



SHIRE OF PEPPERMINT GROVE

ATTACHMENTS

**Ordinary Council Meeting
20 December 2016**

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Ordinary Council Meeting

8.1.1 – 16A Keane Street Peppermint Grove - Attachment # 1

8.1.1 - 16A KEANE ST

units

LOCALITY

D99622

404

868 m²

D89230

502

851 m²

D54605

501

977 m²

D33488

36

744 m²809 m²

40.23

D27937

33

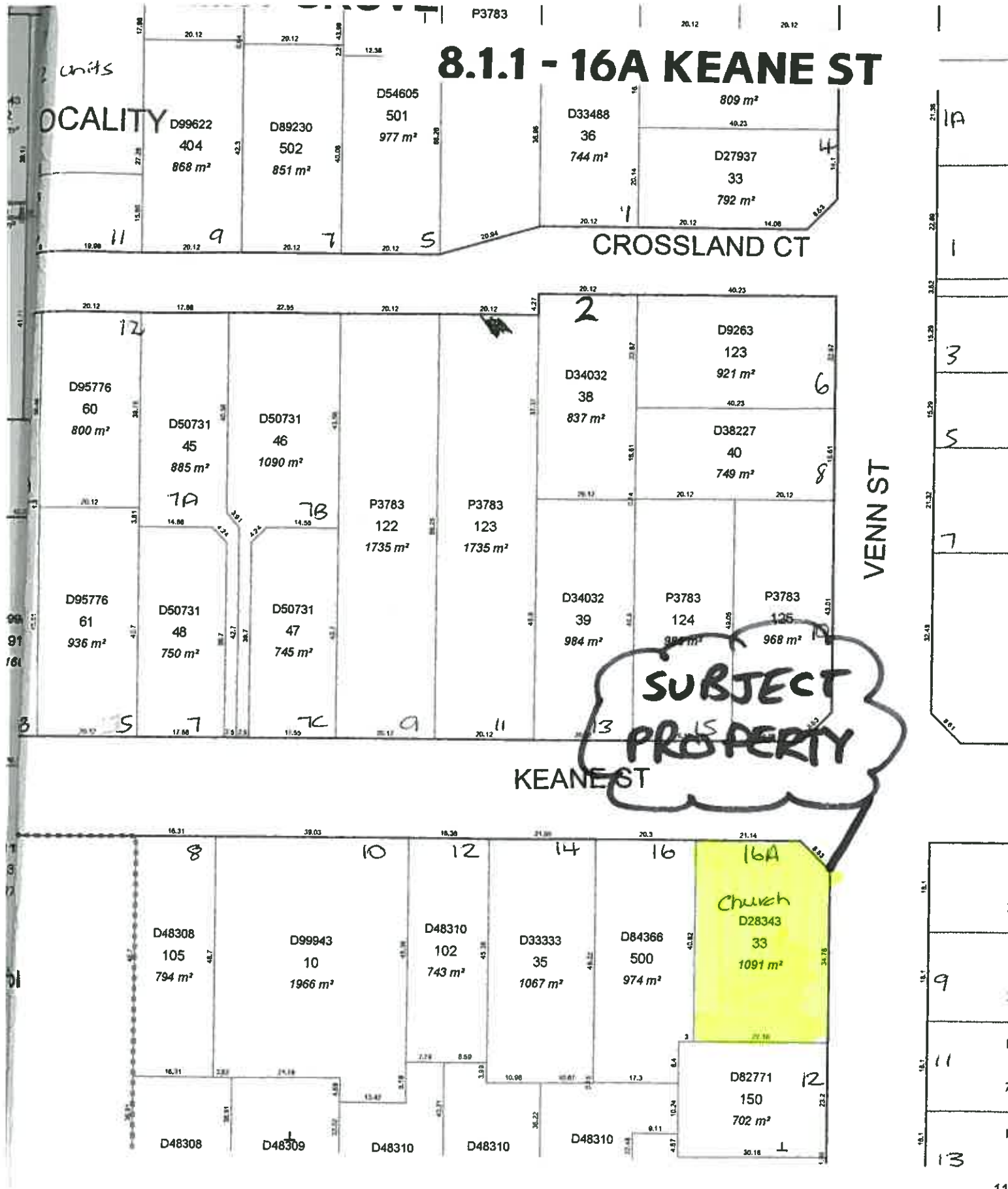
792 m²

CROSSLAND CT

VENN ST

KEANE ST

**SUBJECT
PROPERTY**



Local Governments: TOWN OF COTTES

250

Metres

URE

1/Landing Ground

or Crossing

y Line

y Station

OGRAPHIC

SURVEY INFORMATION

Survey Diagram

Strata Plan

Survey Plan

Deposited Plan

Area

Distances (in metres)

Measured/Surveyed

Calculated

Derived

D25619

S10091

P1083

DP227482

1012m² or 2.1457ha

10.09

10.09(c)

10.09(v)

Landgate



Street address: 1 Midland Square, Midland, WA 6056

Postal address: PO Box 2222, Midland, WA 6936

Tel: (08) 9273 7373 Fax: (08) 9273 7666

eMail: sales@landgate.wa.gov.au

Internet: www.landgate.wa.gov.au

Digital orthophotos are available from Landgate's eShop

www.landonline.com.au

Digital cadastral and tenure information is available from Landgate's

Grid North

INDEX T

BG34 013.039

BG34 013.038

BG34 013.037



Working on behalf of the Heritage Council to recognise, conserve, adapt and celebrate our State's unique cultural heritage

30 November 2016

YOUR REF	2016_40161116
OUR REF	P1927/42410
ENQUIRIES	Lucy Duckham (08) 6552 4068

Chief Executive Officer
Shire of Peppermint Grove
1 Leake Street
PEPPERMINT GROVE WA 6011

Attention: Michael Whitbread

Dear Sir

ST COLUMBA'S CHURCH AND HALL
LGA Application No. 2016_40161116

Under the provisions of Section 11 of the *Heritage of Western Australia Act 1990*, the proposed development as described below has been referred to the Heritage Council for its advice.

Place Number	P1927
Place Name	St Columba's Church and Hall
Street Address	Cnr Keane & Venn Sts, peppermint Grove
Referral date	29 November 2016
Development Description	Conservation and Remedial Works

We received the following drawings prepared by Hocking Heritage Studio dated November 2016:

SK01 St Columba Presbyterian Church – External Works, Site Plan
SK02 St Columba Presbyterian Church – External Works, Floor Plan
SK03 St Columba Presbyterian Church – External Works, North Elevation
SK04 St Columba Presbyterian Church – External Works, East Elevation
SK05 St Columba Presbyterian Church – External Works, South Elevation
SK06 St Columba Presbyterian Church – External Works, West Elevation
Structural Report – Peter Baxendale Consulting Engineer

The referral for the proposed development has been considered in the context of the identified cultural significance of *St Columba's Church and Hall* and the following advice is given:

Findings

- St Columba's Church is a fine example of the Federation Gothic style of architecture and the place is a landmark within Peppermint Grove.
- The conservation and remedial works comply with the agreed heritage grant, and will be a positive outcome for the place.

stateheritage.wa.gov.au
info@stateheritage.wa.gov.au

Advice

The proposed development, in accordance with the plans submitted, is supported.

We would appreciate a copy of your Council's determination for our records.

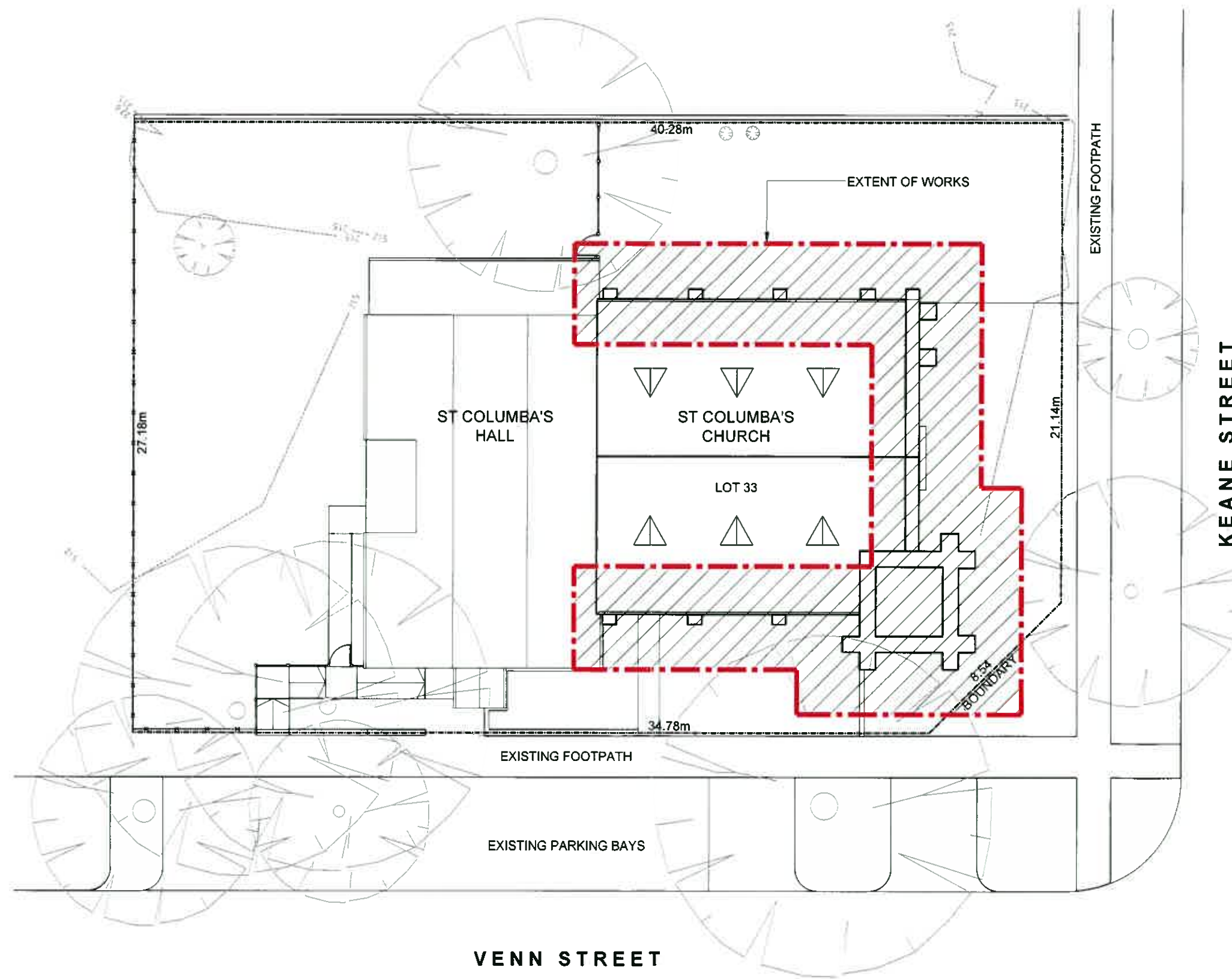
Should you have any queries regarding this advice please contact Lucy Duckham at lucy.duckham@stateheritage.wa.gov.au or on 6552 4068.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'Harriet Wyatt', with a stylized flourish at the end.

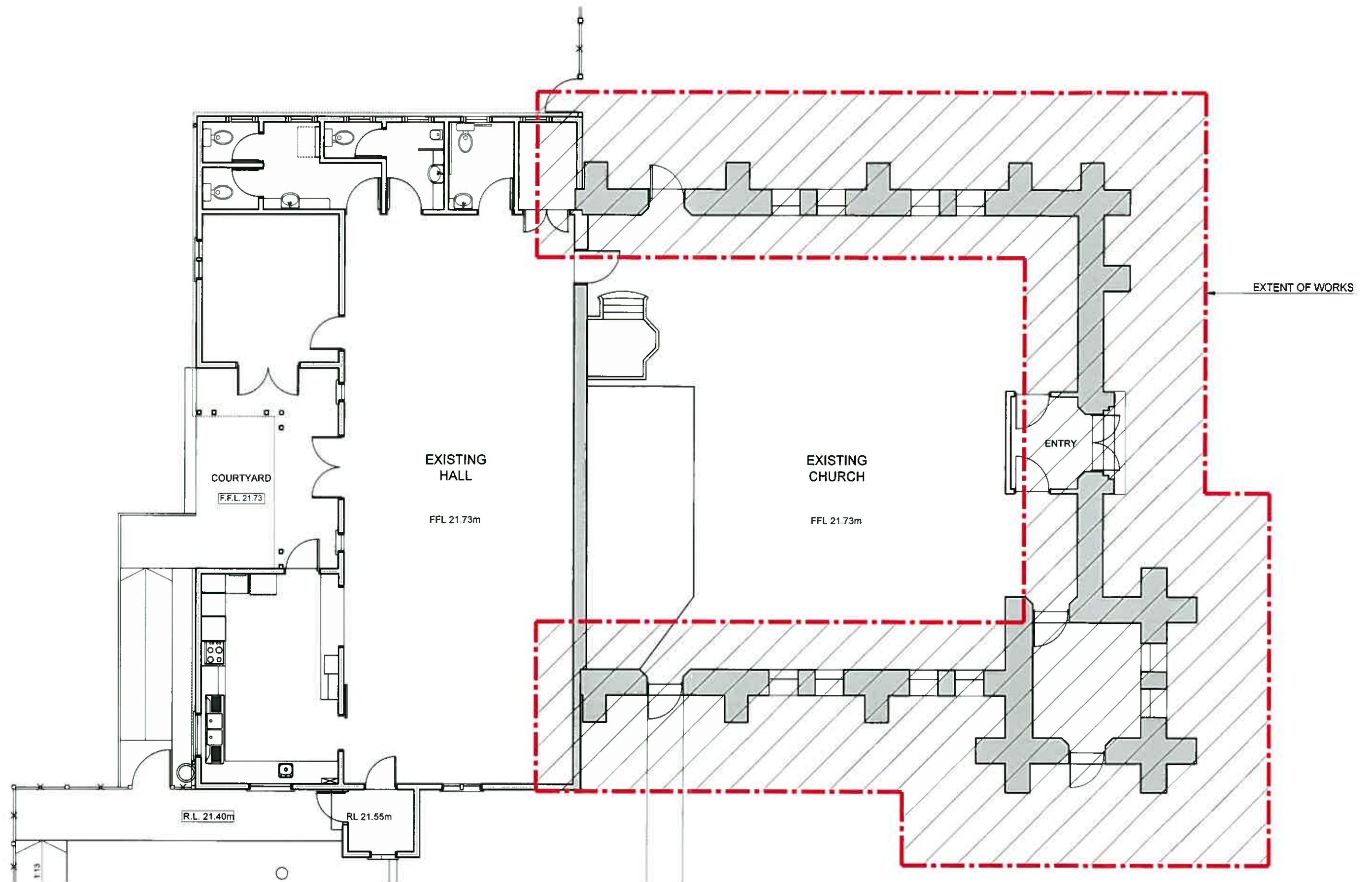
Harriet Wyatt

A/DIRECTOR DEVELOPMENT & INCENTIVES



SITE PLAN
SCALE 1:200 @ A3





FLOOR PLAN
SCALE 1:100 @ A3



GENERAL NOTES

CONSERVATION WORKS TO FACADES:

- 1. GENERAL CLEANING OF LIMESTONE FACADES AND RENDERED COPINGS TO SURFACE DIRT, GRIME, HEAVY SOILING AT HIGH LEVEL BELOW BUTTRESS COPING, TOP OF TOWER CRENELLATIONS, HIGH LEVEL MOULDINGS AND COPING FROM RUN OFFS. USE STEAM CLEANING AND LOW PRESSURE CLEANING METHOD.
- 2. REMOVE PREVIOUS PAINT COATING TO SURFACE OF LIMESTONE (LIKELY LIME BASED) AS MUCH AS PRACTICABLE WITHOUT DAMAGING THE LIMESTONE SUBSTRATE.
- 3. FILL AND PATCH REPAIR USING CRUSH LIMESTONE MIX TO FILL SEVERELY ERODED LIMESTONE.
- 4. CUT OUT AND REPOINT ALL JOINTS WITH LIME BASED MORTAR. NHL2.0 MIX ACCEPTABLE.

CLEANING AND RESTORATION OF ALL LEADLIGHT WINDOWS BY SPECIALIST LEADLIGHT RESTORATION CONTRACTOR.

REMOVE EXISTING RENDER ON COPING AND BACK OF CRENELLATIONS. RE-RENDER ALL COPING AND BACK OF CRENELLATIONS TO PROVIDE WEATHERSEAL PROTECTIVE LAYER.

EXISTING BOX GUTTER FROM THE TOWER DISCHARGES INTO A DOWNPIPE AND ONTO COPPER EAVES GUTTER OF THE CHURCH. REMOVE EXISTING BOX GUTTER AND DOWNPIPE (SHEET METAL) AND INSTALL NEW GUTTER LINING (ZINCALUME TO MATCH ROOF SHEETS) AND DOWNPIPE TO SERVICE BOX GUTTER. CONNECT DOWNPIPE DIRECT TO SUBSOIL DRAINAGE. PROVIDE ADDITIONAL FIXINGS TO EXISTING ZINCALUME ROOF SHEETING. REPLACE CLOUDS WHICH HAVE WITHDRAWN.

CONSERVATION WORKS TO FACADES REFER TO "GENERAL NOTES".

EXISTING DOWNPIPE BETWEEN HALL AND CHURCH DISCHARGING DIRECTLY INTO GROUND. REMOVE CONCRETE PAVER, CONNECT DOWNPIPE TO EXISTING SUBSOIL DRAINAGE TO DRAIN AWAY FROM THE BASE OF LIMESTONE WALLS.

INSTALL MICRO-FINE GROUT INJECTION UNDERPINNING BELOW WALL PANEL AND BUTTRESS FROM WALL END TO ARCHED DOOR. REPAIR CRACKS BY LIME SLURRY INJECTION BUT INTRODUCE HELEFIX STITCHING BARS IN JOINTS TO BOTH EXTERNAL AND INTERNAL FACES TO RESIST RE-OPENING. (REFER TO ITEM 7 OF STRUCTURAL REPORT).

EAST ELEVATION

SCALE 1:100 @ A3

GENERAL NOTES

CONSERVATION WORKS TO FACADES:

- 1. GENERAL CLEANING OF LIMESTONE FACADES AND RENDERED COPINGS TO SURFACE DIRT, GRIME, HEAVY SOILING AT HIGH LEVEL BELOW BUTTRESS COPING, TOP OF TOWER CRENNELLATIONS, HIGH LEVEL MOULDINGS AND COPING FROM RUN OFFS. USE STEAM CLEANING AND LOW PRESSURE CLEANING METHOD.
- 2. REMOVE PREVIOUS PAINT COATING TO SURFACE OF LIMESTONE (LIKELY LIME BASED) AS MUCH AS PRACTICABLE WITHOUT DAMAGING THE LIMESTONE SUBSTRATE.
- 3. FILL AND PATCH REPAIR USING CRUSH LIMESTONE MIX TO FILL SEVERELY ERODED LIMESTONE.
- 4. CUT OUT AND REPOINT ALL JOINTS WITH LIME BASED MORTAR. NHL2.0 MIX ACCEPTABLE.

CLEANING AND RESTORATION OF ALL LEADLIGHT WINDOWS BY SPECIALIST LEADLIGHT RESTORATION CONTRACTOR.



