



28 April 2020

ORDINARY MEETING

MINUTES

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1. OPENING

The Chairperson declared the meeting open at 3:28 pm

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members Present

Cr DW Davis Shire President
Cr CJ Pepper Deputy President
Cr DL Brown
Cr P Gogol
Cr CJ Lawlor
Cr SW Martin
Cr TF McLaughlin
Cr TWT Seed
Cr DC White

2.2 Staff In Attendance

Mr SP Gollan Chief Executive Officer
Mr SK Marshall Deputy Chief Executive Officer
Mr SP Vincent Manager of Works (until 4:23pm)
Mr BS de Beer Manager of Planning and Development Services (until 3:37pm)
Mrs A Lewis Executive Assistant

2.3 Observers And Visitors

Nil

2.4 Apologies and Approved Leave of Absence

Nil

2.5 Applications for Leave of Absence

Nil

3. DECLARATIONS OF INTEREST

3.1 Impartiality Interest

Cr White – Item 12.3 – Beverley Community Resource Centre Committee Member

3.2 Financial Interest

Simon Marshall – Item 11.3 – Shareholder in energy company which may be used as a solar option for the onsite accommodation.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. CONDOLENCES

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

THORNTON
BEZANT

Mark Anthony
Allan

31 March 2020
7 April 2020

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 24 March 2020

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 24 March 2020 be confirmed.

COUNCIL RESOLUTION

M1/0420

Moved Cr Martin

Seconded Cr Gogol

That the Minutes of the Ordinary Council Meeting held Tuesday 24 March 2020 be confirmed.

CARRIED 9/0

7.2 Minutes Of The Bush Fire Advisory Committee Meeting Held 19 March 2020

OFFICER'S RECOMMENDATION

That the Minutes of the Beverley Bush Fire Advisory Committee Meeting held Thursday 19 March 2020 be received.

COUNCIL RESOLUTION

M2/0420

Moved Cr Gogol

Seconded Cr Brown

That the Minutes of the Beverley Bush Fire Advisory Committee Meeting held Thursday 19 March 2020 be received.

CARRIED 9/0

Attachment 7.2

MINUTES OF A MEETING OF THE SHIRE OF BEVERLEY BUSH FIRE ADVISORY COMMITTEE (BFAC) HELD IN THE BEVERLEY AMMENITIES BUILDING ON THURSDAY 19TH MARCH 2020 COMMENCING AT 6.40PM

PRESENT:

Bruce Kilpatrick	Chief Bush Fire Control Officer
Bill Cleland	Deputy Chief Bush Fire Control Officer
Rob Fisher	FCO Dale / Kokeby Brigade
Deane Aynsley	FCO Beverley South East BFB
Andrew Shaw	FCO Avondale BFB
Stephen Moore	FCO Beverley Central
Ben Murray	FCO Beverley North East
Troy Granville	FCO Community Emergency Services
Manager	
Travis Boyle	Captain Beverley VFRS
Don Davis	President, Shire of Beverley
Simon Marshall (via phone)	Acting Chief Executive Officer
Brett Shaw	Captain Beverley South East

APOLOGIES:

Paul Schilling FCO Dale West BFB

CONFIRMATION OF PREVIOUS MINUTES:

Moved Andrew Shaw

Seconded Stephen Moore

That the Minutes of the Fire Control Officers meeting held on the 10th October 2019 be confirmed.

CARRIED 8/0

MATTERS ARISING FROM MINUTES:

Still awaiting a Fire Break Order template to be finalized by DFES so that we can incorporate a more comprehensive and cohesive Fire Break Order for the 2020/21 Season.

BRIGADE REPORTS:

Avondale: One lightning strike fire.

Beverley North East: Barrett-Lennard header fire.

Beverley South East: Attended a fire in Quairading.

Beverley Central: Tip fire, Barrett-Lennard header fire. Reasonable member numbers currently.

Attachment 7.2

Dale Kokeby: Fire at the Olive Farm. Williamson Road Fire.

Dale West: Lightning strike fire at start of season. Williamson Road fire.

ELECTION OF FIRE CONTROL OFFICERS:

Chief Bush Fire Control Officer – Bill Cleland was nominated by Bruce Kilpatrick and seconded by Rob Fisher. No further nominations were received and Bill Cleland was elected to the role.

Deputy Chief Bush Fire Control Officer – Deane Aynsley was nominated by Bruce Kilpatrick and seconded by Ben Murray. No further nominations were received and Deane Aynsley was elected to the role.

Beverley Central – Rick Smith was nominated by Stephen Moore and seconded by Ben Murray. No further nominations were received and Rick Smith was elected to the role.

Beverley South East – Brett Shaw was nominated by Deane Aynsley and seconded by Ben Murray. No further nominations were received and Brett Shaw was elected to the role.

Beverley North East – Ben Murray re-nominated himself to continue. No further nominations were received and he was re-elected to the role.

Avondale – Andrew Shaw re-nominated himself to continue. No further nominations were received and he was re-elected to the role.

Dale Kokeby – Rob Fisher re-nominated himself to continue. No further nominations were received and he was re-elected to the role.

Dale West – Paul Schilling re-nominated himself to continue. No further nominations were received and he was re-elected to the role.

Fire Weather Officers:
Bill Cleland
Deane Aynsley
Andrew Shaw

BUSINESS OF MEETING:

It was agreed that Permit to Burn approvals will be for a maximum of 14 days for agricultural applicants and a maximum of 5 days for all other applicants.

The Fire Break Order from the current season needs amending to correctly reflect the Gazetted Burning Times for the Shire of Beverley.

Restricted Burning Times run from 3rd October to 14th November and from 15th February to 29th March.

Prohibited Burning Times run from 15th November to 14th February.

Unrestricted Burning Times are from 30th March to 2nd October.

Attachment 7.2

GENERAL BUSINESS:

Discussions were had regarding planning effectively for mopping up of fire incidents. Sectorization is required as soon as possible at an incident and shift changeovers need to be planned for long running incidents.

Discussion was had on the use of WAERN radios at incidents and the need to consider that the majority of units on the fireground have only UHF radios. UHF Emergency Channel 5 needs to be dual transmitted and received on WAERN radio sets along with High Band Channel 108.

Training courses for FCO, Sector Commander and First Aid requested to be conducted before the next season.

The letter approaching the Olive Tree Farm regarding their fire control responsibilities to be sent and followed up before next season.

Telstra has been made aware of communication failure issues with their mobile phone towers via the District Operational Advisory Committee (DOAC).

NEXT MEETING:

The next meeting is proposed to be set for a date in October.

CLOSURE:

There being no further business the meeting closed at 7.50pm.

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

PRESIDING MEMBER

DATE

8. TECHNICAL SERVICES

8.1 Ten Year Road Program

SUBMISSION TO: Ordinary Council Meeting 28 April 2020
REPORT DATE: 22 April 2020
APPLICANT: N/A
FILE REFERENCE: ADM 0171
AUTHOR: S.P. Vincent, Manager of Works
ATTACHMENTS: 10 Year Road Program (under separate cover)

SUMMARY

Council to consider receiving the Ten Year Road Program 2020 – 2029.

BACKGROUND

The Ten Year Road Program is reviewed annually and is used to ensure projects remain on schedule and not forgotten if they need to be moved out.

The program often changes through the budget process and as different community needs change and evolve.

COMMENT

On Wednesday 18 March 2020 Cr's Gogol, Lawlor, McLaughlin and Seed along with Manager of Works, Steve Vincent completed a road inspection.

From that inspection the 2020/21 road program and Ten Year Road Program were discussed in an hour workshop prior to the Council Meeting on Tuesday 24 March 2020.

The final Ten Year Road Program is attached.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Future Budgets

STRATEGIC IMPLICATIONS

Goal 1: Shire infrastructure is prepared for economic gains and an increase in our population.

Strategy 1.1 Performance and structure of roads are included in our road management plan, communicated to Council and the community.

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Ten Year Road Program 2020 – 2029.

COUNCIL RESOLUTION

M3/0420

Moved Cr White

Seconded Cr Martin

That Council receive the Ten Year Road Program 2020 – 2029.

