



## SHIRE OF BEVERLEY NOTICE OF MEETING

Notice is hereby given that the next Ordinary Meeting of Council will be held in the Council Chambers, 136 Vincent Street Beverley, on Tuesday 25 August 2020. Due to COVID-19 restrictions the number of visitors is restricted. It is preferred that you email any questions (up to 3) for Council to [execassist@beverley.wa.gov.au](mailto:execassist@beverley.wa.gov.au) by 12 noon 25 August 2020. If you must attend in person, please arrive at 2.50pm to register.

### **Program**

3.00pm – 5.00pm                      Ordinary Meeting

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

Stephen Gollan  
Chief Executive Officer

20 August 2020

### **DISCLAIMER**

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



**25 August 2020**

**ORDINARY MEETING**

**AGENDA**

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## **1. OPENING**

The Chairperson to declare the meeting open.

## **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  
Mr BS de Beer                  Manager of Planning and Development Services  
Mrs A Lewis                     Executive Assistant

### **2.3 Observers And Visitors**

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

### **2.5 Applications for Leave of Absence**

## **3. DECLARATIONS OF INTEREST**

### **3.1 Item 12.4 – Mr S.P. Gollan CEO**

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

Nil

## **5. PUBLIC QUESTION TIME**

## **6. CONDOLENCES**

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

SMITH	Shirley Elaine	29 July 2020
KENNEDY	Kenneth Reginald	13 August 2020

## **7. CONFIRMATION OF MINUTES**

### **7.1 Minutes Of The Ordinary Council Meeting Held 28 July 2020**

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

That the Minutes of the Ordinary Council Meeting held Tuesday 28 July 2020 be confirmed.

**7.2 Minutes Of The Ordinary Cropping Committee Meeting Held 12 August 2020**

**OFFICER'S RECOMMENDATION**

That the Minutes of the Cropping Committee Meeting held Wednesday 12 August 2020 be received.

Please refer to agenda item 12.3.

**8. TECHNICAL SERVICES**

Nil

**9. PLANNING SERVICES**

Nil



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

Nil

## **11. FINANCE**

### **11.1 Monthly Financial Report**

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**SUBMISSION TO:** Ordinary Council Meeting 25 August 2020  
**REPORT DATE:** 14 August 2020  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** July 2020 Financial Reports

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#### **SUMMARY**

Council to consider accepting the financial report for the period ending 31 July 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 2020 Ordinary Meeting, item 11.3.

#### **COMMENT**

The monthly financial reports for the period ending 31 July 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 2020/21 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 July 2020 be accepted and material variances be noted.

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

Description	Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Notes To Material Variances
<b>Operating Revenue</b>					
General Purpose Funding	3,260,334.00	3,037,548.00	3,039,520.19	1,972.19	
Governance	1,100.00	0.00	0.00	0.00	
Law, Order & Public Safety	299,857.00	0.00	1,227.50	1,227.50	
Health	300.00	16.00	0.00	(16.00)	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	137,492.00	10,455.00	12,919.17	2,464.17	
Community Amenities	206,278.00	185,308.00	187,300.78	1,992.78	
Recreation & Culture	895,083.00	4,880.00	5,373.00	493.00	
Transport	2,559,656.00	260,141.00	259,447.68	(693.32)	
Economic Activities	119,676.00	6,930.00	6,309.09	(620.91)	
Other Property & Services	43,100.00	2,666.00	3,153.69	487.69	
<b>Total Operating Revenue</b>	<b>7,522,876.00</b>	<b>3,507,944.00</b>	<b>3,515,251.10</b>	<b>7,307.10</b>	
<b>Operating Expenditure</b>					
General Purpose Funding	(173,512.00)	(12,117.00)	(13,597.56)	(1,480.56)	
Governance	(254,954.00)	(44,369.00)	(37,423.49)	6,945.51	
Law, Order & Public Safety	(417,800.00)	(49,737.00)	(46,977.68)	2,759.32	
Health	(171,727.00)	(14,155.00)	(13,239.22)	915.78	
Education & Welfare	(98,098.00)	(2,966.00)	(3,111.35)	(145.35)	
Housing	(213,750.00)	(22,258.00)	(24,917.39)	(2,659.39)	
Community Amenities	(669,796.00)	(55,316.00)	(55,552.13)	(236.13)	
Recreation & Culture	(1,512,753.00)	(121,149.00)	(111,475.14)	9,673.86	
Transport	(2,563,701.00)	(211,621.00)	(206,783.57)	4,837.43	
Economic Activities	(479,909.00)	(35,406.00)	(30,229.26)	5,176.74	
Other Property & Services	(15,081.00)	(20,665.00)	(47,950.75)	(27,285.75)	PWOH & POC allocation timing versus expenditure.
<b>Total Operating Expenditure</b>	<b>(6,571,081.00)</b>	<b>(589,759.00)</b>	<b>(591,257.54)</b>	<b>(1,498.54)</b>	
<b>Net Operating</b>	<b>951,795.00</b>	<b>2,918,185.00</b>	<b>2,923,993.56</b>	<b>5,808.56</b>	
<b>Capital Income</b>					
Self Supporting Loan - Principal Repayment	17,288.00	0.00	0.00	0.00	
Proceeds from Sale of Assets	267,364.00	0.00	0.00	0.00	
New Loan Raised	2,000,000.00	0.00	0.00	0.00	
<b>Total Capital Income</b>	<b>2,284,652.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

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

Description	Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Notes To Material Variances
<b>Capital Expenditure</b>					
Land and Buildings	(2,061,000.00)	(140,000.00)	(140,377.80)	(377.80)	
Plant and Equipment	(802,475.00)	0.00	0.00	0.00	
Office Furniture and Equipment	(15,000.00)	0.00	0.00	0.00	
Road Construction	(1,601,190.00)	0.00	(145.15)	(145.15)	
Other Infrastructure	(105,835.00)	0.00	0.00	0.00	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(137,937.00)	0.00	0.00	0.00	
<b>Total Capital Expenditure</b>	<b>(4,723,437.00)</b>	<b>(140,000.00)</b>	<b>(140,522.95)</b>	<b>(522.95)</b>	
<b>Net Capital</b>	<b>(2,438,785.00)</b>	<b>(140,000.00)</b>	<b>(140,522.95)</b>	<b>(522.95)</b>	
<b>Adjustments</b>					
Depreciation Written Back	2,313,194.00	189,760.00	197,165.34	7,405.34	
Movement in Leave Reserve Cash Balance	0.00	0.00	0.00	0.00	
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	(2,364.00)	0.00	0.00	0.00	
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	
<b>Add Funding From</b>					
Transfer (To)/From Reserves	817,971.00	0.00	0.00	0.00	
Opening Surplus/(Deficit)	1,426,433.00	1,426,433.00	1,426,433.44	0.44	
<b>Total Adjustments</b>	<b>4,555,234.00</b>	<b>1,616,193.00</b>	<b>1,623,598.78</b>	<b>7,405.78</b>	
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>3,068,244.00</b>	<b>4,394,378.00</b>	<b>4,407,069.39</b>	<b>12,691.39</b>	