WEST ELEVATION
SCALE 1:100 @ A3



Ordinary Council Meeting

8.1.2 – 136 Forrest Street Peppermint
Grove - Attachment # 2

P3783

PEPPERMINT GROVE LOCALITY

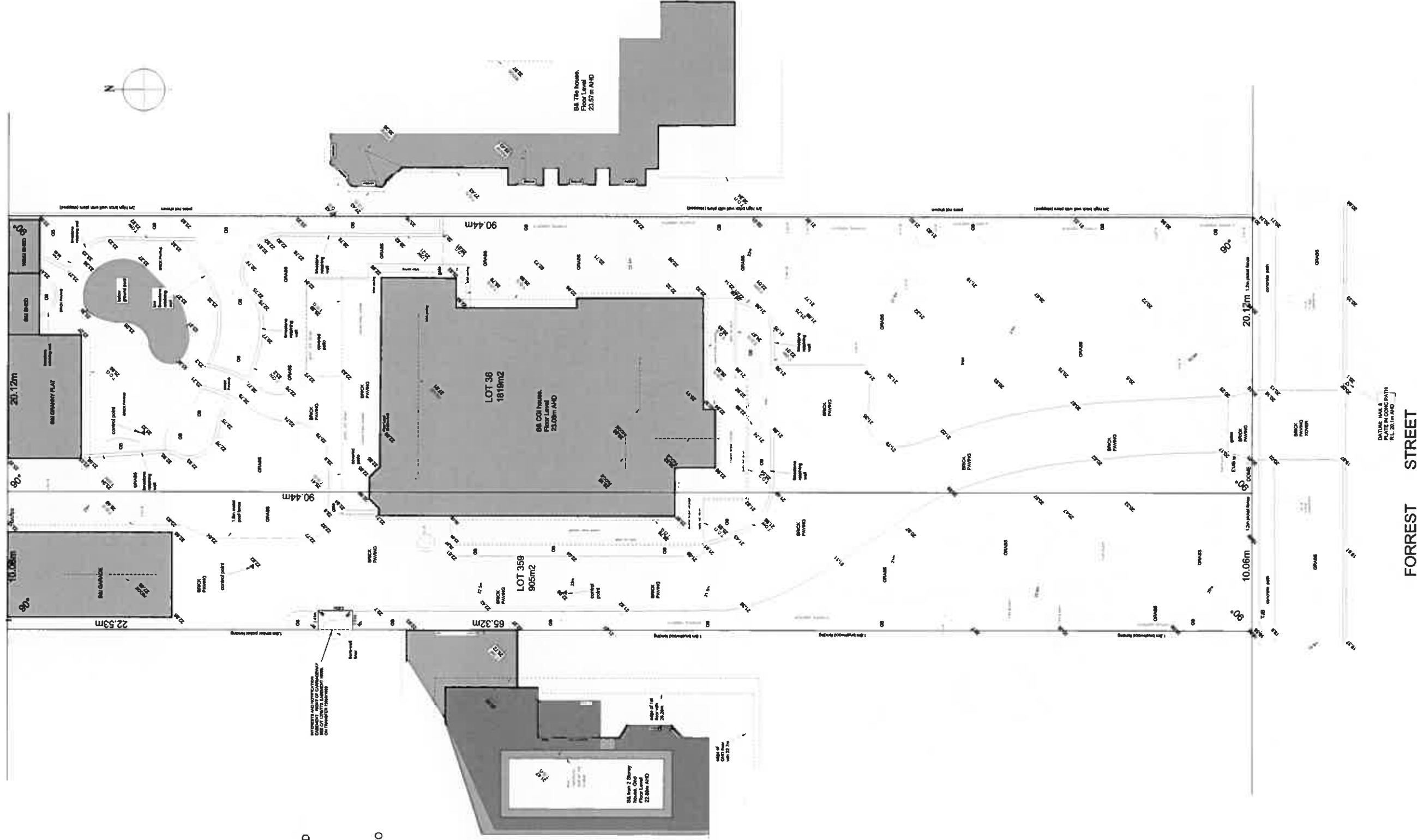
THE OF PEPPERMINT GROVE

CL

NO BOUNDARY RE-SURVEY HAS BEEN UNDERTAKEN AS PART OF THIS WORK. BOUNDARY CONFIGURATION FROM DIAGRAM OF SURVEY HAS BEEN POSITIONED AS A BEST FIT WITH VARIOUS WALLS AND FENCES LOCATED. IT DOES NOT REPRESENT THE ACTUAL POSITION OF BOUNDARIES. IF BUILDING IS BEING CONTEMPLATED ON OR NEAR TO BOUNDARIES IT IS RECOMMENDED THAT A RE-SURVEY OF THE RELEVANT BOUNDARIES BE UNDERTAKEN.

- NOTES:
1. LEVELS TO AHD ASSUMED FROM WATERCORP SEWER MANHOLE.
 2. ALL SEWER INFORMATION FROM WATER CORPORATION
 3. INTERNAL SEWER NOT SHOWN.
 4. DIMENSIONS OF BUILDINGS TAKEN FROM THIS PLAN SHOULD BE VERIFIED ON SITE FIRST.
 5. BOUNDARY INFORMATION FROM PLAN OF SURVEY SUPPLIED BY LANDGATE
 6. GENERAL EASEMENTS HAVE NOT BEEN CHECKED OR SHOWN. CLIENT TO CHECK TITLE FOR EASEMENTS
 7. FULL GARDEN DETAIL NOT SHOWN
 8. ROOF CONFIGURATION APPROXIMATE ONLY

Mean Sea Level (MSL) 2011 Data
Contours are at 1m
Elevation of Corner 1: 22.53m
Elevation of Corner 2: 22.53m



M/S	SEWER MANHOLE
M/S	DRAINAGE MANHOLE
LD	1.0m easement for water supply pipe
LD	1.0m easement for sewer pipe
ECB	ELECTRICAL CABLE BOX
EMB	ELECTRICAL METER BOX
CBX	COMMUNICATIONS JUNCTION BOX
TJB	TELEPHONE JUNCTION BOX
DG	DRAINAGE GATE
SEP	SEWER ENTRY PIT
CL	DRAINAGE CULVERT
WM	WATER METER
WCV	WATER CROP VALVE
FI	FIRE HYDRANT
LP	LIGHT POLE
PP	POWER POLE
SP	STAY POLE
SW	STAY WIRE
DATE	DATE
OVERHEAD POWER	OVERHEAD POWER
WORKERS LOG BAR	WORKERS LOG BAR
OTHER FENCE	OTHER FENCE
CONTROL REGULATOR	CONTROL REGULATOR
RETAINING WALL	RETAINING WALL
CHAINED BED	CHAINED BED
SHRUB	SHRUB
TOW	TOW
TOP OF WALL	TOP OF WALL
TOP OF GUTTER	TOP OF GUTTER
TRUE SIGHT	TRUE SIGHT

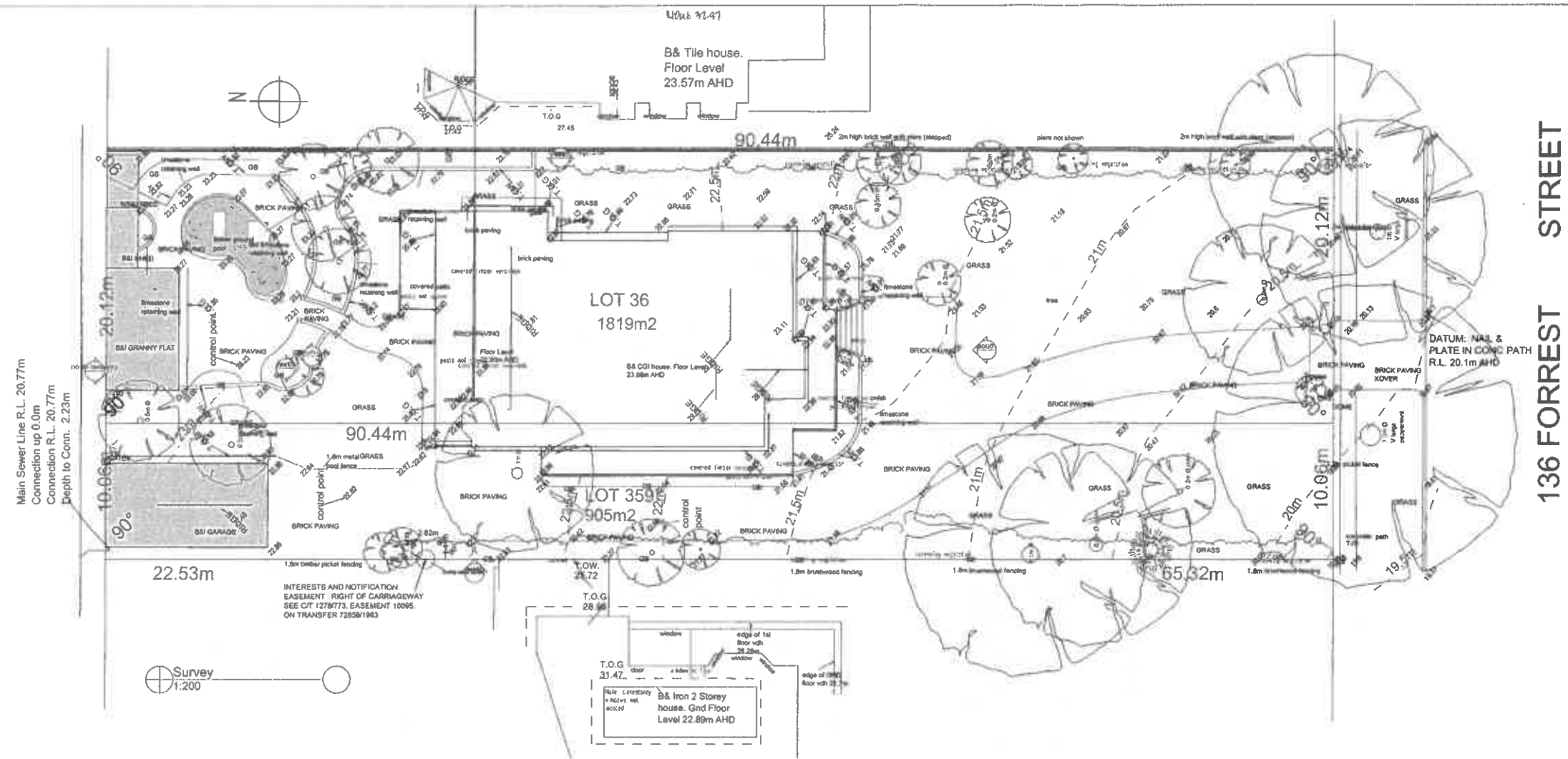
THIS DRAWING IS NOT TO BE USED FOR ANY PURPOSE AND REMAINS THE PROPERTY OF MONAGHAN SURVEYING. ALL RIGHTS ARE RESERVED. NO PART OF THIS DRAWING IS TO BE REPRODUCED IN ANY MANNER WITHOUT THE EXPRESS APPROVAL OF MONAGHAN SURVEYING.

Monaghan
SURVEYING
UNIT 11 / 4 FLINDELL ST.
OCONNOR, W.A. 6153.
Mob 0418 528065
Email jtm@monaghansurveying.com.au
Web www.monaghansurveying.com.au

BY DATE
DRAWN JTM 14.5.16
CHKD JTM 14.5.16
APPD JTM 14.5.16
ISSUED JTM 14.5.16

SITE FEATURE SURVEY
136 FORREST STREET
PEPPERMINT GROVE
CLIENT M BRADLEY
SCALE 1:1501
DATE 11.5.16
DATUM AHD
DRAWN JTM

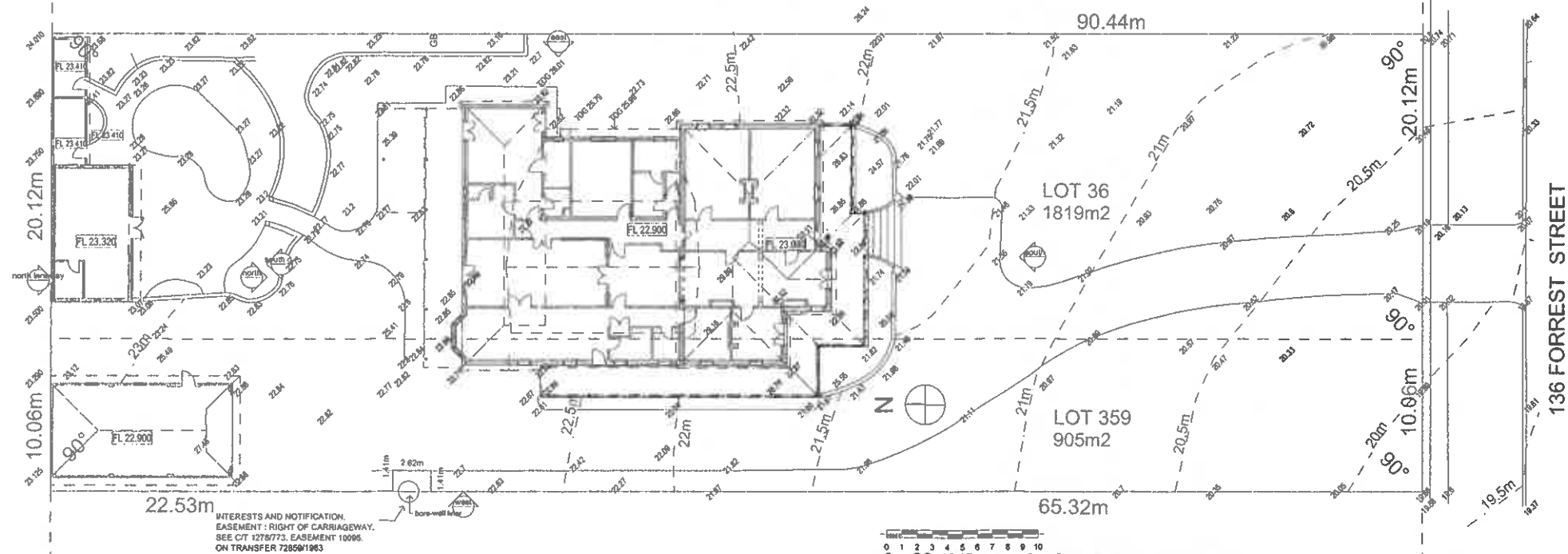
DRAWING
REVISION
FOR 001



FLC PLAYING FIELDS R.O.W.
R.L. 24.980 25.330

Mark Bradley Site Measure
1/7/16 suggests 1:100 (at
T.O.C.)

FLC PLAYING FIELDS R.O.W.
R.L. 25.100 25.590



Existing Site Plan
1:200

Lot 36 1819 sq.m. Lot 359 905 sq.m. Vol. 1278
Plan 29233 Plan 3783 Folio 773

Please see Surveyors drawing for details of all existing trees, site features etc.



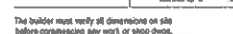
Alterations & Additions
136 Forrest St.
Peppermint Grove

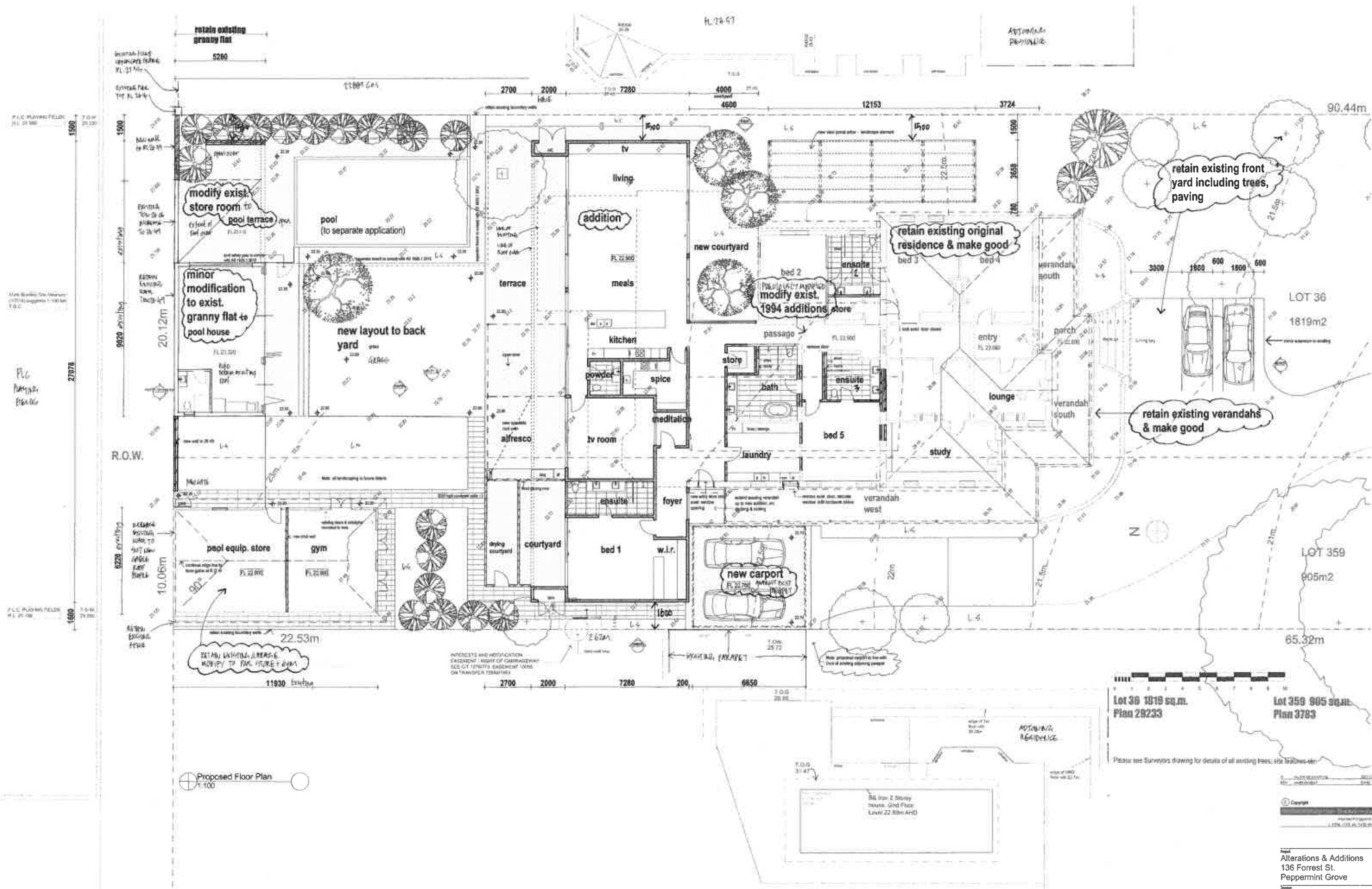
Existing Site Plan

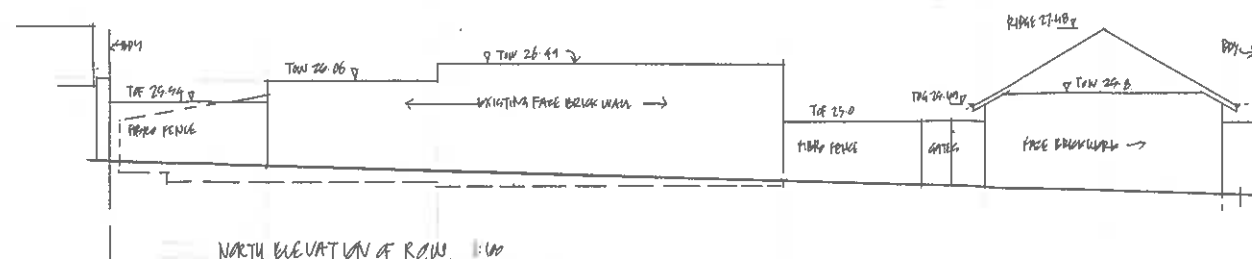
Date	21/11/2016	Drawn	jc
Scale	1:200	Sheet	EX101

The builder must verify all dimensions on site before commencing any work or shop design.









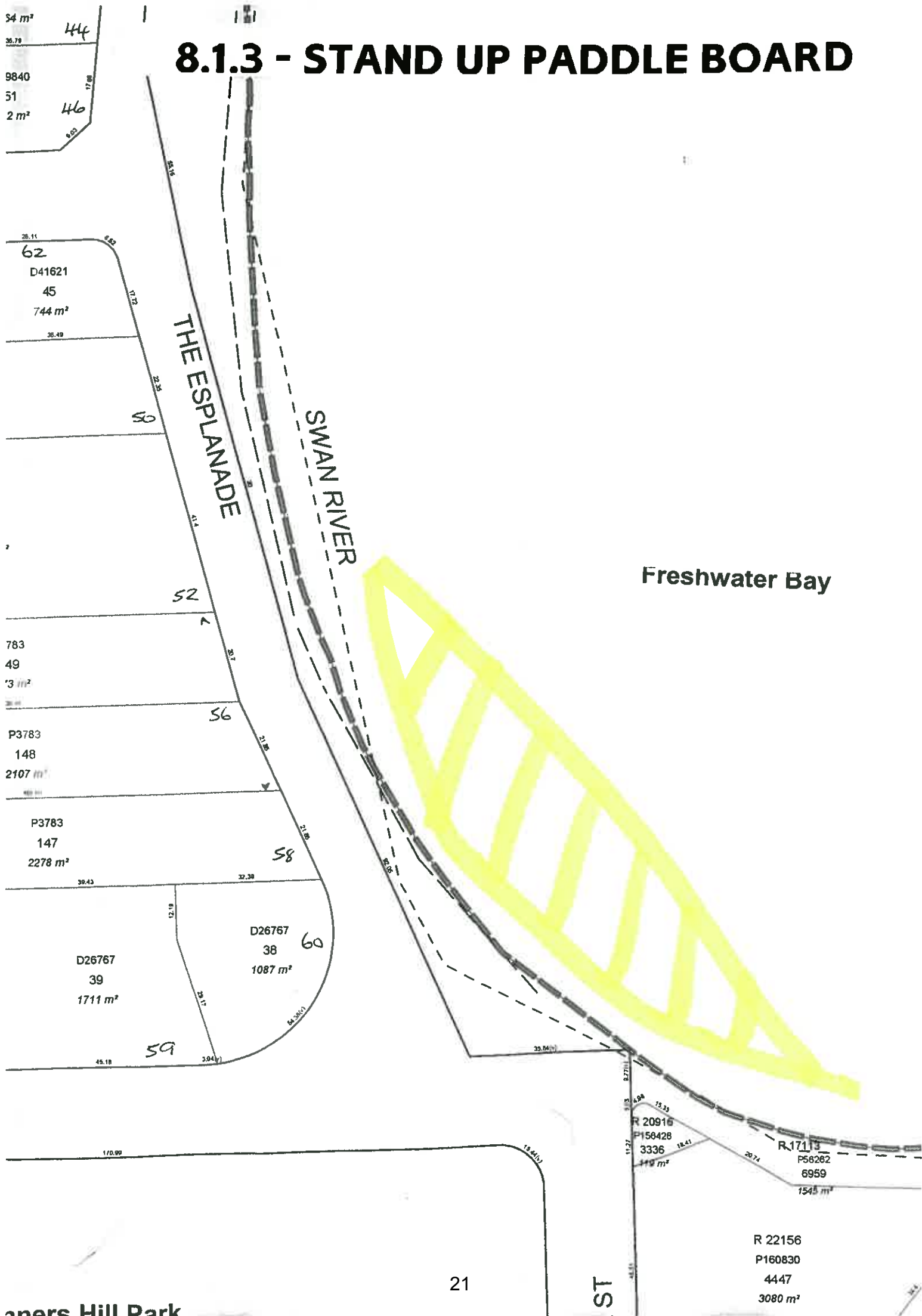
The builder must verify all dimensions on site before commencing any work or shop draws.