CARRIED 9/0

Attachment 8.1

Ten Year Road Program

eg. 20 = 2020/2021

FROM/TO	ROAD NAME	RESURF/FINAL SEAL	WIDEN	GRAVEL PREP	CONSTRUCT & SEAL	GRAVEL SHEET	OTHER	Estimate Only
6.00	11.00 2.50 BEVERLEY EAST RD (Morbining)						Reconstruct shoulders to 7 metres To Bally Bally Rd over sea from Dobbyary Rd to Dobbyary North Rd	75,000
12.61	15.55 0.04 EDISON MILL RD						reconstruct and seal to 7m from over bridge 3205	72,000
1.98	3.00 1.02 BIRCHMILL RD						Final seal	122,400
0.00	2.40 2.40 YENYENING LAKES ROAD	20					Final seal	72,000
5.70	8.70 3.00 YENYENING LAKES ROAD		20				gravel sheet	120,000
4.00	6.00 2.00 TOP BEVERLEY YORK RD						Final seal	60,000
6.00	8.07 2.02 TOP BEVERLEY YORK RD		20	20			widen and seal to 7m	177,100
0.00	0.50 0.50 BALLY-BALLY RD	20					gravel sheet prep for seal	10,000
3.76	7.76 4 BARRINGTON RD						Gravel sheet from Green Hills South to Glenow Rd	110,000
0	1.0 1.3 CALEBERN NORTH RD						Gravel sheet	45,000
0.00	2.15 2.15 SMITH RD						Gravel sheet	33,750
0.00	1.22 1.22 HILLS RD						Gravel sheet	30,500
4.89	6.60 1.04 WEST DALE RD	20					Seal last years primer seal	38,200
29.85	33.19 3.53 WEST DALE RD		20	20			Widen to 7m & cement slab	217,700
29.00	33.19 4.18 WEST DALE RD		20				Final seal	125,400
3.97	6.07 2.10 MAWSON RD	20					Final seal	63,000
								2020/2021 1,516,260
9.00	11.50 2.50 BEVERLEY EAST RD (Morbining)						widen seal to 7m	137,500
11.50	13.50 2.00 BEVERLEY EAST RD (Morbining)		21	21			Reconstruct shoulders to 9 metres	60,000
1.87	3.74 1.87 WATERHATCH RD		21	21	21		widen seal to 7m	158,250
11.81	11.81 0.00 YORK-WILLIAMS RD						Widen bridge \$1,300,000 * And road approaches if funding is available.	200,000
12.61	13.55 0.04 EDISON MILL RD		21				Final seal from Cobadary Rd to Dale bin North Rd	28,200
1.98	3.00 1.02 BIRCHMILL RD		21				Final seal	30,600
5.70	8.70 3.00 YENYENING LAKES ROAD						gravel sheet	120,000
6.00	8.02 2.02 TOP BEVERLEY YORK RD		21	21	21		Final seal	60,600
0.00	0.50 0.50 BALLY-BALLY RD						seal 50 metres	10,000
0.60	2.60 3.00 POTTS RD						Gravel Sheet	75,000
3.8	7.95 4.15 CALEBERN NORTH RD						Gravel sheet	106,750
0.00	5.12 5.12 SAHULINGS RD						Gravel sheet	128,000
33.15	36.74 3.59 WEST DALE RD		21	21	21		Widen to 7m & cement slab to Malindang	333,100
8.12	12.27 4.09 MAWSON RD		21	21	21		Widen to 7m & cement slab	306,750
								2021/2022 1,747,460
9.00	11.50 2.50 BEVERLEY EAST RD (Morbining)						Final seal	75,000
11.50	13.50 2.00 BEVERLEY EAST RD (Morbining)		22	22			Reconstruct and seal to 7 metres	110,000
13.63	13.63 BEVERLEY EAST RD (Morbining)		22	22			Reconstruct shoulders to 9 metres	60,000
1.87	3.74 1.87 WATERHATCH RD		22	22	22		replace wooden culvert	20,000
4.14	6.00 1.88 WATERHATCH RD						Final seal	36,100
11.70	11.70 3.00 YENYENING LAKES ROAD		22	22	22		widen and seal to 7m	158,100
0.00	0.50 0.50 BALLY-BALLY RD						gravel sheet	120,000
2.28	6.7 3.92 CALEBERN RD						Gravel Sheet	98,000
3.60	7.00 4.00 POTTS RD						gravel sheet	100,000
0.00	0.50 0.50 BIRCHMILL RD						seal 50 metres	10,000
33.15	36.74 3.59 WEST DALE RD		22	22			Final seal	107,700
8.12	12.27 4.09 MAWSON RD		22	22	22		Final seal	137,700
17.4	16.68 4.28 MAWSON RD		22	22	22		Widen to 7m & cement slab	321,200
0	0.48 0.48 CANNON HILL ROAD						new kerb sleep section	101,400
0	0.86 0.86 LITTLE HILL ROAD						seal , kerb sleep section	127,250
								2022/2023 1,602,260
11.50	13.50 2.00 BEVERLEY EAST RD (Morbining)						Final seal	60,000
13.50	15.50 2.00 BEVERLEY EAST RD (Morbining)		23	23			Reconstruct and seal to 7 metres	110,000
15.50	17.50 2.00 BEVERLEY EAST RD (Morbining)		23	23			Reconstruct shoulders to 9 metres	60,000
4.14	6.00 1.88 WATERHATCH RD						Final seal	55,800
6.80	9.00 2.20 WATERHATCH RD		23	23	23		widen seal to 7m	187,000
3.65	3.65 0.80 TALLEST WEST RD		23	23	23		Replace bridge bridge 3210 (funding \$7,650,404, Road 150k)	150,000
0.00	3.80 3.80 WICKERY EAST RD		23	23	23		widen and seal to 7m	266,200
0	4 4 BALLY-BALLY RD						Gravel Sheet	87,500
0	0.5 0.5 CLULOWS RD						Seal 500 mts	10,000
0	1.88 1.88 THOMAS RD						exposed rocks	47,250
12.4	16.68 4.28 MAWSON RD		23	23	23		Final seal	128,400
16.68	20.76 4.08 MAWSON RD		23	23	23		Widen to 7m & cement slab	308,000
20.35	20.35 0.00 MAWSON RD						replace culvert and widen road over floodway	20,000
0.00	0.48 0.48 CANNON HILL ROAD						Final seal	14,400
0.00	0.95 0.95 LITTLE HILL ROAD						Final seal	28,500
								2023/2024 1,536,860
13.50	15.50 2.00 BEVERLEY EAST RD (Morbining)						Final seal	60,000
15.50	17.50 2.00 BEVERLEY EAST RD (Morbining)		24	24			Reconstruct and seal to 9 metres	110,000
17.50	19.50 2.15 BEVERLEY EAST RD (Morbining)		24	24			Reconstruct shoulders to 9 metres	64,500
6.80	6.00 2.20 WATERHATCH RD						Final seal	66,000
6.40	11.51 2.41 WATERHATCH RD		24	24	24		widen seal to 7m	200,350
0.00	3.80 3.80 WICKERY EAST RD						Final seal	114,000
3.16	4.33 1.17 EDISON MILL RD						seal of 0.8 islands gate	29,250
6.49	7.86 1.37 EDISON MILL RD						workable hill area	34,250
14.98	16.30 1.32 EDISON MILL RD						East of Scots	33,000
0.00	0.50 0.50 CLULOWS RD						Bally Bally Hill to Fisher Rd	116,250
0.00	4.65 4.65 EVERETS RD							15,000
6.40	7.40 1.00 MALLAND ROAD							25,000
16.68	20.76 4.08 MAWSON RD		24	24	24		Final seal	122,400
20.76	24.17 3.41 MAWSON RD		24	24	24		Widen to 7m & cement slab	255,750
								2024/2025 1,280,260
15.50	17.50 2.00 BEVERLEY EAST RD (Morbining)						Final seal	60,000
17.50	19.50 2.15 BEVERLEY EAST RD (Morbining)		25	25			Reconstruct and seal to 7 metres	118,250
19.50	21.80 2.15 BEVERLEY EAST RD (Morbining)		25	25			Reconstruct shoulders to 9 metres	66,500
10.33	10.33 BEVERLEY EAST RD (Morbining)						replace wooden culvert	20,000
9.40	11.81 2.41 WATERHATCH RD						Final seal	72,300
12.83	14.29 1.46 WATERHATCH RD		25	25	25		widen seal to 7m	124,100
2.85	3.76 0.91 BARRINGTON RD						gravel remaining section	22,750
0.00	1.60 1.60 NORTH BURNERS RD						Wickery Rd to Picoody Rd	41,500
20.76	24.17 3.41 MAWSON RD		25	25	25		Final seal	102,300
								2025/2026 1,028,700
17.50	19.50 2.15 BEVERLEY EAST RD (Morbining)						Final seal	64,500
19.50	21.80 2.15 BEVERLEY EAST RD (Morbining)		26	26			Reconstruct and seal to 7 metres	118,250
21.72	25.43 1.71 BEVERLEY EAST RD (Morbining)		26	26			Reconstruct to 9 metres	51,300
12.83	14.26 1.46 WATERHATCH RD						Final seal	43,800
								2026/2027 777,850
16.68	21.80 2.15 BEVERLEY EAST RD (Morbining)						Final seal	64,500
23.72	26.43 1.71 BEVERLEY EAST RD (Morbining)		27	27			Reconstruct and seal to 7 metres	64,950
25.43	27.13 1.70 BEVERLEY EAST RD (Morbining)		27	27			Reconstruct to 9 metres	51,000
2.40	2.90 0.50 JACOBS WELLS RD						to be allocated	10,000
								2027/2028 719,660
23.72	25.43 1.71 BEVERLEY EAST RD (Morbining)						Final seal new sections	51,300
26.43	27.13 1.70 BEVERLEY EAST RD (Morbining)						Reconstruct and seal to 7 metres	63,500
2.40	2.90 0.50 JACOBS WELLS RD						to be allocated	15,000
								2028/2029 568,800
26.43	27.13 1.70 BEVERLEY EAST RD (Morbining)						Final seal new sections	51,000
								2029/2030 561,000

9. PLANNING SERVICES

9.1 Development Application: Single House – 44 (Lot 12) Dawson Street

SUBMISSION TO:	Ordinary Council Meeting 28 April 2020
REPORT DATE:	20 April 2020
APPLICANT:	Tara Smith (Owner: Daryle Burton)
FILE REFERENCE:	DAW 991
AUTHOR:	B.S. de Beer, Manager Planning & Development Services
ATTACHMENTS:	Application, Locality Map, Site Plan and Floor Layout

SUMMARY

An application has been received to construct a Single House at 44 (Lot 12) Dawson Street. It will be recommended the application be approved.

BACKGROUND

The subject property is located at 44 (Lot 12) Dawson Street, is zoned 'Rural Townsite' with a density coding of R40 in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3). The lot is 860 m² in extent.

In terms of LPS 3 a 'single house' is a 'D' use (*discretionary*) in this Zone which means that *'the use is not permitted unless the local government has exercised its discretion by granting development approval'*.

There is an existing corrugated iron building/shed on the property. It is in this shed that the Old Power House was housed and where the *Silver Centenary Aircraft* was constructed by Selby Ford in 1929. The latter are acknowledged in the *1995 Shire of Beverley Municipal Heritage Inventory*.

COMMENT

The proposal is deemed to be in harmony with the planning intent for the precinct as reflected in the Shire of Beverley Local Planning Strategy.

Applications for planning approval for single dwellings at 38 (Lot 1) and 40 (Lot 2) Queen Street (also within the 'Rural Townsite' zone), had previously been considered and approved by Council.

As mentioned earlier the existing shed on the site is recorded on the Municipal Heritage Inventory (MHI) and henceforth any planning proposals for the lot should take this into account. It is however submitted that minimal change is proposed to the shed and that the adaptive reuse of heritage listed places is a recognised approach in retaining the heritage values and integrity of a property. It is not considered that the granting of approval for a single house on the lot as proposed will detract from these values.

CONSULTATION

No consultation was deemed required.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to grant planning approval for a Single House at 44 (Lot 12) Dawson Street, Beverley, subject to the following conditions and advice notes:

Conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
2. Suitable arrangements are to be made for connection to the sewer system prior to occupation.
3. Suitable arrangements are to be made for connection to a potable water supply prior to occupation.

Advice Notes:

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

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

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

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

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

COUNCIL RESOLUTION

M4/0420

Moved Cr Martin

Seconded Cr Brown

That Council resolve to grant planning approval for a Single House at 44 (Lot 12) Dawson Street, Beverley, subject to the following conditions and advice notes:

Conditions:

- 1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.**
- 2. Suitable arrangements are to be made for connection to the sewer system prior to occupation.**
- 3. Suitable arrangements are to be made for connection to a potable water supply prior to occupation.**

Advice Notes:

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

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

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

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

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

CARRIED 9/0

3:37pm – Manager of Planning and Development Services, Stefan de Beer left the meeting and did not return.

Attachment 9.1



Good morning,

I haven't seen 44 Dawson St, only what the Real Estate has released. I'm viewing the shed on Sat 18th April at 10am with Helen. If the shed is every I need fingers crossed it will be my dream home.

The paperwork I have included, which isn't to scale is what I would love to do to the rear of the shed.

The bedrooms and bathroom will be inside the shed. They will be finished off with a flat roof reinforced.

The rear of the shed will not be touched in anyway as it will be my feature wall in the Kitchen-living and bedrooms. I will have to remove a small piece of tin for the hallway from the Kitchen-living area and reuse it on the backdoor to enter the shed.

I hope you like my idea of My Dream home. It will be a ongoing project over 2-3 years using tradies from Beverly. Please let me know if I can.

Thank you so much for your time.

Tara Smith

Tara Smith

0407449756

taraasmith999@gmail.com

Attachment 9.1



PICTURED: THE CABIN 60

THE CABIN

The Cabin steel kit home range is the perfect building solution for those looking for a smaller design to use as a teen retreat, holiday home or granny flat.

KIT HOME INCLUSIONS

- Internal and external stud frame walls and roof trusses
- Internal framing predrilled for electrical and plumbing
- External horizontal wall sheathing supplied in COLORBOND® steel
- Roof sheathing supplied in ZINCALUME® steel
- Ridge capping, barge and corner flashing supplied in COLORBOND® steel
- Gutters and fascias supplied in COLORBOND® steel
- Verandah posts supplied in ZINCALUME® steel
- All brackets, bolts and screws
- Drawings for council submission, excluding site specific drawings
- Full engineering certification and plans
- Council approval guarantee



BUILDING ON 15 YEARS OF STEEL KIT HOMES, AUSTRALIA WIDE!

With our large portfolio of steel kit homes sold over the past 15 years, you have the peace of mind that comes with buying from a trusted national supplier. We manufacture in every state, please call us for delivery costs.



100% TERMITE PROOF
TUBECOR® steel is guaranteed 100% Termite free! You can be rest assured the structural integrity of your building will not be compromised at any point.



RECYCLABLE MATERIAL
Steel is one of the most recycled materials in the world. The process is totally recyclable and the steel can be recycled into steel. 100% recyclable.



STRENGTH OF STEEL
Steel is a high strength to weight ratio material. It is one of the strongest materials in the world. It is also fire resistant and does not rot.



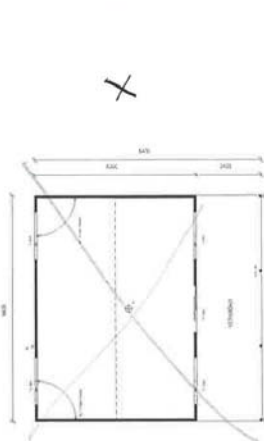
STRAIGHT AND TRUE
Steel is a straight and true material. It is one of the most accurate materials in the world. It is also fire resistant and does not rot.



NON COMBUSTIBLE
Steel is a non-combustible material. It is one of the most fire resistant materials in the world. It is also fire resistant and does not rot.



50 YEAR WARRANTY
TUBECOR® steel is a durable and strong material. It is guaranteed for a 50 year warranty from the date of purchase.