<b>SHIRE OF BEVERLEY</b> <b>STATEMENT OF NET CURRENT ASSETS</b> <b>FOR THE PERIOD ENDING</b> <b>31 July 2020</b>		
Description	YTD Actual 2019/20	YTD Actual 2020/21
<b>Current Assets</b>		
Cash at Bank	904,115.25	974,214.22
Cash - Unrestricted Investments	711,099.95	409,808.19
Cash - Restricted Reserves	2,582,024.26	2,582,024.26
Cash on Hand	300.00	300.00
Accounts Receivable	416,886.40	3,746,902.31
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	17,288.32	17,288.32
Inventory - Fuel	9,344.99	7,705.26
<b>Total Current Assets</b>	<b>4,641,059.17</b>	<b>7,738,242.56</b>
<b>Current Liabilities</b>		
Accounts Payable	(432,823.43)	(549,370.87)
Loan Liability - Current	(137,938.08)	(137,938.08)
Annual Leave Liability - Current	(198,907.44)	(198,907.44)
Long Service Leave Liability - Current	(153,203.22)	(153,203.22)
Doubtful Debts	0.00	0.00
<b>Total Current Liabilities</b>	<b>(922,872.17)</b>	<b>(1,039,419.61)</b>
<b>Adjustments</b>		
Less Restricted Reserves	(2,582,024.26)	(2,582,024.26)
Less Self Supporting Loan Income	(17,288.32)	(17,288.32)
Add Leave Reserves - Cash Backed	169,620.94	169,620.94
Add Loan Principal Expense	137,938.08	137,938.08
<b>Total Adjustments</b>	<b>(2,291,753.56)</b>	<b>(2,291,753.56)</b>
<b>NET CURRENT ASSETS</b>	<b>1,426,433.44</b>	<b>4,407,069.39</b>

**SHIRE OF BEVERLEY**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT**  
**31 July 2020**

Description	Actual 2019/20	YTD Actual 2020/21	Movement
<b>Current Assets</b>			
Cash and Cash Equivalents	4,197,539.46	3,966,346.67	(231,192.79)
Accounts Receivable	399,091.49	3,729,107.40	3,330,015.91
Contract Asset - Current	17,794.91	17,794.91	0.00
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	17,288.32	17,288.32	0.00
Inventory	9,344.99	7,705.26	(1,639.73)
<b>Total Current Assets</b>	<b>4,641,059.17</b>	<b>7,738,242.56</b>	<b>3,097,183.39</b>
<b>Current Liabilities</b>			
Accounts Payable	(432,823.43)	(549,370.87)	(116,547.44)
Contract Liability - Current	0.00	0.00	0.00
Loan Liability - Current	(137,938.08)	(137,938.08)	0.00
Lease Liability - Current	0.00	0.00	0.00
Annual Leave Liability - Current	(198,907.44)	(198,907.44)	0.00
Long Service Leave Liability - Current	(153,203.22)	(153,203.22)	0.00
Doubtful Debts	0.00	0.00	0.00
<b>Total Current Liabilities</b>	<b>(922,872.17)</b>	<b>(1,039,419.61)</b>	<b>(116,547.44)</b>
<b>Non-Current Assets</b>			
Non-Current Debtors	125,188.45	125,188.45	0.00
Non-Current Investments	53,415.80	53,415.80	0.00
Land and Buildings	20,958,439.69	21,042,169.57	83,729.88
Plant and Equipment	2,099,798.37	2,074,741.67	(25,056.70)
Furniture and Equipment	110,244.48	108,925.76	(1,318.72)
Infrastructure	60,366,533.32	60,252,536.47	(113,996.85)
Self Supporting Loan - Non Current	25,253.18	25,253.18	0.00
<b>Total Non-Current Assets</b>	<b>83,738,873.29</b>	<b>83,682,230.90</b>	<b>(56,642.39)</b>
<b>Non-Current Liabilities</b>			
Loan Liability - Non Current	(1,379,225.02)	(1,379,225.02)	0.00
Lease Liability - Non Current	0.00	0.00	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(67,240.88)	(67,240.88)	0.00
<b>Total Non Current Liabilities</b>	<b>(1,446,465.90)</b>	<b>(1,446,465.90)</b>	<b>0.00</b>
<b>Net Assets</b>	<b>86,010,594.39</b>	<b>88,934,587.95</b>	<b>2,923,993.56</b>

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL POSITION  
AS AT  
31 July 2020**

Description	Actual 2019/20	YTD Actual 2020/21	Movement
<b>Equity</b>			
Accumulated Surplus	(43,427,040.81)	(46,351,034.37)	(2,923,993.56)
Reserves - Cash Backed	(2,582,024.26)	(2,582,024.26)	0.00
Reserve - Revaluations	(40,001,529.32)	(40,001,529.32)	0.00
<b>Total Equity</b>	<b>(86,010,594.39)</b>	<b>(88,934,587.95)</b>	<b>(2,923,993.56)</b>



<b>SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE &amp; TYPE FOR THE PERIOD ENDING 31 July 2020</b>		
Description	Budget 2020/21	YTD Actual 2020/21
<b>Income</b>		
Rates	2,669,880.00	3,032,680.74
Operating Grants, Subsidies and Contributions	2,271,419.00	122,324.08
Profit On Asset Disposal	12,000.00	0.00
Service Charges	0.00	0.00
Fees & Charges	523,761.00	209,863.70
Interest Earnings	103,888.00	5,365.05
Other Revenue	60,500.00	7,464.78
Non-Operating Grants, Subsidies and Contributions	9,238,188.00	137,748.01
<b>Total Income by Nature &amp; Type</b>	<b>14,879,636.00</b>	<b>3,515,446.36</b>
<b>Expenditure</b>		
Employee Costs	(2,134,739.00)	(125,475.31)
Materials & Contracts	(1,840,463.00)	(132,322.01)
Utilities	(208,638.00)	(13,428.70)
Depreciation On Non-Current Assets	(1,691,589.00)	(197,165.34)
Interest Expenses	(34,504.00)	5,625.65
Insurance Expenses	(168,227.00)	(128,416.76)
Other Expenditure	(81,975.00)	(1,249.94)
Loss On Asset Disposal	(8,000.00)	0.00
Loss on Revaluation of Non-Current Assets	0.00	0.00
<b>Total Expenditure by Nature &amp; Type</b>	<b>(6,168,135.00)</b>	<b>(592,432.41)</b>
<b>Allocations</b>		
Reallocation Codes Expenditure	421,192.00	979.61
Reallocation Codes Income	0.00	0.00
<b>Total Allocations</b>	<b>421,192.00</b>	<b>979.61</b>
<b>Net Operating by Nature &amp; Type</b>	<b>9,132,693.00</b>	<b>2,923,993.56</b>

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

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2020/21</b>
	<b>Rural Road Maintenance</b>	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	2,190.57
RR002	Athol Rd (RoadID: 26) (Maintenance)	49.88
RR003	Avoca Rd (RoadID: 98) (Maintenance)	0.00
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	0.00
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	0.00
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	0.00
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	2,298.41
RR008	Barrington Rd (RoadID: 13) (Maintenance)	0.00
RR009	Batemans Rd (RoadID: 78) (Maintenance)	0.00
RR010	Batys Rd (RoadID: 60) (Maintenance)	300.74
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	0.00
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	0.00
RR013	Beringer Rd (RoadID: 29) (Maintenance)	0.00
RR014	Bethany Rd (RoadID: 148) (Maintenance)	0.00
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	0.00
RR017	Bremner Rd (RoadID: 6) (Maintenance)	0.00
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	1,272.64
RR019	Bushhill Road (RoadID: 183) (Maintenance)	0.00
RR020	Butchers Rd (RoadID: 20) (Maintenance)	3,275.44
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	416.13
RR022	Carrs Rd (RoadID: 47) (Maintenance)	1,146.90
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)	49.88
RR027	Collins Rd (RoadID: 66) (Maintenance)	1,604.63
RR028	Cookes Rd (RoadID: 61) (Maintenance)	0.00
RR029	Corberding Rd (RoadID: 43) (Maintenance)	0.00
RR030	County Peak Rd (RoadID: 96) (Maintenance)	0.00
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	2,607.33
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	0.00
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	0.00
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	0.00
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	0.00
RR036	Drapers Rd (RoadID: 79) (Maintenance)	0.00
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	0.00