Ordinary Council Meeting

8.1.3 – Stand Up Paddle Board - Attachment # 3

8.1.3 - STAND UP PADDLE BOARD





15 NOV 2016

RECEIVED

Form 7 – Application for Permit

Swan and Canning Rivers Management Regulations 2007 – Part 4 Permits

Important information for applicants

1. The Department of Parks and Wildlife (the Department) is responsible for granting permits under regulation 29 of the *Swan and Canning Rivers Management Regulations 2007*.
2. Works, acts or activities which require a permit to be granted are prescribed under division 2 of the *Swan and Canning Rivers Management Regulations 2007*.
3. The Department may issue, or refuse to issue, a permit to carry out an activity for which an authorisation is required under the *Swan and Canning Rivers Management Regulations 2007*.
4. The Department may impose conditions or restrictions on a permit (regulation 31(2)).
5. The holder of a permit who contravenes a condition or restriction of the permit commits an offence (regulation 31(3)). A penalty of \$5,000 applies.
6. If a permit holder supplies false or misleading information in the application for a permit or contravenes a condition or restriction of the permit, the Department may revoke or suspend the permit (regulation 33(2)). The Department may immediately suspend a permit if it considers it necessary because there is an immediate and serious risk of harm to the ecological and community benefits of the Riverpark or Development Control Area (regulation 35 (1)).
7. All owner(s) of the subject land must consent to this application being made. This application form must be signed by the owner(s) of the subject land. In relation to Crown land, the *Swan and Canning Rivers Management Act 2006* defines the owner as the management body responsible for the administration of that land.
8. It is the responsibility of the applicant to obtain any approvals or licences required by other authorities to carry out the proposed activity.
9. Applications made under regulation 27 for emergency works may be made orally (telephone, radio or video conference) or in writing (fax or e-mail). An approved permit may be issued orally or in writing. The Department will issue a written copy as soon as practicable, having given a permit orally.
10. The application is not considered valid without all landowner(s) signatures.
11. Where a permit application relates to works, acts or activities in the River Reserve, the signature of the Swan River Trust will be required as the owner of the River Reserve. The Department can arrange for the form to be signed.
12. The application is not considered valid without adequate plans and sufficient supporting information required for assessment.
13. The Department may require the submission of additional information before determining an application.
14. Department officers will assess the application with reference to the *Swan and Canning Rivers Management Act 2006*, *Swan and Canning Rivers Management Regulations 2007*, policies and any other documents considered relevant. These documents and maps of the Development Control Area can be found at: www.swanrivertrust.wa.gov.au

Checklist to ensure application is complete

HAVE YOU:

- Obtained all landowner(s) signatures? (see notes 10 and 11 above) - - ☐
- Attached a map illustrating the location of the proposed works, acts or activities? - - ☐
- Provided a written description of the proposed works, acts or activities? - - ☐
- Attached plans and specifications of the proposed works, acts or activities? - - ☐
- Provided supporting information to demonstrate compliance with relevant Trust policies? - ☐

Submission of your application

By post to:

Statutory Planning
Rivers and Estuaries Division
Department of Parks and Wildlife
Locked Bag 104 BENTLEY DC
WA 6983

In person to:

Statutory Planning
Rivers and Estuaries Division
Department of Parks and Wildlife
17 Dick Perry Avenue
Technology Park, Western
Precinct KENSINGTON WA 6151

By Email to:

rivers.planning@dpaw.wa.gov.au

Note: 10MB limit

Telephone enquiries: 9219 9000





Form 7 – Application for Permit

Swan and Canning Rivers Management Regulations 2007 – Part 4 Permits

Application information

Has an authorised agent been appointed to act on behalf of the applicant? YES ☐ NO ☐

If 'YES', please attach a copy of a written authority for an agent to act on behalf of the applicant, and complete both sections 1 and 2 below.

1. Applicant details			
Name of applicant	Yu On Blue Paddle School		
Contact person	SALLY SIMPSON		
Position	DIRECTOR		
Postal address	323 CANNING HWY		
Town / suburb	PALMYRA	Postcode	6157
Mobile phone		Work phone	9339 8293
Fax number		e-mail	Sally@yobaaustralia.com.au
Signature of applicant		Date	7/9/16

2. Agent details (if applicable)			
Name			
Company/agency			
Contact person			
Position			
Postal address			
Town / suburb		Postcode	
Mobile phone		Work phone	
Fax number		Email	
Signature of agent		Date	

3. Location of proposed works, acts or activities			
Lot number(s)		Reserve number	BICTON BATHS +
Town / suburb	Bicton + Peppermint Grove Freshwater Bay		
Nearest road intersection	BRAUNTON ST BICTON Johnson St		
Local government authority	MELVILLE CITY COUNCIL Peppermint Grove		
Are any proposed works, acts or activities in or over waters?		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

4. Other information	
Proposed commencement date	SEPTEMBER
Duration of permit requested	YEARLY
Approximate cost	
Riverbank project number (if applicable)	
Details of related permits	FRESHWATER BAY



Form 7 – Application for Permit

Swan and Canning Rivers Management Regulations 2007 – Part 4 Permits

Description of works, acts or activities

5. Description of proposed works, acts or activities

Please note: This section is for a summary only. Please provide more detailed description, maps, and plans as attachments.

To Conduct Lessons and Demonstrations
on Stand Up Paddle Boards at
Bicton Baths and travel up River
to Black Wall Reach and Pt Walter

Conduct lessons in Freshwater Bay
for St Hildes School and other
possible private schools in the region
1 hour lessons 1 day a week

1 @ AM (7AM)

1 @ 4pm

On Stand Up Paddle Boards (SUP's)

* Please Note - Lessons + Demos in Bicton will
occur 1-4 times a week for a period of
90 mins

Lessons for school groups would occur One
day weekly with 1 hourly lesson in the AM
& 1 in the PM

If approval granted.



Form 7 – Application for Permit

Swan and Canning Rivers Management Regulations 2007 – Part 4 Permits

Landowner consent to apply

Space is provided for two different landowners and the owner of the River Reserve (Swan River Trust), where required. Please provide additional landowner information on a separate page, if required.

6. Landowner (or body responsible for management)			
Name			
Agency / authority (if applicable)			
Postal address			
Town / suburb		Postcode	
Phone			
The landowner consents to the submission of this application			
Signature		Date	
Position			

6. Landowner (or body responsible for management).			
Name			
Agency / authority (if applicable)			
Postal address			
Town / suburb		Postcode	
Phone			
The landowner consents to the submission of this application			
Signature		Date	
Position			

7. Landowner of the River Reserve (where required)			
The landowner consents to the submission of this application			
Name			
Signature		Date	
Position	Swan River Trust		

8. FOR OFFICE USE ONLY			
Permit application for:			
Signs (r. 9)	<input type="checkbox"/>	Repairs and maintenance (r. 10)	<input type="checkbox"/>
Emergency works (r. 11)	<input type="checkbox"/>	Erosion control (r. 12)	<input type="checkbox"/>
Temporary structures (r. 13)	<input type="checkbox"/>	Works by leaseholders (r. 14A)	<input type="checkbox"/>
Works by Schedule 5 authorities (r. 14)	<input type="checkbox"/>	Fire hazard reduction (r. 15)	<input type="checkbox"/>
Aircraft activity (r. 16A)	<input type="checkbox"/>	Maintenance dredging (r. 16B)	<input type="checkbox"/>
Scientific studies (r. 16C)	<input type="checkbox"/>	Commercial acts and activities (r. 17)	<input type="checkbox"/>
Protection of banks and waters (r. 18)	<input type="checkbox"/>	Protection of river bed (r. 19)	<input type="checkbox"/>
Taking of worms or other invertebrates (r. 20)	<input type="checkbox"/>	Protection of vegetation (r. 21)	<input type="checkbox"/>
Placing moorings on land (r. 22A)	<input type="checkbox"/>	Launching of vessels (r. 22)	<input type="checkbox"/>
Spectator events in River reserve (r. 26)	<input type="checkbox"/>		

End of Form 7





Form 8 – Commercial Activity Application for Approval/Renewal

Important information for applicants

1. All sections of the application must be completed in full. If operating on the river, the Department of Parks and Wildlife (the Department) will arrange for this form to be signed on behalf of the Swan River Trust as Land Owner of the River Reserve.
2. It is the responsibility of the applicant to obtain any other necessary approvals/licenses required to carry out the proposed activity.

Submission of Application

In person to:

Statutory Planning
Rivers and Estuaries Division
Department of Parks and Wildlife
17 Dick Perry Avenue
Technology Park, Western Precinct
KENSINGTON WA 6151

Mail to:

Statutory Planning
Rivers and Estuaries Division
Department of Parks and Wildlife
Locked Bag 104 BENTLEY DC
WA 6983

Telephone queries:

9219 9000

Landowner/s – landowners are required to sign the form

All owner/s of the land must consent to this application being made. Where land is owned by the Crown, or has a management order granted to a local government or other agency, you must have the consent of the relevant land owner as required in section 72(5)(a) of the Act. If there is insufficient space for landowners, please provide the additional information on a separate page.

Full Name					
Company/agency (if applicable)					
Position & ACN/ABN (if applicable)					
Postal Address					
Town/Suburb		State		Postcode	

Applicant Details

The applicant is the person with whom the Chief Executive Officer will correspond, unless an authorised agent has been appointed to act on behalf of the applicant, in which case correspondence will be sent direct to the agent.

Name of Applicant *	SALLY SIMPSON				
Business Name *	Yu On Blue Stand Up Paddle School				
ABN *	860 937 968 61				
If registered, provide the registration number					
Postal Address *	323 CANNING HWY				
Town/Suburb	PALMYRA			Postcode	6157
Telephone * at least one	Work	08 9339 8293	Mobile	0410 712 915	Home 08 9339 5310
Facsimile (if applicable)					
Email (if applicable)	Sally.yocba@australia.com.au		Website (if applicable)	WWW.yocbaustralia.com.au	

* MUST BE PROVIDED

Appointment of an Authorised Agent – agent must sign

If an authorised agent has been appointed to act on the applicant's behalf, the authorised agent must attach the written authority to this application.

Have you appointed an authorised agent to act on your behalf?

YES ☐ NO ☒

Full Name					
Company/Agency (if applicable)					
Position in company/agency (if applicable)					
ACN/ABN (if applicable)					
Postal Address					
Town/Suburb		State		Postcode	
Telephone	Work		Mobile		Home

Existing Approval

If you have an existing Approval with the Department, please provide details below:

Name of Approval holder	SALLY SIMPSON - Bicton/Freshwater
Approval Number	SRT 6183-P11445 SRT 6182 L11090
Date of Approval	17.2.15
Period of Approval (where applicable)	Till MAY 2016
Purpose of Approval	Stand up paddle boarding lessons & demonstrations
For e.g. social river cruise, guided tour, diving & snorkelling etc.	

Renewal of Existing Approval

If you are applying for renewal of an existing approval, are you requesting changes to the conditions?

YES ☐ NO ☒

If you ticked YES, what changes are you proposing?

If there is insufficient space, please provide the required information as an attachment to this form.

→ Claremont & Freshwater Bay
SALLY SIMPSON
SRT 6220 - L11100
SRT 6221 - P11461

Pt Walker
SALLY SIMPSON
SRT 6181
P11444

Vessel Details

Any vessel or craft to be used by a commercial operator in the River Reserve must be noted in this application form with the relevant Department of Transport certificate of survey or hire and drive registration.

It is important that you attach copies of the registration certificates for each of your stated vessels. A licence cannot be issued until these are supplied. If you are starting up a business and haven't got these registration certificates make a note below and send the details as soon as possible.

Nominated Vessel/s	SPV	Hire & Drive Reg.	No. of Craft	Size (m)	Engine (kw)	Passenger Capacity
N/A						

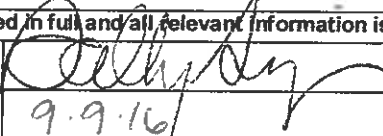
Proposal Details

Purpose of approval For e.g. social river cruise, guided tour, diving & snorkelling etc.	Teaching Students and Adults JSUP Skills	
Proposed Location	<input type="checkbox"/> On Land <input checked="" type="checkbox"/> On Water <input checked="" type="checkbox"/> Both	
Location/Route & Access pts	Mark clearly on the attached map	
List ALL Jetties to be used		
Do you have a Berthing Permit for Barrack St Jetty?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, expiration date: _____	
List ALL drop off and pick up points		
Food to be served?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Beverage to be served?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Do you have an appropriate liquor licence?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	
Do you allow BYO Alcohol?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Details of Sullage disposal method	N/A	
Details of Waste disposal method	N/A	
Location and method of refuelling	N/A	
Berth Location	N/A	

List ALL anchorage areas	
Hours and days of operation, including length of tours	7 days 7:30 till 6pm - 1 hour lesson

Signatures

Signed by Applicant

I confirm that this form has been completed in full and all relevant information is attached	
Applicant Signature	
Date	9.9.16
Print name and position (if signing on behalf of a company or agency).	Name: SAULT SIMPSON Position: DIRECTOR

Signed by Authorised Agent

I have attached a copy of the written authorisation for me to act on behalf of the applicant to this application	
Authorised Agent Signature	
Date	
Print name and position (if company)	Name: Position:

Signed by Landowner/s (if the landowner is not the applicant)

I consent to this application being made	
Landowner Signature	
Landowner Signature	
Date	
Print name and position (if signing on behalf of a company or agency)	Name: Position:

Checklist

It is important to submit any supporting documentation with your application.

Completed all sections of the form

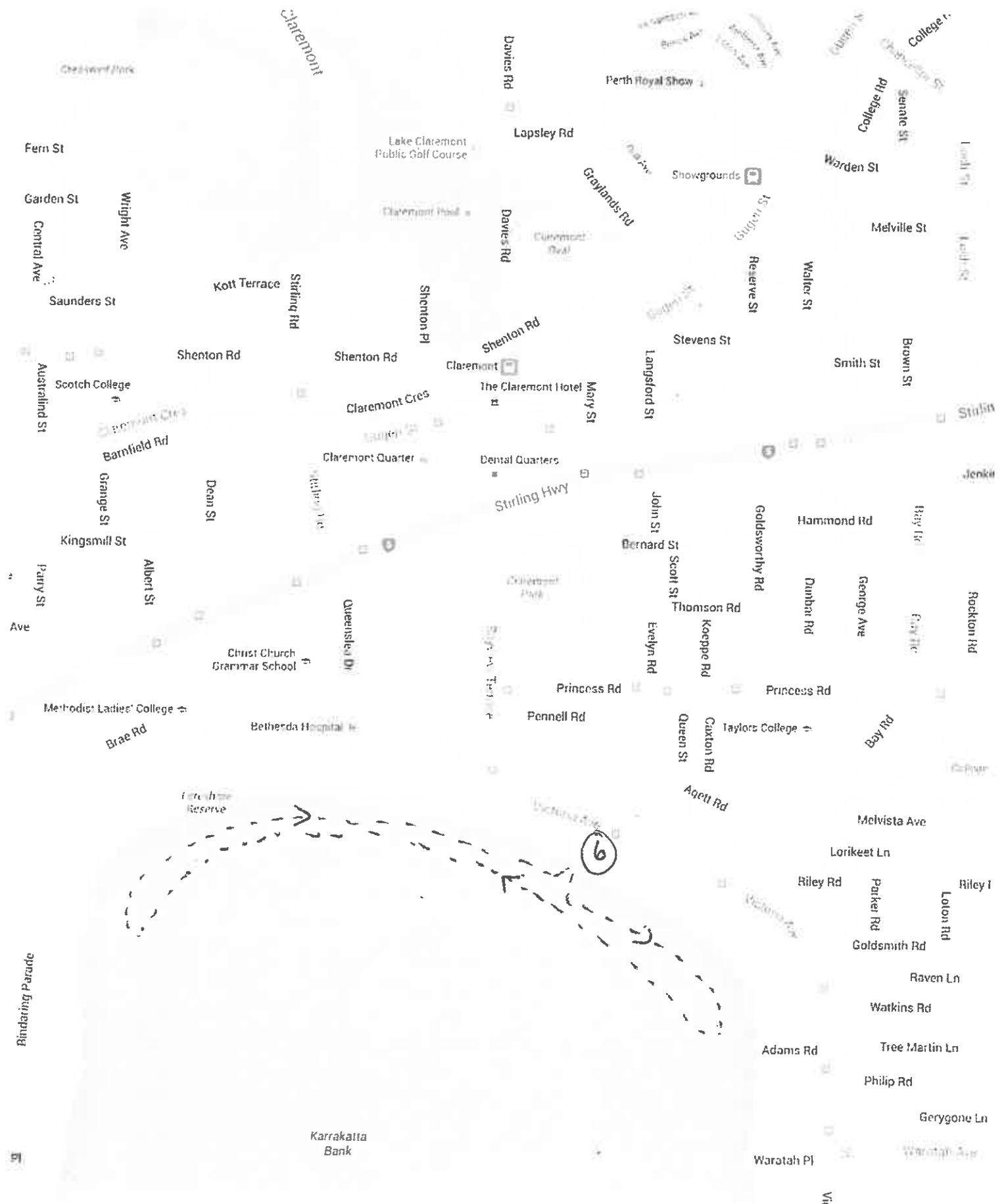
☒ YES

Provided a copy of the following documents:

- | | |
|---|--|
| 1. Certificate of Survey * | <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A |
| 2. Public Liability Insurance Certificate * | <input checked="" type="checkbox"/> YES |
| 3. Risk Management Plan (if available) | <input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A |
| 4. Safety Management Procedures (if available) | <input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A |
| 5. Any brochures, itineraries or advertisements | <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A |
| 6. Any other relevant supporting documentation | <input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A |

* Must be provided

Google Maps





Emergency Response

ASI Accredited School

Location:

Yo On Blue Stand Up Paddle School
Clavemont Bay Clavemont

(6)

Lifeguard beach patrol

☒ Unpatrolled beach

☐ Patrolled beach

Nearest mobile phone:

In my waterproof pavel

Nearest public phone:

Bethesda Hospital

Emergency phone number:

000

Nearest medical help:

Bethesda Hospital

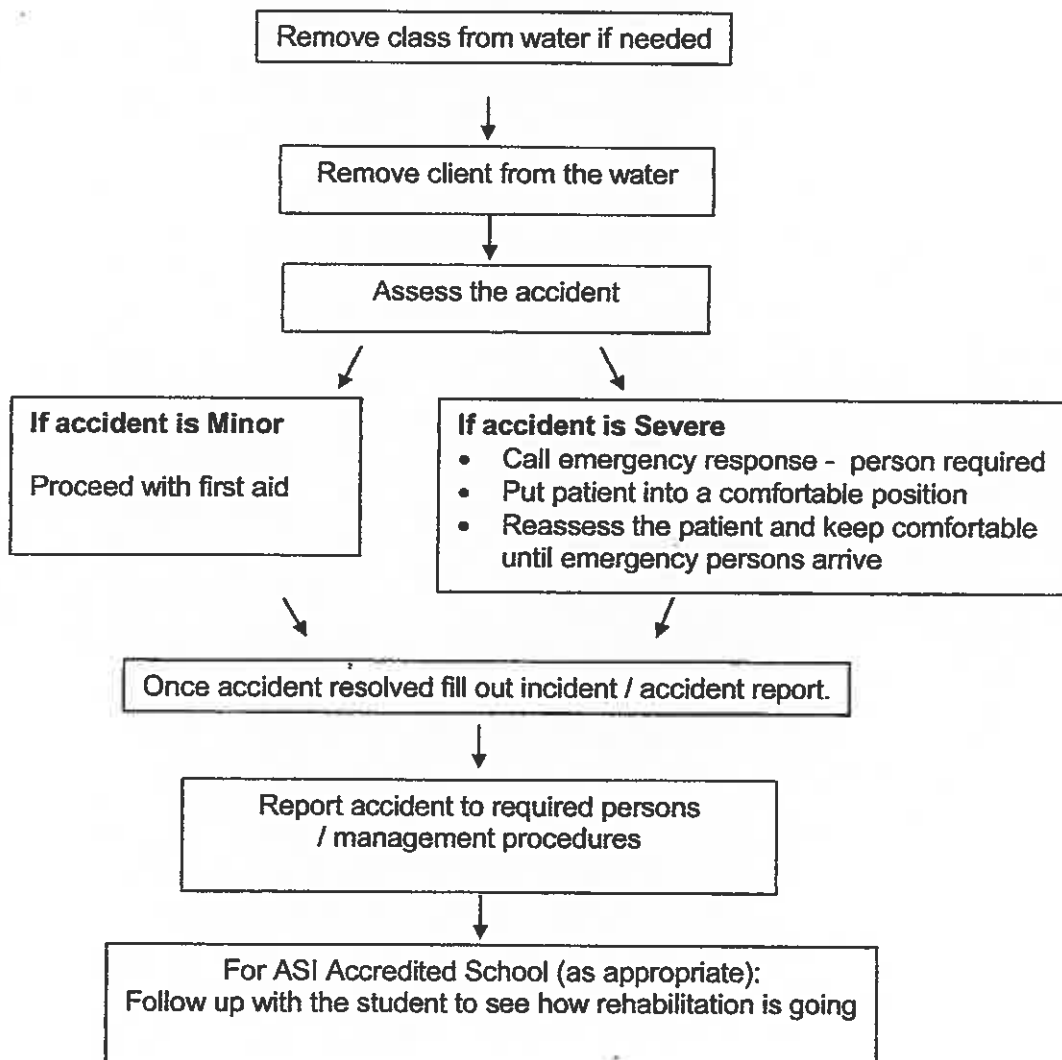
Emergency signal for students:

hands on head

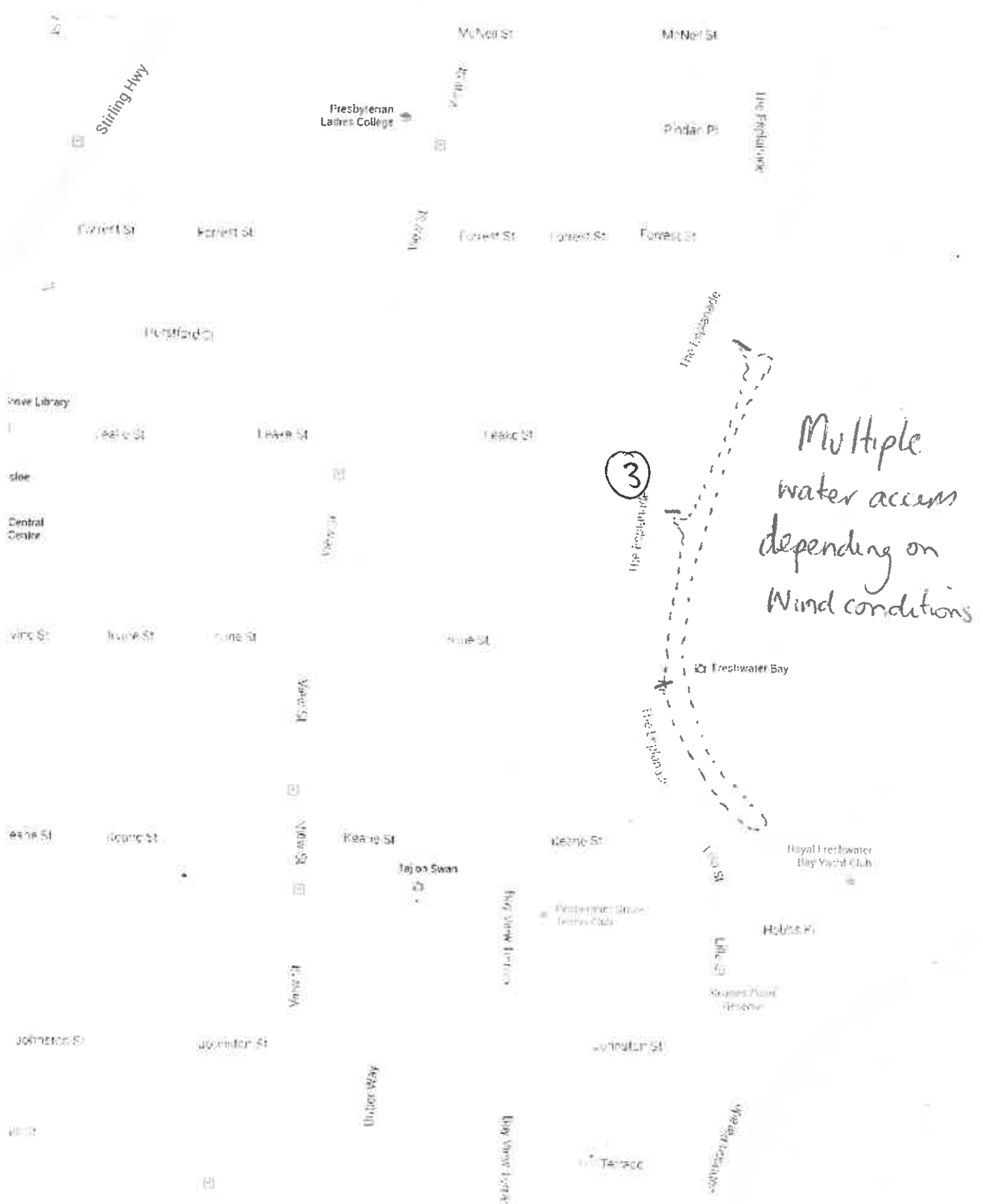
First aid kit location:

In My car

Emergency Response Procedure



Google Maps





Emergency Response

ASI Accredited School

Location:

Yo On Blue Stand Up Paddle School
Freshwater Bay Peppermint Grove ③

Lifeguard beach patrol

☒ Unpatrolled beach

☐ Patrolled beach

Nearest mobile phone: in my waterproof pouch

Nearest public phone: St Hilda's School

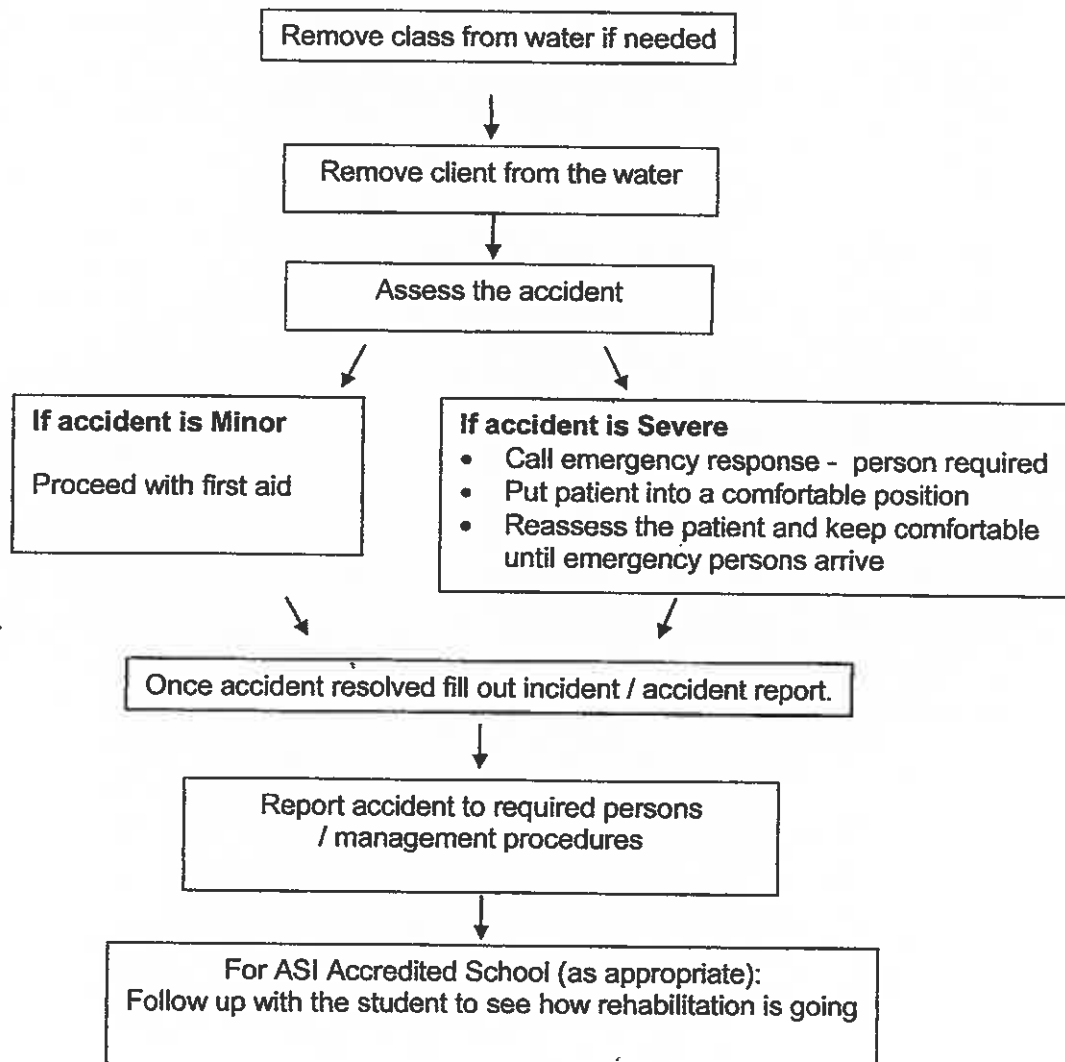
Emergency phone number: 000

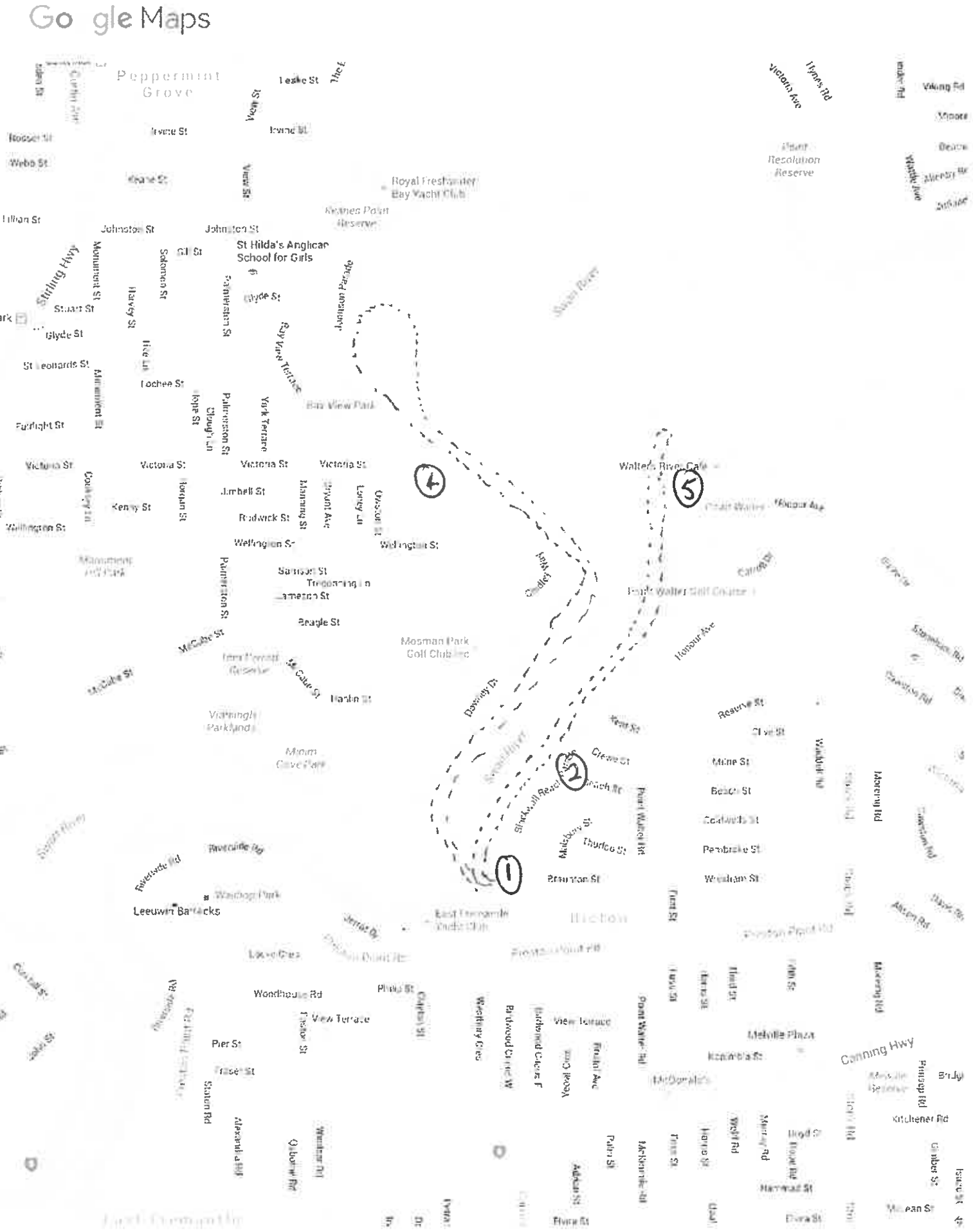
Nearest medical help: 1/10 Johnston St Peppermint Grove

Emergency signal for students: Hands on head 9385

First aid kit location: In my vehicle 1931

Emergency Response Procedure







Emergency Response 1/6 on Blue Stand up paddle School

ASI Accredited School

Location: Bicton Baths - Blackwall Reach Parade Bicton

①

Lifeguard beach patrol

☒ Unpatrolled beach

☐ Patrolled beach

Nearest mobile phone: in my waterproof bag strapped to arm

Nearest public phone: Yacht club

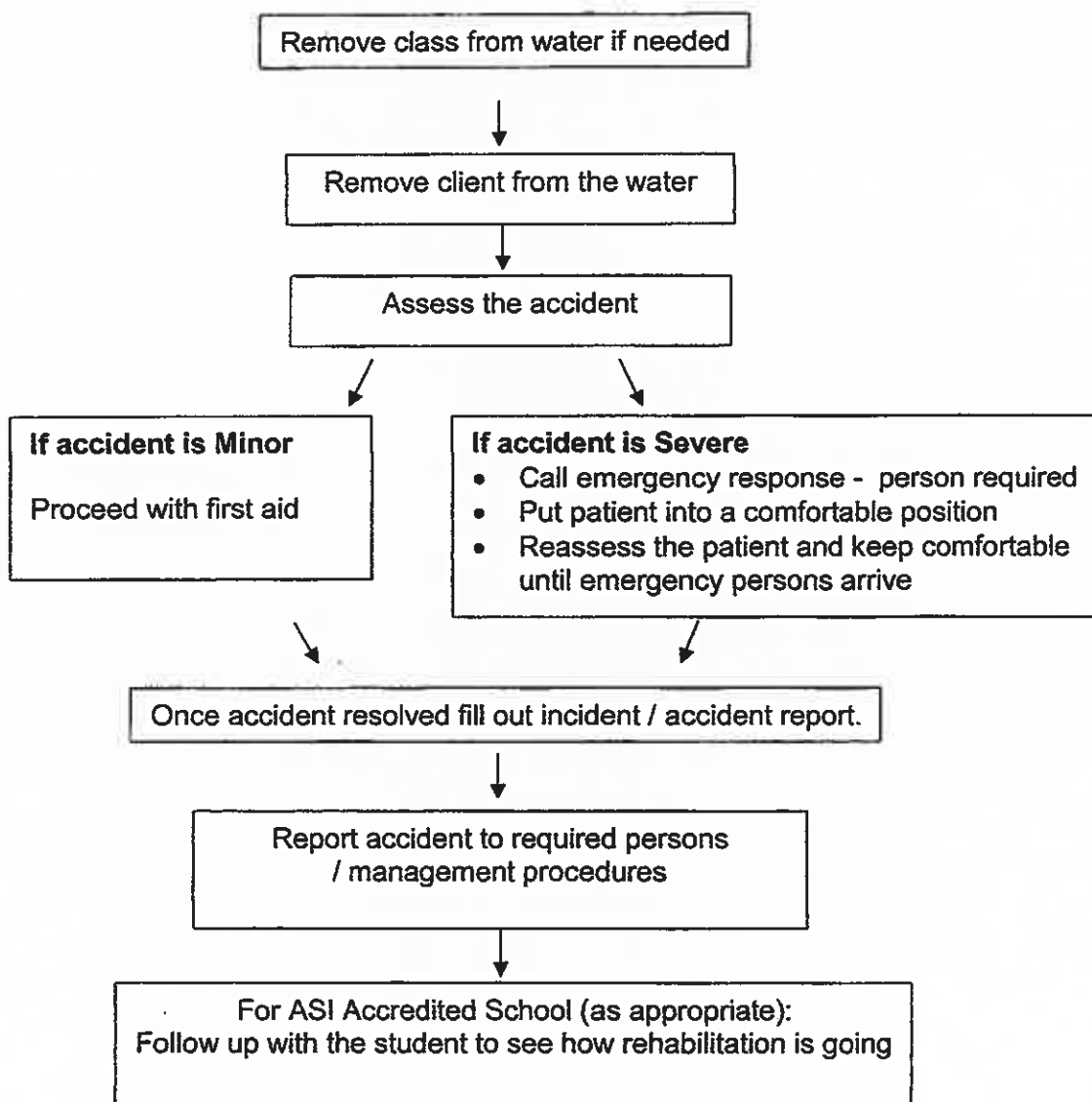
Emergency phone number: 000

Nearest medical help: local G.P. Canning Hwy / Fremantle Hospital

Emergency signal for students: Whistle - Hand on head

First aid kit location: Full kit in car - basic kit in waterproof bag

Emergency Response Procedure





Emergency Response

Yo On Blue Stand Up Paddle School

ASI Accredited School

Location: Beach St Bicton

(2)