THE CABIN 50 \$15,400 (\$19,200 CYC) (QLD, NSW, VIC, SA)
\$16,400 (\$20,400 CYC) (NT, WA, TAS)



THE CABIN 60 \$19,100 (\$23,200 CYC) (QLD, NSW, VIC, SA)
\$20,400 (\$24,800 CYC) (NT, WA, TAS)



THE CABIN 85 \$25,200 (\$30,900 CYC) (QLD, NSW, VIC, SA)
\$26,800 (\$32,900 CYC) (NT, WA, TAS)



or visit www.sheds.com.au/kit-homes

For more information call 1300 94 33 77



Attachment 9.1

The-Cabin-Floor-Plans__PadWzgwMCw0NTAsIkZGRkZGRIsMF0.webp (800x450)



3/9/2020

file:///C:/Users/Tara.Jenkins/Downloads/The-Cabin-Floor-Plans__PadWzgwMCw0NTAsIkZGRkZGRIsMF0.webp

Attachment 9.1



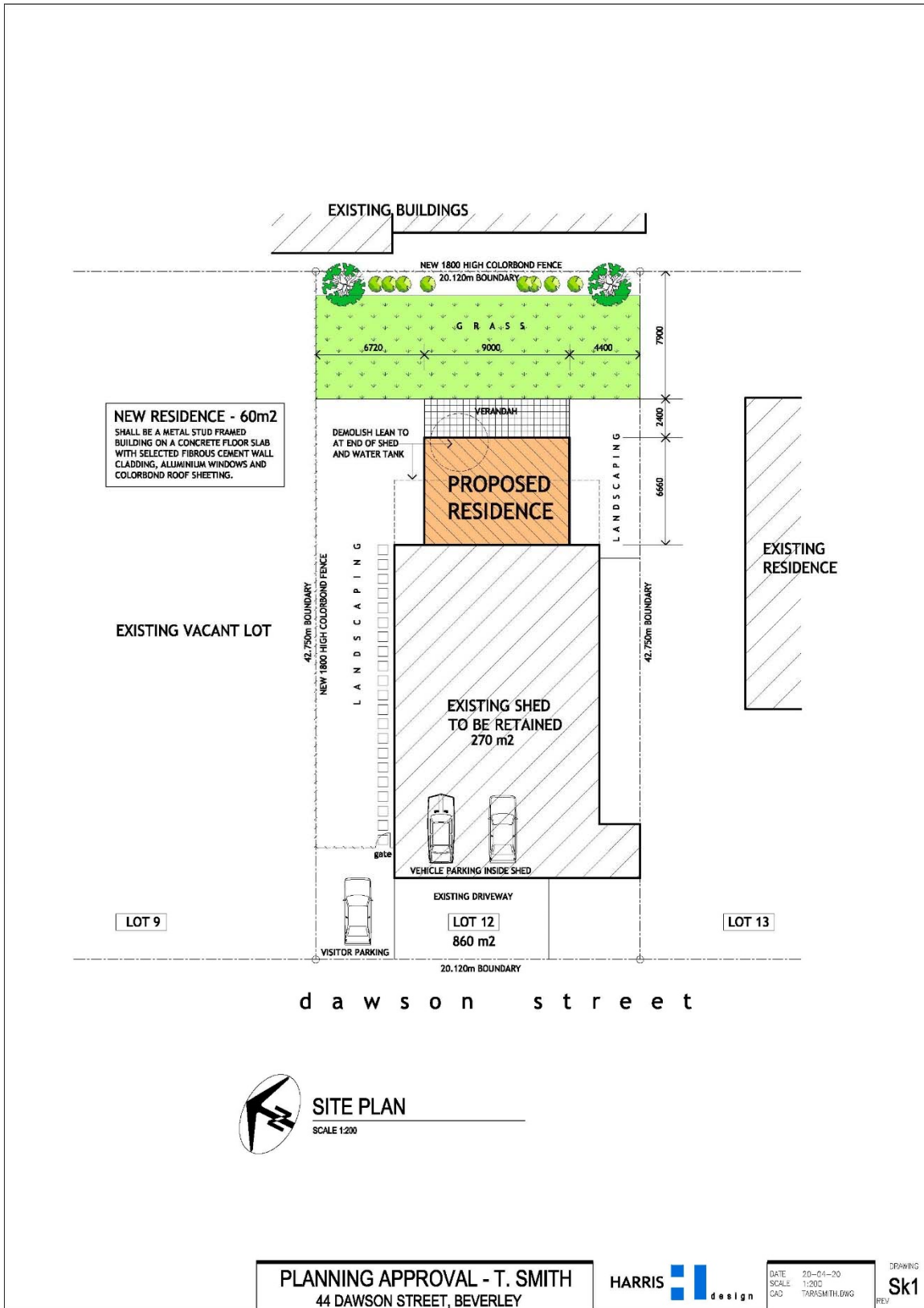
Attachment 9.1

44 (Lot 12) Dawson Street



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Please refer to original documentation for all legal purposes.

Attachment 9.1



10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

SUBMISSION TO: Ordinary Council Meeting 28 April 2020
REPORT DATE: 20 April 2020
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: March 2020 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 31 March 2020.

BACKGROUND

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

Council adopted a budget variance reporting parameter of 10% on budgeted items of \$10,000 or greater at the July 2019 Ordinary Meeting, item 11.3.

COMMENT

The monthly financial reports for the period ending 31 March 2020 have been provided and include:

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

STATUTORY ENVIRONMENT

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

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

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

The Statement is to be accompanied by:

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

FINANCIAL IMPLICATIONS

All revenue and expenditure, unless disclosed in the notes to material variances, are as per the 2019/20 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

AF004 – Investing Surplus Funds

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the monthly financial report for the month of March 2020 be accepted and material variances be noted.

COUNCIL RESOLUTION

M5/0420

Moved Cr Gogol

Seconded Cr McLaughlin

That the monthly financial report for the month of March 2020 be accepted and material variances be noted.

CARRIED 9/0

SHIRE OF BEVERLEY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 March 2020					
Description	Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Notes To Material Variances
Operating Revenue					
General Purpose Funding	3,296,127.00	3,165,321.00	3,183,648.24	18,327.24	Rates discount expense lower than expected \$16,876.
Governance	26,100.00	25,000.00	28,694.94	3,694.94	
Law, Order & Public Safety	210,156.00	142,661.00	143,571.56	910.56	
Health	100.00	0.00	581.83	581.83	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	117,192.00	96,423.00	100,058.80	3,635.80	
Community Amenities	207,073.00	203,894.00	211,038.25	7,144.25	
Recreation & Culture	642,701.00	263,645.00	276,135.51	12,490.51	Cornerstone Retention Fee Recoup \$5,541, Swimming Pool Season Fees \$1,524 and Recreation Facility Hire fees \$4,832 greater than anticipated.
Transport	1,663,712.00	835,173.00	894,456.27	59,283.27	Roads To Recovery funding \$60,752 greater than anticipated.
Economic Activities	208,929.00	95,273.00	91,080.47	(4,192.53)	
Other Property & Services	43,100.00	34,500.00	35,422.70	922.70	
Total Operating Revenue	6,415,190.00	4,861,890.00	4,964,688.57	102,798.57	
Operating Expenditure					
General Purpose Funding	(182,995.00)	(106,503.00)	(97,771.66)	8,731.34	
Governance	(274,300.00)	(181,411.00)	(172,159.78)	9,251.22	
Law, Order & Public Safety	(392,971.00)	(309,514.00)	(289,283.69)	20,230.31	18/19 Fire Mitigation works expense (\$16,032) unbudgeted. ESL Expenditure (\$4,802) greater than anticipated. Loss on Asset disposal (Backhoe) \$35,000 not realised as Asset retained.
Health	(170,695.00)	(112,258.00)	(103,431.38)	8,826.62	
Education & Welfare	(92,513.00)	(65,709.00)	(60,961.52)	4,747.48	
Housing	(212,325.00)	(149,178.00)	(137,093.89)	12,084.11	Staff Housing maintenance \$5,022 and Seniors Housing maintenance \$8,478 lower than anticipated YTD.
Community Amenities	(676,208.00)	(469,363.00)	(461,216.18)	8,146.82	
Recreation & Culture	(1,575,216.00)	(1,117,767.00)	(1,100,732.93)	17,034.07	Administration Costs reallocated \$16,897 less than anticipated YTD.
Transport	(2,558,918.00)	(1,857,884.00)	(1,865,343.82)	(7,459.82)	
Economic Activities	(558,586.00)	(334,855.00)	(307,093.29)	27,761.71	Asset maintenance expense \$5,712, Tourism Officer expense \$1,948 and Administration costs reallocated \$19,160 less than anticipated YTD.
Other Property & Services	(15,064.00)	(4,119.00)	14,720.88	18,839.88	Timing variance between POC & PWOH costs incurred and reallocated.
Total Operating Expenditure	(6,709,791.00)	(4,708,561.00)	(4,580,367.26)	128,193.74	
Net Operating	(294,601.00)	153,329.00	384,321.31	230,992.31	
Capital Income					
Self Supporting Loan - Principal Repayment	16,270.00	8,012.00	8,011.93	(0.07)	
Proceeds from Sale of Assets	345,000.00	315,000.00	169,982.72	(145,017.28)	Backhoe (\$80,000) and Loader (\$80,000) not disposed. Water Truck \$26,364 and CEO Vehicle \$1,427 trade in values higher than expected. MOW Vehicle (\$364) and Crewcab Ute (\$12,445) trade in values lower than expected.

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
31 March 2020**

Description	Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Notes To Material Variances
New Loan Raised	150,000.00	0.00	0.00	0.00	
Total Capital Income	511,270.00	323,012.00	177,994.65	(145,017.35)	
Capital Expenditure					
Land and Buildings	(979,000.00)	(284,000.00)	(317,964.81)	(33,964.81)	Community Bus Shed (\$36,041) project unbudgeted but partly reimbursable from insurance cover. Cornerstone final superintendent charges (\$4,990) unbudgeted. Medical Centre AC replacement (\$8,700) unbudgeted. 59 Smith Street bathroom refurbishment \$13,110 lower than anticipated.
Plant and Equipment	(867,000.00)	(761,000.00)	(547,619.82)	213,380.18	New Loader \$24,770, CEO Vehicle \$4,349 and Water Truck \$3,100 purchase savings. Backhoe retained \$180,000.
Office Furniture and Equipment	0.00	0.00	0.00	0.00	
Road Construction	(2,441,722.00)	(1,721,733.00)	(733,236.12)	988,496.88	Cyclone Joyce AGRN 781 recovery works \$736,758 not to proceed offset by no funding received. Sealing and stabilising works delayed on various roads \$323,682. Morbinning Road failure repair including engineer expense (\$66,481). Mann Street (\$2,394) additional internal labour and plant expense.
Other Infrastructure	(259,067.00)	(219,067.00)	(222,381.92)	(3,314.92)	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(153,429.00)	(94,126.00)	(94,125.43)	0.57	
Total Capital Expenditure	(4,700,218.00)	(3,079,926.00)	(1,915,328.10)	1,164,597.90	
Net Capital	(4,188,948.00)	(2,756,914.00)	(1,737,333.45)	1,019,580.55	
Adjustments					
Depreciation Written Back	2,306,734.00	1,735,167.00	1,744,113.51	8,946.51	
Movement in Leave Reserve Cash Balance	0.00	0.00	1,826.00	1,826.00	
Movement in Non-Current Loan Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current SSL Income	0.00	0.00	0.00	0.00	
Movement in Non-Current Investments	0.00	0.00	0.00	0.00	
Movement in Non-Current LSL Provision	0.00	0.00	0.00	0.00	
Movement in Non-Current Deferred Pensioner Rates	0.00	0.00	0.00	0.00	
(Profit)/Loss on Disposal of Assets Written Back	25,000.00	25,000.00	40,050.39	15,050.39	Loader and Backhoe not disposed.
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
Add Funding From					
Transfer (To)/From Reserves	427,171.00	(24,087.00)	(24,086.24)	0.76	
Opening Surplus/(Deficit)	1,724,644.00	1,724,644.00	1,724,644.16	0.16	
Total Adjustments	4,483,549.00	3,460,724.00	3,486,547.82	25,823.82	
CLOSING SURPLUS/(DEFICIT)	0.00	857,139.00	2,133,535.68	1,276,396.68	

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 31 March 2020		
Description	Actual 2018/19	YTD Actual 2019/20
Current Assets		
Cash at Bank	1,079,949.68	738,947.72
Cash - Unrestricted Investments	1,000,000.00	1,312,559.75
Cash - Restricted Reserves	2,372,868.36	2,396,954.60
Cash on Hand	300.00	300.00
Accounts Receivable	390,058.46	443,116.38
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	16,270.62	8,258.69
Inventory - Fuel	12,501.60	8,832.75
Total Current Assets	4,871,948.72	4,908,969.89
Current Liabilities		
Accounts Payable	(595,620.53)	(209,501.87)
Loan Liability - Current	(153,428.91)	(59,303.48)
Annual Leave Liability - Current	(184,119.46)	(184,119.46)
Long Service Leave Liability - Current	(158,315.59)	(158,315.59)
Doubtful Debts	0.00	0.00
Total Current Liabilities	(1,091,484.49)	(611,240.40)
Adjustments		
Less Restricted Reserves	(2,372,868.36)	(2,396,954.60)
Less Self Supporting Loan Income	(16,270.62)	(8,258.69)
Add Leave Reserves - Cash Backed	179,890.00	181,716.00
Add Loan Principal Expense	153,428.91	59,303.48
Total Adjustments	(2,055,820.07)	(2,164,193.81)
NET CURRENT ASSETS	1,724,644.16	2,133,535.68