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

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2020/21</b>
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	672.76
RR039	Ewert Rd (RoadID: 27) (Maintenance)	0.00
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	723.47
RR041	Fishers Rd (RoadID: 75) (Maintenance)	0.00
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	0.00
RR043	Gors Rd (RoadID: 30) (Maintenance)	0.00
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	0.00
RR045	Heals Rd (RoadID: 95) (Maintenance)	0.00
RR046	Hills Rd (RoadID: 76) (Maintenance)	0.00
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	1,861.07
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	0.00
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	0.00
RR050	Jas Rd (Maintenance)	0.00
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	725.47
RR052	Jones Rd (RoadID: 48) (Maintenance)	1,306.80
RR053	K1 Rd (RoadID: 85) (Maintenance)	1,832.72
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	0.00
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	0.00
RR057	Kilpatrick Rd (RoadID: 74) (Maintenance)	1,665.90
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	0.00
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	0.00
RR060	Lennard Rd (RoadID: 58) (Maintenance)	0.00
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	0.00
RR062	Luptons Rd (RoadID: 22) (Maintenance)	3,334.51
RR063	Maitland Rd (RoadID: 39) (Maintenance)	0.00
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	0.00
RR065	Manns Rd (RoadID: 59) (Maintenance)	0.00
RR066	Manuels Rd (RoadID: 37) (Maintenance)	0.00
RR067	Mawson Rd (RoadID: 100) (Maintenance)	0.00
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	0.00
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	0.00
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	0.00
RR071	Mclean Rd (RoadID: 84) (Maintenance)	0.00
RR072	Millers Rd (RoadID: 49) (Maintenance)	0.00
RR073	Mills Rd (RoadID: 80) (Maintenance)	0.00
RR074	Morbinning Rd (RoadID: 1) (Maintenance)	934.29
RR075	Murrays Rd (RoadID: 71) (Maintenance)	0.00
RR076	Negus Rd (RoadID: 50) (Maintenance)	0.00

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

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2020/21</b>
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	49.88
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	0.00
RR079	Patten Rd (RoadID: 53) (Maintenance)	1,195.28
RR080	Petchells Rd (RoadID: 38) (Maintenance)	0.00
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	0.00
RR082	Pike Rd (RoadID: 45) (Maintenance)	1,313.04
RR083	Potts Rd (RoadID: 14) (Maintenance)	0.00
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	3,554.15
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	0.00
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	0.00
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	0.00
RR088	Rigoll Rd (RoadID: 157) (Maintenance)	0.00
RR089	Rogers Rd (RoadID: 62) (Maintenance)	0.00
RR090	Rossi Rd (RoadID: 156) (Maintenance)	242.16
RR091	Rumble Rd (Maintenance)	0.00
RR092	Schillings Rd (RoadID: 65) (Maintenance)	546.35
RR093	Shaw Rd (RoadID: 184) (Maintenance)	0.00
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	0.00
RR095	Simmons Rd (RoadID: 101) (Maintenance)	0.00
RR096	Sims Rd (RoadID: 155) (Maintenance)	0.00
RR097	Ski Rd (RoadID: 83) (Maintenance)	0.00
RR098	Smith Rd (RoadID: 72) (Maintenance)	0.00
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	1,090.36
RR100	Spavens Rd (RoadID: 44) (Maintenance)	0.00
RR101	Springhill Rd (RoadID: 23) (Maintenance)	0.00
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	0.00
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	49.88
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	0.00
RR105	Thomas Rd (RoadID: 31) (Maintenance)	0.00
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	0.00
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	219.45
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	2,583.57
RR109	Walgy Rd (RoadID: 42) (Maintenance)	0.00
RR110	Walkers Rd (RoadID: 86) (Maintenance)	760.12
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	0.00
RR112	Warradale Rd (RoadID: 67) (Maintenance)	5,260.24
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	0.00
RR114	Westdale Rd (RoadID: 166) (Maintenance)	1,016.54
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	547.47

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

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2020/21</b>
RR116	Woods Rd (RoadID: 68) (Maintenance)	0.00
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	0.00
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	0.00
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	6,846.12
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	255.21
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR777	Contract Road Side Spraying	0.00
RR888	Tree Lopping - Rural Roads (Maintenance)	0.00
RR999	Rural Roads Various (Maintenance)	5,215.77
WANDRRA	Disaster Recovery Works	0.00
<b>Sub Total</b>	<b>Rural Road Maintenance</b>	<b>59,015.13</b>
	<b>Town Street Maintenance</b>	
TS001	Barnsley St (RoadID: 162) (Maintenance)	0.00
TS002	Bartram St (RoadID: 114) (Maintenance)	0.00
TS003	Brockman St (RoadID: 129) (Maintenance)	0.00
TS004	Brooking St (RoadID: 122) (Maintenance)	120.30
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)	276.65
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	263.42
TS011	Delisle St (RoadID: 120) (Maintenance)	0.00
TS012	Dempster St (RoadID: 111) (Maintenance)	0.00
TS013	Duffield St (RoadID: 160) (Maintenance)	0.00
TS014	Edward St (RoadID: 107) (Maintenance)	0.00
TS015	Elizabeth St (RoadID: 131) (Maintenance)	0.00
TS016	Ernest Drv (RoadID: 135) (Maintenance)	0.00
TS017	Forrest St (RoadID: 103) (Maintenance)	465.31
TS018	George St North (RoadID: 161) (Maintenance)	0.00
TS019	George St South (RoadID: 145) (Maintenance)	0.00
TS020	Grigson St (RoadID: 172) (Maintenance)	0.00
TS021	Hamersley St (RoadID: 130) (Maintenance)	0.00
TS022	Harper St (RoadID: 109) (Maintenance)	0.00
TS023	Hope St (RoadID: 115) (Maintenance)	0.00

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 31 July 2020</b>		
<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2020/21</b>
TS024	Hopkin St (RoadID: 128) (Maintenance)	0.00
TS025	Horley St (RoadID: 127) (Maintenance)	0.00
TS026	Hunt Rd (Maintenance)	2,082.39
TS027	Husking St (RoadID: 117) (Maintenance)	0.00
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	45.18
TS030	Langsford St (RoadID: 152) (Maintenance)	0.00
TS031	Lennard St (RoadID: 113) (Maintenance)	0.00
TS032	Ludgate St (RoadID: 143) (Maintenance)	481.15
TS033	Lukin St (RoadID: 104) (Maintenance)	1,549.74
TS034	Mcneil St (RoadID: 141) (Maintenance)	0.00
TS035	Monger St (RoadID: 116) (Maintenance)	0.00
TS036	Morrison St (RoadID: 112) (Maintenance)	0.00
TS037	Nicholas St (RoadID: 123) (Maintenance)	223.54
TS038	Prior Pl (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	0.00
TS040	Railway Pde (RoadID: 147) (Maintenance)	0.00
TS041	Railway St (RoadID: 146) (Maintenance)	0.00
TS042	Richardson St (RoadID: 124) (Maintenance)	0.00
TS043	Seabrook St (RoadID: 118) (Maintenance)	0.00
TS044	Sewell St (RoadID: 119) (Maintenance)	0.00
TS045	Shed St (RoadID: 136) (Maintenance)	0.00
TS046	Short St (RoadID: 121) (Maintenance)	0.00
TS047	Smith St (RoadID: 108) (Maintenance)	201.96
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	236.96
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	0.00
TS555	Road Sign Updates	0.00
TS888	Tree Lopping - Town Streets (Maintenance)	0.00
TS999	Town Streets Various (Maintenance)	5,773.22
<b>Sub Total</b>	<b>Town Streets Maintenance</b>	<b>11,719.82</b>
<b>Total</b>	<b>Road Maintenance</b>	<b>70,734.95</b>