Lifeguard beach patrol

☒ Unpatrolled beach

☐ Patrolled beach

Nearest mobile phone: in my waterproof bag strapped to arm

Nearest public phone: local resident or my house 4 doors away

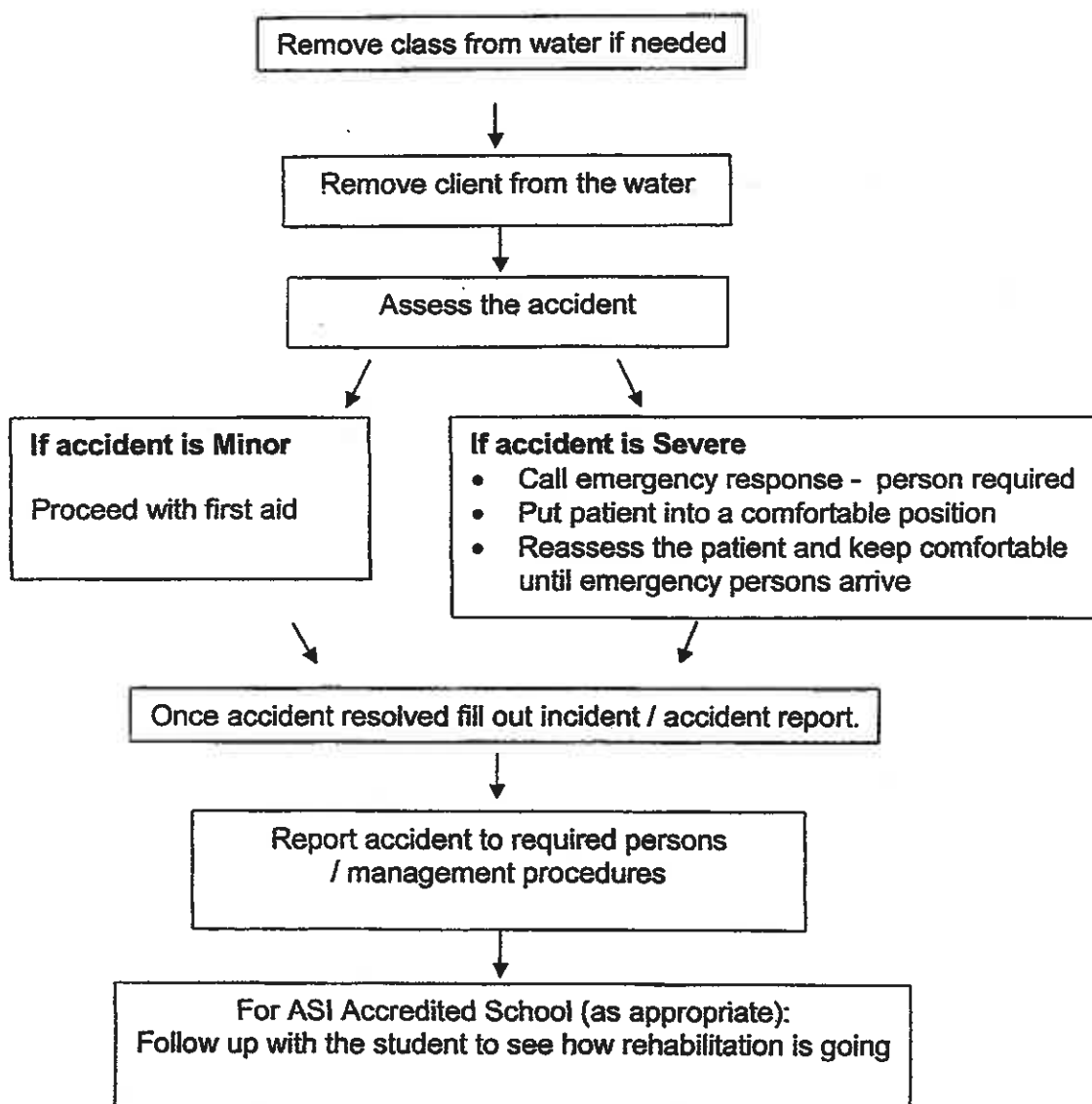
Emergency phone number: 000

Nearest medical help: G.P. Canning Hwy or Fremantle Hospital

Emergency signal for students: Whistle then hand on head

First aid kit location: Full kit in Car - basic kit in waterproof bag

Emergency Response Procedure





Emergency Response Yu on Blue Stand Up Paddle School

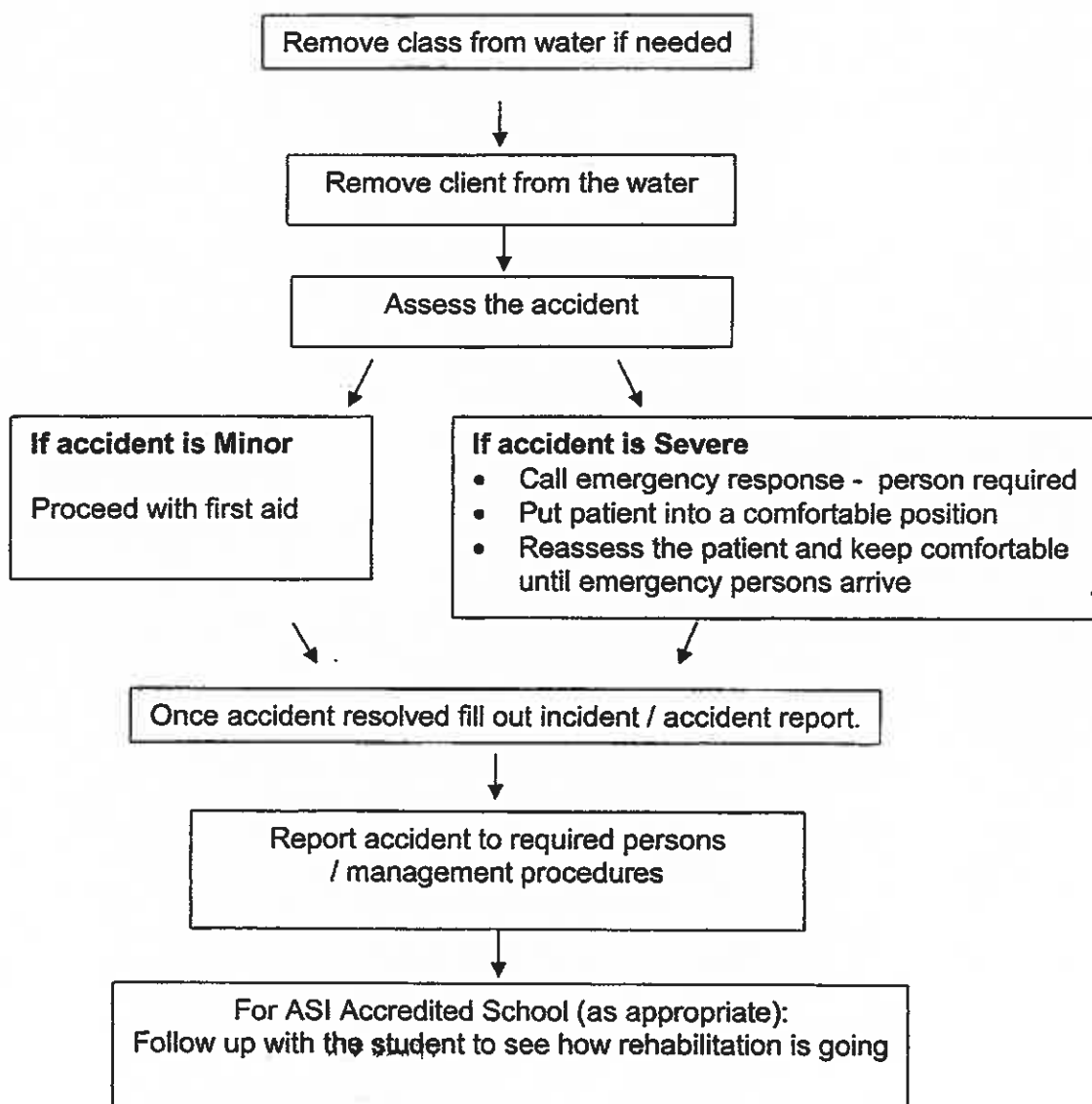
ASI Accredited School

Location: Point Walker - Honour Ave Bicton (S)

Lifeguard beach patrol

☒ Unpatrolled beach☐ Patrolled beachNearest mobile phone: in my waterproof pouch on armNearest public phone: Point Walker CafeEmergency phone number: 000Nearest medical help: Point Walker Medical Centre or Fremantle HospitalEmergency signal for students: Whistle - Hand on headFirst aid kit location: Full kit in car - basic kit in waterproof pouch

Emergency Response Procedure





Emergency Response Y/O on Blue Stand Up Paddle School

ASI Accredited School

Location: The Coombe Reserve Mosmon Park

(4)

Lifeguard beach patrol

☒ Unpatrolled beach

☐ Patrolled beach

Nearest mobile phone: in my waterproof bag strapped to arm

Nearest public phone: Mosmon Park Bowling club / local resident

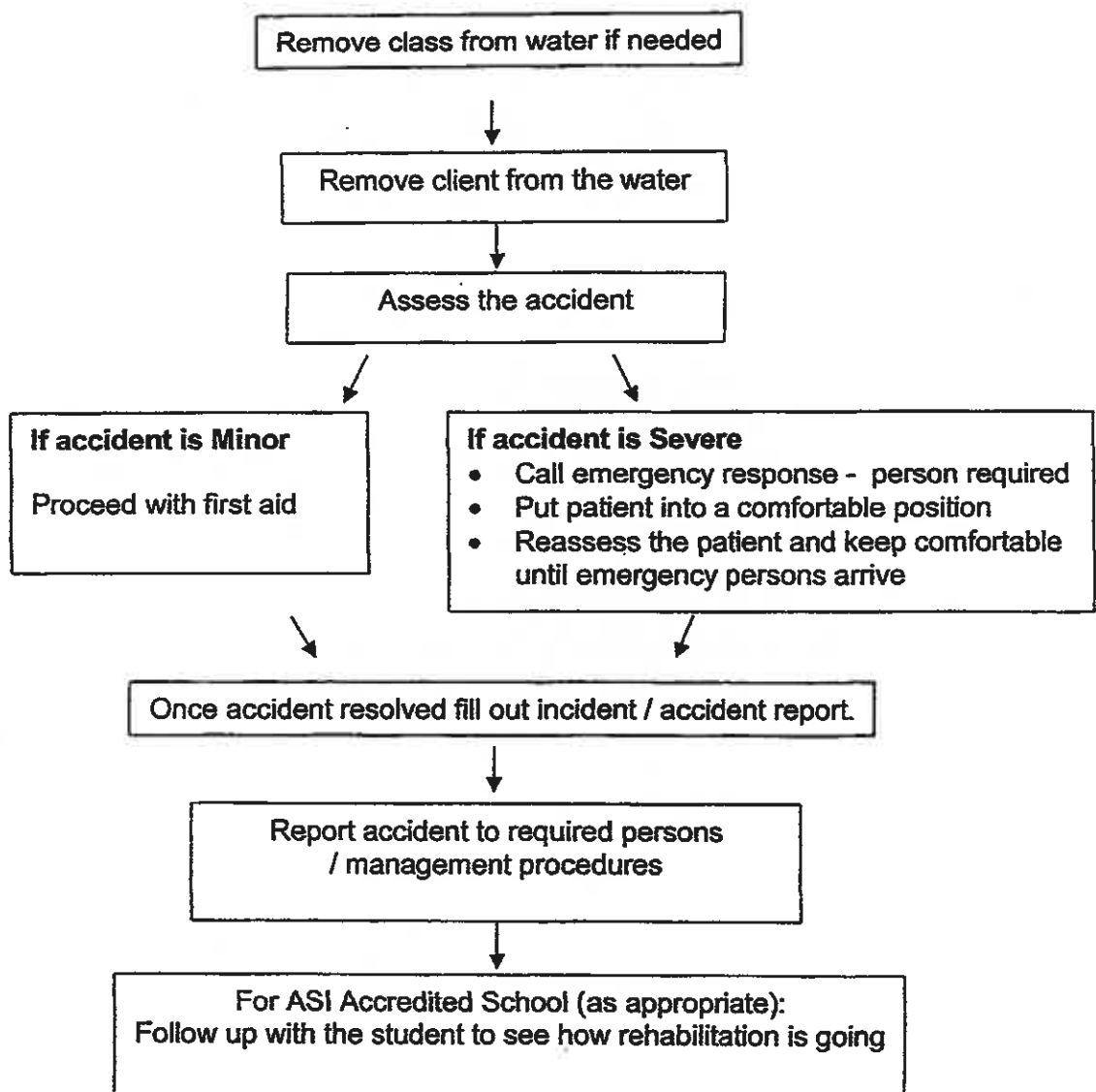
Emergency phone number: 000

Nearest medical help: G.P Willis St Mosmon Park - Fremantle Hospital

Emergency signal for students: Whistle - hand on head

First aid kit location: Full kit in Car - basic kit in waterproof bag

Emergency Response Procedure



Statement of Attainment

This is a Statement that

Sally Simpson

has attained

Stand Up Paddle Instructor – Exposed Waters

SISOODR303A Guide outdoor recreation sessions
SISOODR302A Plan outdoor recreation activities
SISOOP201A Minimise environmental impact

These units of competency from the Sport, Fitness & Recreation Training Package (SIS10)
meet industry requirements for surfing instruction in the surfing industry.

These competencies form part of the
Certificate III in Outdoor Recreation (SIS30310)



Signed: Tania Nesbit
Chief Executive Officer

Date: 19 March 2013
Certificate No: 20032



This Statement of Attainment is recognised within the Australian
Qualifications Framework.

A Statement of Attainment is issued by a Registered Training Organisation
when an individual has completed one or more units of competency from
nationally recognised qualification(s)/course(s).



Academy of Surfing Instructors Pty Ltd

ABN 27 106467976 Registered Training Organisation NTIS Code: 91496

Head Office: Bondi NSW Australia Ph: +61 2 9365 4170 Email: info@academyofsurfing.com
www.academyofsurfing.com

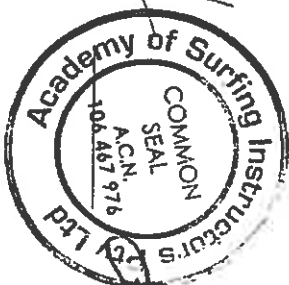
This certifies that

Sally Simpson

has successfully completed the required course of study approved by the
Academy of Surfing Instructors (ASI) and is therefore awarded

Stand Up Paddle Instructor Water Safety Rescue Award (Flat Water)

Given this 10th day of November, 2015



ASI (Academy of Surfing Instructors)
Head Office, ABN: 2710646797 Bondi Beach NSW Australia
Email: info@academyofsurfing.com
www.academyofsurfing.com



Certificate No:

50294

ASI Identity No:

A10915

Expiry:

9 October 2016



Sally Simpson
Stand Up Paddle Instructor
Flat Water Level: L2 Exposed Waters
Issued in: Australia
Valid until: 31 December 2014
Identity no: A10915

Academy of Surfing Instructors (ASI)
Head Office: Bondi Beach, NSW Australia
Ph: +61 2 9365 4170 info@academyofsurfing.com
www.academyofsurfing.com



Australian for life.



First Name: Sally
Surname: Simpson
Qualification: Surf Rescue Certificate
Expiry Date: March 07, 2014
Certificate Number: SLS1000

Visit www.RealLifesavers.com.au or call 1300 766 257

WORKING WITH CHILDREN CHECK

NAME SALLY SIMPSON
DATE OF BIRTH 31 May 1966
WESTERN AUSTRALIA
NOTICE NUMBER 1283578
EXPIRY DATE 27 Mar 2016

Sally Simpson





Lachlan McArthur Simpson
Stand Up Paddle Instructor
Flat Water Level: L2 Exposed Waters
Surf Level: L3 Beginner Surf
Issued in: Australia
Valid until: 31 December 2014
Identity no: A11098

Academy of Surfing Instructors (ASI)
Head Office: Bondi Beach, NSW Australia
Ph: +61 2 9365 4170 info@academyofsurfing.com
www.academyofsurfing.com



Sally Simpson
Stand Up Paddle Instructor
Flat Water Level: L2 Exposed Waters
Issued in: Australia
Valid until: 31 December 2014
Identity no: A10915

Academy of Surfing Instructors (ASI)
Head Office: Bondi Beach, NSW Australia
Ph: +61 2 9365 4170 info@academyofsurfing.com
www.academyofsurfing.com



WORKING WITH CHILDREN CHECK

NAME **LACHLAN MCARTHUR SIMPSON**
DATE OF BIRTH **03 Jun 1960**

WESTERN AUSTRALIA
NOTICE NUMBER **2069552**
EXPIRY DATE **05 Mar 2017**

Lach Simpson



Further information at www.checknwc.wa.gov.au

WORKING WITH CHILDREN CHECK

NAME **SALLY SIMPSON**
DATE OF BIRTH **31 May 1966**

WESTERN AUSTRALIA
NOTICE NUMBER **1283578**
EXPIRY DATE **27 Mar 2016**

Sally Simpson



Jack William Howe
 Stand Up Paddle Instructor
 Flat Water Level: L2 Exposed Wave
 Surf Level: L3 Beginner Surf
 Issued in: Australia
 Valid until: 31 December 2014
 Identity no: A11062



Academy of Surfing Instructors (ASI)
 Head Office: Bondi Beach, NSW Australia
 Ph: +61 2 9365 4170 info@academyofsurfing.com
 www.academyofsurfing.com

Information at www.checkwww.wa.gov.au



JACK WILLIAM HOWE
 OF BIRTH 17 Sep 1987

TERN AUSTRALIA
 CE NUMBER 2010425
 YR DATE 07 Dec 2016

DRIVER'S LICENCE

HOWE, JACK WILLIAM
 11 JACKSON ST
 NORTH FREMANTLE WA 6159

LICENCE NUMBER 4711859
 DATE OF BIRTH 17 Sep 1987
 EXPIRY DATE 18 Nov 2016
 CLASS C

Western Australian Recreational Skipper's Ticket

Ticket No 190389 Issue Date 16 Feb 2013

Ticket Holder:
 JACK HOWE
 Address 11 JACKSON ST
 NORTH FREMANTLE WA 6159

Date of Birth: 17 Sep 1987

Conditions: Nil



This is a statement that

SALLY SIMPSON

has attained

**HLTAID003 Provide first aid
HLTAID002 Provide basic emergency life support
HLTAID001 Provide cardiopulmonary resuscitation**

Issue Date 3 August 2015

A Statement of Attainment is issued when an individual has completed one or more accredited units

Tony Ahern
Chief Executive Officer



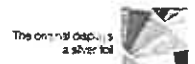
Training Accreditation Council
WESTERN AUSTRALIA

St John Ambulance Western Australia Ltd.

www.stjohnambulance.com.au

National ID 0392

Document No. 2636940



Risk Register: Stand Up Paddle (Enclosed Flat Water) – Weather and Water Conditions Hazards

The Risk – Things That May Happen. What is it and how can it happen		Like Hood	Consequences	Risk Rating	Risk Treatments		Risk Rating After Risk Treatment
Wind	<p>Paddling against the wind can tire students. Possible injury occurring as a result of fatigue.</p> <p>Boards are big so wind gusts have a bigger effect on boards. When carrying boards, student can be blown over. Board could hit student and other people and cause injury</p> <p>In the water, potential to be blown off board, or be blown onto other users</p>	Possible	Major	H-72	<p>➤ Prior to activity:</p> <ul style="list-style-type: none">• check wind forecasts for suitable winds• choose wind conditions suitable for students – in exposed winds of no greater than 10 knots (18.5 kms/hr)• plan activity so that students paddle against the wind so when coming back, the wind is going with the student (especially for longer paddle trips). <p>➤ During activity:</p> <ul style="list-style-type: none">• Instructor in the water with students at all times• Instructor to monitor for changing conditions• activity conducted no more than 100 metres (320 ft) from shore.	Rare/minor L-20	
Tides and currents	<p>Can be very strong if the tides turn. Are stronger near river mouths / bars. Students can be carried out to sea, possibility of drowning.</p> <p>Students can become tired if they are paddling back against the tide – especially at the end of a lesson. Possible injury occurring as a result of fatigue.</p>	Possible	Mod-erate	M-52	<p>➤ Prior to activity:</p> <ul style="list-style-type: none">• check tide forecasts information for suitable tides• choose tide conditions suitable for students.• plan activity so that students paddle into the tide so when coming back, the tide is going with the student (especially for longer paddle trips).• choose a different route if tides are particularly strong. <p>➤ During activity:</p> <ul style="list-style-type: none">• Instructor in the water with students at all times• monitor for changing conditions• activity is conducted a minimum of 200 metres (650 ft) from the river mouth/bar.• activity conducted no more than 100 metres (320 ft) from shore. <p>➤ Teach/advise students:</p> <ul style="list-style-type: none">• to be aware of these hazards and the boundaries of the activity area	Rare/minor L-20	

Risk Register: Stand Up Paddle (Enclosed Flat Water) – Weather and Water Conditions Hazards

The Risk – Things That May Happen. What is it and how can it happen		Like Hood	Conse quences	Risk Rating	Risk Treatments	Risk Rating After Risk Treatment
Rain and cold	Hypothermia	Possible	Major	H-72	<p>➤ Prior to activity:</p> <ul style="list-style-type: none">• check weather conditions/temperatures• Provide wetsuits, sunscreen, drinking water. Can also provide booties/gloves/hood, (as applicable). <p>➤ During activity:</p> <ul style="list-style-type: none">• instructor in the water with students at all times• monitor students including asking students how they are feeling and observing if they are shivering• students to be brought into shelter (warmth) as appropriate.• activity conducted no more than 100 metres (320 ft) from shore. <p>.Teach / advise students:</p> <ul style="list-style-type: none">• to wear wetsuits and booties/gloves/hood (as applicable)• let instructor know if they feel cold	Rare/minor L-20
Sun and heat	Students paddle along the creek away from base location. Potential to become dehydrated and possibly suffer heat exhaustion / stroke.	Possible	Major	H-72	<p>➤ Prior to activity:</p> <ul style="list-style-type: none">• check weather conditions/temperatures• for skin sensitive people (fair skinned) - could plan activity outside hottest part of day i.e. before 10 am or after 2 pm (if tides and conditions permit)• provide sunscreen (where applicable), long sleeve rash vests, drinking water, shade tent if no natural shade (as appropriate). <p>➤ During activity:</p> <ul style="list-style-type: none">• instructor in the water with students at all times• monitor students for sunburn / heat exhaustion including asking students how they are feeling• students to be brought into shade / provided with water as appropriate.• activity conducted no more than 100 metres (320 ft) from shore. <p>➤ Teach / advise students:</p> <ul style="list-style-type: none">• to wear sunscreen and rash vest (if not allergies to these)• drink water• to let instructor know if they feel hot/heat exhaustion	Rare/minor L-20