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING
31 March 2020**

Description	Actual 2018/19	YTD Actual 2019/20	Movement
Current Assets			
Cash and Cash Equivalents	4,453,118.04	4,448,762.07	(4,355.97)
Accounts Receivable	390,058.46	443,116.38	53,057.92
Contract Asset - Current	0.00	0.00	0.00
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	16,270.62	8,258.69	(8,011.93)
Inventory	12,501.60	8,832.75	(3,668.85)
Total Current Assets	4,871,948.72	4,908,969.89	37,021.17
Current Liabilities			
Accounts Payable	(595,620.53)	(209,501.87)	386,118.66
Contract Liability - Current	0.00	0.00	0.00
Loan Liability - Current	(153,428.91)	(59,303.48)	94,125.43
Lease Liability - Current	0.00	0.00	0.00
Annual Leave Liability - Current	(184,119.46)	(184,119.46)	0.00
Long Service Leave Liability - Current	(158,315.59)	(158,315.59)	0.00
Doubtful Debts	0.00	0.00	0.00
Total Current Liabilities	(1,091,484.49)	(611,240.40)	480,244.09
Non-Current Assets			
Non-Current Debtors	111,941.79	111,941.79	0.00
Non-Current Investments	46,400.31	46,400.31	0.00
Land and Buildings	21,206,039.31	21,019,095.23	(186,944.08)
Plant and Equipment	2,028,750.39	2,166,066.29	137,315.90
Furniture and Equipment	125,771.39	114,115.58	(11,655.81)
Infrastructure	60,219,210.22	60,147,550.26	(71,659.96)
Self Supporting Loan - Non Current	42,541.50	42,541.50	0.00
Total Non-Current Assets	83,780,654.91	83,647,710.96	(132,943.95)
Non-Current Liabilities			
Loan Liability - Non Current	(1,517,163.10)	(1,517,163.10)	0.00
Lease Liability - Non Current	0.00	0.00	0.00
Annual Leave - Non Current	0.00	0.00	0.00
LSL Liability - Non Current	(25,790.41)	(25,790.41)	0.00
Total Non Current Liabilities	(1,542,953.51)	(1,542,953.51)	0.00
Net Assets	86,018,165.63	86,402,486.94	384,321.31

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING
31 March 2020**

Description	Actual 2018/19	YTD Actual 2019/20	Movement
Equity			
Accumulated Surplus	(43,643,767.95)	(44,004,003.02)	(360,235.07)
Reserves - Cash Backed	(2,372,868.36)	(2,396,954.60)	(24,086.24)
Reserve - Revaluations	(40,001,529.32)	(40,001,529.32)	0.00
Total Equity	(86,018,165.63)	(86,402,486.94)	(384,321.31)

SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE & TYPE FOR THE PERIOD ENDING 31 March 2020		
Description	Budget 2019/20	YTD Actual 2019/20
Income		
Rates	2,669,880.00	2,810,988.04
Operating Grants, Subsidies and Contributions	2,271,419.00	953,376.24
Profit On Asset Disposal	12,000.00	0.00
Service Charges	0.00	0.00
Fees & Charges	523,761.00	504,682.34
Interest Earnings	103,888.00	61,121.22
Other Revenue	60,500.00	115,350.70
Non-Operating Grants, Subsidies and Contributions	9,238,188.00	521,820.38
Total Income by Nature & Type	14,879,636.00	4,967,338.92
Expenditure		
Employee Costs	(2,134,739.00)	(1,445,084.46)
Materials & Contracts	(1,840,463.00)	(1,122,448.53)
Utilities	(208,638.00)	(168,249.75)
Depreciation On Non-Current Assets	(1,691,589.00)	(1,744,113.51)
Interest Expenses	(34,504.00)	(39,422.99)
Insurance Expenses	(168,227.00)	(195,149.52)
Other Expenditure	(81,975.00)	(71,969.93)
Loss On Asset Disposal	(8,000.00)	(40,050.39)
Loss on Revaluation of Non-Current Assets	0.00	0.00
Total Expenditure by Nature & Type	(6,168,135.00)	(4,826,489.08)
Allocations		
Reallocation Codes Expenditure	421,192.00	243,471.47
Reallocation Codes Income	0.00	0.00
Total Allocations	421,192.00	243,471.47
Net Operating by Nature & Type	9,132,693.00	384,321.31

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
31 March 2020**

Job #	Job Description	YTD Actual 2019/20
	Rural Road Maintenance	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	4,567.22
RR002	Athol Rd (RoadID: 26) (Maintenance)	134.40
RR003	Avoca Rd (RoadID: 98) (Maintenance)	0.00
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	1,859.47
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	0.00
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Mtce)	7,084.81
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	14,010.37
RR008	Barrington Rd (RoadID: 13) (Maintenance)	3,722.25
RR009	Batemans Rd (RoadID: 78) (Maintenance)	671.78
RR010	Batys Rd (RoadID: 60) (Maintenance)	0.00
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	1,127.43
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	4,637.35
RR013	Beringer Rd (RoadID: 29) (Maintenance)	9,297.12
RR014	Bethany Rd (RoadID: 148) (Maintenance)	3,481.37
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	1,350.24
RR017	Bremner Rd (RoadID: 6) (Maintenance)	2,400.84
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	3,798.55
RR019	Bushhill Road (RoadID: 183) (Maintenance)	459.59
RR020	Butchers Rd (RoadID: 20) (Maintenance)	7,393.85
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	347.62
RR022	Carrs Rd (RoadID: 47) (Maintenance)	1,622.79
RR023	Cattle Station Road (RoadID: 181) (Maintenance)	0.00
RR024	Caudle Rd (RoadID: 140) (Maintenance)	0.00
RR025	Chocolate Hills Rd (RoadID: 138) (Maintenance)	0.00
RR026	Clulows Rd (RoadID: 16) (Maintenance)	738.77
RR027	Collins Rd (RoadID: 66) (Maintenance)	2,686.91
RR028	Cookes Rd (RoadID: 61) (Maintenance)	715.65
RR029	Corberding Rd (RoadID: 43) (Maintenance)	4,391.78
RR030	County Peak Rd (RoadID: 96) (Maintenance)	321.79
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	37,822.75
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	6,768.86
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	6,665.14
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	22,153.28
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	4,466.37
RR036	Drapers Rd (RoadID: 79) (Maintenance)	646.93
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	0.00
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	78,533.76

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
31 March 2020**

Job #	Job Description	YTD Actual 2019/20
RR039	Ewert Rd (RoadID: 27) (Maintenance)	19,125.34
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	336.87
RR041	Fishers Rd (RoadID: 75) (Maintenance)	4,512.92
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	2,674.60
RR043	Gors Rd (RoadID: 30) (Maintenance)	1,766.10
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	1,346.53
RR045	Heals Rd (RoadID: 95) (Maintenance)	348.34
RR046	Hills Rd (RoadID: 76) (Maintenance)	1,226.27
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	5,224.04
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	0.00
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	886.51
RR050	Jas Rd (Maintenance)	0.00
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	665.93
RR052	Jones Rd (RoadID: 48) (Maintenance)	1,413.39
RR053	K1 Rd (RoadID: 85) (Maintenance)	5,253.55
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	96.81
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	1,085.61
RR057	Kilpatricks Rd (RoadID: 74) (Maintenance)	1,660.81
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	5,034.20
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	18,062.58
RR060	Lennard Rd (RoadID: 58) (Maintenance)	2,704.41
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	109.01
RR062	Luptons Rd (RoadID: 22) (Maintenance)	7,094.07
RR063	Maitland Rd (RoadID: 39) (Maintenance)	18,182.29
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	1,247.70
RR065	Manns Rd (RoadID: 59) (Maintenance)	9,792.97
RR066	Manuels Rd (RoadID: 37) (Maintenance)	0.00
RR067	Mawson Rd (RoadID: 100) (Maintenance)	5,052.84
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	441.83
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	833.00
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	825.46
RR071	Mclean Rd (RoadID: 84) (Maintenance)	0.00
RR072	Millers Rd (RoadID: 49) (Maintenance)	2,863.15
RR073	Mills Rd (RoadID: 80) (Maintenance)	1,165.14
RR074	Morbinning Rd (RoadID: 1) (Maintenance)	9,187.91
RR075	Murrays Rd (RoadID: 71) (Maintenance)	1,870.14
RR076	Negus Rd (RoadID: 50) (Maintenance)	965.82
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	5,780.12

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
31 March 2020**

Job #	Job Description	YTD Actual 2019/20
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	3,359.94
RR079	Patten Rd (RoadID: 53) (Maintenance)	1,898.89
RR080	Petchells Rd (RoadID: 38) (Maintenance)	581.82
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	1,510.62
RR082	Pike Rd (RoadID: 45) (Maintenance)	3,230.98
RR083	Potts Rd (RoadID: 14) (Maintenance)	4,853.33
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	3,243.39
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	2,526.91
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	2,248.87
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	970.39
RR088	Rigoll Rd (RoadID: 157) (Maintenance)	27.75
RR089	Rogers Rd (RoadID: 62) (Maintenance)	997.55
RR090	Rossi Rd (RoadID: 156) (Maintenance)	586.41
RR091	Rumble Rd (Maintenance)	561.32
RR092	Schillings Rd (RoadID: 65) (Maintenance)	992.86
RR093	Shaw Rd (RoadID: 184) (Maintenance)	2,796.43
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	1,477.04
RR095	Simmons Rd (RoadID: 101) (Maintenance)	3,377.21
RR096	Sims Rd (RoadID: 155) (Maintenance)	1,068.80
RR097	Ski Rd (RoadID: 83) (Maintenance)	1,984.13
RR098	Smith Rd (RoadID: 72) (Maintenance)	5,513.46
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	1,464.20
RR100	Spavens Rd (RoadID: 44) (Maintenance)	2,876.03
RR101	Springhill Rd (RoadID: 23) (Maintenance)	5,443.91
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	1,009.18
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	1,176.73
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	3,812.82
RR105	Thomas Rd (RoadID: 31) (Maintenance)	1,270.74
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	9,266.76
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	550.78
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	1,103.61
RR109	Walgy Rd (RoadID: 42) (Maintenance)	5,351.03
RR110	Walkers Rd (RoadID: 86) (Maintenance)	0.00
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	1,439.60
RR112	Warradale Rd (RoadID: 67) (Maintenance)	1,215.61
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	8,254.19
RR114	Westdale Rd (RoadID: 166) (Maintenance)	8,486.57
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	404.34
RR116	Woods Rd (RoadID: 68) (Maintenance)	1,293.49

SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 31 March 2020		
Job #	Job Description	YTD Actual 2019/20
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	1,993.84
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	768.59
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	9,877.41
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	5,072.90
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR777	Contract Road Side Spraying	24,604.55
RR888	Tree Lopping - Rural Roads (Maintenance)	40,062.00
RR999	Rural Roads Various (Maintenance)	49,585.12
WANDRRA	Disaster Recovery Works	0.00
Sub Total	Rural Road Maintenance	602,907.40
	Town Street Maintenance	
TS001	Barnsley St (RoadID: 162) (Maintenance)	0.00
TS002	Bartram St (RoadID: 114) (Maintenance)	487.47
TS003	Brockman St (RoadID: 129) (Maintenance)	103.20
TS004	Brooking St (RoadID: 122) (Maintenance)	1,219.01
TS005	Broun St (RoadID: 144) (Maintenance)	0.00
TS006	Chestillion Ct (RoadID: 139) (Maintenance)	0.00
TS007	Chipper St (RoadID: 126) (Maintenance)	0.00
TS008	Council Rd (RoadID: 149) (Maintenance)	662.71
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	401.27
TS011	Delisle St (RoadID: 120) (Maintenance)	200.63
TS012	Dempster St (RoadID: 111) (Maintenance)	236.73
TS013	Duffield St (RoadID: 160) (Maintenance)	1,190.76
TS014	Edward St (RoadID: 107) (Maintenance)	173.12
TS015	Elizabeth St (RoadID: 131) (Maintenance)	363.67
TS016	Ernest Drv (RoadID: 135) (Maintenance)	24.22
TS017	Forrest St (RoadID: 103) (Maintenance)	10,893.98
TS018	George St North (RoadID: 161) (Maintenance)	337.84
TS019	George St South (RoadID: 145) (Maintenance)	0.00
TS020	Grigson St (RoadID: 172) (Maintenance)	0.00
TS021	Hamersley St (RoadID: 130) (Maintenance)	4,651.41
TS022	Harper St (RoadID: 109) (Maintenance)	925.38
TS023	Hope St (RoadID: 115) (Maintenance)	185.39
TS024	Hopkin St (RoadID: 128) (Maintenance)	0.00

SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 31 March 2020		
Job #	Job Description	YTD Actual 2019/20
TS025	Horley St (RoadID: 127) (Maintenance)	1,002.92
TS026	Hunt Rd (Maintenance)	1,826.62
TS027	Husking St (RoadID: 117) (Maintenance)	0.00
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	1,259.30
TS030	Langsford St (RoadID: 152) (Maintenance)	519.47
TS031	Lennard St (RoadID: 113) (Maintenance)	663.51
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00
TS033	Lukin St (RoadID: 104) (Maintenance)	4,911.05
TS034	Mcneil St (RoadID: 141) (Maintenance)	4,210.64
TS035	Monger St (RoadID: 116) (Maintenance)	0.00
TS036	Morrison St (RoadID: 112) (Maintenance)	0.00
TS037	Nicholas St (RoadID: 123) (Maintenance)	1,091.33
TS038	Prior Pl (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	1,914.03
TS040	Railway Pde (RoadID: 147) (Maintenance)	588.71
TS041	Railway St (RoadID: 146) (Maintenance)	6,805.30
TS042	Richardson St (RoadID: 124) (Maintenance)	149.44
TS043	Seabrook St (RoadID: 118) (Maintenance)	179.16
TS044	Sewell St (RoadID: 119) (Maintenance)	0.00
TS045	Shed St (RoadID: 136) (Maintenance)	226.52
TS046	Short St (RoadID: 121) (Maintenance)	386.46
TS047	Smith St (RoadID: 108) (Maintenance)	957.38
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	5,609.05
TS050	Wright St (RoadID: 150) (Maintenance)	106.06
TS051	Great Southern Hwy (Maintenance)	0.00
TS888	Tree Lopping - Town Streets (Maintenance)	34.51
TS999	Town Streets Various (Maintenance)	2,490.85
Sub Total	Town Streets Maintenance	56,989.10
Total	Road Maintenance	659,896.50

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 31 March 2020						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
3027830	Reserve Funds Bendigo					
	Long Service Leave	43,740.51				
	Office Equipment	95.16				
	Airfield Emergency	39,638.10				
	Plant	493,110.86				
	Bush Fire Fighters	127,574.61				
	Building	356,217.46				
	Recreation Ground	424,104.42				
	Cropping Committee	135,500.11				
	Avon River Development	25,640.73				
	Annual Leave	137,975.49				
	Community Bus	36,441.05				
	Road Construction	500,771.96				
	Senior Housing	76,144.15	2,396,954.60	6 mnths	1.60%	29/06/2020
3152801	Term Deposit Bendigo	405,300.33		3 mnths	1.85%	15/04/2020
3194294	Term Deposit Bendigo	304,363.32		3 mnths	1.65%	28/04/2020
3236190	Term Deposit Bendigo	301,654.52		4 mnths	1.50%	4/05/2020
9145-40222	ANZ Term Deposit	301,241.58	1,312,559.75	3 mnths	1.45%	2/04/2020
	Total		3,709,514.35			

Note for Account 3152801, reinvested for 3 months at 1.40%

11.2 Accounts Paid by Authority

SUBMISSION TO: Ordinary Council Meeting 28 April 2020
REPORT DATE: 21 April 2020
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: March 2020 – List of Accounts (under separate cover)

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

The attached list represents accounts paid by authority for the month of March 2020.

COMMENT

Unless otherwise identified, all payments have been made in accordance with Council's 2019/20 Budget.

STATUTORY ENVIRONMENT

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

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

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

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

- (a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

Unless otherwise identified, all payments have been made in accordance with Council's 2019/20 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

March 2020:

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

Cheque vouchers

17 March 20	1763-1763	(1)	\$	1,011.44	(authorised by DCEO S Marshall and Pres D Davis)
20 March 20	1764-1764	(1)	\$	45.34	(authorised by DCEO S Marshall and Pres D Davis)
27 March 20	1765-1765	(1)	\$	1,059.92	(authorised by DCEO S Marshall and Pres D Davis)
Total of cheque vouchers for March 2020 incl				\$ 2,116.70	previously paid

EFT vouchers

04 March 20	EFT 1-37	(37)	\$	53,196.40	(authorised by CEO S Gollan and DCEO S Marshall)
05 March 20	EFT 5570-5600	(31)	\$	305,142.08	(authorised by CEO S Gollan and DCEO S Marshall)
17 March 20	EFT 5601-5608	(8)	\$	28,557.13	(authorised by DCEO S Marshall and Pres D Davis)
18 March 20	EFT 1-41	(41)	\$	54,672.32	(authorised by DCEO S Marshall and Cr D White)
20 March 20	EFT 5610-5648	(39)	\$	128,268.90	(authorised by DCEO S Marshall and Pres D Davis)
27 March 20	EFT 5650-5657	(8)	\$	38,857.13	(authorised by DCEO S Marshall and Pres D Davis)
31 March 20	EFT 5658-5658	(1)	\$	4,421.52	(authorised by DCEO S Marshall and Pres D Davis)
Total of EFT vouchers for March 2020 incl				\$ 613,115.48	previously paid.

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

Cheque vouchers

Nil vouchers

Total of cheque vouchers for March 2020 incl \$ 0.00 previously paid.

EFT vouchers

20 March 20	EFT 5609-5609	(1)	\$	50.00	(authorised by DCEO S Marshall and Pres D Davis)
Total of EFT vouchers for March 2020 incl				\$ 20.00	previously paid.

(3) **Direct Debit** Payments totalling \$ 120,612.36 previously paid.

(4) **Credit Card** Payments totalling \$ 4,295.26 previously paid.

COUNCIL RESOLUTION

M6/0420

Moved Cr Gogol

Seconded Cr McLaughlin

That the List of Accounts as presented, be received:

March 2020:

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

Cheque vouchers

17 March 20	1763-1763	(1)	\$	1,011.44	(authorised by DCEO S Marshall and Pres D Davis)
20 March 20	1764-1764	(1)	\$	45.34	(authorised by DCEO S Marshall and Pres D Davis)
27 March 20	1765-1765	(1)	\$	1,059.92	(authorised by DCEO S Marshall and Pres D Davis)

Total of cheque vouchers for March 2020 incl \$ 2,116.70 previously paid

EFT vouchers

04 March 20	EFT 1-37	(37)	\$	53,196.40	(authorised by CEO S Gollan and DCEO S Marshall)
05 March 20	EFT 5570-5600	(31)	\$	305,142.08	(authorised by CEO S Gollan and DCEO S Marshall)
17 March 20	EFT 5601-5608	(8)	\$	28,557.13	(authorised by DCEO S Marshall and Pres D Davis)
18 March 20	EFT 1-41	(41)	\$	54,672.32	(authorised by DCEO S Marshall and Cr D White)
20 March 20	EFT 5610-5648	(39)	\$	128,268.90	(authorised by DCEO S Marshall and Pres D Davis)
27 March 20	EFT 5650-5657	(8)	\$	38,857.13	(authorised by DCEO S Marshall and Pres D Davis)
31 March 20	EFT 5658-5658	(1)	\$	4,421.52	(authorised by DCEO S Marshall and Pres D Davis)

Total of EFT vouchers for March 2020 incl \$ 613,115.48 previously paid.

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

Cheque vouchers

Nil vouchers

Total of cheque vouchers for March 2020 incl \$ 0.00 previously paid.

EFT vouchers

20 March 20	EFT 5609-5609	(1)	\$	50.00	(authorised by DCEO S Marshall and Pres D Davis)
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total of EFT vouchers for March 2020 incl \$ 20.00 previously paid.

(3) Direct Debit Payments totalling \$ 120,612.36 previously paid.

(4) Credit Card Payments totalling \$ 4,295.26 previously paid.

CARRIED 9/0

3:48pm – Prior to any consideration of item 11.3, Deputy CEO, Simon Marshall declared a financial interest in that the solar battery solutions for onsite accommodation have been discussed with VSUN Energy, which is a subsidiary of Australian Vanadium Ltd, of which he is a shareholder. Mr Marshall remained in the meeting.

11.3 Drought Communities Programme – Caravan Park Onsite Accommodation Project

SUBMISSION TO: Ordinary Council Meeting
REPORT DATE: 8 April 2020
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0582
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Concept Site Plan and Accommodation Layouts

SUMMARY

Council to consider progressing with the construction of up to six onsite accommodation units at the Beverley Caravan Park utilising Drought Communities grant funds.

BACKGROUND

On 28 January 2020, the Australian Government committed to provide funding for 52 drought-affected councils under the Drought Community Program – Extension.

The Shire of Beverley was one of the 52 councils identified and is eligible to receive \$1 million in funding toward capital works that will provide benefit to the local community.

COMMENT

Council has already committed to allocating \$420,000 of the Drought Communities Program Funding towards the Beverley Youth Activity Area project (see Ordinary Council Meeting Minutes March 2020 item 11.4).

It is proposed that the remaining \$580,000 be allocated towards the construction of up to six onsite self contained accommodation units at the Beverley Caravan Park.

Two different floorplans have been developed, in concept, to cater for singles/couples and families.

Construction of three Units to cater for singles/couples and three to cater for families would be the proposed mix of accommodation options.

The vacant area directly north of the current Caravan Park has been earmarked as the development area. This block is on the same title as the Caravan Park and is clear to be used for an onsite accommodation purpose. In addition, existing services running to the Caravan Park can be used to service the site, which is expected to minimise headworks costs.

It is expected that Council will need to contribute to solar power, furnishing the units, landscaping of the area and to construct a suitable access road to the Units. An allowance of \$120,000 (solar power, landscaping and furnishing) from the Building Reserve and \$50,000 (access road) from the Roads Reserve is requested to allow for these costs.

This will allow a project budget of \$750,000.

The actual construction of the Units is proposed to be undertaken by all local tradesman (where possible). Local trades have been invited to be involved in the project, with response being received from Rozema Builders, Beverley Electrical, Turn It Up Electrical, Beverley Gas and Plumbing and Shazmac Plumbing to be involved in the project.

A preliminary meeting with the interested parties was held on 7 April 2020. John Rozema has been nominated as the Project Coordinator and has been asked to work with the local trades to produce designs and working documents based on the concept plans provided.

It is expected for construction to begin in July 2020.

Given the funding requirement to utilise local trades, where possible, a tender exemption is going to be requested from the Minister of Local Government to expedite the project without the need to go to tender.

STATUTORY ENVIRONMENT

The *Local Government Act 1995* allows the following in relation to calling tenders for the supply of goods and services:

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

The *Local Government (Functions and General) Regulations 1996* allows the following in relation to calling tenders for the supply of goods and services:

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
 - [(ba) deleted]
 - (c) within the last 6 months —

- (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or
- (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer; or
- (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or
- (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or
- (ea) the goods or services are to be supplied —
 - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
 - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph; or
- (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
- (g) the goods to be supplied under the contract are —
 - (i) petrol or oil; or
 - (ii) any other liquid, or any gas, used for internal combustion engines; or
- (h) the following apply —
 - (i) the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the Small Business Development Corporation Act 1983; and
 - (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and
 - (iii) the local government is satisfied that the contract represents value for money; or
- (i) the goods or services are to be supplied by an Australian Disability Enterprise; or
- (j) the contract is a renewal or extension of the term of a contract (the original contract) where —
 - (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and
 - (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
 - (iii) the original contract contains an option to renew or extend its term; and
 - (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;

or

- (k) the goods or services are to be supplied by a pre qualified supplier under Division 3.

FINANCIAL IMPLICATIONS

\$580,000 funded from the Drought Communities Program.

\$120,000 funded from the Building Reserve

\$50,000 funded from the Infrastructure Reserve.

STRATEGIC IMPLICATIONS

Goal 1 - Shire infrastructure is prepared for economic gains and an increase in our population.