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 31 July 2020						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
<b>3236036</b>	<b>Reserve Funds Bendigo</b>					
	Long Service Leave	30,568.82				
	Office Equipment	0.00				
	Airfield Emergency	39,947.40				
	Plant	367,262.63				
	Bush Fire Fighters	28,570.08				
	Building	288,997.04				
	Recreation Ground	432,413.73				
	Cropping Committee	159,095.42				
	Avon River Development	25,840.81				
	Annual Leave	139,052.12				
	Community Bus	37,842.40				
	Road Construction	513,660.51				
	Senior Housing	152,773.30				
	Mainstreet Development	306,000.00				
	Avondale Mach Museum	60,000.00	2,582,024.26	6 mnths	0.70%	22/12/2020
<b>3411346</b>	<b>Term Deposit Bendigo</b>	409,808.19	409,808.19	3 mnths	0.80%	14/10/2020
	<b>Total</b>		<b>2,991,832.45</b>			

## **11.2 Accounts Paid by Authority**

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**SUBMISSION TO:** Ordinary Council Meeting 25 August 2020  
**REPORT DATE:** 18 August 2020  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** July 2020 – List of Accounts (Under separate cover)

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### **SUMMARY**

Council to consider authorising the payment of accounts.

### **BACKGROUND**

The following list represents accounts paid by authority for the month of July 2020.

### **COMMENT**

Unless otherwise identified, all payments have been made in accordance with Council's 2020/21 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 2020/21 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:

#### July 2020:

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

##### Cheque vouchers

14 July 2020	1781-1781	(1)	\$	126.31	(authorised by CEO S Gollan and DCEO S Marshall)
17 July 2020	1782-1783	(2)	\$	12,273.04	(authorised by CEO S Gollan and DCEO S Marshall)
22 July 2020	1784-1784	(1)	\$	47.37	(authorised by CEO S Gollan and DCEO S Marshall)
				Total of cheque vouchers for July 2020 incl	\$12,446.72 previously paid

##### EFT vouchers

01 July 2020	EFT 5928-5833	(13)	\$	34,665.75	(authorised by CEO S Gollan and DCEO S Marshall)
08 July 2020	EFT 1-38	(38)	\$	54,486.31	(authorised by DCEO S Marshall and Cr D White)
13 July 2020	EFT 5942-5944	(3)	\$	5,476.20	(authorised by CEO S Gollan and DCEO S Marshall)
14 July 2020	EFT 5945-6002	(28)	\$	219,599.84	(authorised by CEO S Gollan and DCEO S Marshall)
17 July 2020	EFT 6003-6005	(3)	\$	10,519.99	(authorised by DCEO S Marshall and Cr D White)
20 July 2020	EFT 6006-6006	(1)	\$	6,989.40	(authorised by CEO S Gollan and DCEO S Marshall)
22 July 2020	EFT 1-36	(36)	\$	53,159.52	(authorised by CEO S Gollan and DCEO S Marshall)
22 July 2020	EFT 6007-6020	(14)	\$	12,805.66	(authorised by CEO S Gollan and DCEO S Marshall)
27 July 2020	EFT 6022-6036	(15)	\$	28,672.16	(authorised by CEO S Gollan and DCEO S Marshall)
29 July 2020	EFT 6037-6038	(1)	\$	5,238.00	(authorised by CEO S Gollan and DCEO S Marshall)
				Total of EFT vouchers for July 2020 incl	\$431,612.83 previously paid.

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

##### Cheque vouchers

Nil vouchers

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

##### EFT vouchers

Nil vouchers

Total of EFT vouchers for July 2020 incl \$0.00 previously paid.

- (3) **Direct Debit** payments totalling \$113,231.34 previously paid.
- (4) **Credit Card** payments totalling \$1,094.83 previously paid.

### **11.3 Tender: RFT 01 20/21 – Aquatic Centre Management Services**

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**SUBMISSION TO:** Ordinary Council Meeting 25 August 2020  
**REPORT DATE:** 14 August 2020  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0046  
**AUTHOR:** A.E. Waight, Project Officer  
**ATTACHMENTS:** **CONFIDENTIAL** Tender Submission (under separate cover)

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#### **SUMMARY**

Council to consider Tender submissions received in response to RFT 01 20/21 for the Aquatic Centre Management Services for the Beverley Swimming Pool for a term of three years (Nov 2020 – Mar 2023).

#### **BACKGROUND**

The Beverley Swimming Pool contract with Contract Aquatic Services expired in March 2020 (at the completion of the 2019/20 pool season).

As per Council's policy, Tender submissions were called for the Aquatic Centre Management Services of the Beverley Swimming Pool in late July 2020. The Tender was advertised in The West Australian Local Government Tenders on Wednesday 15 July 2020.

#### **COMMENT**

Council received one tender submission from Contract Aquatic Services.

Contract Aquatic Services have managed the Beverley Swimming pool for the past 12 years. A strong working relationship already exists between Council and Contract Aquatic Services. The company provides a suitably qualified manager who oversees the operation of the pool including managing visitors, maintaining water quality and maintaining swimming pool plant, buildings and grounds.

The Swimming Pool is a vital piece of community infrastructure providing an essential social and recreational service to the people of Beverley.

#### **STATUTORY ENVIRONMENT**

Nil

#### **FINANCIAL IMPLICATIONS**

\$67,500 (ex gst) per annum fixed management expense, with additional hours (early morning swimming) charged in addition to contract.

Rental charge of \$100 per week, payable to the Shire of Beverley, while Shire property is tenanted by Contract Aquatic Services Staff.

All utilities to be paid by Contract Aquatic Services while the Shire property is tenanted by Contract Aquatic Services Staff.

#### **STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council accept the tender submitted by Contract Aquatic Services and contract them to manage the Shire of Beverley's Swimming Pool for a period of three years (1 November 2020 to 30 March 2023), at a fixed contract rate of \$67,500 (ex gst) per annum.

## **11.4 Manager of Works Additional Credit Card**

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**SUBMISSION TO:** Ordinary Council Meeting 25 August 2020  
**REPORT DATE:** 13 August 2020  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0089  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** Nil

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### **SUMMARY**

Council to consider authorising the issue of an additional credit card to improve procurement efficiency relating to the purchase of maintenance and parts items and other operating expenses.

### **BACKGROUND**

The Shire of Beverley has two current credit cards, one held by Chief Executive Officer and one for the Avondale Machinery Museum (held by the Deputy Chief Executive Officer).

### **COMMENT**

In order to simplify purchasing processes it is proposed to issue a credit card to the Manager of Works with a limit of \$5,000 per month to cover operating expenses which include parts for plant and machinery and other incidentals. Other staff will be able to use the same card for purchasing by authorisation from the Manager of Works.

Card users will be required to sign and adhere to the Credit Card Purchasing Policy Guidelines as done by the Chief Executive Officer and Deputy Chief Executive Officer with their respective cards.