Risk Register: Stand Up Paddle (Enclosed Flat Wat.) – Weather and Water Conditions Hazards

The Risk – Things That May Happen. What is it and how can it happen		Like Hood	Conse quences	Risk Rating	Risk Treatments	Risk Rating After Risk Treatment
Lightning	Students are holding paddles made from carbon fibre – which acts as a lightning rod. Higher potential of being struck by lightning causing injury and possibly death.	Unlikely	Cata- strophic	H-80	<p>▲ Prior to activity:</p> <ul style="list-style-type: none"> check weather reports for storm activity 	Rare/ Insignificant L-4
					<p>▲ During activity:</p> <ul style="list-style-type: none"> instructor to monitor lightning conditions 	
					<p>▲ Lessons are cancelled, or postponed, if lightning storms are threatening.</p>	
					<p>▲ Paddles are safely stored away.</p>	

Risk Register: Stand Up Paddle (Enclosed Flat Water) – Location Hazards

The Risk – Things That May Happen. What is it and how can it happen		Like Hood	Conse quences	Risk Rating	Risk Treatments		Risk Rating After Risk Treatment
Other water users	(e.g. swimmers other stand up paddle boarders, kayaks, canoes) Collision with other users and/or their equipment resulting in cuts, abrasions. Damage to equipment	Possible	Mod- erate	M-48	<ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • choose activity area away from large crowds and craft. • put up "SUP lesson in progress" signs (as applicable). ➤ During activity: <ul style="list-style-type: none"> • instructor in the water with students at all times. • instructor to position themselves where all students can be seen and assisted. • student wears leg-rope at all times in the water • monitor for other water users and student's awareness • move students if too many water users move into activity area. ➤ Teach / advise students: <ul style="list-style-type: none"> • 360-degree surf awareness • to remain still or to move out of way of other users 		Rare/minor L-20
Power craft (e.g. jetskis, boats)	Danger of collision and potential serious injury to student	Unlikely	Cata- strophic	H-80	<ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • choose location suitable for students. ➤ During activity: <ul style="list-style-type: none"> • instructor to monitor for power craft • instructor in the water with students at all times ➤ Teach/advise students: <ul style="list-style-type: none"> • to be aware of these hazards and the boundaries of the activity area 		Rare/minor L-20

Risk Register: Stand Up Paddle (Enclosed Flat Water) – Location Hazards

The Risk – Things That May Happen. What is it and how can it happen		Like Hood	Consequences	Risk Rating	Risk Treatments		Risk Rating After Risk Treatment
Fishing lines / crab pots	Danger of becoming entangled. Minor cuts abrasions.	Possible	Minor	M-32	<ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • choose location suitable for students. ➤ During activity: <ul style="list-style-type: none"> • instructor in the water with students at all times • instructor to monitor for hazards ➤ Teach/advise students: <ul style="list-style-type: none"> • to be aware of these hazards • the boundaries of the activity area 		Rare/minor L-24
General debris – floating logs, sticks	Danger of collision. Minor cuts and abrasions.	Rare	Minor	L-20	<ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • choose location suitable for students. ➤ During activity: <ul style="list-style-type: none"> • instructor in the water with students at all times • instructor to monitor for hazards ➤ Teach/advise students: <ul style="list-style-type: none"> • to be aware of these hazards • boundaries of the activity area 		Rare/ insignificant L-4
Bridges and pylons	Student could fall off board and hit the pylon causing potential serious injury	Possible	Major	H-72	<ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • Choose location suitable for students. ➤ During activity: <ul style="list-style-type: none"> • instructor in the water with students at all times • instructor to guide students • instructor to monitor students position in the water ➤ Teach / advise students: <ul style="list-style-type: none"> • dangers of falling off under bridges/pylon and to stay in the middle 		Rare/minor L-20

Risk Register: Stand Up Paddle (Enclosed Flat Water) – Location Hazards

The Risk – Things That May Happen. What is it and how can it happen		Like Hood	Conse quences	Risk Rating	Risk Treatments		Risk Rating After Risk Treatment
Pollution	Sickness / injury	Rare	Minor	L-20	<p>➤ Prior to activity:</p> <ul style="list-style-type: none">• obtain local knowledge of pollutants (e.g. storm water drains)• choose activity away from polluted area <p>➤ During activity:</p> <ul style="list-style-type: none">• instructor in the water with students at all times• instructor to monitor for signs of pollution		Rare/ insignificant L-4
Sharp objects	Sharp objects around set up area, at park, shore or carpark (e.g. minor cuts from glass or sharp rocks and sticks). A needle injury may cause serious infection leading to long- term illness or death.	Rare	Cata- strophic	H-76	<p>➤ Prior to activity:</p> <ul style="list-style-type: none">• conduct location risk assessment (no sharp objects).• Where possible, choose activity area where the council regularly sweep gutters and roads and activity area is swept and groomed mechanically. <p>➤ During activity:</p> <ul style="list-style-type: none">• instructor to monitor the area for sharp objects <p>➤ Teach / advise students:</p> <ul style="list-style-type: none">• to wear footwear until they head down to shore.		Rare/minor L-20
Rocks / oysters	Fall onto rocks / oysters causing cuts, abrasions Damage to equipment. Leg-rope could get tangled around rocks.	Possible	Minor	M-32	<p>➤ Prior to activity:</p> <ul style="list-style-type: none">• obtain local knowledge of location of rocks / oysters• choose suitable activity area away from rocks / oysters. <p>➤ During activity:</p> <ul style="list-style-type: none">• instructor in the water with students at all times• conduct activity away from rocks / oysters. <p>➤ Teach/advise students:</p> <ul style="list-style-type: none">• to be aware of these hazards and the boundaries of the activity area		Rare/minor L-24

Risk Register: Stand Up Paddle (Enclosed Flat Water), Location Hazards

The Risk – Things That May Happen. What is it and how can it happen		Like Hood	Consequences	Risk Rating	Risk Treatments	Risk Rating After Risk Treatment
Marine creatures – non dangerous	Dolphins, turtles, other creatures. Students could collide with them causing injury	Rare	Minor	M-44	<p>➤ Prior to activity:</p> <ul style="list-style-type: none">• obtain local knowledge of marine creatures• choose activity area away from marine creatures. <p>➤ During activity:</p> <ul style="list-style-type: none">• monitor for marine creatures• instructor in the water with students at all times	Rare/Insignificant L-4
Marine creatures – dangerous	e.g. sharks, cobbles. Bites, attacks, stings, injuries.	Unlikely	Mod-erate	M-52	<p>➤ Prior to activity:</p> <ul style="list-style-type: none">➤ obtain local knowledge of marine creatures➤ consult with lifeguard / relevant authorities (as applicable) for warnings of dangerous marine creatures➤ choose activity area away from marine creatures <p>➤ During activity:</p> <ul style="list-style-type: none">• monitor for dangerous marine creatures• Instructor in the water with students at all times	Rare/minor L-20
Shallow water	Student can fall off and injure themselves on creek bottom. Break paddles.	Possible	Minor	M-32	<p>➤ Prior to activity:</p> <ul style="list-style-type: none">• obtain local knowledge of shallow water• choose suitable location <p>➤ During activity:</p> <ul style="list-style-type: none">• activity to be conducted in a minimum water depth of 1 metre (3 ft)• instructor in the water with students at all times• instructor to monitor shallow water <p>➤ Teach / advise students:</p> <ul style="list-style-type: none">• correct wipe-out/falling techniques• how to paddle in shallow water so paddle does not break.	Rare/minor L-20

Risk Register: Stand Up Paddle (Enclosed Flat Water) – Location Hazards

The Risk – Things That May Happen. What is it and how can it happen		Like Hood	Conse quences	Risk Rating	Risk Treatments		Risk Rating After Risk Treatment
Hot sand	Student suffers minor burns to soles of their feet.	Unlikely	Minor	L-24	<p>➤ Prior to activity:</p> <ul style="list-style-type: none"> • check weather reports for hot weather • conduct location risk assessment (scan area for best route to the wet sand) <p>➤ Teach / advise students:</p> <ul style="list-style-type: none"> • sand is hot and to move quickly as possible • wear thongs or footwear that is not valuable (in case it is stolen from park/shore whilst in water). 		Rare/minor L-20
Safe access on and off bus / vehicle	Falling on stairs when exiting bus / vehicle. Hit by passing vehicle when exiting/entering bus / vehicle. Twist or break ankle when falling on stairs. If a passing car hits student there is potential for major injury or death.	Rare	Catastro phic	H-76	<p>➤ Prior to activity:</p> <ul style="list-style-type: none"> • choose safe place for pick up and drop off i.e. bus is parked in a safe place, close to the kerb. • meet students at set down and pick up. <p>➤ Teach / advise students:</p> <ul style="list-style-type: none"> • to mind their step as they exit the bus. 		Rare/minor L-20
Traffic pick up location	Hit by passing traffic causing injury and possible death	Rare	Catastro phic	H-76	<p>➤ Prior to activity:</p> <ul style="list-style-type: none"> • identify the safest location for pick up / set down • bus drivers informed of safest location for pick up and set down. <p>➤ During activity:</p> <ul style="list-style-type: none"> • escort students to safe beach/park area. <p>Teach / advise students:</p> <ul style="list-style-type: none"> • to be aware of car park traffic before exiting bus. 		Rare/ insignificant L-4
Uneven ground	Students may roll ankles when walking over uneven ground in car park or park, creek shore causing injury – twisted ankle, grazing	Unlikely	Minor	L-24	<p>➤ Prior to activity:</p> <ul style="list-style-type: none"> • choose well maintained location and set down areas where there is even ground. <p>➤ Teach / advise students:</p> <ul style="list-style-type: none"> • to watch for holes in the sand, when walking along shore and slippery shore. 		Rare/minor L-20

Risk Register: Stand Up Paddle (Enclosed Flat Wat.) – Location Hazards

The Risk – Things That May Happen. What is it and how can it happen		Like Hood	Conse quences	Risk Rating	Risk Treatments		Risk Rating After Risk Treatment
Other park or footpath users	e.g. someone riding bikes, running, playing ball sports, roller- skating, skate-boarding – student knocked over and suffers minor bruising, grazes / cuts	Unlikely	Minor	L-24	➤ Prior to activity: <ul style="list-style-type: none">choose set up area safe set up area away from footpath and other park users. ➤ During activity: <ul style="list-style-type: none">Instructor to escort students at all times. ➤ Teach / advise students: <ul style="list-style-type: none">to watch out for other park and footpath users and to stay out of their way.		Rare/minor L-20
Insect bites	e.g. spider, ant, bee, wasp, or any other insect – student is bitten and suffers stringing, itching. If student is allergic, may result in death	Unlikely	Cata- strophic	H-80	➤ Prior to activity: <ul style="list-style-type: none">obtain local knowledge of insects that inhabit the location area and their locationschoose safe location free of insects and possible insect nests.student completes Indemnity Waiver form (that identifies medical conditions).if allergic, ask students if they have any medication and keep in handy location		Unlikely/ minor L-24
Public toilets	Children could be abducted or harassed, physical harmed	Rare	Cata- strophic	H-76	➤ Prior to activity: <ul style="list-style-type: none">obtain local knowledge of dangers in the location.choose a safe location. ➤ An adult (known to the instructor) escorts minors to toilets. ➤ Children go in groups / pairs to toilets.		Rare/minor L-20

Risk Register: Stand Up Paddle (Enclosed Flat Water) – Equipment Hazards

The Risk – Things That May Happen. What is it and how can it happen		Like Hood	Consequences	Risk Rating	Risk Treatments		Risk Rating After Risk Treatment
Own board	Injury received from damaged boards. Board collision with others and own board - potential injury to self and others. Can hit head on board when resurfacing. Lose balance and fall on rails of board – potential rib injuries.	Possible	Major	M-72	<p>➤ Prior to activity:</p> <ul style="list-style-type: none"> • check board and fins for damage. • choose a location that does not have a high number of other water users. <p>➤ During activity:</p> <ul style="list-style-type: none"> • instructor in the water with students at all times. • monitor and correct student's board handling, cover up, 360 awareness. • stay 3 to 4 metres apart (9 to 12 ft) (due to large turning circle of boards) <p>➤ Teach / advise students:</p> <ul style="list-style-type: none"> • how to protect from own board. • areas of board that can cause injury. • correct board handling techniques. • 360-degree awareness. • how to fall with paddle if lose balance. • one hand leg-rope release (if tangled or being dragged under water). 		Rare/minor L-20
Paddle	Paddle can hit student, if they fall off. Can break the paddle in shallow water – broken paddle can cause injury.	Possible	Minor	M-32	<p>➤ Prior to activity:</p> <ul style="list-style-type: none"> • check equipment for damage • conduction location risk assessment • choose suitable activity location - minimum water depth of 1 metre (3 ft) – to avoid damage to paddles <p>➤ During activity:</p> <ul style="list-style-type: none"> • instructor in the water with students at all times • instructor to monitor and correct students paddling skills <p>➤ Teach / advise students:</p> <ul style="list-style-type: none"> • which way to fall with the paddle • how to paddle in shallow water so paddle does not break. 		Rare/minor L-20

Risk Register: Stand Up Paddle (Enclosed Flat Wat.) – Equipment Hazards

The Risk – Things That May Happen. What is it and how can it happen	Like Hood	Consequences	Risk Rating	Risk Treatments	Risk Rating After Risk Treatment
Leg-rope	Recoil, fingers caught in leg-rope, tangled around student Recoil resulting in collision with board resulting in cuts, abrasions, possibly leading to death. Injury to, body parts and/or loss of fingers.	Possible	M-52	<p>➤ Prior to activity:</p> <ul style="list-style-type: none"> • use correct size SUP leg-rope for board • check leg-rope for damage and correctly attached. <p>➤ During activity:</p> <ul style="list-style-type: none"> • instructor in the water with students at all times • monitor and correct students in leg-rope use <p>➤ Teach / advise students:</p> <ul style="list-style-type: none"> • about leg-rope recoil • not to put their fingers through leg-rope tie cord • to make sure leg-rope is not tangled around body • one-hand release • not to use leg-rope as a "tow" rope • cover up procedures 	Rare/minor L-24
Unsafe equipment	Injury to student – cuts / abrasions	Possible	M-32	<p>➤ Prior to activity:</p> <ul style="list-style-type: none"> • check equipment for damage, in good working, suitable for students 	Rare/minor L-20

Risk Register: Stand Up Paddle (Enclosed Flat Water) – Instruction Hazards

The Risk – Things That May Happen. What is it and how can it happen		Like Hood	Consequences	Risk Rating	Risk Treatments		Risk Rating After Risk Treatment
Instructors Experience	Inexperienced SUP instructors, with poor SUP skill, choose unsafe locations - not able to assess water/weather conditions, suitable location for student group, tides, correct equipment, etc. Putting students at risk of injury from equipment and other water users. Instructors not skilled in first aid, surf rescue. If students get into danger, the instructors are not able to provide immediate aid (i.e. before help arrives, or in unpatrolled areas) which could result in more serious injury / death to students.	Possible	Major	H-72	<ul style="list-style-type: none"> ➤ Activities delivered by accredited Stand Up Paddle instructors with minimum enclosed flat water stand up paddle skill ➤ Stand Up Paddle instructors hold current water rescue and first aid qualifications. 		Rare/minor L-20
Low fitness level / swimming skill	Students may tire out easily, and could drown. May not be able to pull themselves back up on the board if they fall off in deep water. Feet become sore / numb.	Possible	Catastrophic	E-92	<ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • assess student fitness level and swimming ability • if student cannot swim, assess risk including advising them that they may not be able to take them for the lesson. • children to be a minimum 8 years old age (guide only) ➤ During activity: <ul style="list-style-type: none"> • Instructor to be in the water at all times with students • monitor students fitness and swimming ability (including asking them if they are ok) • student to wear a buoyancy aid, if student has poor swimming skills / low fitness • have frequent breaks on the park / shore. (e.g. practice and discuss more theory.) • activity conducted no more than 100 metres (320 ft) from shore. <p>Teach/advise students:</p> <ul style="list-style-type: none"> • how to paddle on knees if feet are sore. 		Rare/minor L-20

Risk Register: Stand Up Paddle (Enclosed Flat Water) – Instruction Hazards

The Risk – Things That May Happen. What is it and how can it happen		Like Hood	Conse quences	Risk Rating	Risk Treatments		Risk Rating After Risk Treatment
Student's stand up paddle ability	Wrongly assessed. Student is put in conditions that are above their ability resulting in serious injury or possible death.	Unlikely	Cata- strophic	H-80	<p>➤ Prior to activity:</p> <ul style="list-style-type: none"> • children to be a minimum 8 years old age (guide only) • check student has pre-requisite skills: ability to swim 50 metres (130 ft) <p>➤ During activity:</p> <ul style="list-style-type: none"> • activity conducted no more than 100 metres (320 ft) from shore. 		Rare/minor L-20
Class size	With a high instructor to student ratio, instructor may not be able to effectively watch all students. Accident occurring, possibly leading to injury.	Possible	Cata- strophic	E-92	<p>➤ Prior to activity:</p> <ul style="list-style-type: none"> • organise class sizes according to instructor to student ratios • adjust class size to suit conditions and student skill. <p>➤ During activity:</p> <ul style="list-style-type: none"> • instructor to be in the water at all times with students • instructor to position themselves where all students can be seen and assisted. • recommended student instructor ratio of 1:8 		Rare/minor L-20
Falling off	Hit the board. Hit bottom – sand Cuts, abrasions, possible spine damage.	Unlikely	Cata- strophic	H-80	<p>➤ Prior to activity:</p> <ul style="list-style-type: none"> • children to be a minimum 8 years old age (guide only) – to take into consideration strength needed to get back on board <p>➤ During activity:</p> <ul style="list-style-type: none"> • instructor in the water with students at all times. • activity conducted no more than 100 metres (320 ft) from shore. <p>➤ Teach / advise students:</p> <ul style="list-style-type: none"> • correct wipe-out procedures. • how to get back on board if they fall off 		Rare/minor L-20

Risk Register: Stand Up Paddle (Enclosed Flat Water) – Instruction Hazards

The Risk – Things That May Happen. What is it and how can it happen		Like Hood	Consequences	Risk Rating	Risk Treatments		Risk Rating After Risk Treatment
Loss of communication	Distance from student may mean it is difficult to communicate. Student not aware of danger, possibly resulting in injury	Possible	Minor	M-42	<ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • teach/advise students of relevant information ➤ During activity: <ul style="list-style-type: none"> • instructor in the water with students at all times. • instructor to position themselves where all students can be seen and assisted. ➤ Teach / advise students: <ul style="list-style-type: none"> • arm signals e.g. there has been an accident; proceed out, go to the left, go to the right, remain stationary, call for assistance. • whistle signals (as appropriate to location). 		Rare/minor L-20
Attitude	Frightened, loss of confidence Not listen to Instructor (negative), or takes risks (too keen) resulting in injury	Possible	Major	H-72	<ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • assess students confidence by asking them how they feel, advise relevant information • provide girls only groups (as required). ➤ During the activity: <ul style="list-style-type: none"> • monitor students confidence • if there is a person putting others at risk, talk to the person. • remove them from water if they continue to be a risk. • if all the group is too confident (e.g. a group of young men showing off to each other) and putting themselves and others at risk, remove students from water and cancel lesson. • activity conducted no more than 100 metres (320 ft) from shore. ➤ Teach / advise students: <ul style="list-style-type: none"> • at any time during the lesson, they are not comfortable or feel safe, they should advise you and the student should return to shore 		Rare/minor L-20

