appointed the CEO Recruitment Panel comprising of all Council Members, Lydia Highfield (Consultant) and Mr Lewis Shaw (Independent Representative). At the same meeting all members signed a Confidentiality Agreement along with the Deputy Chief Executive Officer, Simon Marshall and Executive Assistant, Alison Lewis.

At the 30 October 2024 Ordinary Council Meeting, Council endorsed the Chief Executive Officer Recruitment Schedule.

COMMENT
As per the endorsed recruitment schedule, the CEO Position was advertised on Saturday 3rd May 2025 in the West Australian Newspaper and on the Shire of Beverley website. Applications closed at the close of business Monday 19th May 2025.

On Wednesday 21 May 2025 the Recruitment Panel met to review the applications.

Lydia Highfield gave a summary of the CEO recruitment advertising and applications. Six enquiries about the position were made. One application was received by close of business Monday 19 May 2025.

The panel unanimously decided that the position would not be readvertised and that they would move forward with the application received.

The one application received was from the current CEO, Stephen Gollan.

As there were no other applicants, the remaining timeline process to short list and interview applicants was not required.

The following motion was carried unanimously:

That the CEO Recruitment Panel of the Shire of Beverley, having conducted the recruitment process of a Chief Executive Officer (CEO), hereby recommends to the full Council that Mr. Stephen Gollan be reappointed as CEO of the Shire of Beverley effective from 24th January 2026 for an employment contract and the period to be negotiated by the Council.

STATUTORY ENVIRONMENT
Local Government Act 1995
5.36. Local government employees

(1) A local government is to employ —
  (a) a person to be the CEO of the local government; and
  (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.

(2) A person is not to be employed in the position of CEO unless the council —
  (a) believes that the person is suitably qualified for the position; and
  (b) is satisfied* with the provisions of the proposed employment contract.

** Absolute majority required.*

(3) A person is not to be employed by a local government in any other position unless the CEO —
  (a) believes that the person is suitably qualified for the position; and
  (b) is satisfied with the proposed arrangements relating to the person's employment.

FINANCIAL IMPLICATIONS
2024/25 budget allocation has been made for the CEO recruitment process.

STRATEGIC IMPLICATIONS
Strategic Pillar: 4. Civic Leadership
Strategic Priorities: 4.3 Responsible planning

POLICY IMPLICATIONS
Policy S012 – CEO Recruitment, Performance and Termination.

VOTING REQUIREMENTS
Absolute Majority

RECOMMENDATION

That the CEO Recruitment Panel of the Shire of Beverley, having conducted the recruitment process of a Chief Executive Officer (CEO), hereby recommends to the full Council that Mr. Stephen Gollan be reappointed as CEO of the Shire of Beverley effective from 24th January 2026 for an employment contract and the period to be negotiated by the Council.

14. CONFIDENTIAL ITEMS

14.1 Meeting Closed to the Public

Council to consider a confidential item, Chief Executive Officer Salary Determination in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995.

This matter is considered to be confidential under Section 5.23(2)a of the Local Government Act 1995 and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees.

RECOMMENDATION
That the meeting be closed to the public and staff for Council to discuss the Chief Executive Officer Salary Review.

14.2 Chief Executive Officer Salary Determination

Submission To:	**Ordinary Council Meeting 28 May 2025**
Report Date:	**21 May 2025**
Applicant:	**N/A**
File Reference:	**Personnel**
Author and Position:	**Cr David White (Shire President)**
Previously Before Council:	**Occurs Annually**
Disclosure(s) Of Interest:	**Nil**
Attachments:	**Confidential**

SUMMARY
Council to determine the Chief Executive Officer Remuneration.

STATUTORY ENVIRONMENT
Local Government Act 1995 and Local Government (Administration) Regulations 1996.
Salaries and Allowances Tribunal

FINANCIAL IMPLICATIONS
Confidential

STRATEGIC IMPLICATIONS
Strategic Pillar: 4. Civic Leadership
Strategic Priorities: 4.2 Continuous organisational improvement

POLICY IMPLICATIONS
S012 – Chief Executive Officer Annual Performance Review

VOTING REQUIREMENTS
Absolute Majority

RECOMMENDATION
Confidential

14.3 Meeting Open to the Public

RECOMMENDATION
That the meeting re-open to the public and announce any decisions made.

15. NEW BUSINESS ARISING BY ORDER OF THE MEETING

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

16. CLOSURE

The Chairman to declare the meeting closed.