If approved, the credit card expenditure will appear in the monthly list of Accounts Paid by Authority for Council to scrutinise.

### **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

#### 11. Payment of accounts

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
  - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
  - (b) petty cash systems.
- (2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (3) Payments made by a local government —
  - (a) subject to subregulation (4), are not to be made in cash; and

- (b) are to be made in a manner which allows identification of —
- (i) the method of payment;
  - (ii) the authority for the payment; and
  - (iii) the identity of the person who authorised the payment.

(4) Nothing in subregulation (3)(a) prevents a local government from making payments in cash from a petty cash system.

### **FINANCIAL IMPLICATIONS**

2020/21 Budget

### **STRATEGIC IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

Policy AF003 - Corporate Credit Card

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICERS'S RECOMMENDATION**

That Council;

1. authorise a credit card with a credit limit of \$5,000 per month be issued to the Manager of Works to be used to fund operating expenses within the Works Department as per guidelines and procedures approved by the Chief Executive Officer.
2. update AF003 - Corporate Credit Card Policy to reflect the new card details.

## **11.5 Request for Discount Period Extension**

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**SUBMISSION TO:** Ordinary Council Meeting 25 August 2020  
**REPORT DATE:** 18 August 2020  
**APPLICANT:** Department of Communities  
**FILE REFERENCE:** ADM 0439  
**AUTHOR:** N.J. Ashworth, Finance Officer  
**ATTACHMENTS:** List of Properties

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### **SUMMARY**

Council to consider allowing an extension of the discount date to Monday 5 October 2020 for Department of Housing/Housing Authority and Department of Communities owned properties.

### **BACKGROUND**

The annual rate notice was sent on 31 July 2020, and the due date (and the end of the discount eligibility period) is the 7 September 2020. The ratepayer has requested that due to an office relocation, transitioning to a paperless office, staff changes and COVID-19 implications that they may not be able to process the payments by the due date and request that we extend our discount date to the 5 October 2020 (an extension of 4 Weeks).

### **COMMENT**

The ratepayer believes that as they will be paying an amount of \$37,729.77 in one payment, that Council should allow the extension.

Council has in past years received requests from ratepayers who missed the discount period seeking the discount but have always declined the requests.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995* Section 6.46 allows

Discounts Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may, when imposing a rate or service charge, resolve\* to grant a discount or other incentive for the early payment of any rate or service charge.

\* Absolute majority required.

### **FINANCIAL IMPLICATIONS**

Discount amount totalling \$3,112.29.  
Rates Total of \$37,729.77.

### **STRATEGIC IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION**

That Council not allow the extension of the 2020/21 discount period.

Attachment 11.5

Assess No (Link)	Total Area	Lot No	Ratepayer	Name	House No.	Street Code	Rates	ESL	Rubbish	Discount	Total
A1026	911 sq m	37	495	Department of Housing	7	MONGER ST	1525.68	84.00	288.00	152.57	1745.11
A1028	911 sq m	29	495	Department of Housing	11	MONGER ST	1525.68	84.00	288.00	152.57	1745.11
A1120	911 sq m	47	495	Department of Housing	74	HUNT RD	1237.82	84.00	288.00	123.78	1486.04
A1164	814 sq m	12	495	Department of Housing	26	MONGER ST	1496.89	84.00	288.00	149.69	1719.20
A1300	814 sq m	371	495	Department of Housing	2	MONGER ST	1324.18	84.00	288.00	132.42	1563.76
A1488	814 sq m	407	495	Department of Housing	6	MONGER ST	1640.83	84.00	288.00	164.08	1848.75
A157	1,019 sq m	247	495	Department of Housing	1A & 1B	HOPKINS ST	2763.50	129.64	576.00	276.35	3192.79
A159	1,037 sq m	244	495	Department of Housing	6	HOPKINS ST	853.00	84.00	288.00	85.30	1139.70
A162	994 sq m	330	495	Department of Housing	78	VINCENT ST	1036.31	84.00	288.00	103.63	1304.68
A500	1,094 sq m	10	495	Department of Housing	100	LUKIN ST	1819.30	85.35	576.00	181.93	2298.72
A51433	860 sq m	5	495	Department of Housing		SHORT ST	853.00	84.00		85.30	851.70
A536	1,100 sq m	100	495	Department of Housing	41	BARTRAM ST	1352.96	84.00	288.00	135.30	1589.66
A539	1,315 sq m	302	495	Department of Housing	81	HARPER ST	853.00	84.00	288.00	85.30	1139.70
A542	986 sq m	305	495	Department of Housing	87	HARPER ST	1612.04	84.00	576.00	161.20	2110.84
A543	1,009 sq m		495	Department of Housing	55A & B	LUKIN ST	1542.95	84.00	576.00	154.30	2048.65
A545	1,009 sq m		495	Department of Housing	59A & B	LUKIN ST	1381.75	84.00	576.00	138.18	1903.57
A548	1,009 sq m	321	495	Department of Housing	65	LUKIN ST	1496.89	84.00	288.00	149.69	1719.20
A549	1,009 sq m	320	495	Department of Housing	67	LUKIN ST	853.00	84.00	288.00	85.30	1139.70
A551	499 sq m	1	495	Department of Housing	71B	LUKIN ST	853.00	84.00	288.00	85.30	1139.70
A553	1,009 sq m	317	495	Department of Housing	73	LUKIN ST	1266.60	84.00	288.00	126.66	1511.94
A959	1,017 sq m	293	495	Department of Housing	22A & 22B	DAWSON ST	2821.07	132.34	576.00	282.11	3247.30
A960	814 sq m		495	Department of Housing	24	MONGER ST	1013.28	84.00	288.00	101.33	1283.95
A961	2,023 sq m	28330	495	Department of Housing	22	GREAT SOUTHERN Hwy	853.00	84.00	288.00	85.30	1139.70
							31975.73	2027.33	8064.00	3197.59	38869.47
								42067.06			



## **12. ADMINISTRATION**

### **12.1 Use of the Common Seal**

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**SUBMISSION TO:** Ordinary Council Meeting 25 August 2020  
**REPORT DATE:** 12 August 2020  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0265  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** Nil

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#### **SUMMARY**

Council to endorse the use of the Common Seal.

#### **BACKGROUND**

Allocation of the Common Seal requires accompanying signatures of both the Shire President (or Deputy) and Chief Executive Officer (or person acting in that position).

#### **COMMENT**

The Common Seal has been recently attached to the following documents:

1. Lease Agreement, B-19 Agricultural Machinery Museum, Avondale, between Shire of Beverley and National Trust of Australia (WA).

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*, Part 9, Division 3, Execution of documents states:

- (1) A document is duly executed by a local government if -
  - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
  - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of –
  - (a) the mayor or president; and
  - (b) the chief executive officer or a senior employee authorised by the chief executive officer,  
each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Strategic Community Plan

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

#### **POLICY IMPLICATIONS**

Delegation EO-D010

#### **VOTING REQUIREMENTS**

Simple Majority

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

That Council note and endorse the use of the Common Seal having been attached to:

1. Lease Agreement, B-19 Agricultural Machinery Museum, Avondale, between Shire of Beverley and National Trust of Australia (WA).

## **12.2 Youth Activity Area – Name**

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**SUBMISSION TO:** Ordinary Council Meeting 25 August 2020  
**REPORT DATE:** 12 August 2020  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0579  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** Nil

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### **SUMMARY**

Council to consider an amendment to the name previously selected for the Youth Activity Area.