Risk Register: Stand Up Paddle (Enclosed Flat Water) – Instruction Hazards

The Risk – Things That May Happen. What Is it and how can it happen		Like Hood	Conse quences	Risk Rating	Risk Treatments		Risk Rating After Risk Treatment
Medical conditions	Student has an attack whilst in the water causing injury. Pre-existing condition may cause more complications.	Rare	Catastrophic	H-76	<p>➤ Prior to activity:</p> <ul style="list-style-type: none"> student completes indemnity waiver form that asks if student has medical conditions assess students medical conditions by asking specific questions in relation to medical conditions including any medication they use, wearing contacts, hearing aids, any previous injuries student medication to be on hand. refuse to take on a student due to a pre-existing medical condition that cannot be accommodated by SUP school. <p>➤ During the activity:</p> <ul style="list-style-type: none"> activity conducted no more than 100 metres (320 ft) from shore. instructor in the water with students at all times. 		Rare/minor L-20
Language difference	Misunderstanding that leads to students taking unnecessary risks	Possible	Major	H-72	<p>➤ Prior to activity:</p> <ul style="list-style-type: none"> assess student's language skills. organise a foreign language instructor (as appropriate). 		Rare/ Insignificant L-4
Gender difference	Inappropriate touching, sexual harassment, assault	Possible	Minor	M-32	<p>➤ Prior to activity:</p> <ul style="list-style-type: none"> instructor to be appropriately trained. <p>➤ During activity:</p> <ul style="list-style-type: none"> instructors not to touch sensitive and personal areas and not to touch inappropriately. <p>➤ Teach / advise students:</p> <ul style="list-style-type: none"> that a simulation situation may involve some physical contact with the instructor. 		Rare/ Insignificant L-4
Different cultural or religious customs	Offending individuals and groups religion	Possible	Minor	M-32	<p>➤ Prior to activity:</p> <ul style="list-style-type: none"> assess cultural beliefs (as applicable) instructor to be appropriately trained and act accordingly. 		Rare/ Insignificant L-4

Risk Register: Stand Up Paddle (Enclosed Flat Water) – Instruction Hazards

The Risk – Things That May Happen. What is it and how can it happen		Like Hood	Conse quences	Risk Rating	Risk Treatments		Risk Rating After Risk Treatment
Equality of Instruction	Offending individuals	Possible	Minor	M-32	➤ Prior to activity: <ul style="list-style-type: none">• instructor to be appropriately trained. ➤ During activity: <ul style="list-style-type: none">• use appropriate language for all students.• do not single out one group for more attention based on gender.• give both genders the same opportunity to learn.	Rare/ insignificant L-4	
Emergency aid required	Student may hurt themselves at a distance from the base location, and not be near immediate medical assistance.	Unlikely	Major	H-68	➤ Prior to activity: <ul style="list-style-type: none">• Instructor to test for mobile phone coverage before taking students on the paddling route.• If no mobile phone coverage – choose another paddling route / location.• Instructor holds current senior first aid qualification ➤ During activity: <ul style="list-style-type: none">• Instructor to carry basic first aid contents (e.g. bandaids, bandages, gauze, pads, resuscitation mask) and mobile phone in waterproof kit bag, at all times.• activity conducted no more than 100 metres (320 ft) from shore.	Rare/minor L-20	
Student has an accident in water	Other students are neglected and left in the water unsupervised. Possible serious injury.	Unlikely	Cata- strophic	H-80	➤ Prior to activity: <ul style="list-style-type: none">• instructor to know emergency procedure for the location• teach/advice students of relevant information• instructor holds current first aid and water rescue qualifications ➤ During activity: <ul style="list-style-type: none">• follow emergency procedure.• instructor in the water with students at all times.• activity conducted no more than 100 metres (320 ft) from shore. ➤ Teach / advise students: <ul style="list-style-type: none">• what to do in the event of an accident.	Rare/minor L-20	

Risk Register: Stand Up Paddle (Enclosed Flat Water) – Instructor Safety

The Risk – Things That May Happen. What is it and how can it happen		Like Hood	Consequences	Risk Rating	Risk Treatments		Risk Rating After Risk Treatment
Sun and heat	Sunburn, blisters, dehydration. Heat exhaustion, heat stroke, suffer bad burns, potential for skin cancer.	Possible	Catastrophic	E-92	SUP School advises instructor to: <ul style="list-style-type: none"> regularly drink water wear long sleeved rash vest wear wide brimmed sun hat wear sunscreen get into shade if feeling hot conduct lessons early or late to minimise hottest part of day 		Unlikely/ Minor L-24
Sun glare	Eye strain caused by glare from sun and reflection off sand and water:	Possible	Mod-erate	M-52	Wear "water" sunglasses when delivering lessons, where applicable		Unlikely/ Minor L-24
Rain and cold	Become cold, develop flu.	Possible	Mod-erate	M-52	SUP School advises instructor to: <ul style="list-style-type: none"> wear wetsuit, wear booties, gloves, hood, as required when conducting lessons get into a warm place, and get warm, if starting to shiver and feel cold 		Unlikely/ Minor L-24
Burn out	Exhaustion from conducting stand up paddle lessons	Possible	Major	H-72	SUP School advises instructor to: <ul style="list-style-type: none"> use correct paddle technique and correct size equipment. If you are doing a lot of paddling, incorrect technique/equipment you could overuse your muscles and cause injury. advise your Manager, or have a break, if feeling stressed and exhausted during SUP lessons, get to a place where are able to rest, if required have long lunch breaks 		Unlikely/ Minor L-24



Certificate Of Currency

Policy Number: SPL150168
Period of Insurance: **From:** 30/11/2015 **To:** 30/11/2016 **Both days 4pm at local time**

Insured: Academy of Surfing Instructors Pty Ltd, Licenced holders, accredited schools, accredited coaches and instructors, affiliated clubs, committees, registered members, voluntary workers and others as declared.

Business Occupation: Principally but not limited to: running of administration offices, social and fundraising activities, training and coaching, hiring and tour operators, responsibilities as Landlord, tenants, property owners incidental to Stand Up Paddle School operations for Enclosed Flat Water Locations, Exposed Waters and Beginner Surf Locations.. Leg-Ropes must be worn at all times.

Insured Club Yu on Blue (YOB Australia)
Interested Party Nil Advised

Policy: OMP Sports Insurance Policy v1.13 010814

Limit of Indemnity:
Public Liability \$20,000,000 any one claim and in the aggregate in respect of Products
Professional Indemnity \$5,000,000 any one claim and in the aggregate
Retroactive Date: 8/12/2010

Deductible:
Public & Products Liability: \$1,000
Professional Indemnity: \$1,000

It is hereby declared that the above policy is current to the date shown unless subsequently cancelled.

Ed Vincent

Ed Vincent
On behalf of Offshore Market Placements
30/11/2015



Ordinary Council Meeting

8.1.4 – Certificate of Authority Attachment #
4

Example certificate of authority – November 2016

Below is a certificate of authority template. This is not a prescribed form and can be modified to suit a local government's requirements, as long as it contains the content specified in section 30(2) of the Act.

Front of card

<p><Agency Logo> Certificate of Authority <i>Public Health Act 2016</i></p> <p>This is to certify that <insert enforcement agency> has designated <insert person's name> as an authorised officer under section 24 of the <i>Public Health Act 2016</i>.</p> <p>This certificate of authority expires <date if any>.</p> <p>Signed by:</p> <p>.....</p> <p><name of authorised delegate></p> <p><capacity of delegate></p> <p><date of issue></p>	<p>[Include digital photo of the person to be designated an authorised officer]</p> <hr/> <p>Signature of person</p>
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Back of card

<p>The authorised officer is so designated for the purposes conferred by:</p> <ul style="list-style-type: none">• <i>insert relevant Act or provisions of Act for which purposes the person is designated [e.g. section 312(1)(b) of the Public Health Act 2016]</i> <p>This designation is subject to the following conditions or restrictions:</p> <ul style="list-style-type: none">• <i>insert details of conditions or limitations e.g. restricted from Part 16 of the Public Health Act 2016 or restricted from issuing infringement notices</i>
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Ordinary Council Meeting

8.5.1 – Financial Report October 2016 - Attachment # 6

SHIRE OF PEPPERMINT GROVE
Statement of Financial Activity
for the period 1 July 2016 to 31 October 2016

	ADOPTED BUDGET 2016/17	YTD BUDGET 2016/2017	YTD ACTUAL 2016/2017	VARIANCE \$ Actual v YTD Budget	VARIANCE % Actual v YTD Budget	Comment REF
Operating Revenue						
FEES & CHARGES	300,600	230,600	236,099	5,499	2%	
GRANTS & SUBSIDIES	169,353	45,500	43,952	(1,548)	-3%	
CONTRIBUTIONS, REIMBURSEMENTS	1,314,302	328,576	329,613	1,037	0%	
INTEREST ON INVESTMENTS	47,800	10,933	9,274	(1,660)	-15%	
OTHER REVENUE	27,300	5,000	2,563	(2,438)	-49%	
PROFIT ON SALE OF ASSETS	1,065	200	1,123	923	461%	
	1,860,420	620,809	622,622	1,813	0%	
Operating Expenses						
EMPLOYEE COSTS	(2,090,422)	(723,608)	(702,955)	20,653	-3%	1
MATERIALS & CONTRACTS	(1,795,767)	(598,589)	(537,528)	61,061	-10%	2
PUBLIC UTILITIES	(151,200)	(50,400)	(44,910)	5,490	-11%	
DEPRECIATION	(386,384)	(128,795)	(128,795)	0	0%	
INTEREST EXPENSES	(62,136)	(2,933)	(2,933)	0	0%	
INSURANCES	(117,750)	(117,750)	(100,440)	17,310	-15%	3
LOSS ON SALE OF ASSETS	0	0	0	0		
OTHER EXPENSES	(63,250)	0	0	0		
	(4,666,909)	(1,622,074)	(1,517,561)	104,513	-6%	
CHANGE IN NET ASSETS	(2,806,489)	(1,001,265)	(894,939)	106,327	-11%	
Adjustments for Non-Cash (Revenue) and Expenditure						
(Profit)/Loss on Asset Disposals	(1,065)	(200)	(1,123)	(923)	461%	
Depreciation on Assets	386,384	128,795	128,795	0	0%	
	385,319	128,595	127,672	(923)		
Capital Expenditure						
Land & Buildings	(158,000)	0	0	0		
Plant and Equipment	(139,000)	(70,500)	(71,309)	(809)	1%	
Furniture & Equipment	(30,000)	(15,000)	(16,920)	(1,920)	13%	
Infrastructure Assets - Roads	(276,228)	0	0	0		
Infrastructure Assets - Other	(232,000)	0	0	0		
Infrastructure Assets - Footpaths	(110,000)	(15,000)	(15,613)	(613)	4%	
Infrastructure Assets - Parks & Reserves	0	0	0	0		
Infrastructure Assets - Drainage	0	0	0	0		
	(945,228)	(100,500)	(103,842)	(3,342)	3%	
Capital Revenue						
Proceeds from Disposal of assets	132,250	67,250	71,480	4,230	6%	
Debt Management						
Repayment of Debentures	(24,186)	0	0	0	0%	
Reserves and Restricted Funds						
Transfers to Reserves	(140,300)	(1,950)	(3,542)	(1,592)	82%	
Transfers from Reserves	183,000	15,000	16,920	1,920	13%	
	42,700	13,050	13,378	328		
Net Current Assets July 1 B/Fwd	390,000	390,000	495,386	105,386	27%	4
Net Current Assets Year to Date	229,466	2,546,229	2,762,180	215,951	8%	5
Amount Raised from Rates	3,055,100	3,049,100	3,053,045	3,945	0%	

SHIRE OF PEPPERMINT GROVE
Notes to and forming part of the Statement of Financial Activity
for the period 1 July 2016 to 31 October 2016

1 Basis of Accounting

This financial report is a special-purpose financial report, which has been prepared in accordance with applicable Australian Accounting Standards, the Local Government Act 1995 (as amended) and accompanying regulations. The report has been prepared on an accrual basis under the convention of historical cost accounting.

2 Net Current Assets

	YTD ACTUAL 2016/2017	C/FWD 1 JULY 2016
CURRENT ASSETS		
Cash - Unrestricted	1,599,839	678,616
Cash - Restricted	478,546	491,924
Receivables	1,337,448	146,862
	3,415,833	1,317,402
CURRENT LIABILITIES		
Sundry Creditors	(44,723)	(199,708)
Leave Provisions	(166,919)	(166,919)
	3,204,192	950,775
Less: Cash - Reserves - Restricted	(478,546)	(491,924)
Add: Cash-Backed Leave Provision	36,535	36,535
NET CURRENT ASSET POSITION	2,762,180	495,386

SHIRE OF PEPPERMINT GROVE

Notes to and forming part of the Statement of Financial Activity

for the period 1 July 2016 to 31 October 2016

3 Reserves

(a) Roads Reserve

To be used for

Opening Balance	105,424	105,424
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
Interest Received	759	2,100

(b) Library Infrastructure Reserve

To be used for

Opening Balance	109,411	109,411
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	(15,000)
Interest Received	788	2,800

(c) Staff Leave reserve

To be used for

Opening Balance	36,336	36,336
Amount Set Aside / Transfer to Reserve	0	112,500
Amount Used / Transfer from Reserve	0	0
Interest Received	262	1,080

(d) Infrastructure/Bld Mtce Reserve

To be used for

Opening Balance	27,137	27,137
Amount Set Aside / Transfer to Reserve	0	20,000
Amount Used / Transfer from Reserve	0	0
Interest Received	195	0

(e) Plant Reserve

To be used for

Opening Balance	0	0
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	0	0
Interest Received	0	0

(f) Public Open Space Reserve

To be used for

Opening Balance	156,803	156,803
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	0	(153,000)
Interest Received	1,129	0

(g) Library Leave reserve

To be used for

Opening Balance	2,145	2,145
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	0	0
Interest Received	15	180

(h) Information Technology Reserve

To be used for

Opening Balance	37,326	37,326
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	(15,556)	(15,000)
Interest Received	269	1,120

YTD ACTUAL 2016/2017	BUDGET 2016/17
105,424	105,424
0	0
0	0
759	2,100
106,183	107,524
109,411	109,411
0	0
0	(15,000)
788	2,800
110,199	97,211
36,336	36,336
0	112,500
0	0
262	1,080
36,598	149,916
27,137	27,137
0	20,000
0	0
195	0
27,332	47,137
0	0
0	0
0	0
0	0
0	0
156,803	156,803
0	0
0	(153,000)
1,129	0
157,932	3,803
2,145	2,145
0	0
0	0
15	180
2,160	2,325
37,326	37,326
0	0
(15,556)	(15,000)
269	1,120
22,038	23,446

SHIRE OF PEPPERMINT GROVE

Notes to and forming part of the Statement of Financial Activity

for the period 1 July 2016 to 31 October 2016

3 Reserves

(i) Arts & Culture Reserve

To be used for

Opening Balance	17,342	17,342
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	(1,364)	0
Interest Received	125	520

YTD ACTUAL 2016/2017	BUDGET 2016/17
17,342	17,342
0	0
(1,364)	0
125	520
16,103	17,862
478,546	449,224

Total Cash Backed Reserves

Summary of Transfers To and (From) Cash Backed Reserves

Transfers to Reserves

Roads Reserve	759	2,100
Library Infrastructure Reserve	788	2,800
Staff Leave reserve	262	113,580
Infrastructure/Bld Mtce Reserve	195	20,000
Plant Reserve	0	0
Public Open Space Reserve	1,129	0
Library Leave reserve	15	180
Information Technology Reserve	269	1,120
Arts & Culture Reserve	125	520

YTD ACTUAL 2016/2017	BUDGET 2016/17
759	2,100
788	2,800
262	113,580
195	20,000
0	0
1,129	0
15	180
269	1,120
125	520
3,542	140,300
0	0
0	(15,000)
0	0
0	0
0	0
0	(153,000)
0	0
(15,556)	(15,000)
(1,364)	0
(16,920)	(183,000)
(13,378)	(42,700)

Transfers from Reserves

Roads Reserve	0	0
Library Infrastructure Reserve	0	(15,000)
Staff Leave reserve	0	0
Infrastructure/Bld Mtce Reserve	0	0
Plant Reserve	0	0
Public Open Space Reserve	0	(153,000)
Library Leave reserve	0	0
IT Reserve	(15,556)	(15,000)
Arts & Culture Reserve	(1,364)	0

Total Transfer to/(from) Reserves

All of the above reserve accounts are supported by money held in financial institutions.

SHIRE OF PEPPERMINT GROVE
Notes to and forming part of the Statement of Financial Activity
for the period 1 July 2016 to 31 October 2016

4 Cash and Investments

Restricted Cash Investments

	OPENING BALANCE 2016/2017	MOVEMENT	CLOSING BALANCE 2016/2017
Library Projects Reserve	109,410.72	787.84	110,198.56
Infrastructure/Building Mtce	27,136.83	195.40	27,332.23
Plant Reserve	0.00	0.00	0.00
IT Reserve	37,326.26	(15,287.54)	22,038.72
Road Works reserve	105,424.29	759.13	106,183.42
Library Leave reserve	2,144.96	15.45	2,160.41
Staff Leave Reserve	36,336.29	261.65	36,597.94
Arts/Culture Reserve	17,341.54	(1,238.77)	16,102.77
Public Open Space Reserve	156,803.10	1,129.10	157,932.20
Total Reserves	491,923.99	(13,377.74)	478,546.25

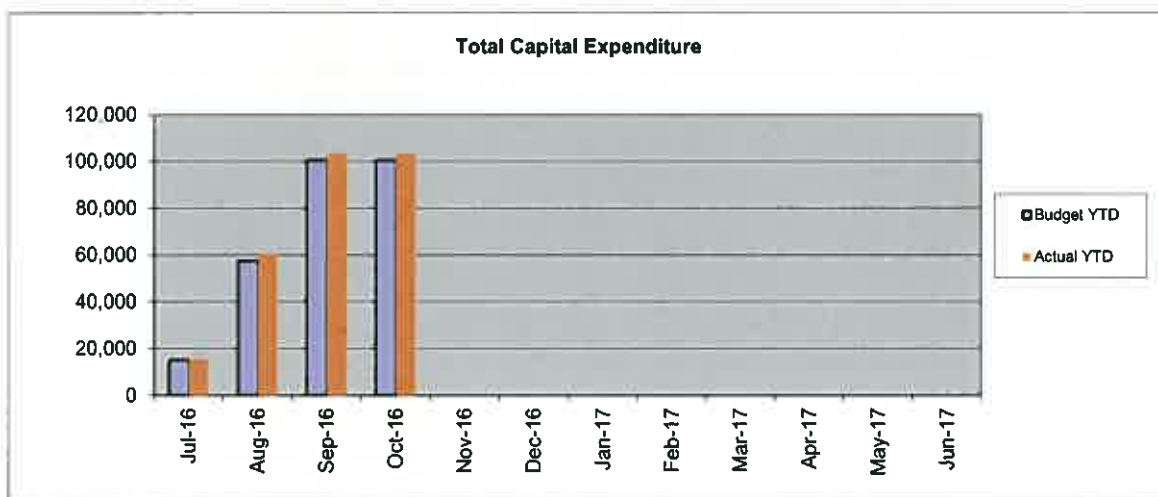
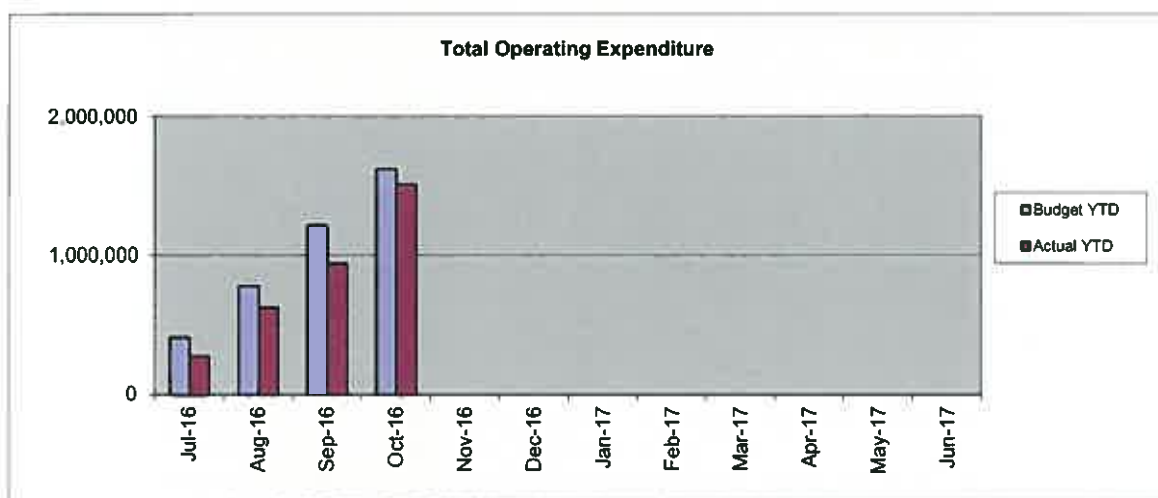
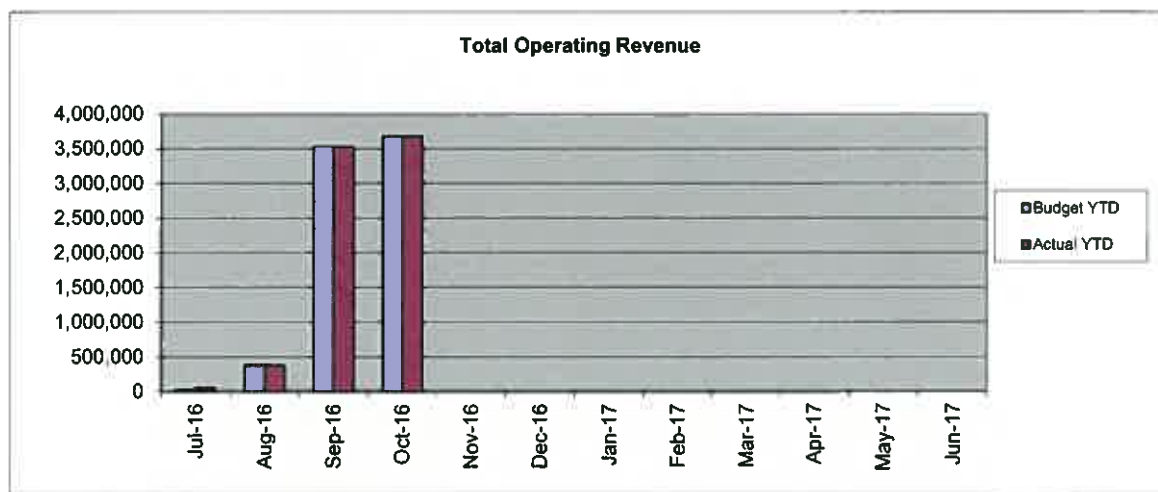
Unrestricted Cash/Investments