Strategy 1.2 - Shire assets are prepared for commercial and population increases.

Goal 6 - Beverley has a unique identity in the region and is well visited.

Strategy - 6.1 Help coordinate tourism products and experiences with local stakeholders.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That;

1. \$580,000 of Drought Communities Funding be allocated towards the construction of six Onsite Accommodation Units at the Beverley Caravan Park;
2. \$120,000 from the Building Reserve be allocated towards solar power, furnishings and landscaping to the Onsite Accommodation Project;
3. \$50,000 from the Infrastructure Reserve be allocated towards constructing an access road to the Onsite Accommodation Project; and
4. The Minister of Local Government be asked to waive the tender requirements under Section 3.57 of the *Local Government Act 1995* and Regulation 11 of the *Local Government (Functions and General) Regulations 1996* to allow for the project to be expedited and for local trades to be utilised.
5. The Chief Executive Officer be authorised to coordinate with local trades to deliver the Onsite Accommodation Project within a budget of \$750,000.

COUNCIL RESOLUTION

M7/0520

Moved Cr Martin

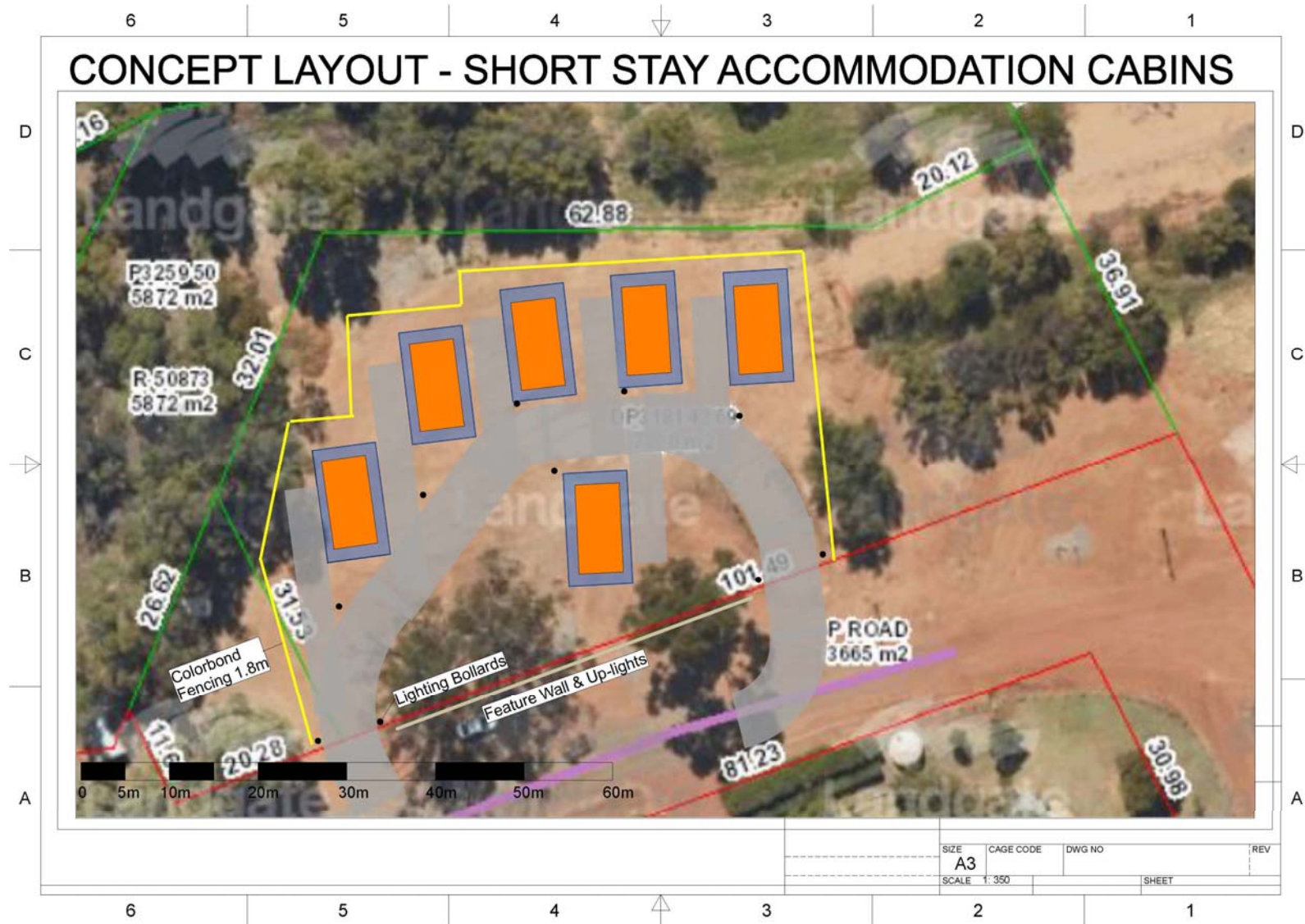
Seconded Cr Brown

That;

- 1. \$580,000 of Drought Communities Funding be allocated towards the construction of six Onsite Accommodation Units at the Beverley Caravan Park;**
- 2. \$120,000 from the Building Reserve be allocated towards solar power, furnishings and landscaping to the Onsite Accommodation Project;**
- 3. \$50,000 from the Infrastructure Reserve be allocated towards constructing an access road to the Onsite Accommodation Project; and**
- 4. The Minister of Local Government be asked to waive the tender requirements under Section 3.57 of the *Local Government Act 1995* and Regulation 11 of the *Local Government (Functions and General) Regulations 1996* to allow for the project to be expedited and for local trades to be utilised.**
- 5. The Chief Executive Officer be authorised to coordinate with local trades to deliver the Onsite Accommodation Project within a budget of \$750,000.**

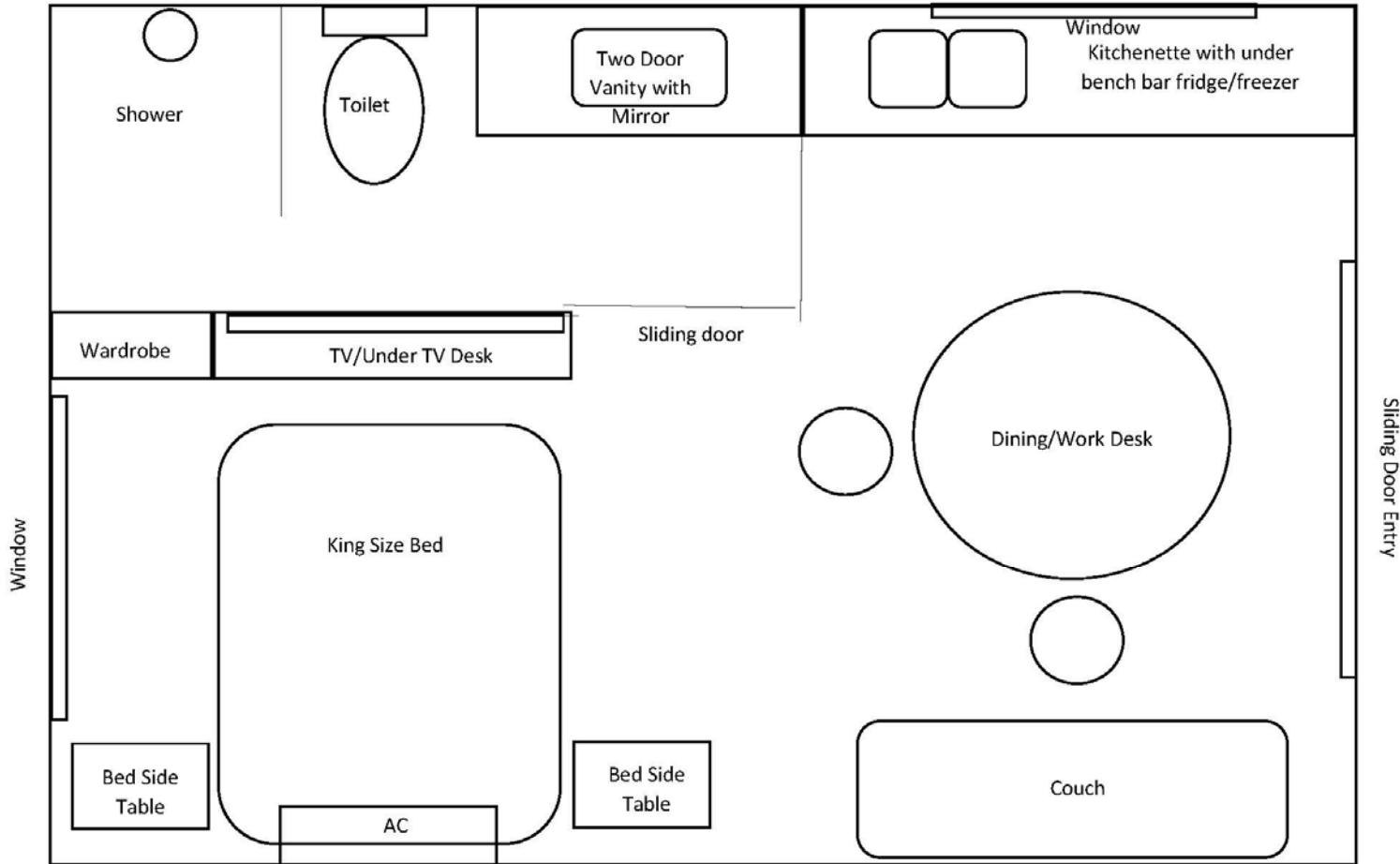
CARRIED BY ABSOLUTE MAJORITY 9/0

Attachment 11.3



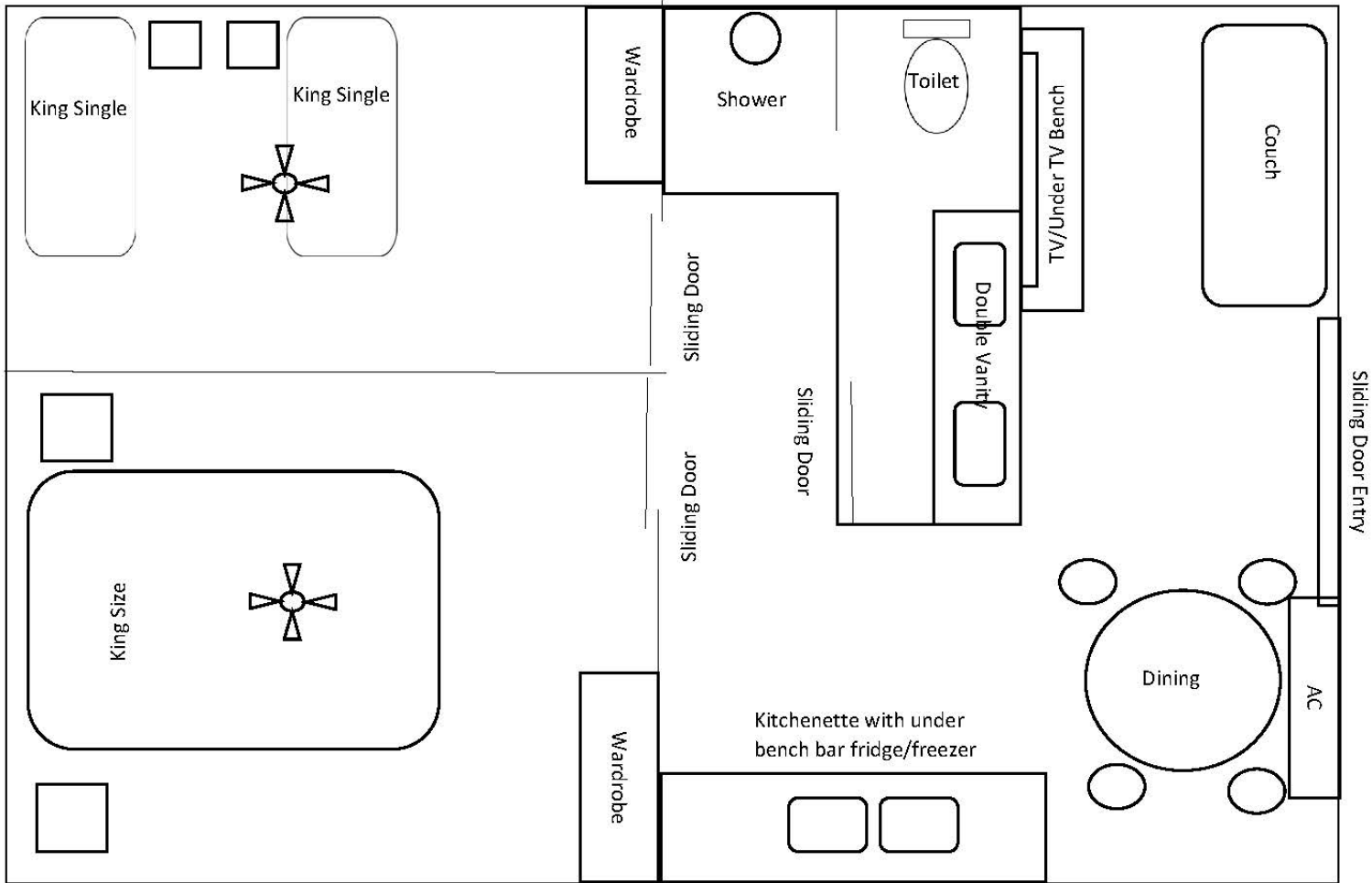
Attachment 11.4

1-2 Person Accommodation



Attachment 11.4

3-4 Person Accommodation



11.4 2020/21 Budget – Rates and Other Fees and Charges

SUBMISSION TO: Ordinary Council Meeting 28 April 2020
REPORT DATE: 8 April 2020
APPLICANT: N/A
FILE REFERENCE: ADM 0275
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider freezing Rates and Other Fees and Charges for the development of the draft 2020/21 Budget in response to the COVID-19 pandemic and the associated economic impact of State and Federal measures to contain the virus in Australia.