### **BACKGROUND**

At the 20 March 2020 Ordinary Council meeting it was resolved that a Naming Competition be promoted to name the Beverley Youth Activity Area.

The name Moort Wabiny at The Tracks was selected by Council at its 28 July 2020 Ordinary Council meeting subject to the approval of the local Beverley Noongar Community. “Moort Wabiny” means Family Play in Ballardong Noongar language and “The Tracks” was considered a short sharp name which could indicate a ‘cool’ spot in town for families and individuals to visit, located centrally along the Beverley Railway line.

### **COMMENT**

The name was presented to CRANA Aboriginal Corporation Inc. who confirmed the meaning and their approval for the use of Moort Wabiny.

However, in the design for the entry statement to the park and ease of use in both text and speech, it has been suggested to drop “at The Tracks” and simply call the area Moort Wabiny Park.

### **STATUTORY ENVIRONMENT**

N/A

### **FINANCIAL IMPLICATIONS**

2020/21 Budget – YAA Entry Statement

### **STRATEGIC IMPLICATIONS**

Goal 4. Vincent Street is activated and aesthetically improved

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

Strategy 8.3 Develop and implement a youth activity plan with key stakeholders and local young people

Strategy 8.4 Increase the opportunity to belong, socialise, and empathise through arts and culture activity

### **POLICY IMPLICATIONS**

N/A

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That the Beverley Youth Activity Area be named Moort Wabiny Park.

### **12.3 Current Cropping Leases**

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**SUBMISSION TO:** Ordinary Council Meeting 25 August 2020  
**REPORT DATE:** 12 August 2020  
**APPLICANT:** Cropping Committee  
**FILE REFERENCE:** ADM 0049  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** Nil

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#### **SUMMARY**

Council to consider recommendations in regards to Cropping Leases as made by the Cropping Committee.

#### **BACKGROUND**

Council lease out various reserves and land to individuals and community groups for cropping purposes. The income from the three year leases is allocated to the Cropping Reserve which funds the Community Grants program.

#### **COMMENT**

The Cropping Committee met on Wednesday 12 August to discuss renewing leases with the Department of Lands, when to call submissions and if to keep the current three year lease arrangement.

The list of current leases:

<b>Details of Lease</b>	<b>Lessee</b>	<b>Ha</b>	<b>Yearly Rent Ex Gst</b>	<b>Council Lease Cost Inc Gst</b>
Reserve 38798	CR & J RIDGWAY	65	\$5,200.00	\$3,575.00
Portion Reserve 5265d	BERNARD HUNT	50	\$2,400.00	-
Lot 78 Waterhatch	BEVERLEY FOOTBALL CLUB	13	\$1,144.00	-
Reserve 3788	BEVERLEY TENNIS CLUB INC.	25	\$1,700.00	-
Portion Reserve 5265a	ELMLINE PTY LTD	176	\$18,656.00	-
Portion Reserve 5265b	ELMLINE PTY LTD	80	\$8,000.00	-
Portion Reserve 5265c	ELMLINE PTY LTD	38	\$4,028.00	-
Reserve 25266 (Bethany Farm)	ELMLINE PTY LTD	60	\$3,600.00	\$3,850.00

Res 38798 Mt Kokeby and Reserve 25266 Bethany Farm are both paid until June 2021 with the Department of Lands.

The previous leases were advertised in the August and September editions of the Beverley Blarney to allow Community and Commercial groups to prepare their seeding programs. At the last round, the period was slightly too early and long with two applicants withdrawing. This year the committee recommend advertising 1 September – 9 October 2020 for a Council decision at the 27 October 2020 Ordinary Council meeting. The Cropping Committee will next meet on Wednesday 14 October to make the awarding of lease recommendations for Council.

The current leasing period of three (3) years continues to be received favourably (prior to 2015 the period was only two years) along with the allowance that Hay may be cut for a maximum of 1 year in the 3 year term.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

## **FINANCIAL IMPLICATIONS**

Future Budgets

## **STRATEGIC IMPLICATIONS**

Review land use strategies and plans, whilst protecting viable farming options.

## **POLICY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **COMMITTEE RECOMMENDATION**

That Council:

1. continue the renewal with Department of Lands Lease for the Reserve 25266 Bethany Farm and Reserve 38798 Mt Kokeby blocks;
2. call for submissions for the all leases via the September and October editions of the Beverley Blarney and fortnightly on Facebook;
3. write to the current lease holders to advise them of the next lease advertising period;
4. continue the lease period of 3 years 1 April 2021 to 31 March 2024; and
5. continue with the allowance that Hay may be cut for a maximum of 1 year in the 3 year term.

Prior Declaration of Interest – CEO Stephen Gollan is a member and Treasurer of the Beverley Golf Club.

## **12.4 Community Grants**

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**SUBMISSION TO:** Ordinary Council Meeting 25 August 2020  
**REPORT DATE:** 17 August 2020  
**APPLICANT:** Various Applicants  
**FILE REFERENCE:** ADM 0428  
**AUTHOR:** A.E. Waight, Projects Officer  
**ATTACHMENTS:** Nil

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### **SUMMARY**

Council to consider awarding various grants as recommended by the Community Grants Working Group.

### **BACKGROUND**

At the July 2013 Council meeting, it was agreed to set up a Community Grants scheme to assist individuals, Not for Profit and Incorporated local organisations in the development of their respective interests. Council have two rounds of applications being July and January each financial year. Personal Development Grants for individuals are open all year round.

At the February 2020 Audit and Risk Committee Meeting it was established that a grant working group would review and make recommendations on applications received. This committee comprised on the Chief Executive Officer, Shire President, Chairman of the Audit & Risk Committee and Council's Project Officer. The Chief Executive Officer declared an interest as the Treasurer of the Beverley Golf Club.

### **COMMENT**

The first round of Community Grants for 2020/21 financial year was advertised in the Beverley Blarney and on the Shire of Beverley Website. Applications opened on the 1<sup>st</sup> July and closed on the 31<sup>st</sup> July 2020. A total of 8 applications were received, 4 being for Minor grants and 4 for the Major grants.

The Major Grant applications for this round were oversubscribed with a total of \$12,708.00 being requested with a budget of only \$10,000 for two rounds. The Minor Grant applications received came to a total of \$3,152.00 for round one.

The working group have chosen to award funds to all applicants; however, the awarded amounts may not necessarily be the amount requested by each applicant.

Community Grants are funded from the Cropping Committee Reserve so any additional funds could be drawn from the reserve.

The table presented on the following page outlines the grant applications, the activities groups wish to use the money for, the amount they requested, and the amount recommended with reasoning's by the working group.