Municipal Fund	677,816.00	(478,776.80)	199,039.20
Petty Cash	800.00	0.00	800.00
Term Deposit Municipal	0.00	1,400,000.00	1,400,000.00
	678,616.00	921,223.20	1,599,839.20

Fund and TD Number	Amount Invested	Start Date	Maturity Date	Term (Days)	Interest Rate %	Expected Interest
Reserves	478,545.88	06-Sep-16	06-Dec-16	91	2.60%	3,102.03
Reserves Interest Receivable						3,102.03
Municipal 1	400,000.00	05-Oct-16	03-Jan-17	90	2.65%	2,613.70
Municipal 2	1,000,000.00	11-Nov-16	09-Feb-17	90	2.72%	6,706.85
Municipal 3	0.00					0.00
Municipal 4	0.00					0.00
Municipal Interest Receivable						9,320.55

SHIRE OF PEPPERMINT GROVE
Notes to and forming part of the Statement of Financial Activity
for the period 1 July 2016 to 31 October 2016

5 Revenues and Expenditures



CAPITAL EXPENDITURE 2016/17 **(as at 31 October 2016)**

Category Description	Description	EXPENDITURE		SOURCE OF FUNDS -BUDGET					SOURCE OF FUNDS -ACTUALS				
		2016/17 Budget	2016/17 Actual	2016/17 Grants	2016/17 Trade-In	2016/17 Reserves	2016/17 Muni.*	2016/17 Grants	2016/17 Trade-In	2016/17 Reserves	2016/17 Muni.*		
BUILDINGS - RENEWAL	KEANE'S POINT KIOSK - HEADWORKS	143,000				103,000	40,000						
BUILDINGS - RENEWAL	PAVILION	15,000				15,000							
TOTAL		158,000	0	0	0	118,000	40,000	0	0	0	0		
PLANT - RENEWAL	HOLDEN COMMODORE	27,500	28,175		26,000		1,500		28,607		(432)		
PLANT - RENEWAL	TOYOTA HILUX (AUTO)	35,000			33,250		1,750						
PLANT - RENEWAL	TOYOTA HILUX (MANUAL)	33,500			31,750		1,750						
PLANT - RENEWAL	FORD RANGER	43,000	43,134		41,250		1,750		42,873		261		
TOTAL		139,000	71,309	0	132,250	0	6,750	0	71,480	0	(171)		
FURNITURE - RENEWAL	OFFICE DESKTOP PC'S (10)	15,000	15,556			15,000				15,556			
FURNITURE - RENEWAL	COMMUNITY CENTRE AV EQUIPMENT	15,000	0			15,000							
FURNITURE - NEW	ARTWORK	0	1,364							1,364			
TOTAL		30,000	16,920	0	0	30,000	0	0	0	16,920	0		
ROADS - RENEWAL	MONUMENT STREET	55,000		34,834			20,166						
ROADS - RENEWAL	HOBBS PLACE	25,000					25,000						
ROADS - RENEWAL	BAY VIEW TERRACE	69,569		27,827			41,742						
ROADS - RENEWAL	RIGHTS-OF-WAY	86,659					86,659						
ROADS - RENEWAL	KERBING	40,000					40,000						
TOTAL		276,228	0	62,661	0	0	213,567	0	0	0	0		
FOOTPATH - RENEWAL	FOOTPATHS	110,000	15,613				110,000				15,613		
TOTAL		110,000	15,613	0	0	0	110,000	0	0	0	15,613		
OTHER INF. - RENEWAL	WALL - REAR OF OFFICE/GROVE	60,000					60,000						
OTHER INF. - RENEWAL	RIVER WALL	105,000				35,000	70,000						
OTHER INF. - NEW	RIVER WALL	67,000		32,000			35,000	30,440					
TOTAL		232,000	0	32,000	0	35,000	165,000	30,440	0	0	0		
Grand Total		945,228	103,842	94,661	132,250	183,000	535,317	30,440	71,480	16,920	15,442		
				945,228134,282									
RENEWAL CAPEX		878,228	102,478										
NEW CAPEX		67,000	1,364										
Grand Total		945,228	103,842										

* Includes grants totalling \$115,901 received in 2015/16 & brought forward as part of 2016/17 opening surplus

Renewal CAPEX net of grants/trade-ins (inc 15/16 grants b/fwd)	535,416	558
Estimated depreciation expenses	386,384	128,795
Asset Sustainability Ratio	1.39	0.00



Ordinary Council Meeting

8.5.2 – Accounts for Payment November 2016 - Attachment # 7

ACCOUNTS PAID - NOVEMBER 2016

Acct No.	Vendor Name	Details	EFT Amount	Payment Date
123	SYNERGY	Electricity - Shire/Grove 9.9.16 to 13.10.16	7,340.85	3/11/2016
1861	ROCKWATER PTY LTD	Groundwater monitoring - August & Sept. 2016	2,124.98	3/11/2016
2233	EASIFLEET	Staff novated vehicle lease payroll deductions	1,945.21	3/11/2016
3010	Wavesound Pty Ltd	Annual subscription	3,564.00	3/11/2016
3012	BUNNINGS TRADE	Hardware	658.22	3/11/2016
3015	Creation Landscape Supplies	Pine bark chips, landscape mix & sand	1,567.80	3/11/2016
3027	PORT PRINTING	Infringement books & business cards	1,182.50	3/11/2016
3028	BUTLER SETTINER (AUDIT) PTY LTD	Final audit fee - 2015/16 audit	1,650.00	3/11/2016
3033	JMG BUILDING SURVEYORS	Certificate of design compliance	330.00	3/11/2016
3059	ALS LIBRARY SERVICES PTY LTD	Adult fiction book purchases	268.88	3/11/2016
3060	BENARA NURSERIES	Trees & shrubs	483.95	3/11/2016
3072	YOGA TAKE THE WORLD	Staff yoga - October	400.00	3/11/2016
3083	MOWER CITY t/as KC TRANSPORT (WA) PTY LTD	Honda leaf blower - administration gardens	529.00	3/11/2016
3094	DAVID PRICE	Reimbursement of WA Police event permit	80.60	3/11/2016
3095	ADS - ADVERTISING DESIGN SERVICE	Halloween & Carols by Candlelight banners	599.50	3/11/2016
3096	RTS TRAINING	First aid course fees	1,150.00	3/11/2016
3097	PARAQUAD INDUSTRIES	Library van delivery service to 30.6.2017	2,269.62	3/11/2016
3098	LIMITLESS PROMOTIONS	Dog tags	220.00	3/11/2016
3099	BEE ADVICE	Bee hive treatment	160.00	3/11/2016
3100	RECREATION SAFETY AUSTRALIA	Annual playground safety audits	385.00	3/11/2016
3102	CHERIE K RYAN	Reimbursement of Halloween expenses	276.18	3/11/2016
3103	MARILYN GARBIN	Bond refund - Footpath	1,000.00	3/11/2016
3104	TRANSFORM MY SPACE	Bond refund - Footpath	1,000.00	3/11/2016
3105	JANE FARRELL	Bond refund - Footpath	1,000.00	3/11/2016
3107	WEST AUSSIE REPTILES	Live reptile display in library	300.00	3/11/2016
3108	BOOKERY PTY LTD	Annual subscription - IELTS Academic module	770.00	3/11/2016
598	PHIL JOHNSON PLUMBING & GAS	Replace leaking urinal cistern - MHP toilets	571.00	3/11/2016
		Toilet/BBQ Cleaning, Bin Valet (3 each), Community		
693	CLEAN CITY GROUP PTY LTD	Breakfast leaflet delivery	5,390.00	3/11/2016
	TOTAL EFT00020		37217.29	
3084	SHIRE CREDIT CARDS	See detailed credit card statements	4,327.76	4/11/2016
	TOTAL EFT00021		4,327.76	(Pt of \$8,107.90)

ACCOUNTS PAID - NOVEMBER 2016

Acct No.	Vendor Name	Details	EFT Amount	Payment Date
3084	SHIRE CREDIT CARDS	See detailed credit card statements	3,780.14	4/11/2016
	TOTAL EFT00022		3,780.14	(Pt of \$8,107.90)
3084	SHIRE CREDIT CARDS	Approved at November Council Meeting	6,859.94	8/11/2016
	TOTAL EFT00023		6,859.94	
3084	SHIRE CREDIT CARDS	Approved at November Council Meeting	1,435.74	7/11/2016
	TOTAL EFT00024		1,435.74	J Merrick - Sept.
3000	CLICK SUPER	Staff and Shire superannuation - October 2016	29,922.43	8/11/2016
	TOTAL EFT00025		29,922.43	
3023	WILLIAMS & HUGHES	Legal fees - R Oswal demolition debt	1,565.00	9/11/2016
	TOTAL EFT00026		1,565.00	
10	BP AUSTRALIA LIMITED	Fuel - October 2016	1,348.91	10/11/2016
	TOTAL EFT00027		1,348.91	
3084	SHIRE CREDIT CARDS	See detailed credit card statements	470.45	10/11/2016
	TOTAL EFT00028		470.45	J Merrick - Oct
3084	SHIRE CREDIT CARDS	See detailed credit card statements	42.44	10/11/2016
	TOTAL EFT00029		42.44	Library - Oct
1	AUSTRALIA POST	Postage - Shire & Library	630.85	11/11/2016
		Server rent; IT support, supply/install ethernet router; Library managed services (2 months); AMLIB Nov. 2016		
109	PROFESSIONAL PC SUPPORT PTY LTD (PPS)		14,690.42	11/11/2016
162	WESTERN METROPOLITAN REGIONAL COUNCIL	Tip passes & Council waste 4 weeks to 7/11/16	17,883.02	11/11/2016
2093	SHAMROCK ELECTRICS	LED lights Shire & Comm Centre; HWS wiring	5,406.50	11/11/2016
2233	EASIFLEET	Staff novated vehicle lease payroll deductions	1,945.21	11/11/2016
24	CHARLES SERVICE COMPANY	Office & Grove cleaning - October 2016	5,399.27	11/11/2016
3002	Staples Australia Pty Ltd	Office stationary	278.01	11/11/2016
3013	Heritage Tree Surgeons	Street tree maintenance	4,565.00	11/11/2016
3023	WILLIAMS & HUGHES	Legal fees - R Oswal demolition debt	2,429.02	11/11/2016
3031	SWEET APPLE ROOFING & BUILDING MAINTENANCE	Office & Grove gutter cleaning - August 2016	440.00	11/11/2016
3033	JMG BUILDING SURVEYORS	Certs of Design Compliance (3)	990.00	11/11/2016
3042	NAPOLEON STREET NEWS	Library magazines	303.39	11/11/2016
3049	PERTH WATER FEATURES	Water feature cleaning - October 2016	150.00	11/11/2016
3050	ENVIRO SWEEP PTY LTD (EWCS)	Street sweeping - October 2016	2,462.90	11/11/2016

ACCOUNTS PAID - NOVEMBER 2016

Acct No.	Vendor Name	Details	EFT Amount	Payment Date
3092	TASSIE DEVIL LINEMARKING	Irvine Street line marking	463.10	11/11/2016
3106	MIZCO PTY LTD	Shire/Grove BMS - Saas 3 months to 31.12.16	8,143.74	11/11/2016
3109	DIVERSITY WINDOW CLEANING	Windows, louvres, cobwebs - Shire/Grove	1,265.00	11/11/2016
3111	CAPITAL RECYCLING	Demolition of structures at 2 Bay View Tce.	97,548.00	11/11/2016
3112	PAUL RAWLINGS	Reimbursement of cost of Surface Pro (Sal. Sac)	2,444.00	11/11/2016
3113	MASTERBUILT CONSTRUCTION PTY LTD	Relocate water main to RFBYC - 1/3 cost	2,750.00	11/11/2016
3114	WEST COAST SHADE PTY LTD	Install playground shade sails for summer	1,914.00	11/11/2016
3115	SCOTT PRINTERS PTY LTD	Library stationary	363.00	11/11/2016
448	LANDGATE	Gross rental valuations	226.36	11/11/2016
483	ROYAL FRESHWATER BAY YACHT CLUB	Community breakfast	9,185.00	11/11/2016
660	WORMALD	Fire equipment maintenance	742.50	11/11/2016
693	CLEAN CITY GROUP PTY LTD	Toilet/BBQ cleaning & bin valet W/E 9/11/16	1,650.00	11/11/2016
TOTAL EFT00030			184,268.29	
3029	AUSTRALIAN TAXATION OFFICE	PAYG & GST remittance for October 2016	20,935.00	31/10/2016
TOTAL EFT00031			20,935.00	
3012	BUNNINGS TRADE	Hardware	373.03	22/11/2016
1731	WILSON SECURITY	Alarm attendance response (1)	116.05	22/11/2016
2414	OPEN SYSTEMS TECHNOLOGY PTY LTD	Professional support services - October 2016	946.00	22/11/2016
3002	Staples Australia Pty Ltd	Library stationary	278.87	22/11/2016
3051	TEMPTATIONS CATERING	Catering 8/11/2016	363.60	22/11/2016
3057	CTI COURIERS	Library freight - October 2016	367.05	22/11/2016
3059	ALS LIBRARY SERVICES PTY LTD	Adult fiction book purchases	885.50	22/11/2016
3095	ADS - ADVERTISING DESIGN SERVICE	Carols by Candlelight banner stickers	132.00	22/11/2016
3099	BEE ADVICE	Treatment or removal of bee hives (3)	480.00	22/11/2016
3117	AXIIS CONTRACTING PTY LTD	Footpath renewal works - Keane Street	10,604.06	22/11/2016
3118	AUSTRALIAN PLANT WHOLESALERS	Street & parks trees & shrubs	931.48	22/11/2016
3119	PARKER BLACK & FORREST PTY LTD	Keys for administration office	79.20	22/11/2016
3120	WESTBOOKS	Adult fiction book purchase	24.50	22/11/2016
3121	WOMAN WITHIN WESTERN AUSTRALIA INC	Community Centre bond refund	100.00	22/11/2016
52	IRON MOUNTAIN AUSTRALIA GROUP PTY LTD (RECAL	Records management & storage	99.61	22/11/2016
542	TURFMASTER FACILITY MANAGEMENT	Mowing - Stirling Hwy verges - July 2016	357.50	22/11/2016
TOTAL EFT00032			16,138.45	

ACCOUNTS PAID - NOVEMBER 2016

Acct No.	Vendor Name	Details	EFT Amount	Payment Date
3122	M CONSTRUCTION WA PTY LTD	Refund of footpath bond	1,000.00	24/11/2016
3123	EMMA DEVONPORT	Refund of overpaid café rental	275.00	24/11/2016
	TOTAL EFT00033		1,275.00	
10	BP AUSTRALIA LIMITED	Fuel - October 2016	1,206.80	24/11/2016
	TOTAL EFT00034		1,206.80	
109	PROFESSIONAL PC SUPPORT PTY LTD (PPS)	INTEL boxed computer sticks, toner, NUC issues	1,766.88	30/11/2016
1861	ROCKWATER PTY LTD	Groundwater monitoring - October 2016	1,390.14	30/11/2016
2110	PERTH LANDSCAPE DESIGN	Office landscaping maintenance	891.00	30/11/2016
2233	EASIFLEET	Staff novated vehicle lease payroll deductions	1,957.55	30/11/2016
300	SUEZ RECOVERY & RECYCLING (PERTH) PTY LTD	Waste collection, recyclables processing - Oct.	21,235.36	30/11/2016
3003	SNAP CLAREMONT	Plan printing	70.52	30/11/2016
3012	BUNNINGS TRADE	Hardware	522.28	30/11/2016
3033	JMG BUILDING SURVEYORS	Certs of Design Compliance (3)	990.00	30/11/2016
3044	D U ELECTRICAL PTY LTD		6,605.50	30/11/2016
3049	PERTH WATER FEATURES		150.00	30/11/2016
3054	DIAMOND HIRE	Hire of lawn aerator	89.99	30/11/2016
3055	GREENWAY ENTERPRISES	Soil microbes; secateurs	179.91	30/11/2016
3067	MURPHYS ELECTRICAL CO	Comm. Centre oven repairs	198.00	30/11/2016
3083	MOWER CITY t/as KC TRANSPORT (WA) PTY LTD	Spare chainsaw chains, bar oil	189.00	30/11/2016
3087	ANDREW BURCHFIELD CONSULTING	Financial & Risk Managements systems review	6,930.00	30/11/2016
3119	PARKER BLACK & FORREST PTY LTD	Administration keys	174.90	30/11/2016
3125	ARCHIVAL SURVIVAL	20 x A4 satchels; 100 manila folders	247.01	30/11/2016
3126	FORPARK AUSTRALIA	Spare parts for playground equipment	44.00	30/11/2016
3128	GJ EVANS	Refund of cost of cleaning (2 BVT demolition)	1,100.00	30/11/2016
3130	1ST MOSMAN BAY SEA SCOUTS	Contribution for Halloween BBQ catering	100.00	30/11/2016
542	TURFMASTER FACILITY MANAGEMENT	Reserve/Stirling Hwy verge mowing - Oct. 2016	2,995.30	30/11/2016
693	CLEAN CITY GROUP PTY LTD	Toilet/BBQ cleaning & bin valet - 3 weeks	4,950.00	30/11/2016
	TOTAL EFT00035		52,777.34	
3000	CLICK SUPER	Staff and Shire superannuation - November 2016	31,908.69	30/11/2016
	TOTAL EFT00036		31,908.69	
	TOTAL EFT'S		395,479.67	

ACCOUNTS PAID - NOVEMBER 2016

Acct No.	Vendor Name	Details	EFT Amount	Payment Date
Chq No.	Vendor Name	Details	Amount	Payment Date
230	Telstra	Office & library phone/mobiles expenses; Data	2,766.24	18/11/2016
231	Dogs Refuge Home (WA) Inc.	Dog pound fees July - Sept. 2016	342.97	18/11/2016
232	SM Benney	Refund of overpayment - Dog registration	21.25	23/11/2016
233	Petty Cash	Recoup - Library	184.30	24/11/2016
	TOTAL CHEQUES		3,314.76	

Card No.	Cardholder Name	Month	Amount	Payment Date
1201	J Merrick	October 2016 (Old credit card - see EFT00028)	470.45	10/11/2016
0323	D Burn	October 2016 (Old credit card - see EFT00029)	23.99	10/11/2016
0531	L Hopkinson	October 2016 (Old credit card - see EFT00029)	9.00	10/11/2016
0549	S Farley	October 2016 (Old credit card - see EFT00029)	9.00	10/11/2016
Fees	Credit Card Facility Fee	Monthly charge (Part of \$6,248.40)	110.00	10/11/2016
6834	P Rawlings	October 2016 (Part of \$6,248.40)	1,262.25	10/11/2016
6891	J Merrick	October 2016 (Part of \$6,248.40)	301.21	10/11/2016
6883	D Norgard	October 2016 (Part of \$6,248.40)	1,096.04	10/11/2016
6883	S Farley	October 2016 (Part of \$6,248.40)	937.36	10/11/2016
6859	L Hopkinson	October 2016 (Part of \$6,248.40)	1,227.82	10/11/2016
6883	D Burn	October 2016 (Part of \$6,248.40)	1,313.72	10/11/2016
	TOTAL CREDIT CARDS		6,760.84	