BACKGROUND

Cases of COVID-19 first emerged in December 2019, when a mysterious illness was reported in Wuhan, China. The cause of the disease was soon confirmed as a new kind of coronavirus, and the infection has spread around the world.

On 11 March 2020, the World Health Organisation (WHO) announced that the outbreak should be considered a pandemic, meaning that multiple countries are seeing sustained transmission between people of an outbreak causing disease or death.

On 15 March the Australian Chief Health Officer (CHO) declared a state of emergency in the wake of the COVID-19 pandemic.

On 19 March the Acting CEO convened a meeting of the COVID-19 Incident Management Group (IMG) to implement and manage Council's Business Continuity and Incident Response Plan. The IMG consists of the CEO, DCEO, MOW, MPDS and the Executive Assistant.

All the while the State and Federal Government has been implementing measures to try and slow the spread of the disease. The Shire of Beverley has been complying with these measures with the major strategy being around "social distancing" and limiting non-essential interactions between staff and the general public.

The ramifications of these containment measures have meant an abrupt contraction of economic activity particularly effecting the airline, hospitality and tourism industries across Australia. Fortunately, the Beverley district's economy revolves around agriculture and associated supply businesses. There seems to be little disruption to farming enterprises as a result of the COVID-19 measures.

COMMENT

There is an expectation from the State and Federal Governments that Rates revenue be frozen at 2019/20 levels for the 2020/21 financial year. Council needs to be aware that if land valuations change, individual rates notices may differ from the 2019/20 financial year as the rate in the dollar will have to be adjusted to raise the same

amount of rate revenue. The State Government, through Minister of Lands Hon Ben Wyatt MLA, have advised that new valuations will apply for 2020/21.

This is disappointing considering the “collaborative” message the State Government has been sending to Local Governments.

UV property valuations have increased in total by 4%.

Alternatively, the Rate in the Dollar could be frozen. If valuations go up rates revenue will increase and vice versa.

If a Rates freeze is to be imposed, Council may need to consider freezing wages in response to this measure or alternatively cut discretionary expenditure to maintain a balanced Budget. Currently, any increase to the national minimum wage has been passed on in full to Council employees employed under the Local Government Industry Award 2010.

The State Government has indicated that utility and other state imposed charges will be frozen for 2020/21.

In addition, Council may consider freezing all discretionary fees and charges at 2019/20 levels. It is suggested that all cost recovery based and contract based fees and charges be reviewed and adjusted according to any cost increases or contractual obligations (e.g. refuse collection, standpipe water provision etc).

Further, it is recommended that the Chief Executive Officer be delegated the authority to waive any Shire of Beverley imposed fee or charge during the 2020/21 financial year in response to any hardship identified in the community (individuals and Beverley community organisations).

This report is not intended act as the setting of Rates for 2020/21, the official rate setting will proceed as per normal during the course of the 2020/21 Budget adoption process.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

It is assumed the revenue from on going operations, which attract a fee or a charge, will be impacted in the short term (the next 12 months) due the restriction on use of public assets for public gatherings.

Affected assets include the Community Gym, Town Hall, Function and Recreation Centre, Recreation Grounds and possibly the Swimming Pool.

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the draft 2020/21 Budget be formulated with the following considerations:

1. Rates revenue be maintained at the 2019/20 level;
2. Discretionary Fees and Charges set by Council be maintained at the 2019/20 level;
3. Cost Recovery and Contract Fees and Charges set by Council be reviewed and adjusted if required;
4. The Minimum Wage Increase be applied to the salaries and wages of all employees in full.

and

That the Chief Executive Officer be delegated the authority to waive any Shire of Beverley imposed fee or charge during the 2020/21 financial year in response to any hardship identified in the community (individuals and Beverley community organisations).

COUNCIL RESOLUTION

M8/0520

Moved Cr Gogol

Seconded Cr Martin

That the draft 2020/21 Budget be formulated with the following considerations:

- 1. Rates revenue be maintained at the 2019/20 level;**
- 2. Discretionary Fees and Charges set by Council be maintained at the 2019/20 level;**
- 3. Cost Recovery and Contract Fees and Charges set by Council be reviewed and adjusted if required;**
- 4. The Minimum Wage Increase (if any) be applied to the salaries and wages of all employees in full.**

CARRIED 9/0

And

COUNCIL RESOLUTION

M9/0520

Moved Cr Gogol

Seconded Cr Martin

That the Chief Executive Officer be delegated the authority to waive any Shire of Beverley imposed fee or charge during the 2020/21 financial year in response to any hardship identified in the community (individuals and Beverley community organisations).

CARRIED 9/0

11.5 Community Grants – COVID-19

SUBMISSION TO: Ordinary Council Meeting 28 April 2020
REPORT DATE: 31 March 2020
APPLICANT: Beverley Off Road Motor Sports Association
FILE REFERENCE: ADM 0428
AUTHOR: S.P Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider deferring the Community Grant of \$4,000.00 awarded to Beverley Off Road Motor Association (BORMSA) in the January 2020 grants round.

BACKGROUND

The Community Grants were awarded at the 24 February 2020 Ordinary Council meeting. Clubs have until 5 June 2020 to claim their grant money and 31 August 2020 to complete the project.

COMMENT

Due to the COVID-19 pandemic, BORMSA are unable to complete their new toilet block project. Their club is closed to members to abide by social distancing rules which in turn ceases any income and affects the ability to physically construct the toilets. The Club has asked if Council can defer their grant to 2020/21 without having to reapply and compete against other clubs. BORMSA still very much want to complete the toilet block in the next financial year when business resumes.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

\$4000.00 carry over to the 2020/21 budget

STRATEGIC IMPLICATIONS

Goal 7 – Increase all forms of club participation

Goal 8 – Beverley continues to be an inclusive, friendly and caring community

Goal 9 – We have a safe and healthy community

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

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council;

1. Agree to deferring the \$4,000.00 BORMSA Community Grant to 2020/21, without the need for them to reapply and compete in the normal grant rounds.
2. Carry over the \$4,000.00 to the 2020/21 budget.

COUNCIL RESOLUTION

M10/0520

Moved Cr Gogol

Seconded Cr Martin

That Council;

- 1. Agree to deferring the \$4,000.00 BORMSA Community Grant to 2020/21, without the need for them to reapply and compete in the normal grant rounds.**
- 2. Carry over the \$4,000.00 to the 2020/21 budget.**

CARRIED BY ABSOLUTE MAJORITY 9/0

11.6 2020/21 Capital Program

SUBMISSION TO: Ordinary Council Meeting 28 April 2020
REPORT DATE: 21 April 2020
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Draft 2020/21 Capital Program (Under separate cover)

SUMMARY

Council to consider including the draft 2020/21 Capital Program in the draft 2020/21 Budget.

BACKGROUND

Through Road Inspections, Committee Meetings and Workshops, Council has provided Staff with direction for the 2020/21 Capital Program throughout the 2019/20 Financial Year.

Further, the proposed 2020/21 Capital program has been informed by the 2020/21-2029/30 Long Term Financial Plan which was adopted in November 2019.

COMMENT

The draft 2020/21 Capital Program (attached) outlines Councils Capital works plan for the next financial year.

Costs included for each Capital job have not been confirmed.

A summary of revised net capital expenditure for 2020/21 is as follows:

Description	Estimated Expenditure	Estimated Funding	Net Cost
Roads	\$4,553,864	(\$3,983,578)	\$570,286
Bridges	\$0	\$0	\$0
Footpaths	\$105,835	\$0	\$105,835
Drainage	\$0	\$0	\$0
Land & Buildings	\$3,343,000	(\$2,943,382)	\$399,618
Plant & Equipment	\$710,000	(\$510,000)	\$200,000
Furniture & Equipment	\$15,000	\$0	\$15,000
TOTAL	\$8,727,699	(\$7,436,960)	\$1,290,739

Total capital expenditure for 2020/21 is proposed to be \$8,727,699 with linked Grant, Loan and Reserve funding contributions towards projects being \$7,436,960. It is anticipated that Loan funding will be required to deliver the Main Street and Swimming pool Stage 1 redevelopment projects. Total Loans to be raised in 2020/21 are anticipated to be \$1,700,000.

Note the debt servicing costs of a loan of \$1,000,000 over 20 years is approximately \$70,000 per annum which is equivalent to a once off 2.5% Rate increase. Once this

Rate increase has been implemented, the debt can be serviced for the life of the loan. This required rate increase can be spread over several years if required.

Note items at cost of less than \$5,000 are not capitalised. Provisions for IT equipment replacement (\$10,000) and medical equipment replacement (\$10,000) are included in Council's operating allocations.

Staff request Council to confirm the 2020/21 Program, following which firm quotes will be sought for each project (where possible).

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

2020/21 Budget

STRATEGIC IMPLICATIONS

Capital expenditure in line with goals set out in the Strategic Community Plan.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the draft 2020/21 Capital Program be included in the draft 2020/21 Budget.

COUNCIL RESOLUTION

M11/0520

Moved Cr White

Seconded Cr McLaughlin

That the draft 2020/21 Capital Program be included in the draft 2020/21 Budget.

CARRIED 9/0

4:23pm – Manager of Works, Steve Vincent left the meeting and did not return.

12. ADMINISTRATION

12.1 COVID-19 Hardship Policy – Policy Manual

SUBMISSION TO: Ordinary Council Meeting 28 April 2020
REPORT DATE: 8 April 2020
APPLICANT: N/A
FILE REFERENCE: ADM 0468
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Hardship Policies – Template and Shire of Beverley

SUMMARY

Council to consider implementing a COVID-19 Hardship Policy in response to the COVID-19 health crisis as requested by WALGA and the Minister for Local Government, Hon. David Templeman MLA.

BACKGROUND

Cases of COVID-19 first emerged in December 2019, when a mysterious illness was reported in Wuhan, China. The cause of the disease was soon confirmed as a new kind of coronavirus, and the infection has spread around the world.

On 11 March 2020, the World Health Organisation (WHO) announced that the outbreak should be considered a pandemic, meaning that multiple countries are seeing sustained transmission between people of an outbreak causing disease or death.

On 15 March the Australian Chief Health Officer (CHO) declared a state of emergency in the wake of the COVID-19 pandemic.

On 19 March the Acting CEO convened a meeting of the COVID-19 Incident Management Group (IMG) to implement and manage Council's Business Continuity and Incident Response Plan. The IMG consists of the CEO, DCEO, MOW, MPDS and the Executive Assistant.

At the 24 March Ordinary Council meeting, Council adopted a COVID-19 response strategy which resolved:

That;

- 1. a special allowance for paid COVID-19 Leave for a maximum period of 20 working days (Monday-Friday) for all employees, be made available in the event mandatory isolation is imposed by the State or Federal Government.*
- 2. \$20,000 maximum be utilised from the Community Cropping Reserve to subsidise the delivery of essential supplies to those most vulnerable in the community, in support of the Community Resource Centre initiative, in the event of mandatory isolation being imposed by the State or Federal Government.*
- 3. access to all Council owned facilities by the public be prohibited until further notice, with the exception of the Shire Administration building, the Cornerstone*

Building and public toilets, effective 25 March 2020, to be reviewed at the April 2020 Ordinary Council Meeting.