Club/Group	Members	Activity	Amount Requested	Amount Recommended	Reasoning
<b>MINOR FUNDING (No matching funding required)</b>					
<b>Beverley CWA</b>	15 Members (increase on previous years)	Minor Category: Environment Total Project Cost: \$1,455.00  Project as described by applicant: To re-establish the garden at the front of the hall to improve the look and aesthetics of the area.	\$500.00	\$500.00	Project will make the CWA building more aesthetically pleasing (given its position in the main street) and will provide a safe environment for those organisations and visitors who utilise the hall.
<b>Beverley DHS P&amp;C Association</b>	92 members (increase on previous years)	Minor Category: Youth Total Project Cost: \$752.00  Project as described by applicant: Beverley DHS P&C will run an end of term disco for the students of the Beverley DHS on Friday 18 <sup>th</sup> Sept from 3.30pm – 6.30pm.	\$752.00	\$752.00	Project will target youth activity not ordinarily available to the Beverley Students. Provides a sense of value and belonging in a safe social environment.
<b>Beverley Playgroup</b>	12 Members (decline due to COVID 19 restrictions)	Minor Category: Early Years Total Project Costs: \$1,790.81  Project as described by applicant: One of the objectives of our association is to provide and maintain suitable premises and equipment for the purpose of Playgroup. The committee have recently reviewed all items and equipment of the group and compiled a list of equipment that needs updating to increase physical and active play amongst the children who attend Playgroup.	\$1,000	\$1,000	By improving the equipment with a focus on active play at Playgroup it will ensure we can continue to provide opportunities for children to learn through play and develop social, emotional, physical and cognitive skills in a safe, nurturing and stimulating environment.
<b>Yenyenning Lakes Management Group</b>	12 Members (no previous year provided)	Minor Category: Tourism Total Project Costs: \$950.00  Project as described by applicant: 2 x portable toilets	\$900.00	\$0.00	Recommended not to support due to incomplete application.  Council has future strategic plans for the area which will be worked on with the committee going forward.



Club/Group	Members	Activity	Amount Requested	Amount Recommended	Reasoning
<b>MAJOR FUNDING (50:50 Matching Funds)</b>					
<b>Beverley Historical Society</b>	12 Members	Major Category: Arts & Culture Total Project Costs: \$2,250.00  Project as described by applicant: Fragile document preservation will prevent valuable documents and local history.	\$1,500.00	\$1,500.00	Preservation of local history.  Improved storage of valuable documents and artefacts.
<b>Beverley Golf Club Inc</b>	95 Members Increase	Major Category: Sport & Recreation Total Project Costs: \$8,764.00  Project as described by applicant: One Golf is a software programme for the captains of the club to use to run the competitions and the player handicaps. Software terminal is for a cashless payment system to be used at the club.	\$4,382.00	\$3,500.00	Will improve the ability to run competitions and make for a more efficient system.  Terminal will assist with a cashless system and better COVID management.
<b>Beverley Soaring Society</b>	114 Members	Major Category: Sport & Recreation Total Project Costs: \$9,026.00  Project as described by applicant: The purpose of this project is to upgrade our current training facilities. This is due to an increase in demand from new trainees including local Beverley students. This update will require creating a dedicated air-conditioned training room with specialist training aids. The Training aids will include a flight simulator with software specifically designed for teaching gliding, an overhead projector and screen, plus a whiteboard and furniture.	\$3,826.00	\$2,500.00	Providing Beverley with an added Tourist attraction. Attracting pilots to the community and hopefully see some economic benefits to local businesses.  Set us apart from other gliding clubs in the state.  May attract more locals to get involved and try out Gliding.

Club/Group	Members	Activity	Amount Requested	Amount Recommended	Reasoning
<b>Yenyenning Lakes Management Group</b>	12 Members (no previous year provided)	Major Category: Tourism Total Project Costs: \$3,000  Project as described by applicant: Drain high spots in lake	\$3,000	\$0.00	Recommended not to support due to incomplete application.  Council has future strategic plans for the area which will be worked on with the committee going forward.

## **STATUTORY ENVIRONMENT**

N/A

## **FINANCIAL IMPLICATIONS**

Community Grant Program funded from the Cropping Committee Reserve  
2020/2021 Total Minor Grants \$10,000 – Available funds balance: \$10,000  
2020/2021 Total Major Grants \$10,000 – Available funds balance: \$10,000  
2020/2021 Total Personal Development Grants \$1,200 – Available funds balance  
\$1,200

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

## **POLICY IMPLICATIONS**

Community Grant Policy

## **VOTING REQUIREMENTS**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

That Council award the following Community Grants under the first round of submissions for the 2020/2021 financial year;

- |                                |            |
|--------------------------------|------------|
| 1. Beverley CWA                | \$500.00   |
| 2. Beverley DHS P&C            | \$752.00   |
| 3. Beverley Play Group         | \$1,000.00 |
| 4. Beverley Historical Society | \$1,500.00 |
| 5. Beverley Golf Club          | \$3,500.00 |
| 6. Beverley Soaring Society    | \$2,500.00 |

## **12.5 Appointment of Dual Fire Control Officers – Shire of Brookton**

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**SUBMISSION TO:** Ordinary Council Meeting 25 August 2020  
**REPORT DATE:** 17 August 2020  
**APPLICANT:** Shire of Brookton  
**FILE REFERENCE:** ADM 0015  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** Nil

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### **SUMMARY**

Council to consider the appointment of Dual Fire Control Officers: Mr Mark Whittington; Mr Bevan Walters; Mr Murray Hall; and Mr Len Simmons, as authorised officers for 2020/21 Bush Fire Season as requested by the Shire of Brookton.

### **BACKGROUND**

In accordance with legislative requirements the Council is required to formally appoint its Bushfire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisation under *Bush Fires Act 1954*, in fulfilling their duty.

### **COMMENT**

Without the required authorisation from Council there is a perceived high level risk in relation to the duties performed by the newly appointed Dual Fire Control Officers, which could be deemed unlawful and potentially invalid should their actions be challenged through a judicial process.

The requested officers are the same people that were appointed in the 2019/20 fire season.

### **STATUTORY ENVIRONMENT**

Section 38 of the *Bush Fires Act, 1954*.

### **ELECTORAL CARETAKER PERIOD POLICY STATEMENT**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

11. We aim to protect and preserve our natural environment  
11.5 Apply appropriate bushfire protection

### **POLICY IMPLICATIONS**

N/A

### **VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council appoints under Section 38 of the Bush Fires Act, 1954 the following people from the Shire of Brookton: Mr Mark Whittington; Mr Bevan Walters; Mr Murray Hall; and Mr Len Simmons, as authorised officers in the capacity of Dual Fire Control Officer for 2020/21 Bush Fire Season.

## **12.6 Repurpose of Mainstreet Banner Poles**

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**SUBMISSION TO:** Ordinary Council Meeting  
**REPORT DATE:** 18 August 2020  
**APPLICANT:** Ms Kylie Watts  
**FILE REFERENCE:** ADM 0325  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** Repurposed Banner Pole Locations Map & Banner Designs

---

### **SUMMARY**

Council to consider repurposing the old Mainstreet banner poles to be used as place identifiers at Council assets around the townsite.

### **BACKGROUND**

Ms Kylie Watts approached staff in late July 2020 with the idea to repurpose the old Mainstreet banner poles to identify attractions around the Beverley townsite.

Ms Watts' initial proposed sites included The RV Park on Lukin Street, the privately operated Art Garden on Vincent Street, the Beverley Community Garden on Forrest Street, The Station Arts Gallery on Vincent Street and the Dead Finish Museum on Hunt Road.

The privately operated Art Garden was deemed to be an unsuitable location as the land is not Council controlled and enhancing this area may set a precedence for Council involvement in other private business ventures.

Council has four remaining banner poles which are available for repurpose.

### **COMMENT**

Following a proposed site inspection with Ms Watts, four sites were determined to be suitable locations including the RV Site, Beverley Community Garden, the Station Arts Gallery and the Dead Finish Museum integrated with existing signage (see proposed location map attached).

Ms Watts undertook to provide a concept design for the proposed banners (see attached).

It is expected that Shire Staff would be able to install the banner poles at the preferred locations and the cost of the banners would be covered by Council.

### **STATUTORY ENVIRONMENT**

Nil

### **FINANCIAL IMPLICATIONS**

Cost estimate of \$1,600 ex GST excluding internal labour and plant charges (\$400 per pole including art work) funded from the other community initiatives budget allocation (\$3,000).

**STRATEGIC IMPLICATIONS**

Goal 2: Community infrastructure of significance, economic value and history adds value to our identity

Strategy 2.1: Retain, capture and provide local historically significant stories, sites, facilities, events and items

**POLICY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That the old Mainstreet banner poles be repurposed as place identifiers at the RV Park (Lukin Street), the Beverley Community Garden (Forrest Street), the Station Arts Gallery (Vincent Street) and the Dead Finish Museum (Hunt Road).

Attachment 12.6





Attachment 12.6



## Attachment 12.6

### Repurpose of Mainstreet Banner Poles



#### **Proposed Banner Pole Locations:**

**Dead Finish Museum** – Incorporated with existing signage.

**Station Arts Carpark** – corner of garden bed near railway line.

**Community Garden** – on verge in convenient location.

**Apex Park** – In rose garden near corner of Lukin and Vincent St with sight lines when travelling East and West on Vincent St.

## **12.7 Beverley 2022 Working Group**

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**SUBMISSION TO:** Ordinary Council Meeting 25 August 2020  
**REPORT DATE:** 19 August 2020  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0072  
**AUTHOR:** J. Murray, Tourism Officer  
**ATTACHMENTS:** Beverley 2022 Working Group Terms of Reference

---

### **SUMMARY**

Council to consider the forming of a Beverley 2022 Working Group and the adoption of their Terms of Reference.

### **BACKGROUND**

At the March 2020 Council Meeting question time, Council were approached by two community members about the approaching milestones for the Shire of Beverley.

Mrs Joy Smith, President of the Beverley Historical Society, made a short presentation to Council regarding the 150<sup>th</sup> Anniversary of the Dead Finish Museum due in 2022.

*“Council advised that working with the Tourism Officer, Jacinta Murray would be an appropriate avenue to bring ideas through to Council. Council also noted that it’s the Shire’s 150<sup>th</sup> Anniversary (Beverley Road Board) in 2021 and perhaps the events can run together somehow. More planning will be required.”*

Mrs Dee Ridgway asked if Council are aware that in 2021 it is 150 years since establishment of the Beverley Road Board which was the predecessor to what is now known as the Shire of Beverley?

*“Council are aware of the 150 year anniversary, but as yet have not had any formal discussions to progress any celebrations.”*

At the June Council Information Bulletin Meeting held on 23 June 2020, Council were presented with the idea to have a milestone celebration in 2022.

*“There a few milestones that are occurring in the next few years including the 150 years of the Road Board in 2021 and The Dead Finish Museum in 2022. Combined with the great news of the Main street development which will be a work in progress over the coming 2 years and the skate park and Caravan Park developments there will be much to celebrate come 2022.*

*This poses the question whether an event could be held to celebrate all of these milestones together? Events take significant planning and include applying for grants. There was a “Back to Beverley” event held around twenty years ago, whether something similar could be done.*

*A festival involving the closure of the Main Street? Is this something that Council would support?”*

The Council were in favour of idea presented.

The Tourism Advisory Group discussed the prospect of the event at the 12 August TAG meeting and it was determined that a working group should be formed immediately due to the significant amount of planning that would be involved.

**COMMENT**

Attached are the Beverley 2022 Working Group Terms of Reference. The community member positions will be by invitation and approved by the President, Chief Executive Officer and Senior Management of the Shire of Beverley.

**STATUTORY ENVIRONMENT**

N/A

**FINANCIAL IMPLICATIONS**

No initial financial requirements, however the working group to progress towards a plan including any financial implications in the Shire's 2021/2022 budget.

**STRATEGIC IMPLICATIONS**

Strategy 2.1: Retain, capture and provide local historically significant stories, sites, facilities, events and items.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION**

That a Beverley 2022 Working Group be formed and the Terms of Reference adopted.

## Attachment 12.7

### **BEVERLEY 2022 WORKING GROUP**

#### **PREAMBLE**

The Shire of Beverley is to form a Working Group to be known as the Beverley 2022 Working Group (the Working Group) to plan an event/s to present to Council. The event is to celebrate the following milestones for Shire of Beverley.

- 150<sup>th</sup> Anniversary of the Dead Finish Museum (2022)
- 150<sup>th</sup> Anniversary since the establishment of the Beverley Road Board
- Main Street Development Project
- Other significant Shire projects in the last decade.

#### **TERMS OF REFERENCE**

The role of the Working Group is to investigate:

- An appropriate event/festival that celebrates the milestones and achievements of Beverley;
- Apply for grants for the project;
- A suitable time, location, and length in time for the Event; and
- An estimate of cost to hold the event.

The Working Group does not have executive powers, management functions or authority to implement actions, however will provide appropriate advice and recommendations on matters relevant to its Terms of Reference in order to facilitate decision making by Council.

#### **1. MEMBERSHIP**

In accordance with the Preamble, the Members of the Beverley 2022 Working Group will be

- i) Two councillors; one will act as Chairman of the Working Group;
- ii) Ashleigh Waight, Projects Officer, Shire of Beverley;
- iii) Jacinta Murray, Tourism Officer, Shire of Beverley;
- iv) Up to Two (2) Members of the Beverley Historical Society
- v) Up to Four (4) Community Representatives;

1.1 The President, Chief Executive Officer, Senior Management and other administration staff of the Shire of Beverley may attend any meeting as observers.

1.2 Community representatives will be appointed by invitation from the Shire of Beverley.

## Attachment 12.7

### **2. SECRETARIAL RESOURCES**

2.1 Either the Project Officer or Tourism Officer will provide minutes to present to Council.

### **3. QUORUM**

3.1 The quorum necessary for the transaction of business shall be six (5) members of the Working Group and include at least one of either the Chairman or Chief Executive Officer.

### **4. MEETINGS**

4.1 The Working Group shall meet according to the proposed schedule in Appendix 1 which will be confirmed at the first convened Working Group meeting.

4.2 A specific date and time for each meeting/workshop/consultation will be agreed by the members of the Working Group.

4.3 The Chairman may alter the schedule of meetings as determined by a consensus of the Working Group.

4.4 If the Chairman is unavailable, the Chief Executive Officer or his delegate shall chair the meeting.

4.5 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Working Group, no later than three (3) clear days before the date of the meeting.

4.6 Minutes of the Working Group meetings shall be circulated within seven (7) working days after a meeting.

4.7 Minutes of the meetings will be available to the community.

### **5. ROLES OF THE BEVERLEY 2022 WORKING GROUP**

The Working Group shall:

5.1 Be strategic in its intent.

5.2 Aim for consensus on recommendations.

## Attachment 12.7

5.3 Engage in community consultation as a means of achieving the Beverley 2022 Working Group terms of reference

5.4 Review outcomes of the community consultations

5.6 Review responses from the community consultation and refine recommendations.

5.7 The Working Group will present its recommendations to the Shire of Beverley.

5.8 The Working Group will proceed with Event organisation after Council approval.

## Appendix 1

### **DRAFT Beverley 2022 Working Group – Targets**

**August 2020** - Present Terms of Reference to Council for adoption.

**September 2020** – Positions of the working Group to be filled.

**October 2020** – Working Group General Meeting for introduction, discuss way forward, confirm objectives and meeting calendar

**December 2020** – Community consultation

**February 2021** – Present to council the Event Overview

**Late April – Early May 2021** – Report for presentation to Council with any financial implications to the Shire for following financial year.

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

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

**14. CLOSURE**

The Chairman to declare the meeting closed.