4. *lease charges applicable to commercial tenancies be suspended in the event those businesses cannot continue under imposed shut down provisions and reinstated when business operation returns to normal.*
5. *fees and charges for the use of Council facilities applicable to Community groups be suspended and reviewed when the Community groups begin operating as normal.*
6. *discussions regarding Community Resource Centre charges be held with the Community Resource Centre Committee to determine an equitable outcome for both parties.*

On 31 March 2020 the Minister for Local Government wrote to all Councils requesting they consider adopting WALGA's Hardship Policy.

COMMENT

A copy of the Hardship Policy is provided in the attachments to this report. The Policy outlines specific criteria around the evidence that may be required to prove financial hardship such as (but not limited to):

- Recent unemployment or under-employment;
- Sickness or recovery from sickness;
- Low income or loss of income; and
- Unanticipated circumstances such as caring for and supporting extended family.

The policy also encourages local governments to reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Management have been guided by this template, making slight amendments to develop its own policy, which is attached. It is also recommended that to effectively implement any measures in a timely manner around the Hardship Policy, that a delegation to the CEO be endorsed.

STATUTORY ENVIRONMENT

Legislation is constantly changing in response to the COVID-19 epidemic.

It is intended to comply with all requirements as they are introduced.

FINANCIAL IMPLICATIONS

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

New Policy

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That in light of the COVID-19 pandemic, Council adopt the COVID-19 Financial Hardship Policy AF013 and delegate the Chief Executive Officer authorisation to:

1. consider offering, upon request, a waiving of interest on outstanding rates between 23 March and 31 July 2020, where rates payment will be delayed for those businesses directly affected by Commonwealth and State Government's COVID-19 control measures;
2. consider offering, upon request, a waiving of interest on outstanding rates between 23 March and 31 July 2020 for those individuals that can demonstrate hardship due to the COVID-19 pandemic;

And

The COVID-19 Financial Hardship Policy AF013 be reviewed as part of the annual Policy Manual review in September 2020.

COUNCIL RESOLUTION

M12/0520

Moved Cr Martin

Seconded Cr Gogol

That in light of the COVID-19 pandemic, Council adopt the COVID-19 Financial Hardship Policy AF013 and delegate the Chief Executive Officer authorisation to:

- 1. consider offering, upon request, a waiving of interest on outstanding rates between 23 March and 31 July 2020, where rates payment will be delayed for those businesses directly affected by Commonwealth and State Government's COVID-19 control measures;**
- 2. consider offering, upon request, a waiving of interest on outstanding rates between 23 March and 31 July 2020 for those individuals that can demonstrate hardship due to the COVID-19 pandemic;**

And

COUNCIL RESOLUTION

M13/0520

Moved Cr Martin

Seconded Cr Gogol

The COVID-19 Financial Hardship Policy AF013 be reviewed as part of the annual Policy Manual review in September 2020.

CARRIED 9/0

Attachment 12.1

Template COVID-19 Financial Hardship Policy



WALGA Note: WALGA provides this template policy as a **guide** for Local Governments. This template policy provides suggested wording only and Local Governments should review this policy content and consider, develop and implement policy suitable to their operational requirements.

Remember: Policy implementation is given effect through appropriate induction, ongoing training and operational procedures that evidence Council Members and Employees have been made aware of and are accountable for their obligations and responsibilities.

Policy Objective

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the <<Shire/ Town / City of XXX>> recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

Policy Scope

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

Policy Statement

1 Payment difficulties, hardship and vulnerability¹

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The <<Shire/ Town / City of XXX>> recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

¹ Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:** <http://www.ombudsman.wa.gov.au/>

Attachment 12.1

Template – COVID-19 Financial Hardship Policy



2 Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

3 Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

4 Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the <<Shire/ Town / City of XXX>> of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

5 Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

Attachment 12.1

Template – COVID-19 Financial Hardship Policy



6 Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

7 Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

8 Review

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

9 Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Document Control Box			
Document Responsibilities:			
Owner:	[insert Position Title]	Owner Business Unit:	[insert Unit Title]
Reviewer:	[insert Position Title]	Decision Maker:	Council
Compliance Requirements:			

Attachment 12.1

1.13 COVID-19 Financial Hardship Policy

Policy Type:	Accounting and Finance
Date Adopted:	

Policy No:	AF013
Date Last Reviewed:	

Legal (Parent):	1.
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Legal (Subsidiary):	1.
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ADOPTED POLICY	
Title:	COVID-19 FINANCIAL HARDSHIP POLICY
Objective:	To ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect during and after the COVID-19 pandemic.

Objective

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Beverley recognises that these challenges will result in financial hardship for some of our ratepayers during the period 23 March – 31 July 2020.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time

Scope

This policy applies to:

1. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

Statement

Payment difficulties, hardship and vulnerability***

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

The Shire of Beverley recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to

Attachment 12.1

apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations during 23 March and 31 July 2020:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

The Chief Executive Officer will have delegated authority (and in consultation with the Rates Officer) to determine whether a hardship case exists or not based on the supporting documents and evidence provided by the applicant.

Supporting documents include:

2 months of payslips showing decrease in hours/pay due to COVID-19;
Letter from previous employer stating employment termination due to COVID-19;
Statutory Declaration from a person who is being cared for as a result of COVID-19;
Medical Certificate noting inability to work/reduction in work ability due to COVID-19 or risk of COVID-19.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Beverley of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

Attachment 12.1

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

Review

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Summary

In summary Council delegate the Chief Executive Officer authorisation to:

1. consider offering, upon request, a waiving of interest on outstanding rates between 23 March and 31 July 2020, where rates payment will be delayed for those businesses directly affected by Commonwealth and State Government's COVID-19 control measures;
2. consider offering, upon request, a waiving of interest on outstanding rates between 23 March and 31 July 2020 for those individuals that can demonstrate hardship due to the COVID-19 pandemic;

*** Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:** <http://www.ombudsman.wa.gov.au/>

12.2 Adverse Events Plan

SUBMISSION TO: Ordinary Council Meeting 28 April 2020
REPORT DATE: 21 April 2020
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0078
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Adverse Events Plan (under separate cover)

SUMMARY

Council to consider adopting the attached Adverse Events Plan as a working document.

BACKGROUND

As part of the Drought Communities Programme Extension to receive \$1 million, the Shire is required to have an Adverse Events Plan.

COMMENT

The Shire engaged Caroline Robinson from Wheatbelt Business Network to develop a plan for the Shire.

The plan identifies a range of potential risks and the level of impact or consequence they may have on the Community.

The Local Emergency Management Arrangements, Business Continuity Plan, Strategic Community Plan and IT Disaster Recovery Plan were all consulted upon to guide the plan.

Council are welcome to suggest any amendments as part of the adoption at the April Council Meeting.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

Goal 9 – We have a healthy and safe community.

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

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt the Adverse Events Plan and review annually as a working document.

COUNCIL RESOLUTION

M14/0520

Moved Cr McLaughlin

Seconded Cr White

That Council adopt the Adverse Events Plan and review annually as a working document.

CARRIED 9/0

4:26pm – Prior to any consideration on item 12.3, Cr White declared an interest of impartiality given he is a Beverley CRC board member. Cr White left the meeting.

12.3 Beverley Community Garden Licence Agreement

SUBMISSION TO: Ordinary Council Meeting
REPORT DATE: 21 April 2020
APPLICANT: Beverley Community Resource Centre
FILE REFERENCE: ADM 0552
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Community Garden Licence Agreement (under separate cover)

SUMMARY

Council to consider entering into a licence agreement with the Beverley Community Resource Centre to allow access to Lots 52 and 54 Forrest Street and Lots 51 and 53 Bartram Street for the purpose of establishing a community garden.

BACKGROUND

The Community Garden Group approached the Chief Executive Officer in late 2019 to discuss possible sites for a community garden to be established.

Initially the Group decided to progress with a site at the Beverley District High School, however after some issues were raised regarding access to funding and utility costs the School site was abandoned.

In early March 2020 the Community Garden Group approached the Shire again to explore the option of utilising the drainage block at Lots 52 and 54 Forrest Street and Lots 51 and 53 Bartram Street (adjacent to the RSL Hall) to establish their garden.

COMMENT

For legal reasons, as the Community Garden Group is not incorporated, any land usage agreement will need to be made with the Beverley Community Resource Centre who is the umbrella organisation coordinating the Garden Group.

Attached is a proposed Licence agreement for the use of Lots 52 and 54 Forrest Street and Lots 51 and 53 Bartram Street for a community garden.

It is expected that the maintenance of the site and any operating costs of the garden will be covered by the group in exchange for a peppercorn licence charge.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Potential utility headworks costs to be paid by Council, however there is an understanding that it is the Groups intention to utilise rainwater captured from the RSL Hall.

STRATEGIC IMPLICATIONS

Goal 8 – Beverley continues to be an inclusive, friendly and caring community

Goal 9 – We have a safe and healthy community

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

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That a licence agreement for access to and use of Lots 52 and 54 Forrest Street and Lots 51 and 53 Bartram Street be entered into with the Beverley Community Resource Centre to establish a Community Garden.

COUNCIL RESOLUTION

M15/0520

Moved Cr Gogol

Seconded Cr Martin

That a licence agreement for access to and use of Lots 52 and 54 Forrest Street and Lots 51 and 53 Bartram Street be entered into with the Beverley Community Resource Centre to establish a Community Garden.

CARRIED BY ABSOLUTE MAJORITY 8/0

4:27pm – Cr White rejoined the meeting.

13. NEW BUSINESS ARISING BY ORDER OF THE MEETING

13.1 Late Item – Fun2BKids Family Day Care Lease Agreement

SUBMISSION TO: Ordinary Council Meeting 28 April 2020
REPORT DATE: 28 April 2020
APPLICANT: Fun2BKids Family Day Care
FILE REFERENCE: ADM 0078
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Letter of Request

SUMMARY

Council to consider suspending lease charges for Fun2BKids Family Day Care until 30 June 2020.

BACKGROUND

The Australian Government has instructed child care services to remain open to support all workers and have made child care free for all families.

COMMENT

At the 24 March 2020 Ordinary Meeting, Council resolved, as part of its COVID-19 policy, that:

lease charges applicable to commercial tenancies be suspended in the event those businesses cannot continue under imposed shut down provisions and reinstated when business operation returns to normal.

Fun2BKids continues to operate and pay rent as per normal (\$350 per week plus utilities) but one month into the revised subsidy measures introduced by the Federal Government, they are operating with a significantly reduced income which they can no longer sustain.

Their expenses include rent, insurance, food for children, personal protective equipment, utilities and play/learning equipment for children.

They currently service between one and three children per day with no cost to the families, however this is expected to increase with School returning this week.

Attached is the letter of request from Fun2BKids, the Ministers Media Release and Early Childhood Education and Care Relief Package Information for Family Day Care and In Home Care Information Sheet.

It is proposed that the lease charge be suspended until 30 June 2020.

Further, Utility charges (which are subsidised 55% by Council and Fun2BKids currently contribute 12%) are to continue to be paid while Fun2BKids are operating.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Reduced income affecting 2019/20 Budget revenue.

STRATEGIC IMPLICATIONS

Goal 5 – Existing businesses can grow in Beverley and new businesses are attracted

Goal 8 – Beverley continues to be an inclusive, friendly and caring community

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

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council;

1. suspend the Fun2BKids commercial lease fee of \$350 per week from 1 May until 30 June 2020;
2. review the suspension of the lease fee at the 23 June 2020 Ordinary Council Meeting; and
3. request Fun2BKids continue to contribute to utility expenses as per the lease contract.

COUNCIL RESOLUTION

M16/0420

Moved Cr McLaughlin

Seconded Cr Brown

That Council;

1. **suspend the Fun2BKids commercial lease fee of \$350 per week from 1 May until 30 June 2020;**
2. **review the suspension of the lease fee at the 23 June 2020 Ordinary Council Meeting; and**
3. **request Fun2BKids continue to contribute to utility expenses as per the lease contract.**

CARRIED BY ABSOLUTE MAJORITY 9/0

14. CLOSURE

The Chairman declared the meeting closed at 4:29pm.

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

PRESIDING MEMBER:

DATE: