



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 23 February 2021. 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 by 12 noon, 23 February 2021. Answers to your questions will be emailed back to you the following day. If still prefer to 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

18 February 2021

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.



23 February 2021

ORDINARY MEETING

AGENDA

CONTENTS

1. OPENING	1
2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE	1
2.1 Members Present.....	1
2.2 Staff In Attendance	1
2.3 Observers And Visitors	1
2.4 Apologies and Approved Leave of Absence	1
2.5 Applications for Leave of Absence	1
3. DECLARATIONS OF INTEREST	1
4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	1
5. PUBLIC QUESTION TIME	1
6. CONDOLENCES	1
7. CONFIRMATION OF MINUTES	2
7.1 Minutes Of The Ordinary Council Meeting Held 15 December 2020	2
8. TECHNICAL SERVICES	3
8.1 RFT 04/2021 Grader Replacement.....	3
9. PLANNING SERVICES	5
9.1 Development Application – Single House & Outbuilding, Lot 132 Vincent Street	5
9.2 Proposed Extended Front Fence – 146 Vincent Street, Beverley	12
9.3 Amalgamation Application WAPC 160417: Lots 504 & 9001 on DP411512, Delisle Street, Beverley	21
9.4 Development Application: Special Events (Tractor Pull and Lawnmower Racing) – Lot 397 (Reserve 3378 Old Racecourse), Vincent Street	26
10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES	32
11. FINANCE	33
11.1 Monthly Financial Report – December 2020	33
11.2 Accounts Paid by Authority – December 2020.....	47
11.3 Monthly Financial Report – January 2021	49
11.4 Accounts Paid by Authority – January 2021.....	63
11.5 Loan Funding – Vincent Street Streetscape Project	65
11.6 Community Grants Round 2 2020/21	72
11.7 Request to Increase Annual Assistance – Beverley Historical Society	76
11.8 Cornerstone Tenancy – Bluejay Ag Solutions.....	79
11.9 Request to Increase Annual Assistance – Beverley Station Arts	81
11.10 Request for Rates Discount Period Extension.....	83
12. ADMINISTRATION.....	85
12.1 Beverley Horse and Pony Club Extension (Further Term)	86
12.2 Reconciliation Action Plan – Terms of Reference	87
12.3 Closed Circuit Television (CCTV) Policy	92
12.4 Model Code of Conduct for Council Members, Committee Members and Candidates.....	102
12.5 Beverley 2022 Celebrations	107
12.6 Swimming Pool – Business Case	110
12.7 Use of the Common Seal.....	112

12.8 Request to Record CEO Salary Increase – October 2020 Council Minutes.	114
12.9 Request for CEO Salary Review to consider Salaries and Allowances Tribunal	116
12.10 Request for Council Decisions Published in the Beverley Blarney	120
12.11 BORMSA CSRFF Small Grant Application Support	122
13. NEW BUSINESS ARISING BY ORDER OF THE MEETING	124
14. CLOSURE	124

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 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

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:

TOWNSEND	Harry	6 January 2021
MURRAY	Stanley Alfred	7 February 2021

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 15 December 2020

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 15 December 2020 be confirmed.

8. TECHNICAL SERVICES

8.1 RFT 04/2021 Grader Replacement

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 16 February 2021
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0342
AUTHOR: S.P. Vincent, Manager of Works
ATTACHMENTS: Nil

SUMMARY

Council to consider quotes for the replacement of grader BE 001.

BACKGROUND

WALGA E-Quotes closed 27 January 2021 for the replacement of the John Deere Grader (BE001). There is an allocation of \$345,000.00 to purchase a new grader and \$100,000.00 for the trade; this is a changeover of \$245,000.00 (ex GST).

COMMENT

The following prices were received:

Grader Tendered	Price Ex GST	Trade ex GST	Change over Ex GST	Change over including spear wheel. Ex GST
John Deere 620GP	\$355,000	\$190,000	\$165,000	\$165,000
John Deere 670GP	\$415,000	\$190,000	\$225,000	\$225,000
CAT 140	\$372,900	\$165,000	\$207,900	\$211,350
Komatsu GD555-5	\$357,250	\$145,000	\$212,250	\$215,006

This grader will be used for our construction and maintenance grading and will be fitted with a 2D Slope System and 12 foot blade.

These machines were inspected in Perth on 15th February by Shire President Cr Don Davis, Works Leading Hand Ian Moulton and myself. When comparing these graders the Komatsu GD555-5 and John Deere 620GP are both down in power and not really suitable for construction compared to the JD 670GP and Cat 140.

The John Deere 670GP and Cat 140 are similar machines and would be suitable for our construction works. There are minor differences with the John Deere compared to our existing machine, the gear selection has changed making selection into reverse easier and the reverse camera has a separate monitor. The Cat is down slightly on power when operating in 3rd gear and comes with joystick controls, which is not preferred by our operators.

STATUTORY ENVIRONMENT

Local Government Act 1995

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.

Local Government (Functions and General) Regulations 1996

11. Tenders to be invited for certain contracts

- (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;
 - (b) the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA;

FINANCIAL IMPLICATIONS

2020/2021 Budget allocation.

The budgeted amount for the changeover of this vehicle is \$245,000.00 the recommended grader will be \$20,000.00 under budget.

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.

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

POLICY IMPLICATIONS

Policy AF007 – Purchasing and Procurement: Goods and Services with value of \$150,000 or over, a call for tender is required.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council accept the quote from Afgri for the replacement of the Grader (BE001) as quoted on 27th January 2021, with a John Deere 670GP for the changeover price of \$225,000.00 ex GST.

9. PLANNING SERVICES

9.1 Development Application – Single House & Outbuilding, Lot 132 Vincent Street

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 1 February 2021
APPLICANT: Brian Lynch
FILE REFERENCE: VIN 34
AUTHOR: B.S de Beer, Manager of Planning
ATTACHMENTS: Locality Map, Site Plan, House and Shed Drawings

SUMMARY

An application has been received to construct a Single House & Colorbond Outbuilding (Storage Shed - in extent 105 m²) at Lot 132 Vincent Street, Beverley. It will be recommended the application be approved.

BACKGROUND

The subject site is located at Lot 132 on DP 222078 Vincent Street, is 1.6033 ha in extent and zoned Residential R5 in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3).

The proposal for an Outbuilding requires departure from the Shire's Outbuilding Policy on the following matter:

- The maximum permissible individual area of an Outbuilding is 75 m² in the Policy, whereas the proposed Outbuilding is 105 m² in size;

The proposed Single House complies with LPS 3 and the Residential Design Codes and does not require Council's consideration.

COMMENT

When considering the proposed departure beyond the parameters as set by the Outbuilding Policy, Shire planner is of the opinion that the following aspects of the development should be taken into consideration:

- a) The specific siting of the Outbuilding on the property;
- b) The general character of the immediate area;
- c) The size of the subject property.

It is the opinion that the proposed siting of the Outbuilding at the subject property is such that it will not have any negative impact on the amenity of the surrounding area. The existing landscaping and the proposed location of the house on the subject property will effectively screen the development so as to mitigate any perceived negative impact that the proposed development might have. It is considered that the proposed development will be in pace with the character of the area.

It is also considered a better planning outcome to have sufficient under-roof storage available on a property as opposed to storage of items outside which could potentially negatively affect the amenity of an area.

Given the above site specific considerations and the size of the property it is not anticipated that the granting of Planning Approval for this application will create an undesirable precedent.

The proposal complies with other aspects of the outbuilding policy.

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 and Outbuilding (Storage Shed) at Lot 132 on DP222078 Vincent 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 a potable water supply and sewerage disposal system prior to occupation.
3. The Single House construction standard shall adhere to Australian Standard AS3959 for a determined Bushfire Attack Level of 19 (refer to Advice Note 5).
4. The outbuilding shall not be used for human habitation, commercial or industrial purposes.

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.

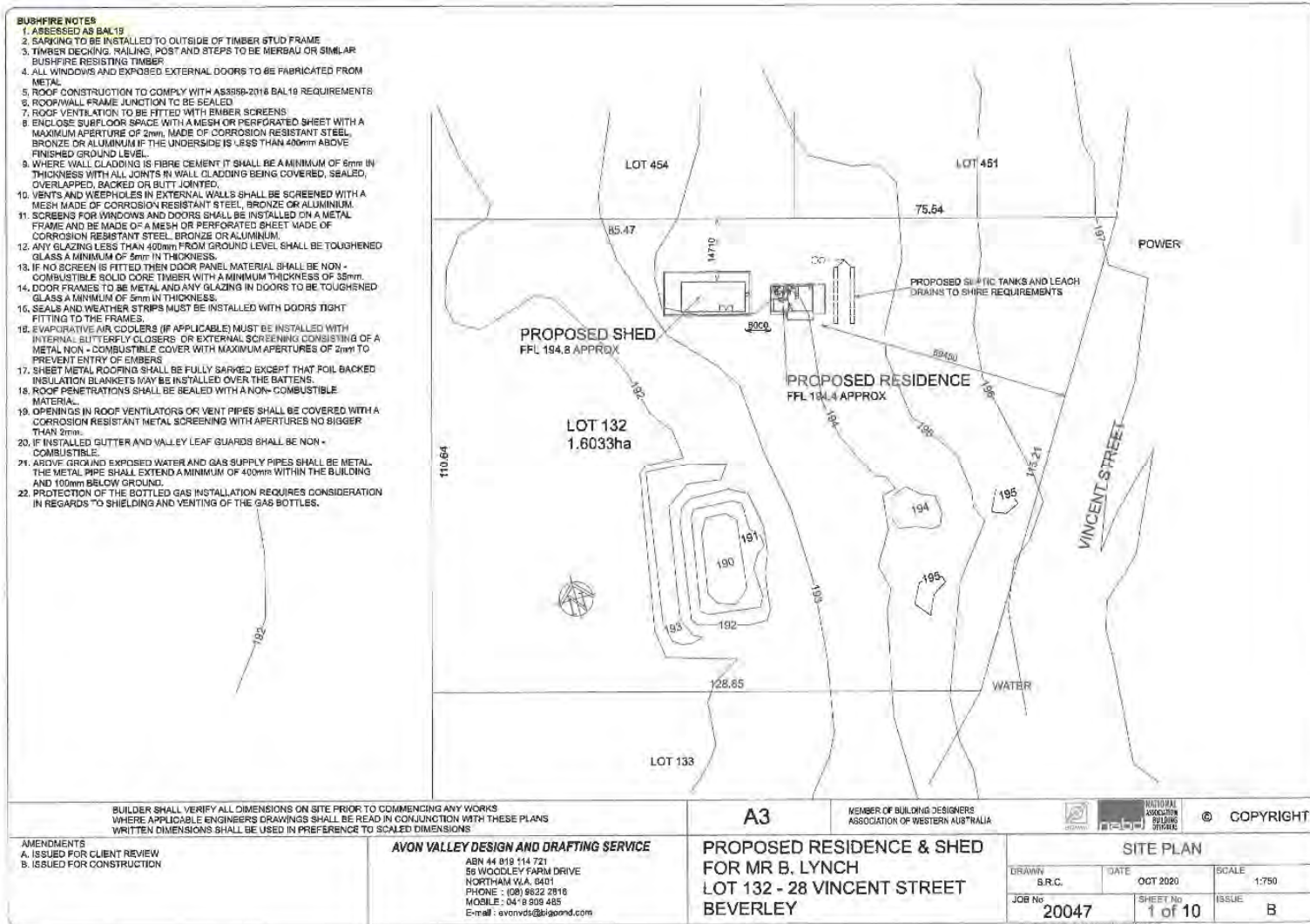
Note 4: The applicant is advised a building permit is required prior to commencement of any building works.

Note 5: Australian Standard AS3959 Sections 3 & 6 apply.

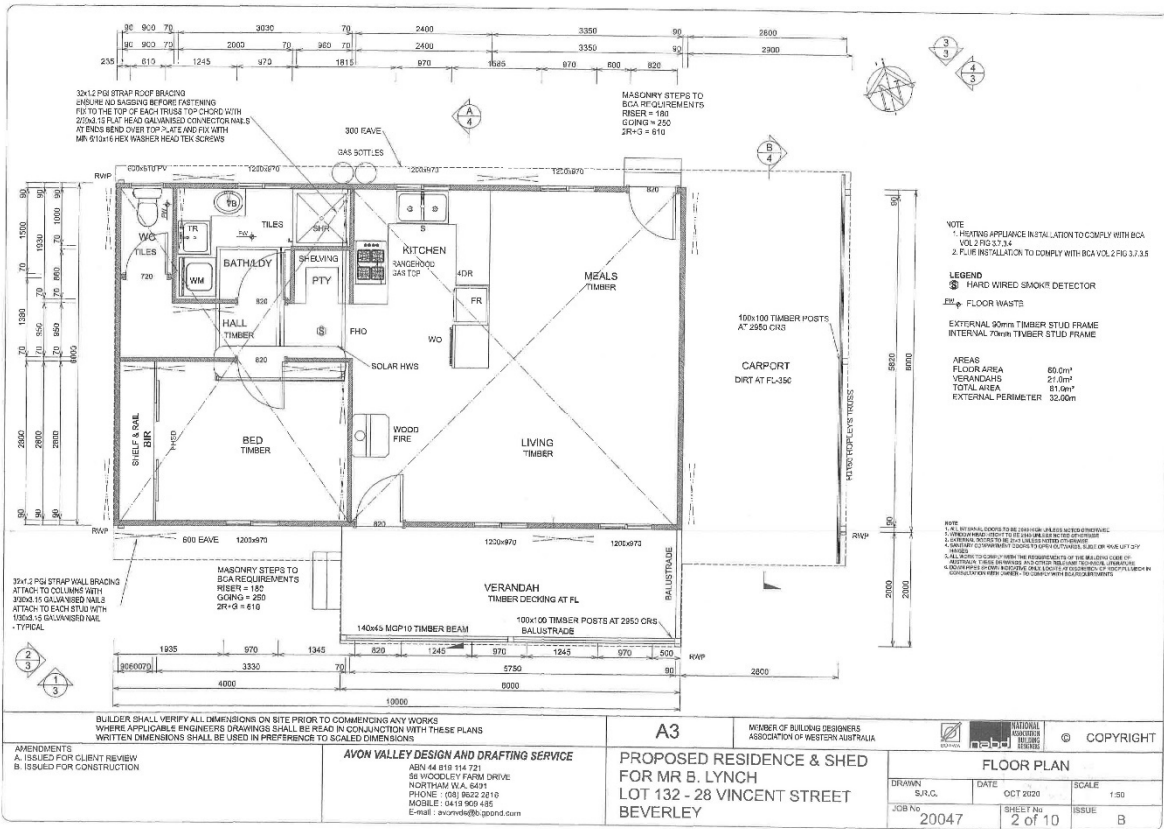
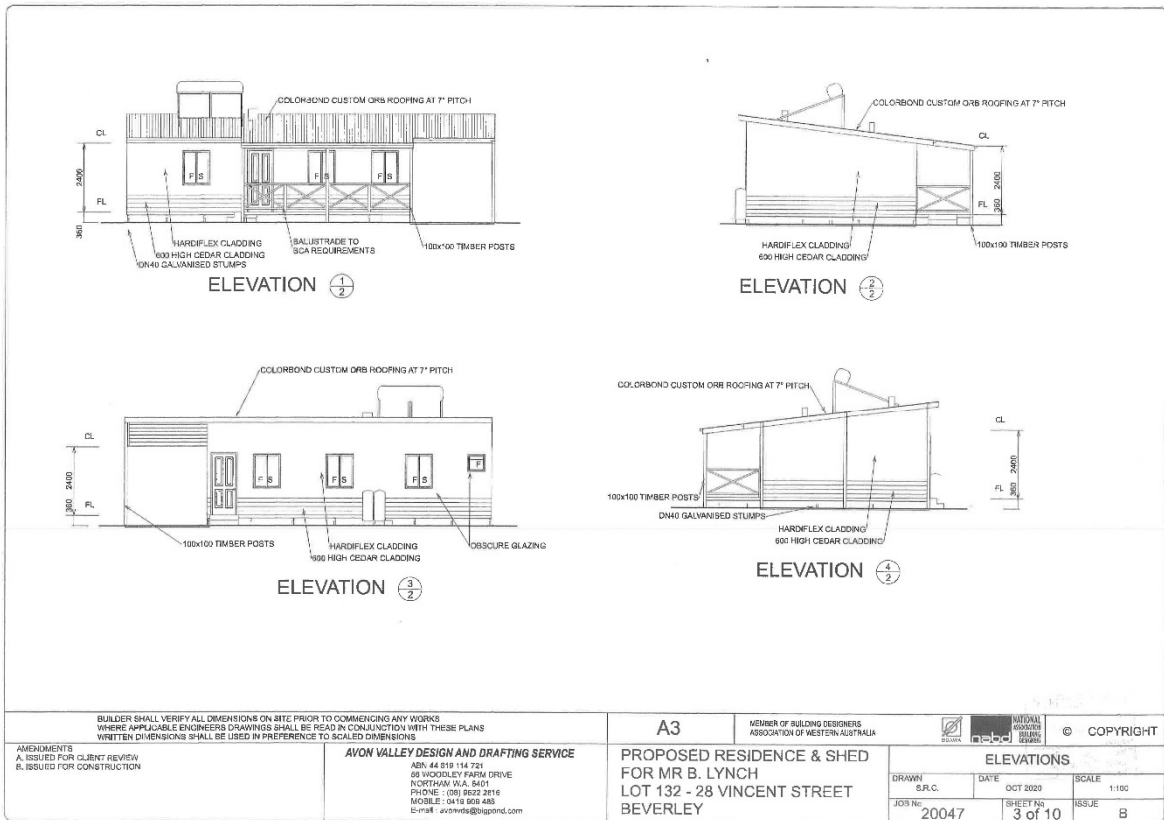
Note 6: If the Outbuilding is to be used for the collection of rainwater for human consumption, all cladding and other material associated with water collection shall comply with Australian Standard 4020 (Products for use in contact with drinking water).

Note 7: 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.

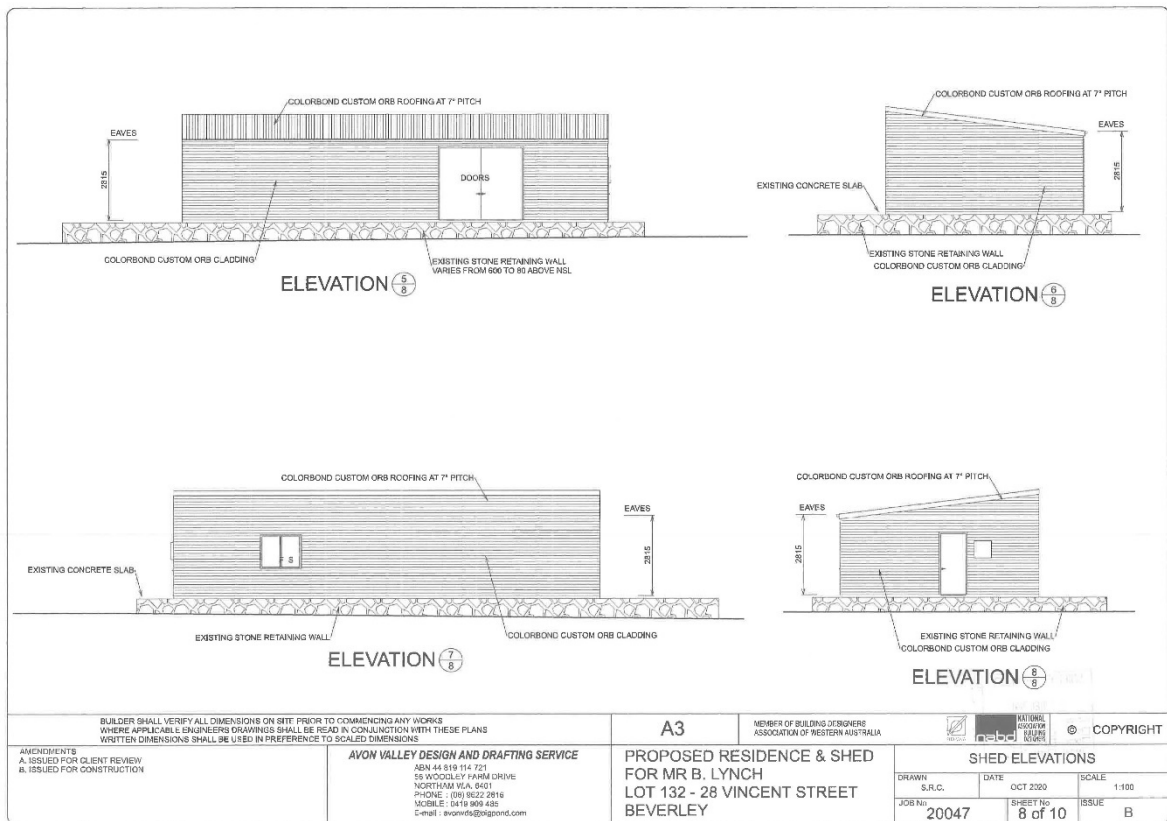
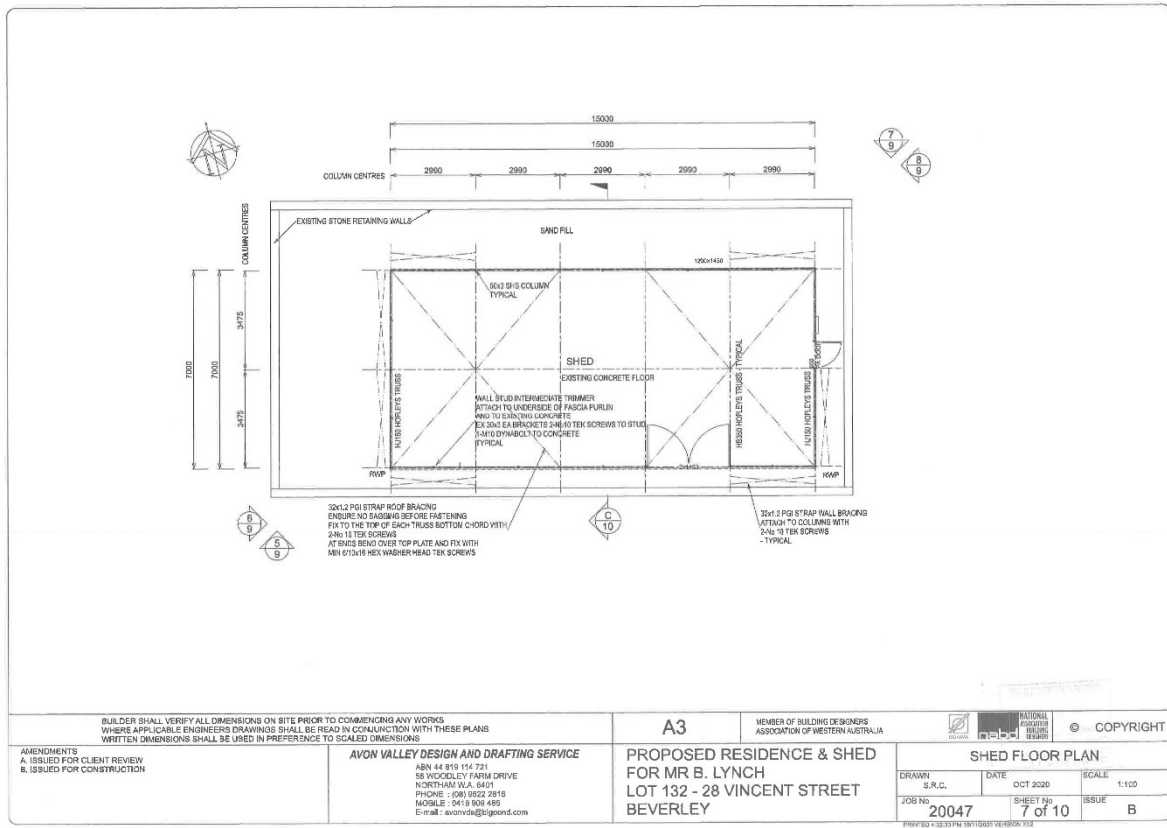
Attachment 9.1



Attachment 9.1



Attachment 9.1



9.2 Proposed Extended Front Fence – 146 Vincent Street, Beverley

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 11 February 2021
APPLICANT: Beverley Men's Shed Inc.
FILE REFERENCE: VIN 1114
AUTHOR: B.S. de Beer - Manager: Planning & Development Services
ATTACHMENTS: Application Letter, Locality, Site & Elevation Plans; State Heritage Office Response

SUMMARY

An application has been received to extend a section of Colorbond front fencing at 146 (Lot 27) Vincent Street. It will be recommended the application be approved.

BACKGROUND

The Beverley Men's Shed intends to extend a section of front Colorbond fencing at the above location.

The subject site is located at 146 Vincent Street and is Zoned '*Rural Townsite*'. It contains the existing Men's Shed buildings and the State Heritage listed Beverley Fire Station.

COMMENT

As per the submission from the Beverley Men's Shed, the intention is to extend the existing front Colorbond fence so as to provide a degree of privacy from public vision for members, partners and invited guests during planned outside functions. This notion is supported.

Taking cognisance of the significance of the locality as a result of its State Heritage Listing, the application was referred to the *State Heritage Office* (SHO) for their consideration and advice. Their response is attached hereto, and they are supportive of the proposal.

CONSULTATION

The *State Heritage Office* was consulted as described above.

STATUTORY ENVIRONMENT

The application may be considered 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 REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to grant planning approval for an extension to the front fence at 146 (Lot 27) Vincent Street, Beverley, subject to the following conditions and advice notes:

Conditions:

2. 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 the Manager: Planning & Development Services.
3. The front fence extension is to be clad in *Colorbond* in an appropriate colour to the satisfaction of the Manager: Planning & Development Services.

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 might be 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.

Attachment 9.2

130 Forrest Street
Beverley 6304
18/1/2021

Mr Stefan De Beer
District Town Planner
Shire of Beverley
PO Box 20
Beverley 6304



Dear Stefan,

Subject- Request for Council approval to extend existing fence fronting Vincent Street.

Thank you for meeting with Mr Jon Rothwell, President, Mr Eric Beer, a member of the Committee and myself on behalf of the Beverley Men's Shed this afternoon regarding the above request.

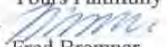
The purpose of the request is to provide a degree of privacy from public vision for members, partners and invited guests during planned outside social functions.

The materials used in the projects construction is to consist of two steel framed gates, each 1.4mtrs, one personnel gate 1.3mtrs and a 1.3mtr length of fixed fence, all with color bond cladding of the same color and height as that already in place. Total length 5.4 mtrs

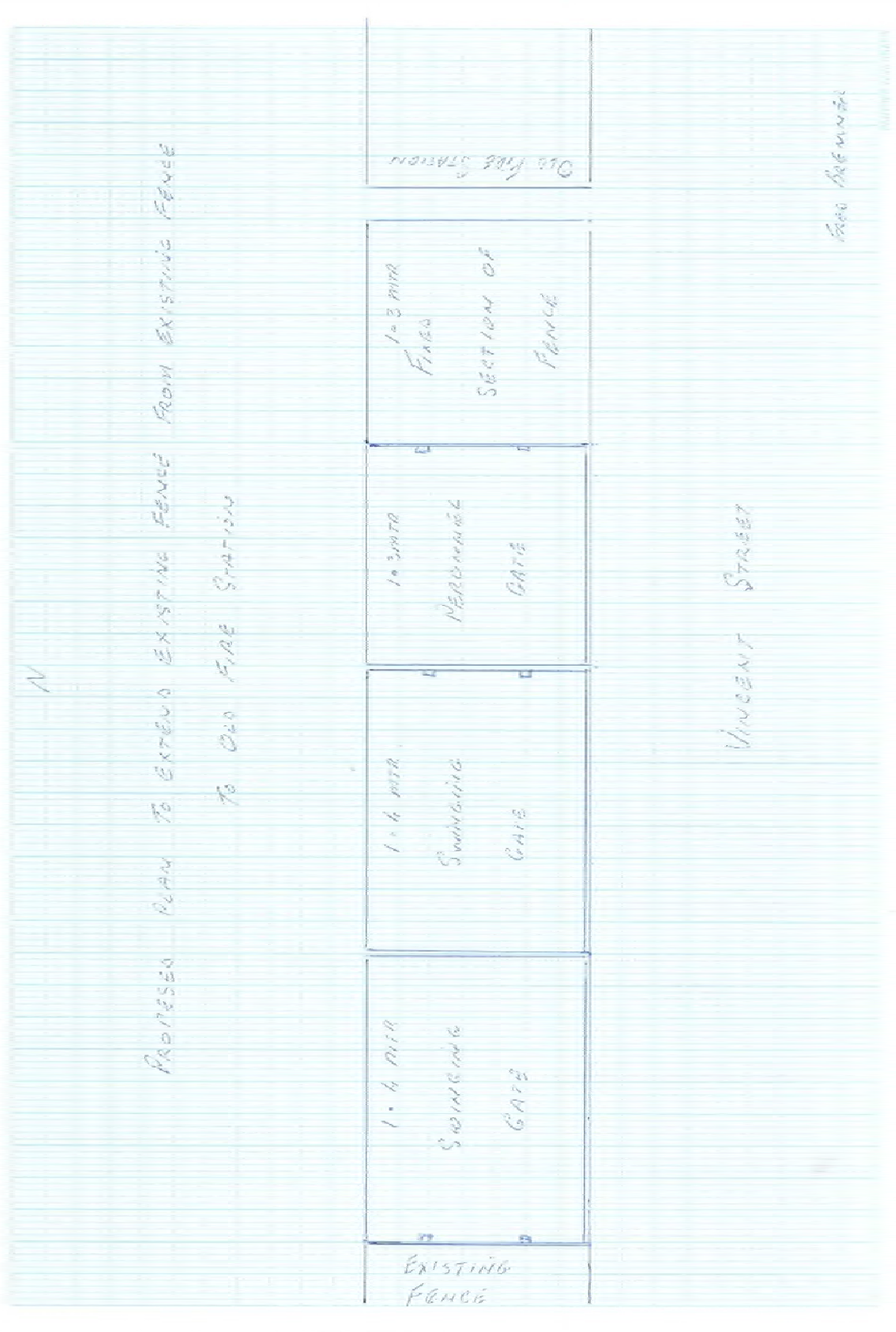
The eastern end of the fence will end approx 50cm from the Heritage listed Old Fire Station and will be easily accessible for the reading of the water meter.

Please find attached photos of the proposed area together with a sketch of how it will look when finished.

Thank you for receiving this request.

Yours Faithfully

Fred Bremner
Acting Secretary

Attachment 9.2



Attachment 9.2



Attachment 9.2



Attachment 9.2



Department of **Planning,
Lands and Heritage**

Your ref: 2021/003
Our ref: P14438-48196
Enquiries: Sheree Morrison (08) 6552 4019

Chief Executive Officer
Shire of Beverley
planner@beverley.wa.gov.au

Attention: Stefan De Beer

Dear Sir

BEVERLEY FIRE STATION

Under the provisions of Section 73 of the *Heritage Act 2018*, the proposal as described below has been referred to the Heritage Council for its advice.

Place Number	P14438
Place Name	Beverley Fire Station
Street Address	146 (Lot 27) Vincent Street, Beverley
Referral date	1 February 2020
Proposal Description	Extension to existing front fence

We received the following documents:

Referral letter from your office dated 2 February 2021.
Elevation drawing showing proposed new fence.
Letter from Fed Bremmer to your office, including site plan, dated 18 January 2021.
Photographs showing the existing situation.

The proposal has been considered in the context of the identified cultural heritage significance of *Beverley Fire Station* and the following advice is given:

Findings

- The *Beverley Fire Station* is significant as a rare building of its style and period, with architectural, streetscape, social and historical values.
- This referral is for a 5.4m extension to the existing Colorbond fencing at the front boundary of the *Beverley Fire Station* site.
- The new fencing will comprise solid fence panels and gates to match the material, colour, and height of the existing front and side fencing at the site. It will align with, but not be attached to, the front building line of the fire station.
- The solid fencing will partially obscure the southern side elevation of the building from Vincent Street but will have no implications for the important front façade.

Attachment 9.2

- The proposed fencing will be consistent with existing fencing in terms of scale, design, and materiality. This cohesion will ensure that the new fencing does not visually compete with the fire station facade, which will remain as the dominant feature of the site.
- The proposal will not have an unacceptable impact on the heritage significance of the *Beverley Fire Station*.

Advice

The proposal, in accordance with the plans submitted, is supported.

Please be reminded that you are required under r.42(3) of the *Heritage Regulations 2019* to provide us with a copy of the Council's determination within 10 days after making the decision.

Should you have any queries regarding this advice please contact Sheree Morrison at sheree.morrison@dph.wa.gov.au or on 6552 4019.

Yours faithfully



Adelyn Siew
Director Heritage Development

8 February 2021

cc: Fred Bremner, Beverley Men's Shed.

9.3 Amalgamation Application WAPC 160417: Lots 504 & 9001 on DP411512, Delisle Street, Beverley

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 11 February 2021
APPLICANT: Brook and Marsh Pty Ltd (for DevelopmentWA)
FILE REFERENCE: PL 160417
AUTHOR: B.S. de Beer - Manager: Planning & Development Services
ATTACHMENTS: Locality Map and Subdivision Map

SUMMARY

An application has been referred for comment to the Shire by the Western Australian Planning Commission (submitted by Brook and Marsh Surveys Pty Ltd) for the amalgamation of Lots 504 & 9001 located in the Industrial Precinct on De Lisle Street, Beverley. The application will be recommended for approval.

BACKGROUND

The subject lots are Zoned 'General Industry' in terms of the Shire of Beverley Local Planning Scheme No.3 and are vacant at present. It forms part of the *DevelopmentWA* (previously LandCorp) development initiative for the precinct.

The proposal is to amalgamate Lot 9001 (in extent 8,845 m²), with Lot 504 (in extent 2,005 m²), to create proposed Lot 99 (in extent 10,850 m²).

COMMENT

The amalgamation proposal accords with the aims of the Shire of Beverley Local Planning Strategy and the Shire of Beverley Local Planning Scheme No. 3 and is supported.

In anticipation of this application, *DevelopmentWA* submitted a Bushfire Management Plan which served before Council in February 2020 and was approved.

Conditions that will be proposed to be recommended by Council in its response to the WAPC include the following:

- A condition to require the upgrading of access roads to the subdivision lots, or a contribution to the Shire for construction of said access roads (Taylor Street & Mann Street);
- A notification on title to inform that no reticulated sewerage is available on the lots;
- A requirement to deal with drainage on the subject sites.

STATUTORY ENVIRONMENT

Subdivision and amalgamation is determined by the Western Australian Planning Commission in compliance with state policies and the Shire of Beverley's planning framework. Council's recommendation is considered when determining the application.

FINANCIAL IMPLICATIONS

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 REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 160417 for the amalgamation of Lots 504 & 9001 on DP411512, Beverley, be approved subject to the following conditions and advice notes:

Conditions

1. The land being filled, stabilised, drained and/or graded as required to ensure that:
 - a) the lot can accommodate its intended development; and
 - b) finished ground levels at the boundaries of the lot the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting; and
 - c) stormwater is contained on-site, or appropriately treated and connected to the local drainage system.
2. Engineering drawings and specifications are to be submitted, approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications, to ensure that those lots not fronting an existing road are provided with frontage to a constructed road(s) connected by a constructed road(s) to the local road system and such road(s) are constructed and drained at the landowner/applicant's cost.

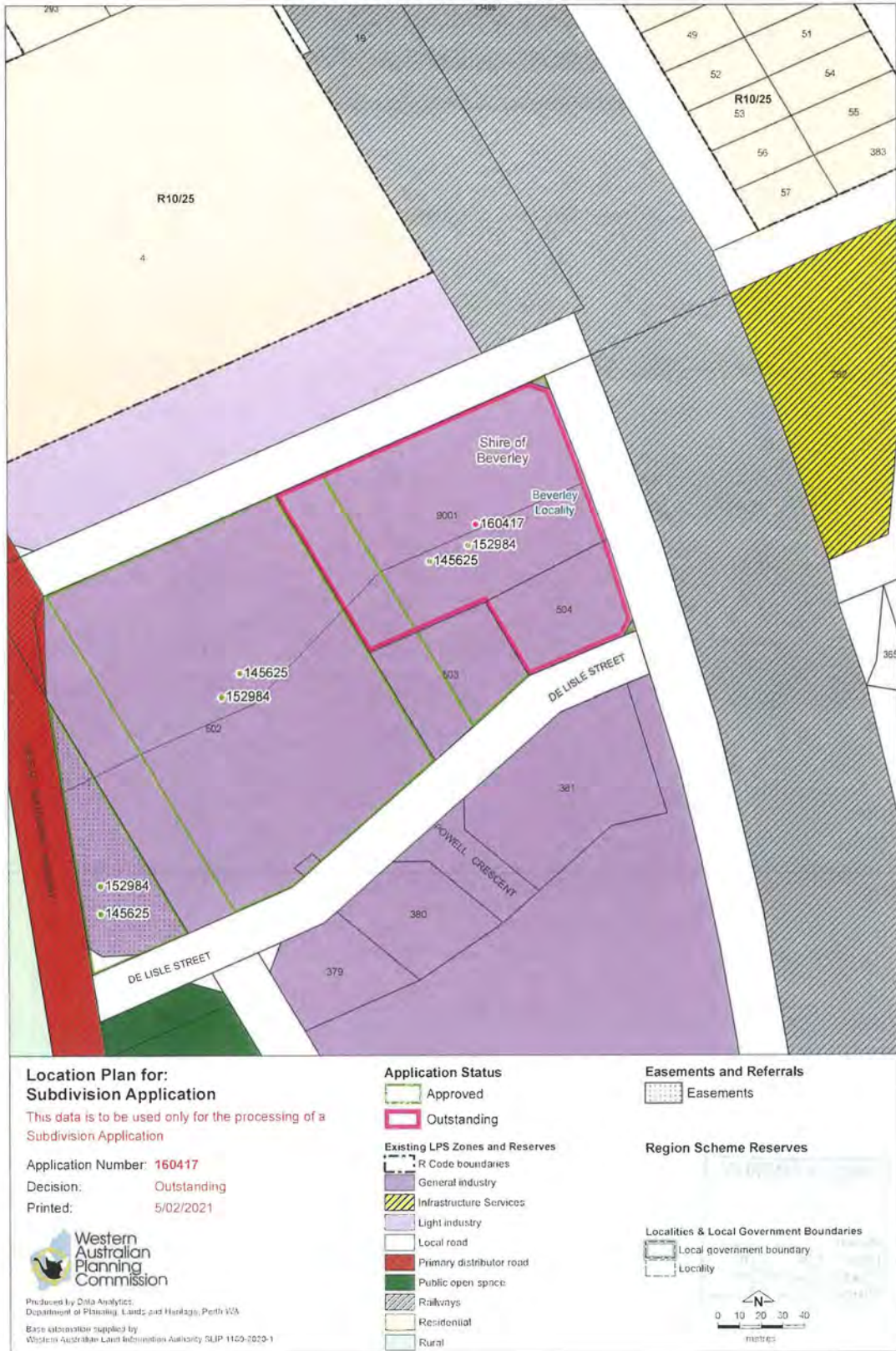
As an alternative, and subject to the agreement of the Local Government the Western Australian Planning Commission (WAPC) is prepared to accept the landowner/applicant paying to the local government the cost of such road works as estimated by the local government and the local government providing formal assurance to the WAPC confirming that the works will be completed within a reasonable period as agreed by the WAPC.

3. Suitable arrangements being made with the local government for the provision of vehicular crossover(s) to service the lot shown on the approved plan of subdivision.
4. Arrangements being made with a licensed water provider for the provision of a suitable water supply service to each lot shown on the approved plan of subdivision.
5. A notification, pursuant to Section 70A of the Transfer of Land Act 1893 is to be placed on the certificate of title of the proposed lot. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows: *"A reticulated sewerage service is not available to the lot."*

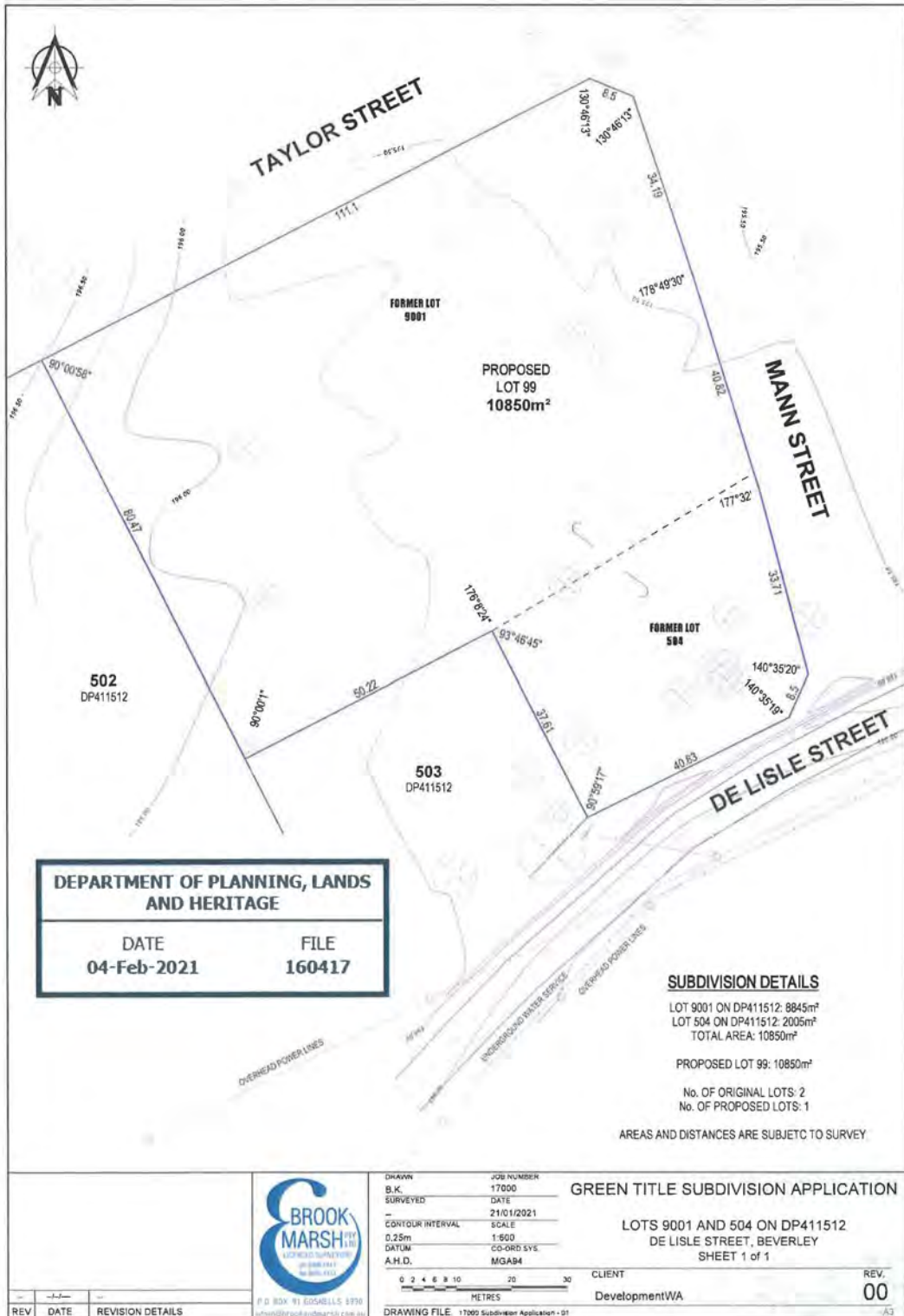
Advice Notes

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

Attachment 9.3



Attachment 9.3



9.4 Development Application: Special Events (Tractor Pull and Lawnmower Racing) – Lot 397 (Reserve 3378 Old Racecourse), Vincent Street

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 3 February 2021
APPLICANT: WA Tractor Pull Association – Sheryl Burton
FILE REFERENCE: ADM 0155/VIN 1621
AUTHOR: B.S. de Beer - Manager: Planning & Development Services
ATTACHMENTS: Application Documentation (Under Separate Cover)

SUMMARY

An application for Special Events (Tractor Pull & Lawnmower Racing) on Lot 397 (Reserve 3378) Vincent Street – (the Old Racecourse), had been received. The application will be recommended for approval.

BACKGROUND

A comprehensive application has been received from the Western Australian Tractor Pull Association (WATPA – Sheryl Burton), inclusive of amongst others an *Event Management Plan*, *Covid19 Safety Plan*, *Risk Assessment Plan* and *Emergency Evacuation Procedure Maps* that covers all race dates.

The subject property is the Old Racecourse – located on Lot 397 (Reserve 3378) Vincent Street, is zoned *Reserve – Recreational* and is 42.9ha in extent. The Shire is the custodian of the land through a Management Order.

Numerous successful Tractor Pull & Lawnmower Racing events had been held at this location in the past. This application for Development Approval was invited as it is not considered that these events can be regarded as *exempted development* under Section 61 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Development for which development approval not required).

A previous Planning Approval issued by Council in 2019 has now expired.

It is proposed to conduct events (as per the submission) on the following dates:

- 3rd & 4th April 2021: Busy Bee Clean Up, Test and Tune;
- 25th April 2021: Round 1 Tractor Pull and Lawnmowers;
- 6th June 2021: Round 2 Tractor Pull and Lawnmowers;
- 10th July 2021: Round 3 Tractor Pull and Lawnmowers;
- 26th September 2021: Round 4 Tractor Pull and Lawnmowers

As per the submission, times of operation will be between 11am to 5:30pm.

Permission is also requested for pre-event set-up and post event clean-up days as per the submission.

Camping for all events is requested for competitors within the designated areas shown on the maps submitted

COMMENT

In previous years the events have attracted a substantial number of out-of-towners and residents of Beverley. It is an established event in the Beverley Community Calendar and is regarded an important attraction from a tourism perspective. It has always been well planned and run and for this reason should be encouraged to remain.

From a land use perspective the property is regarded as being ideally located for a use of this nature.

A number of concerns were raised by interested parties during the Community Engagement that was done during the 2019 Development Application. Shire Planner is of the opinion that the imposition of appropriate Conditions of Planning Approval would address those concerns.

CONSULTATION

Internal consultation was had with the Building Surveyor/Environmental Health Officer as well as the Community Emergency Services Manager. Applicable comments received are quoted below:

Building Surveyor/Environmental Health Officer:

1. *Any Public Event that charges an entry fee is required to have a "Public Building", (Public Event) Approval under the Public Health Act 2016.*
2. *Any Public Event applications are to be lodge three, (3), months prior to the event commencing, to allow sufficient time for assessment and approval.*
3. *Any temporary public camping is to be approved prior to the temporary camping being carried out under the Caravan Parks and Camping Grounds Act 1995 (only applicable if there is camping for more than 3 days in any month).*
4. *Any temporary public camping applications are to be lodged one, (1), month prior to the use of the land as a temporary camping ground, to allow sufficient time for assessment and approval.*
5. *Any application for a Public Event shall address, where applicable, each requirement under the Department of Public Health, "Concerts and Mass Gatherings Guidelines".*
6. *Any associated, event or live entertainment, is to address any additional, relevant requirements listed in the "Concerts and Mass Gatherings Guidelines".*
7. *Any required Liquor Licensing is to be addressed and approved where applicable.*
8. *Any requirements of Police or Emergency Services are to be addressed and complied with, where applicable.*
9. *Fire and Bushfire risks including requirements for emergency evacuation are to be addressed in the application. Particular attention should be given to minimising fire risk from surrounding grass and vegetation, and having appropriate fire-fighting facilities to extinguish fire from these risks/sources.*
10. *A site plan indicating all facilities, attractions, medical and first aid provision, emergency points, fire-fighting equipment, drinking water provision, toilet facilities, shower facilities, camping facilities, parking and other relevant information is to be submitted with the application.*

11. *Temporary structures and stages information is to be provided in detail, including engineer's certification, erection manuals, certificates of insurance and certificates of installation by a competent person once installed.*
12. *Temporary electrical installations are to be certified by a licensed electrician prior to use.*
13. *Any food sold, must be by a business or group who is registered with a Local Government as a Food Business under the Food Act 2008, or if not currently registered must be registered with the Shire of Beverley at least one, (1), month prior to the event and have approved food preparation premises or facilities.*
14. *Any event/event organisers, are to be affiliated with the relevant official motorsport body.*
15. *Motor sports are inherently dangerous and the Health Act 1911 defines those that have spectator viewing as public buildings. Spectators must be protected from competition vehicles and any debris that may emanate from the race area. The types of barriers will vary significantly between the different sports. There are critical safety elements to be considered and addressed in any proposal, including and not limited to:*
 - *Spectator safety.*
 - *Competitor safety.*
 - *Officials safety.*
 - *Vehicle safety.*

Community Emergency Services Manager:

CESM submitted following comments:

- *The Shire of Beverley might be in its Restricted Burning period as declared under Section 18(5) of the Bush Fires Act 1954. During a Restricted Burning period a Permit is required to Burn or to light a fire.*

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

Public Notification:

It was not deemed required to advertise the application for public comments again, as this was done for the 2019 Development Application. No concerns or objections were received by the Shire during the 2019 event season.

Many similar events have occurred on this property previously. It is submitted that matters of concern could be managed by the imposition of appropriate conditions of planning approval and monitoring of the compliance thereof.

The event will aid in economic development and economic diversification in the Shire of Beverley. Direct economic enhancement will occur due to catering for the needs of the substantial number of persons attending the event. Indirect economic benefit will come from raising the profile of Beverley throughout the state and making Beverley a tourist destination. As such the event will aid in economic diversification in Beverley.

Entertainment options in Beverley may be considered limited for the younger age groups. This event will provide an entertainment option comparable with those in the

metropolitan area and not generally available in Beverley. As such the event will aid in enhancing the amenity of the Shire.

Event Management Plan

The proposal contains an Event Management Plan (inclusive of an Emergency Evacuation Plan, Fire Management Plan, Covid Safe Plan, First Aid/Medical Evacuation Plan, Traffic Management Plan, Waste Management arrangements, Camping Arrangements, Crowd Control Protocols and management of Environmental Impacts) as well as a Western Australia Tractor Pull (WATP) Risk Action Plan. Should Council approve the application it will be recommended that compliance with the overall Event Management Plan and the WATPA Risk Action Plan be made conditions of approval.

Conclusion

The application to conduct the Tractor Pull & Lawnmower racing events is supported due to:

1. Diversification of economic activity;
2. Enhancement of amenity through provision of generally unavailable entertainment options;
3. Raising the profile of the Shire of Beverley;
4. Economic benefit to the local economy.

STATUTORY ENVIRONMENT

The application may be considered consistent with 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 REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to grant planning approval for Tractor Pull & Lawnmower Racing events at Lot 397 (Reserve 3378) Vincent Street – (the Old Racecourse) subject to the following conditions and advice notes:

Conditions:

1. Planning approval for the events at Lot 397 (Reserve 3378) Vincent Street – (the Old Racecourse), is valid for the following dates only:
 - 3rd & 4th April 2021: Busy Bee Clean Up, Test and Tune;
 - 25th April 2021: Round 1 Tractor Pull and Lawnmowers;
 - 6th June 2021: Round 2 Tractor Pull and Lawnmowers;
 - 10th July 2021: Round 3 Tractor Pull and Lawnmowers;
 - 26th September 2021: Round 4 Tractor Pull and Lawnmowers
2. Dates and times for pre-event setup and post event pack up/clean up shall be as per the Event Management Plan.
3. 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.
4. The submitted Event Management Plan (inclusive of the Emergency Evacuation Plan, Fire Management Plan, Covid Safe Plan, First Aid/Medical Evacuation Plan, Traffic Management Plan, Waste Management arrangements, Camping Arrangements, Crowd Control Protocols, and management of Environmental Impacts) & Risk Action Plan are to be complied with at all times, for the entire period of this approval.

Advice Notes:

- Note 1: Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- Note 2: The applicant is advised that where applicable, a building permit is required prior to commencement of any building works.
- Note 3: The applicant is advised that any Public Event that charges an entry fee is required to have a "Public Building" (Public Event) Approval under the *Public Health Act 2016*.
- Note 4: The applicant is advised that any Public Event applications are to be lodge three (3) months prior to the event commencing, to allow sufficient time for assessment and approval.
- Note 5: The applicant is advised that any temporary public camping is to be approved prior to the temporary camping being carried out under the *Caravan Parks and Camping Grounds Act 1995*. Any temporary public camping applications are to be lodged one (1) month prior to the use of the land as a temporary camping ground, to allow sufficient time for assessment and approval (only applicable if there is camping for more than 3 days in any month).

- Note 6: The applicant is advised that any required Liquor Licensing is to be addressed and approved where applicable.
- Note 7: The applicant is advised that any temporary structures and stages information is to be provided in detail, including engineer's certification, erection manuals, certificates of insurance and certificates of installation by a competent person once installed.
- Note 8: The applicant is advised that temporary electrical installations are to be certified by a licensed electrician prior to use.
- Note 9: The applicant is advised that any food sold, must be by a business or group who is registered with a Local Government as a Food Business under the *Food Act 2008*, or if not currently registered must be registered with the Shire of Beverley at least one (1) month prior to the event and have approved food preparation premises or facilities.
- Note 10: The applicant is advised that any event/event organisers, are to be affiliated with the relevant official motorsport body and are to have evidence of approval and endorsement from that body.
- Note 11: The applicant is advised to submit written proof to the Shire of sufficient Public Liability Insurance for the event, one week prior to the event occurring.
- Note 12: The applicant is advised that the Shire of Beverley might be in its Restricted Burning Times as declared under Section 18(5) of the *Bush Fires Act 1954*. Restricted Burning Times vary and should be checked by the applicant. During Restricted Burning Times a Permit is required to Burn or to light a fire during this period.
- Note 13: The applicant is advised to adhere to Covid19 best practise protocols and to any advice or directives applicable at the time of the event.
- Note 14: 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.

Western Australian Tractor Pull Association Inc

(WATPA Inc)



Chief Executive Officer
Shire of Beverley
Vincent Street
BEVERLEY WA 6304

27th January 2021

Dear Mr Gollan, Shire Representatives and Councillors

The Western Australian Tractor Pull Association would like to submit our dates for the 2021 Season held at The Old Beverley Racecourse.

The dates below have been chosen by the club, subject to your approval, will traditionally begin with a Busy Bee Clean Up and Test and Tune.

3 rd / 4 th April	Busy Bee Clean Up, Test and Tune
25 th April	Round 1 Tractor Pull and Lawnmowers
6 th June	Round 2 Tractor Pull and Lawnmowers
10 th July	Round 3 Tractor Pull and Lawnmowers
26 th Sept	Round 4 Tractor Pull and Lawnmowers

The Club asks that you kindly consider the above and are aware that all are also subject to the current state of emergency and directives regarding Covid19.

Attached is our proposal including an Event Management Plan, Covid19 Safety Plan, Risk Assessment Plan, a current emergency evacuation procedure maps, 1st Aid Locations map and Assessment forms used by WATPA.

The Western Australian Tractor Pull Association moves forward this year with a new committee and a fresh outlook of a sport we are passionate about.







We look forward to working with the council to keep our Family orientated sport kept with the Shire of Beverley.

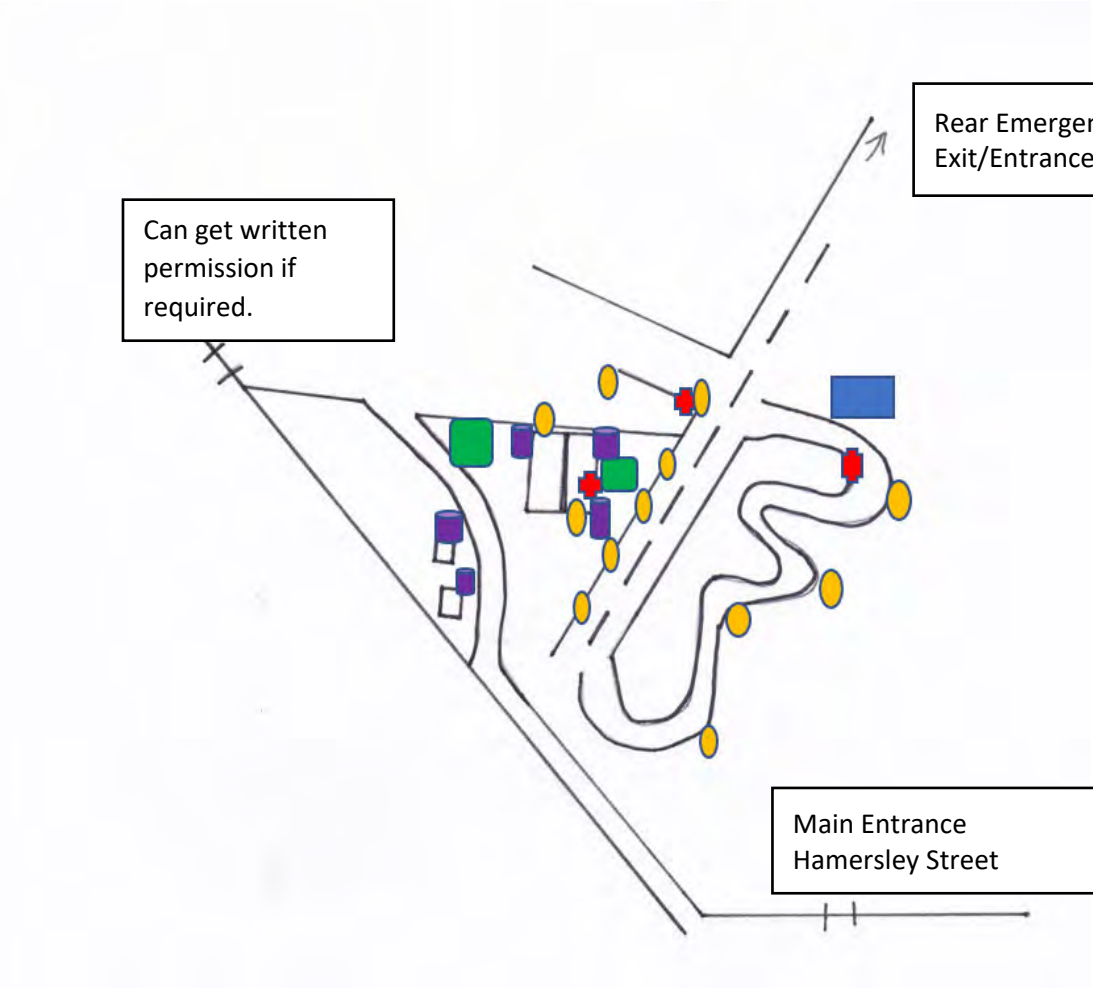
Yours sincerely

Sheryl Burton
Secretary

EMERGENCY POINTS AND INFORMATION MAP

FIRE PLAN:

- Water Tender 
- Fire Extinguishers 
- Taps 
- Muster Points 
- Emergency Property Exits 
- 1st Aid Posts 



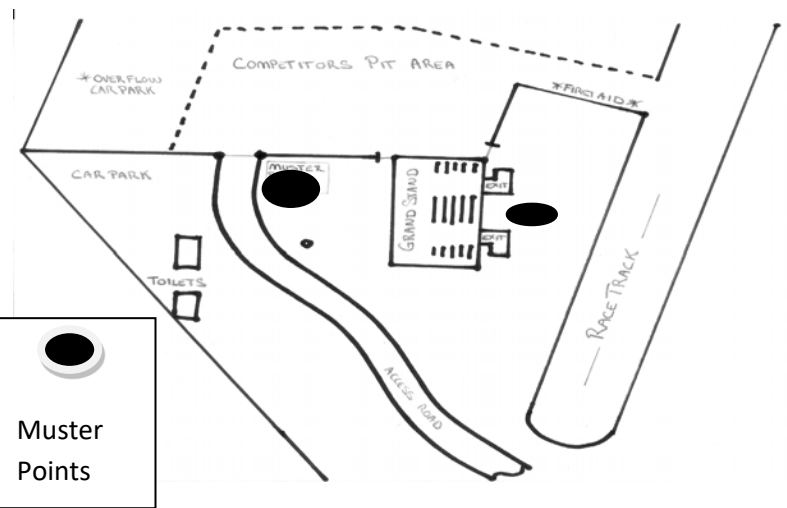
Event Management Plan for Western Australian Tractor Pull Association Pulling Events 2021

Item	Details	Activities/
<p>Proposed Event Dates for the 2021 Season</p>	<p>Normal Race Dates as follows: 3rd and 4th April 21 Busy Bee Clean Up and Test and Tune 25th April 21 Round 1 Tractor Pull and Lawnmower 6th June 21 Round 2 Tractor Pull and Lawnmower 10th July 21 Round 3 Tractor Pull and Lawnmower 26th Sept 21 Round 4 Tractor Pull and Lawnmower</p>	<p>This will be a camp over for Club Members</p>
<p>Current Western Australian State of Emergency COVID 19</p>	<p>Due to the current State of Emergency and Health Measures put in place by the Western Australian Government, Western Australian Tractor Pull Association Inc is registered with Safe Wa and have the following measures in place.</p> <ul style="list-style-type: none"> • A Mandatory Scanning code and Manual Registry which is required to be completed by Patrons, Club Members and Volunteers. • Easily visible Signage will be placed upon entry and at strategic locations throughout the venue to promote the necessary health measures put in place by the Western Australian Government, this includes Physical Distancing and Hygiene. <p>Relevant Training will be completed by Club Members prior to our first event this includes the Infection Control Training- Covid 19 Module Online and the Covid Hygiene Course for Club Members running the Canteen.</p>	<p>Copies Attached:</p> <ul style="list-style-type: none"> • Western Australian Tractor Pull Association QR Code • Food and Licensed Venue Covid 19 Safety Plan • Sport and Leisure Covid 19 Safety Plan • Relevant Signage for Events

Event Management Plan for Western Australian Tractor Pull Association Pulling Events 2021

<p>Hours of operation at events, including Pre-event and Post-event activities</p>	<p>Competition starts: 11am to 5.30pm Set up: Day Prior 8am to 5pm Pack up/Clean up: Sunday 8am to 5pm</p>	<p>Pre-event: Grading, smudging, watering tracks, raking of public access areas, set up of sound system, cleaning of building for example toilets, kitchen, grandstand, cleaning of equipment, placing bins out, set up of tables and chairs, placing out fire extinguishers, set up of water tender, set up of 1st aid room/area, set up of track markers on tracks, place bunting on fences.</p> <p>Post-event: toilets re-cleaned, bins are emptied, and rubbish removed to tip, kitchen and servery clean up, pack up of sound system, pack away tables, chairs, bins, and fire extinguishers.</p>
<p>Evidence of Public Liability Insurance (can be made a condition of Planning Approval)</p>	<p>\$20,000,000 public liability insurance with Berkley Insurance Australia.</p> <p>\$1,000,000 Voluntary Workers Insurance with Lloyds of London</p>	<p>Copies Attached</p> <p>Copies Attached</p>

Event Management Plan for Western Australian Tractor Pull Association Pulling Events 2021

<p>Emergency Evacuation Plan</p>	<p>Upon the announcement to evacuate the patrons shall be directed to exit the grandstand via the 2 stairways and move to the muster point at the rear of the building in rapid but safe manor.</p> <p>All competitors and pit crews must shut down and abandon the vehicles and make their way to the muster point at the rear of the building.</p> <p>An easily visible copy of the site plan and emergency procedure shall be displayed at strategic locations throughout the venue for patrons and competitors notice.</p>	 <p>The diagram is a hand-drawn site plan of an event venue. It features several key areas: an 'OVERFLOW CARPARK' at the top left, a 'CAR PARK' below it, and a 'COMPETITORS PIT AREA' enclosed by a dashed line at the top. A 'GRAND STAND' is located in the center, with two 'EXIT' points marked. To the right is a 'RACE TRACK'. An 'ACCESS ROAD' curves from the bottom left towards the grandstand. 'TOILETS' are indicated by two small rectangles. Two black circles, representing 'Muster Points', are placed: one at the rear of the grandstand and another on the race track. A legend box at the bottom left of the diagram shows a black circle with the text 'Muster Points' below it.</p>
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Event Management Plan for Western Australian Tractor Pull Association

Pulling Events 2021

<p>Emergency Procedure</p>	<p>In the event of an emergency evacuation at one of our events held at the Beverley Racecourse, patrons will be guided to the nearest muster point by event officials in an orderly and safe manor. (See diagram for muster point)</p> <p>An alarm will sound in not only the event of fire but also for threats of hazardous materials, bombs, explosion, earthquake or any other major risk to the public.</p> <p>First, an emergency alarm will alert all of a potential problem and then if there is a need for evacuation, patrons will be directed to the muster area.</p> <p><u>Alarm/warning</u> Alarms may be given in one or more of the following ways:</p> <ul style="list-style-type: none"> Via the Public address system. Via a ringing bell. Via a horn. Via the event security or official <p>Note: Any form of alarm must be acted upon in serious & responsible manner.</p>	
<p>Fire Management Plan</p>	<p>The WATPA's Water Truck is set up dually to act as fire tender/dust suppressor.</p> <p>Chemical fire extinguishers are located every 20m along the pulling track and 50m around the lawn mower track. Chemical fire extinguishers are in the pit area, and within the building.</p> <p>All pulling vehicles must be fitted with fire extinguishers as part of the club rules and regulations.</p>	
<p>First Aid/Medical Evac arrangements – minimum first aid on site</p>	<p>First aid is provided by qualified 1st aid volunteers who all have a vast knowledge of 1st aid.</p> <p>The Local Hospital and St John Ambulance will be notified of all Tractor Pull Events.</p> <p>A 1st aid area has been set up in the rear of the main room. The club has several 1st aid kits including snake bite kits in the kitchen area, along with Stingoes Spray, band aids etc. The clubrooms have a shower located within the building for chemical spillage.</p>	<p style="text-align: center;"><u>See attached map for 1st aid room location</u></p>

Event Management Plan for Western Australian Tractor Pull Association

Pulling Events 2021

<p>Traffic Management / Parking</p>	<p>The parking is currently managed by event officials, attached is a site plan with a general layout of the parking area and this includes additional overflow parking area at the rear of the pit area.</p> <p>Green – Overflow parking/camping</p> <p>Orange – Parking area</p> <p>Purple – Pit area (Lawnmowers and Pulling Vehicles only)</p> <p>Purple Area – Camping area during night</p>	
<p>Ablution facilities/Arrangements</p>	<p>The grounds have separate male and female toilets. The male toilet block has 2 toilets and urinals while the female toilets have 4 toilets and a baby change station within the building. All toilets are easily accessible to wheelchair and elderly patrons.</p> <p>Blue building – Male toilets</p> <p>Red Building – Female toilets</p>	

Event Management Plan for Western Australian Tractor Pull Association
Pulling Events 2021

<p>Management of the Environmental Impact in the following areas</p>	<p>Noise Suppression The noise suppression has been reduced by the following,</p> <ul style="list-style-type: none">• Keeping all tractor and truck competition and activities to the dedicated track and pit area only.• Ending all motorsport activities by the agreed time.• Monitoring and addressing any additional noise from the spectators. <p>Dust Suppression The dust is reduced by the following,</p> <ul style="list-style-type: none">• Limiting activities to the pulling track.• Water suppression on the track and busy road area. <p>Bulk Fuel Storage and Handling There is currently no bulk fuel storage involved or required for this event and venue, all fuels are supplied by the individual for their own machine in accordance with the rules and regulation specified in the WATPA rule book for each specific class. The largest capacity mobile fuel container onsite may be a 205litre drum.</p>	
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Event Management Plan for Western Australian Tractor Pull Association

Pulling Events 2021

<p>Camping arrangements</p>	<p>Camping is usually for competitors only who stay behind and help pack up the next day. The pit area turns into parking as its close to toilets, shower and kitchen facilities inside the main building.</p> <p>In event of a major event, camping may commence a week prior to a race day where the Clubs groundsman stays overnight a weekend prior to an event.</p> <p>Purple Area – Camping area during night</p>	
<p>Waste management arrangements</p>	<p>Litter management is controlled by the WATPA. We currently supply our own 200 litre rubbish drums and have them placed strategically throughout the venue for the public to conveniently use.</p> <p>The bins are placed out prior to the event starting, the following day, we clean up the grounds of any additional litter followed by the bins being emptied at the local Beverley rubbish tip.</p>	
<p>Alcohol/Bar</p>	<p>WATPA will not be operating a bar this season however Canteen facilities will operate as normal.</p>	

Western Australian Tractor Pull Association Safe Work Method Statement (SWMS)

This SWMS is a site-specific statement that must be prepared before any high risk work is commenced

Person Responsible For compliance of SWMS:		Date
High Risk Job:	Tractor Pull	Location Australia Wide
What Are The Tasks Involved?	What Are The Hazards And Risks?	How Will The Hazards And Risks Be Controlled? (describe the control measure and how they will be used)
Pre-Work Preparation	Sleds and Equipment (Injury to Persons)	Daily Pre-start checks completed Operator to be competent for task
Tractor Pulling Event	Tractor Pulling Vehicles (Injury To Persons)	The Western Australian Tractor Pulling Association has Trained Scrutineers
Tractor Pulling Event	Tractor Pulling Vehicles (Injury To Persons)	All COMPETING VEHICLES are Scrutineered Prior to the start of all Tractor Pull Events
Tractor Pulling Event	Fuel and Refuelling (Injury to Persons)	All Fuel containers are of an approved type Fire extinguishers for the fuel types are present at refuelling The tractor pull association has A NO SMOKING POLICY in the Pit and Event Area
Tractor Pulling Event	Tractor Pulling Vehicles (Injury To Persons)	All Tractor Pulling Competitors MUST have a current Australian drivers Licence Or If under 18 Years of age must have passed the leaner drivers test
Tractor Pulling Event	Tractor Pulling Vehicles (Injury To Persons)	All Pulling Vehicles have a 5 kmh only Policy when moving around the PIT area
Tractor Pulling Event	Track Workers (Injury To Persons)	All Track Workers are Trained For their task they are performing
Sled Operation	Operator Competency and Training	All Sled Operators, Flag Marshals , Track Marshals and Volunteer Track workers to be Trained and Competent
Sled Operation	Tractors Hooking to the Sled (Injury To Persons)	All Tractor Drivers and Hookers are trained in the process of hooking a competing Vehicle to the Sled and a Flag Marshal checks the Hooking up Process
Sled Operation	Tractors Hooking to the Sled (Injury to Persons)	A Trained Flag Marshal checks the Hooking up Process
Sled Operation	Tractors Un-Hooking (Injury to Persons)	All Drivers and Un-Hookers are trained on the Un-hooking Process

Sled Pull Back Drivers Procedure

Purpose

To ensure safety of personnel at events operated by the Western Australian Tractor Pull Association Inc. (WATPA), and who undertake specific tasks at these events.

Scope

This procedure is for personnel who undertake the tasks of pull back Tractor operators for big & mini sleds at tractor pulling events run by the Western Australian Tractor Pull Association Inc. (WATPA).

Method

This method shall be followed by all personnel involved in the retrieval of large & mini sleds on track at events sanctioned by the WATPA.

1. All operators of sled retrieval equipment shall be competent with the safe operation of the equipment.
2. Operators shall work under instruction of the laser operator and the track marshal and during events.
3. Pull back drivers shall work with hookers & unhookers of pulling vehicles with a safe method of attaching and disengaging the tow device for pulling the sleds back to the starting position. They will also work with the operator seated on the Sled, to ensure the sled has been made ready to pull back.
4. Mini & sled pull back drivers shall comply with all safety aspects associated with Doing their tasks safely, including wearing PPE and entering and alighting from their vehicles (minimum three points of contact when exiting pull back tractors).
5. All operators shall park their vehicles in a safe place during running of events and remain In their vehicles, unless requested to help on track or breaks are taking place.

This Procedure is a minimum requirement to be followed by all personnel whose tasks involve pulling sleds to the start position after events, involved in the tractor pulling competitions.

Australian Tractor Pulling Site Induction

For Drivers & Pit Crew / Family or Friends

This site induction must be undertaken by all personnel, who are in the pits with their Pulling Vehicle teams.

At the end of this site induction all personnel are required to sign the Australian Tractor Pull Association **Participants Acknowledgement of Risk Form Including Waiver, Release & Indemnity.**

All safety breaches will be considered as a non-conformance of the Site Induction and personnel may be asked to leave the pit area for the remainder of the event, The Australian Tractor Pulling Association and Promoter officials will make the final decision.

- All pulling team members (drivers, family members, friends & acquaintances) that intend to stay in the pit area are required to read and sign the site induction form.
- All pulling team members (drivers, family members, friends & acquaintances) **MUST** read and sign the **Participants Acknowledgement of Risk Form Including Waiver, Release & Indemnity.**
- All Pulling Vehicle teams have the responsibility of making sure that all (drivers, family members, friends & acquaintances) for any pull site are financial members for our pit insurance two hours prior to start times.
- All Personnel in the pits, staging areas **Must** wear the correct footwear no exposed toes ,no thongs no sandals
- **No Smoking** is allowed in any of the pit, track or staging areas.
- **No Alcohol** is to be consumed in the pit, track or staging area.
- All Drivers or Pit crew that operate Pulling Vehicles **Must** have zero alcohol content.
- All Drivers or Pit crew that operate Machinery for loading or unloading of weights **Must** have the correct licence.
- All Drivers or pit crew that operate Machinery for loading or unloading of weights **Must** have zero alcohol content.
- A speed limit of **5 kph** as per the rule book shall be observed at all times while traversing the pit and staging area.
- All pulling vehicle **Must** have an approved fire extinguisher for the type of fuel that is used in their pulling vehicle on hand whilst refuelling is carried out.
- All pulling vehicle fuel **Must** be stored in approved and Tagged fuel containers, with a capacity of no more than 20 litres.(Can have more than one container but each approved container must not exceed 20ltrs)

Australian Tractor Pulling Site Induction

For Drivers & Pit Crew / Family or Friends

- All pulling vehicle team owners shall have Material Safety Data Sheets (MSDS) for their fuel at their trailer.
- **NO** Persons under the age of 15 years of age are to be within the staging area
- **ALL** Persons under the age of 15 years of age are to be supervised by an adult at all times whilst with in the pit area
- All Pit crew /support personnel within the staging/track area must where an approved clean Hi-Visible safety vest.
- All drivers, pit crew, family and friends that intend to remain within the pit area shall wear an approved ATPA identification tag, this being either an ATPA labelled wrist band or ATPA labelled lanyard for ease of identification. (**No ATPA** identification **No Stay** within the pit area)
- Emergency evacuation points will be conveyed to drivers at the drivers meeting.
- All Drivers of pulling Vehicles will abide by the Promotors Traffic Management plans.
- No pulling vehicle will be allowed to be towed or driven across the front of either track when the pulling vehicle has completed their pull.

Tractor Pull Venue	Pulling Vehicle Team	Print Name	Signature

Western Australian Tractor Pulling Association Inc.
Incident Reporting Form

All Sections must be Completed:

Report Completed By:

Persons Name	Persons Address Details	
Signature	Any Witness/s to the incident Yes or No	Telephone
Witness Name	Witness Address Details	
Signature	Telephone	

Incident Type (Complete)	Incident Details	Location of Incident
Near Miss <input type="checkbox"/>	Date of Incident _____	
Personal Injury <input type="checkbox"/>	Time of Incident _____	
Voluntary Worker <input type="checkbox"/>	Incident Reported To _____	
Member of Public <input type="checkbox"/>	Date Incident Reported _____	

Explain exactly what happened and what you were doing at the time of your Incident:

Describe step by step the events that led up to the near miss/Injury:

Describe what could have been done to prevent the near miss or injury:

How have you been injured, what was injured or what could have been injured?

Did you see a Doctor re: Injury/Near Miss? Yes or No

If yes who did you see? Date: Time:

Have you ever injured this part of you body before? If yes provide details of when.

Signature of person who had incident. Date

Western Australian Tractor Pulling Association Inc.

Signature Date

Western Australian Tractor Pull Association Inc.

Manual Handling

All Tractor/Truck Pulling teams should be aware of the injuries that can be caused by incorrect lifting and movement of a load or weight.

Before Lifting

1. Stop and assess the load or weight.
2. Plan the lift. Estimate the load or weight and know exactly where it is to be placed.
3. Seek help from another person to lift or move the weight or load. Plan the lift together.
4. Wherever possible use Mechanical Devices for example forklift or crane.
5. Avoid placing weights or loads on the ground if they have to be picked up at a later time.
6. Ensure weights or loads have sufficient space around them to enable safe lifting.
7. Make sure you are capable of lifting, your body is warm and flexible especially when weather is cold.
8. Avoid reaching out, do not reach out to pick up any weight or load.
9. Handle heavy weights or loads close to the body.

When Lifting

1. Bend your knees, keep a straight Back and use our legs to lift.
2. Lift slowly and smoothly without jerking and when turning move your feet.

All Tractor/Truck Teams members are encouraged to suggest ways in which we could improve the way we currently lift, stack or pick up weights or loads.

Remember the weight or load that is too heavy, is the lift that injures you.

Different weights or loads suit different people.

You be the judge and ask for help if you need it.

Tow Back Vehicles Procedure

Purpose

To ensure safety of personnel at events operated by the Western Australian Tractor Pull Association (WATPA), and who undertake specific tasks at these events.

Scope

This procedure is for personnel who undertake the tasks of pull back vehicle operators at tractor pulling events run by the Western Australian Tractor Pull Association.

Method

This method shall be followed by all personnel involved in the retrieval pulling vehicles on track at events sanctioned by the WATPA.

- 1- Operators of the pullback vehicles shall be competent in All Terrain vehicle operations (four wheel motor bikes, Gators).
- 2- Operators shall wear an approved helmet and wear a hi-visibility vest.
- 3- Operators of tow back vehicles shall work in conjunction with the track marshal for the retrieval of pulling vehicles.
- 4- Operators of tow back vehicles shall ensure the tow strap is connected to both vehicles before moving off.
- 5- Only one person shall be allowed to travel on the tow back vehicle at any time unless the tow back vehicle has two individual seats.
- 6- Drivers shall operate to the 5 km/h speed limit which is set out in the ATPA rule book.

This procedure is minimum requirements to be followed by all personnel whose tasks involve pulling vehicles off and on track using 4 W/D motor bikes, involved in the tractor pulling competitions.

Sled Hazard Assessment and Control

To be completed by Western Australian Tractor Pull Association Prior to commencement of first event.

If a Hazard exists, include a comment and corrective actions to control

Big or Small Sled : Please circle the appropriate	Date:
Assessor names:	Signature:

Potential Hazards associated with Sleds and Equipment with moving parts

Documentation	Yes	No	N/A	Comment
Sled Log Book Supplied	x			
Is the Sled Registered with the Australian Tractor Pulling Association?	x			
Does the Driver / Operator have A Licence and Training	x			
Hazard Warnings and Emergency Controls	Yes	No	N/A	Comment
Has The Sled been Scrutineered	x			
Is there a fire Extinguisher fitted to this Pulling Vehicle	x			
Entanglement	Yes	No	N/A	Comment
Is adequate guarding provided to prevent Entanglement with moving parts of the Pulling Vehicle	x			
Electrical-Can anyone be injured by electric shock due to:	Yes	No	N/A	Comment
The Sled contacting live conductors		x		Bars fitted to stop weights coming out
All Electrical systems are only 12 volt			x	
Crushing-Can anyone be crushed due to:	Yes	No	N/A	Comment
Weights falling off the Sled		x		
Uncontrolled or unexpected movement of pulling Vehicle	x			Spotters used
Lack of capacity for the sled to be slowed, stopped or immobilised		x		
The Pulling Sled or rolling over		x		
Being thrown off the Sled	x			Seat belt supplied and warn on big sled
Being trapped between the Sled and Materials or fixed structures	x			
Coming into contact with moving parts of the Sled during testing, inspection ,operation, maintenance, cleaning or repair	x			Tagged Out During maintenance
Shearing – Can anyone’s body parts be sheared between	Yes	No	N/A	Comment
Two Parts of the Sled	x			Tagged out when worked on
A part of the Sled and a structure or any other Mobile Equipment	x			No Equipment allowed to pass big sled or small sled on operator side.
Friction and Burns	Yes	No	N/A	Comment
Can anyone be burnt due to contact with moving parts or surfaces of the Sled	x			Big sled has an air compressor ,Has warning decal displaying hot surface

Sled Hazard Assessment and Control

To be completed by all Modified pulling Vehicle Prior to commencement of first event.

If a Hazard exists, include a comment and corrective actions to control

Cuts and Striking-Can anyone be stabbed, cut, Punctured or Struck due to	Yes	No	N/A	Comment
Coming into contact with sharp or flying objects	x			Large rubber Guards on the front of the sleds
Coming into contact with moving parts of the Sled during testing, inspection ,operation, maintenance, cleaning or repair	x			Sleds Tagged out during maintenance ,protective cage with roof, mesh guarding and retractable seat belt
The Sled, parts of the Pulling Vehicle disintegrating	x			Large rubber Guards on the front of the sleds
Uncontrolled or unexpected movement of pulling Vehicle	x			Flag Marshalls controlling Pulling Vehicle
High Pressure Fluid	Yes	No	N/A	Comment
Can anyone come into contact with fluids under high pressure due to failure of the Sled		x		
Explosion	Yes	No	N/A	Comment
Can anyone be injured by explosion of fuels, gases, vapours, liquids, or other substances triggered by the operation of the Sled	x			Refuelling of compressor is done during a break when the motor is cold
Slips, Trips and Falls-can anyone using the Sled slip, trip or fall due to:	Yes	No	N/A	Comment
Slippery access steps or uneven surfaces	x			Correct foot where to be warn
Poor Housekeeping, e.g. A spill or leak not cleaned up		x		
Obstacles being placed in the vicinity of the Pulling Vehicle		x		
Can anyone fall from height due to	Yes	No	N/A	Comment
Unprotected holes, penetrations or gaps	x			All work to be done from ground level where possible
Poor floor or walking surfaces, such as the lack of a slip resistant surface	x			All work to be done from ground level where possible
High Temperature or Fire	Yes	No	N/A	Comment
Can anyone come into contact with objects at high temperature	x			Exhaust on air compressor has warning Decal beside it
Can anyone be injured by fire	x			All refuelling done during breaks when motor is cold
Can anyone be injured or suffer ill-health due to exposure to high temperatures	x			Drinking plenty of fluids wide brim hats
Suffocation	Yes	No	N/A	Comment
Can anyone be suffocated due to lack of oxygen, or atmospheric contamination		x		

Sled Hazard Assessment and Control

To be completed by Western Australian Tractor Pull Association Prior to commencement of first event.

If a Hazard exists, include a comment and corrective actions to control

Ergonomics- Can anyone be injured due to	Yes	No	N/A	Comment
Poorly designed seating	x			Regular breaks are taken
Repetitive body movement		x		
Constrained body posture or the need for excessive effort		x		
Design causing mental or psychological stress		x		
Inadequate lighting		x		
Lack of consideration given to human error or human behaviour		x		
Other Hazards- Can anyone be injured or suffer ill health from exposure to.	Yes	No	N/A	Comment
Chemicals associated with this Sled Check (Material safety data sheets)	x			Oils and unleaded petrol on the big sled
Is there a cover to all battery's	x			Battery is covered with rubber
Toxic gases or vapours		x		
Fumes or dust	x			Regular watering of tracks from the wet smudger
Noise? Is the operator isolated from the noise? If not is hearing protection being worn		x		Hearing protection is used, the head set used has a communication device installed
Vibration		x		
Radiation		x		
Lack of clear vision when Sled is traveling		x		

Risk Assessment (List identified hazards and the level of risk using the risk matrix)

Risk Analysis Matrix					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
	1	2	3	4	5
A (Almost Certain)	M	H	H	E	E
B (Likely)	M	M	H	H	E
C (Possible)	L	M	H	H	H
D (Unlikely)	L	L	M	M	H
E (Rare)	L	L	M	M	H

E (Extreme)	H(High)
M (Medium)	L (Low)

Sled Hazard Assessment and Control

To be completed by Western Australian Tractor Pull Association Prior to commencement of first event.

If a Hazard exists, include a comment and corrective actions to control

Identified Hazards	Risk Assessment		Risk Rating	Required Controls
	Consequences	Likely hood		
Poorly Designed seating	3 Moderate	D Unlikely		Seat belt required at all times
Chemicals Associated with the big sled	3 Moderate	C Possible		Refuelling done while motor is cold

Controls to be considered in order from the following hierarchy of controls,

<ol style="list-style-type: none"> 1. Elimination (Can we Eliminate the Hazard) 2. Substitution 3. Isolation (Restrict Access) 	<ol style="list-style-type: none"> 4. Engineering (Guarding, Redesign) 5. Administration (Training, SWMS'S) 6. Personal Protective Equipment.
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Corrective actions required to control risks			
Corrective Action Plan	Corrective Action	Person(s) Responsible	Due Date
Hair entanglement with drive chains	Chains to be guarded to prevent hair being caught in drive chains	Quambatook Tractor Pull Committee	First event 2013/14 season
Hooking & Unhooking Of Big sled	Lights for night time use	Quambatook Tractor Pull Committee	First event 2014/15season
Big sled seating and protection	Big sled has had a protective cage made and approved by work cover with a roof and mesh guarding to protect the operator	Quambatook Tractor Pull Committee	Easter Saturday 2016

Pulling Vehicle, Hazard Assessment and Control

To be completed by all Modified pulling Vehicle Prior to commencement of first event

If a Hazard exists, include a comment and corrective actions to control

Pulling Vehicle :	Date:
Assessor name:	Signature:

Potential Hazards associated with Pulling Vehicle and Equipment with moving parts

Documentation	Yes	No	N/A	Comment
Pulling Vehicle Log Book Supplied				
Is the Pulling Vehicle Registered with the Australian Tractor Pulling Association?				
Does the Driver / Operator have A Licence or with our Juniors. Has He or She Passed the Western Australian L-Plate test				
Hazard Warnings and Emergency Controls	Yes	No	N/A	Comment
Is this Pulling Vehicle fitted with a Reverse Light				
Is there a fire Extinguisher fitted to this Pulling Vehicle				
Entanglement	Yes	No	N/A	Comment
Is adequate guarding provided to prevent Entanglement with moving parts of the Pulling Vehicle				
Electrical-Can anyone be injured by electric shock due to:	Yes	No	N/A	Comment
The Pulling Vehicle contacting live conductors				
Contact with Pulling Vehicle Ignition systems (Magneto Electronic Ignition systems)				
Crushing-Can anyone be crushed due to:	Yes	No	N/A	Comment
Weights falling off the Pulling Vehicle				
Uncontrolled or unexpected movement of pulling Vehicle				
Lack of capacity for the Pulling Vehicle to be slowed, stopped or immobilised				
The Pulling Vehicle tipping or rolling over				
Being thrown off the Pulling Vehicle				
Being trapped between the Pulling Vehicle and Materials or fixed structures				
Coming into contact with moving parts of the Pulling Vehicle during testing, inspection ,operation, maintenance, cleaning or repair				
Shearing – Can anyone’s body parts be sheared between	Yes	No	N/A	Comment
Two Parts of the Pulling Vehicle				
A part of the Pulling Vehicle and a structure or any other Mobile Equipment				
Friction and Burns	Yes	No	N/A	Comment
Can anyone be burnt due to contact with moving parts or surfaces of the Pulling Vehicle				

Pulling Vehicle, Hazard Assessment and Control

To be completed by all Modified pulling Vehicle Prior to commencement of first event

If a Hazard exists, include a comment and corrective actions to control

Cuts and Striking-Can anyone be stabbed, cut, Punctured or Struck due to	Yes	No	N/A	Comment
Coming into contact with sharp or flying objects				
Coming into contact with moving parts of the Pulling Vehicle during testing, inspection ,operation, maintenance, cleaning or repair				
The Pulling Vehicle, parts of the Pulling Vehicle disintegrating				
Uncontrolled or unexpected movement of pulling Vehicle				
Is the Pulling Vehicle fitted with a safety cut out switch				
High Pressure Fluid	Yes	No	N/A	Comment
Can anyone come into contact with fluids under high pressure due to failure of the Pulling Vehicle				
Explosion	Yes	No	N/A	Comment
Can anyone be injured by explosion of fuels, gases, vapours, liquids, or other substances triggered by the operation of the Pulling Vehicle				
Slips, Trips and Falls-can anyone using the Pulling Vehicle slip, trip or fall due to:	Yes	No	N/A	Comment
Slippery access steps or uneven surfaces				
Poor Housekeeping, e.g. A spill or leak not cleaned up				
Obstacles being placed in the vicinity of the Pulling Vehicle				
Can anyone fall from height due to	Yes	No	N/A	Comment
Unprotected holes, penetrations or gaps				
Poor floor or walking surfaces, such as the lack of a slip resistant surface				
High Temperature or Fire	Yes	No	N/A	Comment
Can anyone come into contact with objects at high temperature				
Can anyone be injured by fire				
Can anyone be injured or suffer ill-health due to exposure to high temperatures				
Suffocation	Yes	No	N/A	Comment
Can anyone be suffocated due to lack of oxygen, or atmospheric contamination				

Pulling Vehicle, Hazard Assessment and Control

To be completed by all Modified pulling Vehicle Prior to commencement of first event

If a Hazard exists, include a comment and corrective actions to control

Ergonomics- Can anyone be injured due to	Yes	No	N/A	Comment
Poorly designed seating				
Repetitive body movement				
Constrained body posture or the need for excessive effort				
Design causing mental or psychological stress				
Inadequate lighting				
Lack of consideration given to human error or human behaviour				
Other Hazards- Can anyone be injured or suffer ill health from exposure to.	Yes	No	N/A	Comment
Chemicals associated with this Pulling Vehicle Check (Material safety data sheets)				
Is there a cover to all battery's				
Toxic gases or vapours				
Fumes or dust				
Noise? Is the operator isolated from the noise? If not is hearing protection being worn				
Vibration				
Radiation				
Lack of clear vision when Pulling Vehicle is traveling				

Risk Assessment (List identified hazards and the level of risk using the risk matrix)

Risk Analysis Matrix					
Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost Certain)	M	H	H	E	E
B (Likely)	M	M	H	H	E
C (Possible)	L	M	H	H	H
D (Unlikely)	L	L	M	M	H
E (Rare)	L	L	M	M	H

E (Extreme)	H(High)
M (Medium)	L (Low)

Pulling Vehicle, Hazard Assessment and Control

To be completed by all Modified pulling Vehicle Prior to commencement of first event

If a Hazard exists, include a comment and corrective actions to control

Risk Assessment (List identified hazards and the level of risk using the risk matrix)

Risk Analysis Matrix

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost Certain)	M	H	H	E	E
B (Likely)	M	M	H	H	E
C (Possible)	L	M	H	H	H
D (Unlikely)	L	L	M	M	H
E (Rare)	L	L	M	M	H

Identified Hazards	Risk Assessment		Risk Rating	Required Controls
	Consequences	Likely hood		

Controls to be considered in order from the following hierarchy of controls,

<ol style="list-style-type: none"> 1. Elimination (Can we Eliminate the Hazard) 2. Substitution 3. Isolation (Restrict Access) 	<ol style="list-style-type: none"> 4. Engineering (Guarding, Redesign) 5. Administration (Training, SWMS'S) 6. Personal Protective Equipment.
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Corrective actions required to control risks		
Corrective Action	Person(s) Responsible	Due Date

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report – December 2020

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 8 February 2021
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: December 2020 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 31 December 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 December 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 December 2020 be accepted and material variances be noted.

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

Description	Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Notes To Material Variances
Operating Revenue					
General Purpose Funding	3,260,334.00	3,040,083.00	3,035,971.35	(4,111.65)	
Governance	1,100.00	1,000.00	5,530.94	4,530.94	
Law, Order & Public Safety	299,857.00	81,539.00	83,826.57	2,287.57	
Health	300.00	96.00	1,572.73	1,476.73	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	137,492.00	69,128.00	65,292.21	(3,835.79)	
Community Amenities	206,278.00	203,094.00	203,693.78	599.78	
Recreation & Culture	895,083.00	661,895.00	1,084,705.19	422,810.19	Drought Communities Program funding for YAA \$420,000
Transport	2,559,656.00	569,595.00	569,850.76	255.76	
Economic Activities	119,676.00	54,458.00	133,512.86	79,054.86	Drought Communities Program funding for Onsite Accommodation \$80,000
Other Property & Services	43,100.00	22,996.00	27,632.77	4,636.77	
Total Operating Revenue	7,522,876.00	4,703,884.00	5,211,589.16	507,705.16	
Operating Expenditure					
General Purpose Funding	(173,512.00)	(84,702.00)	(84,136.10)	565.90	
Governance	(254,954.00)	(136,925.00)	(138,763.66)	(1,838.66)	
Law, Order & Public Safety	(417,800.00)	(194,924.00)	(186,842.31)	8,081.69	
Health	(171,727.00)	(86,422.00)	(84,124.03)	2,297.97	
Education & Welfare	(98,098.00)	(41,046.00)	(38,578.81)	2,467.19	
Housing	(213,750.00)	(107,196.00)	(105,219.21)	1,976.79	
Community Amenities	(669,796.00)	(345,120.00)	(346,491.17)	(1,371.17)	
Recreation & Culture	(1,512,753.00)	(749,819.00)	(740,342.05)	9,476.95	
Transport	(2,563,701.00)	(1,261,327.00)	(1,255,581.27)	5,745.73	
Economic Activities	(479,909.00)	(209,978.00)	(200,401.67)	9,576.33	Noxious weed control expenditure (\$7,051) less than anticipated YTD.
Other Property & Services	(15,081.00)	52,194.00	54,788.45	2,594.45	PWOH & POC allocation timing versus expenditure.
Total Operating Expenditure	(6,571,081.00)	(3,165,265.00)	(3,125,691.83)	39,573.17	
Net Operating	951,795.00	1,538,619.00	2,085,897.33	547,278.33	
Capital Income					
Self Supporting Loan - Principal Repayment	17,288.00	8,513.00	8,513.06	0.06	
Proceeds from Sale of Assets	267,364.00	67,364.00	64,545.46	(2,818.54)	
New Loan Raised	2,000,000.00	0.00	0.00	0.00	
Total Capital Income	2,284,652.00	75,877.00	73,058.52	(2,818.48)	

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

Description	Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Notes To Material Variances
Capital Expenditure					
Land and Buildings	(2,061,000.00)	(1,369,000.00)	(1,300,105.46)	68,894.54	Residential Solar Power installation \$22,066 less than anticipated due to a revision of project scope (no battery system installed on advice from Electrician), Old Court House Roof Replacement \$34,435, Platform Theatre Green Room painting \$4,218 and artificial turf replacement \$1,353 less than anticipated.
Plant and Equipment	(802,475.00)	(156,475.00)	(150,004.98)	6,470.02	
Office Furniture and Equipment	(15,000.00)	0.00	0.00	0.00	
Road Construction	(4,669,434.00)	(418,566.00)	(415,197.21)	3,368.79	
Other Infrastructure	(105,835.00)	(31,154.00)	(31,500.00)	(346.00)	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(137,937.00)	(68,299.00)	(68,299.21)	(0.21)	
Total Capital Expenditure	(7,791,681.00)	(2,043,494.00)	(1,965,106.86)	78,387.14	
Net Capital	(5,507,029.00)	(1,967,617.00)	(1,892,048.34)	75,568.66	
Adjustments					
Depreciation Written Back	2,313,194.00	1,147,564.00	1,176,229.71	28,665.71	Depreciation expense higher than anticipated YTD.
Movement in Leave Reserve Cash Balance	0.00	0.00	572.53	572.53	
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)	13,636.00	17,657.19	4,021.19	
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	817,971.00	(8,716.00)	(8,715.22)	0.78	
Opening Surplus/(Deficit)	1,426,433.00	1,426,433.00	1,426,433.44	0.44	
Total Adjustments	4,555,234.00	2,578,917.00	2,612,177.65	33,260.65	
CLOSING SURPLUS/(DEFICIT)	0.00	2,149,919.00	2,806,026.64	656,107.64	

**SHIRE OF BEVERLEY
STATEMENT OF NET CURRENT ASSETS
FOR THE PERIOD ENDING
31 December 2020**

Description	YTD Actual 2019/20	YTD Actual 2020/21
Current Assets		
Cash at Bank	904,115.25	2,154,894.55
Cash - Unrestricted Investments	711,099.95	410,634.54
Cash - Restricted Reserves	2,582,024.26	2,590,739.48
Cash on Hand	300.00	300.00
Accounts Receivable	416,886.40	589,803.21
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	17,288.32	8,775.26
Inventory - Fuel	9,344.99	5,784.79
Total Current Assets	4,641,059.17	5,760,931.83
Current Liabilities		
Accounts Payable	(432,823.43)	(173,473.26)
Loan Liability - Current	(137,938.08)	(69,638.87)
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
Total Current Liabilities	(922,872.17)	(595,222.79)
Adjustments		
Less Restricted Reserves	(2,582,024.26)	(2,590,739.48)
Less Self Supporting Loan Income	(17,288.32)	(8,775.26)
Add Leave Reserves - Cash Backed	169,620.94	170,193.47
Add Loan Principal Expense	137,938.08	69,638.87
Total Adjustments	(2,291,753.56)	(2,359,682.40)
NET CURRENT ASSETS	1,426,433.44	2,806,026.64

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

Description	Actual 2019/20	YTD Actual 2020/21	Movement
Current Assets			
Cash and Cash Equivalents	4,197,539.46	5,156,568.57	959,029.11
Accounts Receivable	399,091.49	589,803.21	190,711.72
Contract Asset - Current	17,794.91	0.00	(17,794.91)
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	17,288.32	8,775.26	(8,513.06)
Inventory	9,344.99	5,784.79	(3,560.20)
Total Current Assets	4,641,059.17	5,760,931.83	1,119,872.66
Current Liabilities			
Accounts Payable	(432,823.43)	(173,473.26)	259,350.17
Contract Liability - Current	0.00	0.00	0.00
Loan Liability - Current	(137,938.08)	(69,638.87)	68,299.21
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
Total Current Liabilities	(922,872.17)	(595,222.79)	327,649.38
Non-Current Assets			
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	21,921,759.92	963,320.23
Plant and Equipment	2,099,798.37	2,020,835.48	(78,962.89)
Furniture and Equipment	110,244.48	102,417.22	(7,827.26)
Infrastructure	60,366,533.32	60,128,378.53	(238,154.79)
Self Supporting Loan - Non Current	25,253.18	25,253.18	0.00
Total Non-Current Assets	83,738,873.29	84,377,248.58	638,375.29
Non-Current Liabilities			
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
Total Non Current Liabilities	(1,446,465.90)	(1,446,465.90)	0.00
Net Assets	86,010,594.39	88,096,491.72	2,085,897.33

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

Description	Actual 2019/20	YTD Actual 2020/21	Movement
Equity			
Accumulated Surplus	(43,427,040.81)	(45,504,222.92)	(2,077,182.11)
Reserves - Cash Backed	(2,582,024.26)	(2,590,739.48)	(8,715.22)
Reserve - Revaluations	(40,001,529.32)	(40,001,529.32)	0.00
Total Equity	(86,010,594.39)	(88,096,491.72)	(2,085,897.33)

SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE & TYPE FOR THE PERIOD ENDING 31 December 2020		
Description	Budget 2020/21	YTD Actual 2020/21
Income		
Rates	2,669,880.00	2,792,100.08
Operating Grants, Subsidies and Contributions	2,271,419.00	524,678.69
Profit On Asset Disposal	12,000.00	0.00
Service Charges	0.00	0.00
Fees & Charges	523,761.00	387,989.81
Interest Earnings	103,888.00	30,184.87
Other Revenue	60,500.00	77,843.13
Non-Operating Grants, Subsidies and Contributions	9,238,188.00	1,398,689.37
Total Income by Nature & Type	14,879,636.00	5,211,485.95
Expenditure		
Employee Costs	(2,134,739.00)	(954,876.68)
Materials & Contracts	(1,840,463.00)	(767,702.02)
Utilities	(208,638.00)	(92,959.12)
Depreciation On Non-Current Assets	(1,691,589.00)	(1,176,229.71)
Interest Expenses	(34,504.00)	(25,417.65)
Insurance Expenses	(168,227.00)	(200,659.58)
Other Expenditure	(81,975.00)	(51,551.04)
Loss On Asset Disposal	(8,000.00)	(17,657.19)
Loss on Revaluation of Non-Current Assets	0.00	0.00
Total Expenditure by Nature & Type	(6,168,135.00)	(3,287,052.99)
Allocations		
Reallocation Codes Expenditure	421,192.00	161,464.37
Reallocation Codes Income	0.00	0.00
Total Allocations	421,192.00	161,464.37
Net Operating by Nature & Type	9,132,693.00	2,085,897.33

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

Job #	Job Description	YTD Actual 2020/21
	Rural Road Maintenance	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	3,435.95
RR002	Athol Rd (RoadID: 26) (Maintenance)	9,084.54
RR003	Avoca Rd (RoadID: 98) (Maintenance)	1,124.11
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	1,652.59
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	0.00
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	5,856.65
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	7,779.06
RR008	Barrington Rd (RoadID: 13) (Maintenance)	0.00
RR009	Batemans Rd (RoadID: 78) (Maintenance)	0.00
RR010	Batys Rd (RoadID: 60) (Maintenance)	2,649.36
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	103.13
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	0.00
RR013	Beringer Rd (RoadID: 29) (Maintenance)	5,521.95
RR014	Bethany Rd (RoadID: 148) (Maintenance)	1,619.38
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	1,309.51
RR017	Bremner Rd (RoadID: 6) (Maintenance)	640.21
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	1,272.64
RR019	Bushhill Road (RoadID: 183) (Maintenance)	361.54
RR020	Butchers Rd (RoadID: 20) (Maintenance)	6,120.54
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	416.13
RR022	Carrs Rd (RoadID: 47) (Maintenance)	1,548.35
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)	12,486.94
RR027	Collins Rd (RoadID: 66) (Maintenance)	1,653.84
RR028	Cookes Rd (RoadID: 61) (Maintenance)	387.55
RR029	Corberding Rd (RoadID: 43) (Maintenance)	1,882.16
RR030	County Peak Rd (RoadID: 96) (Maintenance)	947.82
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	2,833.61
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	5,649.66
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	0.00
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	11,054.48
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	9,204.65
RR036	Drapers Rd (RoadID: 79) (Maintenance)	601.09
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	2,470.73

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

Job #	Job Description	YTD Actual 2020/21
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	41,901.48
RR039	Ewert Rd (RoadID: 27) (Maintenance)	8,192.18
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	723.47
RR041	Fishers Rd (RoadID: 75) (Maintenance)	1,706.62
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	7,918.55
RR043	Gors Rd (RoadID: 30) (Maintenance)	0.00
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	0.00
RR045	Heals Rd (RoadID: 95) (Maintenance)	3,384.78
RR046	Hills Rd (RoadID: 76) (Maintenance)	15.03
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	3,178.80
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	823.75
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	9,288.71
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)	2,828.74
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	0.00
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	556.07
RR057	Kilpatrick Rd (RoadID: 74) (Maintenance)	1,665.90
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	177.32
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	21,522.30
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)	3,384.15
RR067	Mawson Rd (RoadID: 100) (Maintenance)	11,186.15
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	1,068.50
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	347.75
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	512.79
RR071	Mclean Rd (RoadID: 84) (Maintenance)	770.29
RR072	Millers Rd (RoadID: 49) (Maintenance)	1,497.16
RR073	Mills Rd (RoadID: 80) (Maintenance)	0.00
RR074	Morbinning Rd (RoadID: 1) (Maintenance)	5,498.28
RR075	Murrays Rd (RoadID: 71) (Maintenance)	1,909.68
RR076	Negus Rd (RoadID: 50) (Maintenance)	1,303.38

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

Job #	Job Description	YTD Actual 2020/21
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	49.88
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	6,632.85
RR079	Patten Rd (RoadID: 53) (Maintenance)	2,722.59
RR080	Petchells Rd (RoadID: 38) (Maintenance)	4,909.57
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	0.00
RR082	Pike Rd (RoadID: 45) (Maintenance)	1,872.83
RR083	Potts Rd (RoadID: 14) (Maintenance)	0.00
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	3,554.15
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	5,405.89
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	4,564.82
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	2,229.26
RR088	Rigoll Rd (RoadID: 157) (Maintenance)	1,970.87
RR089	Rogers Rd (RoadID: 62) (Maintenance)	388.68
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)	1,334.15
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	0.00
RR095	Simmons Rd (RoadID: 101) (Maintenance)	99.77
RR096	Sims Rd (RoadID: 155) (Maintenance)	0.00
RR097	Ski Rd (RoadID: 83) (Maintenance)	1,084.17
RR098	Smith Rd (RoadID: 72) (Maintenance)	127.81
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	1,090.36
RR100	Spavens Rd (RoadID: 44) (Maintenance)	178.51
RR101	Springhill Rd (RoadID: 23) (Maintenance)	2,365.52
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	780.88
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	2,182.27
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	132.98
RR105	Thomas Rd (RoadID: 31) (Maintenance)	2,876.59
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	1,656.21
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	219.45
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	4,357.76
RR109	Walgy Rd (RoadID: 42) (Maintenance)	1,939.15
RR110	Walkers Rd (RoadID: 86) (Maintenance)	760.12
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	985.85
RR112	Warradale Rd (RoadID: 67) (Maintenance)	5,260.24
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	255.66
RR114	Westdale Rd (RoadID: 166) (Maintenance)	3,182.63
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	547.47

SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 31 December 2020		
Job #	Job Description	YTD Actual 2020/21
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)	18,394.01
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	985.16
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR777	Contract Road Side Spraying	23,800.00
RR888	Tree Lopping - Rural Roads (Maintenance)	8,909.09
RR999	Rural Roads Various (Maintenance)	32,525.46
WANDRRA	Disaster Recovery Works	0.00
Sub Total	Rural Road Maintenance	387,517.95
	Town Street Maintenance	
TS001	Barnsley St (RoadID: 162) (Maintenance)	450.94
TS002	Bartram St (RoadID: 114) (Maintenance)	2,473.51
TS003	Brockman St (RoadID: 129) (Maintenance)	92.52
TS004	Brooking St (RoadID: 122) (Maintenance)	1,461.11
TS005	Broun St (RoadID: 144) (Maintenance)	0.00
TS006	Chestillion Ct (RoadID: 139) (Maintenance)	0.00
TS007	Chipper St (RoadID: 126) (Maintenance)	1,335.16
TS008	Council Rd (RoadID: 149) (Maintenance)	2,484.97
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	733.77
TS011	Delisle St (RoadID: 120) (Maintenance)	544.02
TS012	Dempster St (RoadID: 111) (Maintenance)	2,027.12
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)	6,147.33
TS018	George St North (RoadID: 161) (Maintenance)	0.00
TS019	George St South (RoadID: 145) (Maintenance)	0.00
TS020	Grigson St (RoadID: 172) (Maintenance)	2,085.80
TS021	Hamersley St (RoadID: 130) (Maintenance)	24.32
TS022	Harper St (RoadID: 109) (Maintenance)	1,173.30
TS023	Hope St (RoadID: 115) (Maintenance)	616.68

SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 31 December 2020		
Job #	Job Description	YTD Actual 2020/21
TS024	Hopkin St (RoadID: 128) (Maintenance)	49.39
TS025	Horley St (RoadID: 127) (Maintenance)	1,303.66
TS026	Hunt Rd (Maintenance)	4,119.80
TS027	Husking St (RoadID: 117) (Maintenance)	0.00
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	2,618.03
TS030	Langsford St (RoadID: 152) (Maintenance)	1,211.85
TS031	Lennard St (RoadID: 113) (Maintenance)	122.52
TS032	Ludgate St (RoadID: 143) (Maintenance)	481.15
TS033	Lukin St (RoadID: 104) (Maintenance)	7,607.70
TS034	Mcneil St (RoadID: 141) (Maintenance)	0.00
TS035	Monger St (RoadID: 116) (Maintenance)	74.11
TS036	Morrison St (RoadID: 112) (Maintenance)	0.00
TS037	Nicholas St (RoadID: 123) (Maintenance)	1,790.65
TS038	Prior Pl (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	121.28
TS040	Railway Pde (RoadID: 147) (Maintenance)	0.00
TS041	Railway St (RoadID: 146) (Maintenance)	81.63
TS042	Richardson St (RoadID: 124) (Maintenance)	92.52
TS043	Seabrook St (RoadID: 118) (Maintenance)	1,642.16
TS044	Sewell St (RoadID: 119) (Maintenance)	325.22
TS045	Shed St (RoadID: 136) (Maintenance)	0.00
TS046	Short St (RoadID: 121) (Maintenance)	903.78
TS047	Smith St (RoadID: 108) (Maintenance)	1,136.80
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	3,366.44
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	0.00
TS555	Road Sign Updates	6,030.00
TS888	Tree Lopping - Town Streets (Maintenance)	4,556.83
TS999	Town Streets Various (Maintenance)	9,544.40
Sub Total	Town Streets Maintenance	68,830.47
Total	Road Maintenance	456,348.42

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 31 December 2020						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
3398616	Reserve Funds Bendigo					
	Long Service Leave	30,672.00				
	Airfield Emergency	40,082.24				
	Plant	368,502.27				
	Emergency Services	28,666.51				
	Building	289,972.50				
	Recreation Ground	433,873.28				
	Cropping Committee	159,632.42				
	Avon River Development	25,928.03				
	Annual Leave	139,521.47				
	Community Bus	37,970.13				
	Infrastructure	515,394.29				
	Senior Housing	153,288.96				
	Mainstreet Development	307,032.86				
	Avondale Mach Museum	60,202.52	2,590,739.48	3 mnths	0.30%	22/03/2021
3490209	Term Deposit Bendigo	410,634.54	410,634.54	3 mnths	0.35%	12/01/2021
	Total		3,001,374.02			

11.2 Accounts Paid by Authority – December 2020

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 16 February 2021
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: December 2020 – List of Accounts (under separate cover)

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

The following list represents accounts paid by authority for the month of December 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:

December 2020:

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

Cheque vouchers

01 December 2020	1806-1806	(1)	\$	875.95	(authorised by CEO S Gollan and Cr P Gogol)
08 December 2020	1807-1807	(1)	\$	1,617.81	(authorised by CEO S Gollan and Cr D White)
15 December 2020	1808-1809	(2)	\$	1,785.94	(authorised by CEO S Gollan and DCEO S Marshall)
21 December 2020	1805-1805	(1)	\$	16,524.59	(authorised by CEO S Gollan and DCEO S Marshall)
Total of cheque vouchers for December 2020 incl				\$20,804.29	previously paid

EFT vouchers

01 December 2020	EFT 6440-6449	(10)	\$	56,655.18	(authorised by CEO S Gollan and Cr P Gogol)
07 December 2020	EFT 6452-6472	(20)	\$	61,695.81	(authorised by CEO S Gollan and Cr D White)
08 December 2020	EFT 6495-6495	(1)	\$	20,073.90	(authorised by CEO S Gollan and Cr D White)
09 December 2020	EFT 1-37	(37)	\$	53,832.63	(authorised by CEO S Gollan and Cr D White)
10 December 2020	EFT 6497-6498	(2)	\$	6,085.12	(authorised by CEO S Gollan and Pres D Davis)
15 December 2020	EFT 6499-6516	(18)	\$	93,572.08	(authorised by CEO S Gollan and DCEO S Marshall)
18 December 2020	EFT 6517-6517	(1)	\$	8,688.35	(authorised by CEO S Gollan and DCEO S Marshall)
22 December 2020	EFT 6520-6524	(5)	\$	61,622.84	(authorised by CEO S Gollan and DCEO S Marshall)
23 December 2020	EFT 1-37	(37)	\$	56,733.71	(authorised by CEO S Gollan and DCEO S Marshall)
23 December 2020	EFT 6526-6570	(45)	\$	301,485.06	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for December 2020 incl				\$720,444.68	previously paid.

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

Cheque vouchers

Nil vouchers

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

EFT vouchers

07 December 2020	EFT 6451-6451	(1)	\$	200.00	(authorised by CEO S Gollan and Cr D White)
10 December 2020	EFT 6496-6496	(1)	\$	200.00	(authorised by CEO S Gollan and Pres D Davis)
22 December 2020	EFT 6518-6519	(2)	\$	100.00	(authorised by CEO S Gollan and DCEO S Marshall)
23 December 2020	EFT 6525-6525	(1)	\$	200.00	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for December 2020 incl				\$700.00	previously paid.

(3) **Direct Debit** Payments totalling \$69,333.52 previously paid.

(4) **Credit Card** Payments totalling \$1,426.01 previously paid.

11.3 Monthly Financial Report – January 2021

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: February 2021
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: January 2021 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 31 January 2021.

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 January 2021 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 January 2021 be accepted and material variances be noted.

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
31 January 2021**

Description	Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Notes To Material Variances
Operating Revenue					
General Purpose Funding	3,260,334.00	3,041,457.00	3,037,975.14	(3,481.86)	
Governance	1,100.00	1,000.00	15,257.61	14,257.61	Long Service Leave contributions from Shire of Pingelly and Bruce Rock \$13,897 unbudgeted
Law, Order & Public Safety	299,857.00	118,828.00	119,336.06	508.06	
Health	300.00	112.00	1,572.73	1,460.73	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	137,492.00	79,167.00	77,642.95	(1,524.05)	
Community Amenities	206,278.00	203,405.00	206,261.00	2,856.00	
Recreation & Culture	895,083.00	667,359.00	1,095,962.47	428,603.47	Drought Communities Program funding for YAA \$420,000
Transport	2,559,656.00	572,636.00	572,101.10	(534.90)	
Economic Activities	119,676.00	64,076.00	544,177.84	480,101.84	Drought Communities Program funding for Onsite Accommodation \$480,000
Other Property & Services	43,100.00	25,662.00	28,840.32	3,178.32	
Total Operating Revenue	7,522,876.00	4,773,702.00	5,699,127.22	925,425.22	
Operating Expenditure					
General Purpose Funding	(173,512.00)	(96,819.00)	(92,404.27)	4,414.73	
Governance	(254,954.00)	(145,756.00)	(145,133.67)	622.33	
Law, Order & Public Safety	(417,800.00)	(222,026.00)	(213,489.23)	8,536.77	
Health	(171,727.00)	(99,450.00)	(92,473.19)	6,976.81	
Education & Welfare	(98,098.00)	(44,012.00)	(41,733.85)	2,278.15	
Housing	(213,750.00)	(124,091.00)	(122,934.32)	1,156.68	
Community Amenities	(669,796.00)	(394,311.00)	(399,699.07)	(5,388.07)	
Recreation & Culture	(1,512,753.00)	(871,932.00)	(848,709.59)	23,222.41	Old School Building \$3,565, Halls \$4,503, Old Fire Station \$3,062, Cornerstone \$3,980 building maintenance expense lower than anticipated YTD. Administration expenses reallocated \$5,907 lower than anticipated YTD.
Transport	(2,563,701.00)	(1,415,224.00)	(1,405,566.92)	9,657.08	
Economic Activities	(479,909.00)	(239,515.00)	(221,998.32)	17,516.68	Noxious weed control expenditure \$8,789 less than anticipated YTD. Administration expenses reallocated \$4,216 lower than anticipated YTD.
Other Property & Services	(15,081.00)	(1,250.00)	2,331.67	3,581.67	PWOH & POC allocation timing versus expenditure.
Total Operating Expenditure	(6,571,081.00)	(3,654,386.00)	(3,581,810.76)	72,575.24	
Net Operating	951,795.00	1,119,316.00	2,117,316.46	998,000.46	
Capital Income					
Self Supporting Loan - Principal Repayment	17,288.00	8,513.00	8,513.06	0.06	
Proceeds from Sale of Assets	267,364.00	67,364.00	64,545.46	(2,818.54)	
New Loan Raised	2,000,000.00	0.00	0.00	0.00	
Total Capital Income	2,284,652.00	75,877.00	73,058.52	(2,818.48)	

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
31 January 2021**

Description	Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Notes To Material Variances
Capital Expenditure					
Land and Buildings	(2,061,000.00)	(1,388,000.00)	(1,324,280.81)	63,719.19	Residential Solar Power installation \$22,066 less than anticipated due to a revision of project scope (no battery system installed on advice from Electrician), Old Court House Roof Replacement \$34,435, Platform Theatre Green Room painting \$4,218 and artificial turf replacement \$1,353 less than anticipated.
Plant and Equipment	(802,475.00)	(156,475.00)	(150,004.98)	6,470.02	
Office Furniture and Equipment	(15,000.00)	0.00	0.00	0.00	
Road Construction	(4,669,434.00)	(541,941.00)	(531,458.02)	10,482.98	Hill Rd Gravel Sheet \$15,571, Smith Rd Gravel Sheet \$3,545 less than anticipated. Top Beverley Rd Widen & Seal (\$4,169) and Anzac Ln works (\$2,484) greater than anticipated.
Other Infrastructure	(105,835.00)	(32,154.00)	(31,500.00)	654.00	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(137,937.00)	(68,299.00)	(68,299.21)	(0.21)	
Total Capital Expenditure	(7,791,681.00)	(2,186,869.00)	(2,105,543.02)	81,325.98	
Net Capital	(5,507,029.00)	(2,110,992.00)	(2,032,484.50)	78,507.50	
Adjustments					
Depreciation Written Back	2,313,194.00	1,364,137.00	1,374,911.65	10,774.65	Depreciation expense higher than anticipated YTD.
Movement in Leave Reserve Cash Balance	0.00	0.00	572.53	572.53	
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)	13,636.00	17,657.19	4,021.19	
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	817,971.00	(8,716.00)	(8,715.22)	0.78	
Opening Surplus/(Deficit)	1,426,433.00	1,426,433.00	1,426,433.44	0.44	
Total Adjustments	4,555,234.00	2,795,490.00	2,810,859.59	15,369.59	
CLOSING SURPLUS/(DEFICIT)	0.00	1,803,814.00	2,895,691.55	1,091,877.55	

**SHIRE OF BEVERLEY
STATEMENT OF NET CURRENT ASSETS
FOR THE PERIOD ENDING
31 January 2021**

Description	YTD Actual 2019/20	YTD Actual 2020/21
Current Assets		
Cash at Bank	904,115.25	1,313,617.98
Cash - Unrestricted Investments	711,099.95	1,500,000.00
Cash - Restricted Reserves	2,582,024.26	2,590,739.48
Cash on Hand	300.00	300.00
Accounts Receivable	416,886.40	536,584.47
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	17,288.32	8,775.26
Inventory - Fuel	9,344.99	10,774.73
Total Current Assets	4,641,059.17	5,960,791.92
Current Liabilities		
Accounts Payable	(432,823.43)	(283,668.44)
Loan Liability - Current	(137,938.08)	(69,638.87)
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
Total Current Liabilities	(922,872.17)	(705,417.97)
Adjustments		
Less Restricted Reserves	(2,582,024.26)	(2,590,739.48)
Less Self Supporting Loan Income	(17,288.32)	(8,775.26)
Add Leave Reserves - Cash Backed	169,620.94	170,193.47
Add Loan Principal Expense	137,938.08	69,638.87
Total Adjustments	(2,291,753.56)	(2,359,682.40)
NET CURRENT ASSETS	1,426,433.44	2,895,691.55

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
31 January 2021

Description	Actual 2019/20	YTD Actual 2020/21	Movement
Current Assets			
Cash and Cash Equivalents	4,197,539.46	5,404,657.46	1,207,118.00
Accounts Receivable	399,091.49	536,584.47	137,492.98
Contract Asset - Current	17,794.91	0.00	(17,794.91)
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	17,288.32	8,775.26	(8,513.06)
Inventory	9,344.99	10,774.73	1,429.74
Total Current Assets	4,641,059.17	5,960,791.92	1,319,732.75
Current Liabilities			
Accounts Payable	(432,823.43)	(283,668.44)	149,154.99
Contract Liability - Current	0.00	0.00	0.00
Loan Liability - Current	(137,938.08)	(69,638.87)	68,299.21
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
Total Current Liabilities	(922,872.17)	(705,417.97)	217,454.20
Non-Current Assets			
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	21,888,987.93	930,548.24
Plant and Equipment	2,099,798.37	1,994,561.60	(105,236.77)
Furniture and Equipment	110,244.48	101,098.50	(9,145.98)
Infrastructure	60,366,533.32	60,130,497.34	(236,035.98)
Self Supporting Loan - Non Current	25,253.18	25,253.18	0.00
Total Non-Current Assets	83,738,873.29	84,319,002.80	580,129.51
Non-Current Liabilities			
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
Total Non Current Liabilities	(1,446,465.90)	(1,446,465.90)	0.00
Net Assets	86,010,594.39	88,127,910.85	2,117,316.46

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
31 January 2021**

Description	Actual 2019/20	YTD Actual 2020/21	Movement
Equity			
Accumulated Surplus	(43,427,040.81)	(45,535,642.05)	(2,108,601.24)
Reserves - Cash Backed	(2,582,024.26)	(2,590,739.48)	(8,715.22)
Reserve - Revaluations	(40,001,529.32)	(40,001,529.32)	0.00
Total Equity	(86,010,594.39)	(88,127,910.85)	(2,117,316.46)

SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE & TYPE FOR THE PERIOD ENDING 31 January 2021		
Description	Budget 2020/21	YTD Actual 2020/21
Income		
Rates	2,669,880.00	2,792,100.08
Operating Grants, Subsidies and Contributions	2,271,419.00	568,403.38
Profit On Asset Disposal	12,000.00	0.00
Service Charges	0.00	0.00
Fees & Charges	523,761.00	415,177.33
Interest Earnings	103,888.00	31,579.66
Other Revenue	60,500.00	91,776.28
Non-Operating Grants, Subsidies and Contributions	9,238,188.00	1,800,689.37
Total Income by Nature & Type	14,879,636.00	5,699,726.10
Expenditure		
Employee Costs	(2,134,739.00)	(1,123,901.36)
Materials & Contracts	(1,840,463.00)	(843,339.71)
Utilities	(208,638.00)	(107,814.92)
Depreciation On Non-Current Assets	(1,691,589.00)	(1,374,911.65)
Interest Expenses	(34,504.00)	(30,680.27)
Insurance Expenses	(168,227.00)	(200,659.58)
Other Expenditure	(81,975.00)	(53,276.91)
Loss On Asset Disposal	(8,000.00)	(17,657.19)
Loss on Revaluation of Non-Current Assets	0.00	0.00
Total Expenditure by Nature & Type	(6,168,135.00)	(3,752,241.59)
Allocations		
Reallocation Codes Expenditure	421,192.00	169,831.95
Reallocation Codes Income	0.00	0.00
Total Allocations	421,192.00	169,831.95
Net Operating by Nature & Type	9,132,693.00	2,117,316.46

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
31 January 2021**

Job #	Job Description	YTD Actual 2020/21
	Rural Road Maintenance	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	3,634.45
RR002	Athol Rd (RoadID: 26) (Maintenance)	9,084.54
RR003	Avoca Rd (RoadID: 98) (Maintenance)	1,124.11
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	1,652.59
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	0.00
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	7,909.36
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	7,779.06
RR008	Barrington Rd (RoadID: 13) (Maintenance)	0.00
RR009	Batemans Rd (RoadID: 78) (Maintenance)	0.00
RR010	Batys Rd (RoadID: 60) (Maintenance)	2,649.36
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	450.18
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	0.00
RR013	Beringer Rd (RoadID: 29) (Maintenance)	5,521.95
RR014	Bethany Rd (RoadID: 148) (Maintenance)	1,619.38
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	1,309.51
RR017	Bremner Rd (RoadID: 6) (Maintenance)	640.21
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	1,272.64
RR019	Bushhill Road (RoadID: 183) (Maintenance)	361.54
RR020	Butchers Rd (RoadID: 20) (Maintenance)	6,175.47
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	416.13
RR022	Carrs Rd (RoadID: 47) (Maintenance)	1,582.35
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)	12,486.94
RR027	Collins Rd (RoadID: 66) (Maintenance)	1,653.84
RR028	Cookes Rd (RoadID: 61) (Maintenance)	387.55
RR029	Corberding Rd (RoadID: 43) (Maintenance)	1,882.16
RR030	County Peak Rd (RoadID: 96) (Maintenance)	947.82
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	2,901.61
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	5,649.66
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	0.00
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	11,114.96
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	13,114.81
RR036	Drapers Rd (RoadID: 79) (Maintenance)	601.09
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	2,470.73

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
31 January 2021**

Job #	Job Description	YTD Actual 2020/21
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	42,194.52
RR039	Ewert Rd (RoadID: 27) (Maintenance)	8,192.18
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	723.47
RR041	Fishers Rd (RoadID: 75) (Maintenance)	2,260.69
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	7,918.55
RR043	Gors Rd (RoadID: 30) (Maintenance)	0.00
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	0.00
RR045	Heals Rd (RoadID: 95) (Maintenance)	3,384.78
RR046	Hills Rd (RoadID: 76) (Maintenance)	435.91
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	3,178.80
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	823.75
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	9,514.19
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)	2,828.74
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	0.00
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	556.07
RR057	Kilpatrick Rd (RoadID: 74) (Maintenance)	1,665.90
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	680.38
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	21,522.30
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)	2,926.57
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	0.00
RR065	Manns Rd (RoadID: 59) (Maintenance)	0.00
RR066	Manuels Rd (RoadID: 37) (Maintenance)	3,384.15
RR067	Mawson Rd (RoadID: 100) (Maintenance)	11,510.45
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	1,068.50
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	347.75
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	662.07
RR071	Mclean Rd (RoadID: 84) (Maintenance)	770.29
RR072	Millers Rd (RoadID: 49) (Maintenance)	1,497.16
RR073	Mills Rd (RoadID: 80) (Maintenance)	0.00
RR074	Morbinning Rd (RoadID: 1) (Maintenance)	7,549.51
RR075	Murrays Rd (RoadID: 71) (Maintenance)	1,909.68
RR076	Negus Rd (RoadID: 50) (Maintenance)	1,303.38

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
31 January 2021**

Job #	Job Description	YTD Actual 2020/21
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	49.88
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	8,906.61
RR079	Patten Rd (RoadID: 53) (Maintenance)	2,722.59
RR080	Petchells Rd (RoadID: 38) (Maintenance)	4,909.57
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	0.00
RR082	Pike Rd (RoadID: 45) (Maintenance)	1,872.83
RR083	Potts Rd (RoadID: 14) (Maintenance)	0.00
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	4,410.54
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	5,405.89
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	4,564.82
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	2,229.26
RR088	Rigoll Rd (RoadID: 157) (Maintenance)	1,970.87
RR089	Rogers Rd (RoadID: 62) (Maintenance)	388.68
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)	1,334.15
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	0.00
RR095	Simmons Rd (RoadID: 101) (Maintenance)	99.77
RR096	Sims Rd (RoadID: 155) (Maintenance)	0.00
RR097	Ski Rd (RoadID: 83) (Maintenance)	1,084.17
RR098	Smith Rd (RoadID: 72) (Maintenance)	127.81
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	1,140.24
RR100	Spavens Rd (RoadID: 44) (Maintenance)	178.51
RR101	Springhill Rd (RoadID: 23) (Maintenance)	2,365.52
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	780.88
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	2,182.27
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	132.98
RR105	Thomas Rd (RoadID: 31) (Maintenance)	2,876.59
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	1,656.21
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	219.45
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	4,357.76
RR109	Walgy Rd (RoadID: 42) (Maintenance)	1,939.15
RR110	Walkers Rd (RoadID: 86) (Maintenance)	760.12
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	985.85
RR112	Warradale Rd (RoadID: 67) (Maintenance)	5,485.28
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	355.54
RR114	Westdale Rd (RoadID: 166) (Maintenance)	3,963.88
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	547.47

SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 31 January 2021		
Job #	Job Description	YTD Actual 2020/21
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)	19,044.49
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	1,084.29
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR777	Contract Road Side Spraying	23,800.00
RR888	Tree Lopping - Rural Roads (Maintenance)	8,909.09
RR999	Rural Roads Various (Maintenance)	35,778.77
WANDRRA	Disaster Recovery Works	0.00
Sub Total	Rural Road Maintenance	409,980.81
	Town Street Maintenance	
TS001	Barnsley St (RoadID: 162) (Maintenance)	450.94
TS002	Bartram St (RoadID: 114) (Maintenance)	2,638.80
TS003	Brockman St (RoadID: 129) (Maintenance)	92.52
TS004	Brooking St (RoadID: 122) (Maintenance)	1,752.91
TS005	Broun St (RoadID: 144) (Maintenance)	0.00
TS006	Chestillion Ct (RoadID: 139) (Maintenance)	0.00
TS007	Chipper St (RoadID: 126) (Maintenance)	1,335.16
TS008	Council Rd (RoadID: 149) (Maintenance)	3,689.79
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	780.04
TS011	Delisle St (RoadID: 120) (Maintenance)	544.02
TS012	Dempster St (RoadID: 111) (Maintenance)	2,027.12
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)	6,276.17
TS018	George St North (RoadID: 161) (Maintenance)	0.00
TS019	George St South (RoadID: 145) (Maintenance)	0.00
TS020	Grigson St (RoadID: 172) (Maintenance)	2,085.80
TS021	Hamersley St (RoadID: 130) (Maintenance)	24.32
TS022	Harper St (RoadID: 109) (Maintenance)	1,173.30
TS023	Hope St (RoadID: 115) (Maintenance)	616.68

SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 31 January 2021		
Job #	Job Description	YTD Actual 2020/21
TS024	Hopkin St (RoadID: 128) (Maintenance)	49.39
TS025	Horley St (RoadID: 127) (Maintenance)	1,303.66
TS026	Hunt Rd (Maintenance)	4,119.80
TS027	Husking St (RoadID: 117) (Maintenance)	0.00
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	2,618.03
TS030	Langsford St (RoadID: 152) (Maintenance)	1,211.85
TS031	Lennard St (RoadID: 113) (Maintenance)	122.52
TS032	Ludgate St (RoadID: 143) (Maintenance)	481.15
TS033	Lukin St (RoadID: 104) (Maintenance)	7,730.22
TS034	Mcneil St (RoadID: 141) (Maintenance)	0.00
TS035	Monger St (RoadID: 116) (Maintenance)	74.11
TS036	Morrison St (RoadID: 112) (Maintenance)	0.00
TS037	Nicholas St (RoadID: 123) (Maintenance)	1,790.65
TS038	Prior Pl (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	121.28
TS040	Railway Pde (RoadID: 147) (Maintenance)	0.00
TS041	Railway St (RoadID: 146) (Maintenance)	81.63
TS042	Richardson St (RoadID: 124) (Maintenance)	92.52
TS043	Seabrook St (RoadID: 118) (Maintenance)	1,642.16
TS044	Sewell St (RoadID: 119) (Maintenance)	325.22
TS045	Shed St (RoadID: 136) (Maintenance)	403.44
TS046	Short St (RoadID: 121) (Maintenance)	903.78
TS047	Smith St (RoadID: 108) (Maintenance)	1,305.62
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	3,627.85
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	0.00
TS555	Road Sign Updates	6,030.00
TS888	Tree Lopping - Town Streets (Maintenance)	7,131.83
TS999	Town Streets Various (Maintenance)	9,544.40
Sub Total	Town Streets Maintenance	74,198.68
Total	Road Maintenance	484,179.49

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 31 January 2021						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
3398616	Reserve Funds Bendigo					
	Long Service Leave	30,672.00				
	Airfield Emergency	40,082.24				
	Plant	368,502.27				
	Emergency Services	28,666.51				
	Building	289,972.50				
	Recreation Ground	433,873.28				
	Cropping Committee	159,632.42				
	Avon River Development	25,928.03				
	Annual Leave	139,521.47				
	Community Bus	37,970.13				
	Infrastructure	515,394.29				
	Senior Housing	153,288.96				
	Mainstreet Development	307,032.86				
	Avondale Mach Museum	60,202.52	2,590,739.48	3 mnths	0.30%	22/03/2021
3569117	Bendigo Term Deposit	1,000,000.00		3 mnths	0.25%	12/04/2021
9795-01574	ANZ Term Deposit	500,000.00	1,500,000.00	3 mnths	0.25%	14/04/2021
	Total		4,090,739.48			

11.4 Accounts Paid by Authority – January 2021

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 16 February 2021
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: January 2021 – List of Accounts (under separate cover)

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

The following list represents accounts paid by authority for the month of January 2021.

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:

January 2021:

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

Cheque vouchers

14 January 2021	1810-1810	(1)	\$	500,000.00	(authorised by CEO S Gollan and Pres D Davis)
15 January 2021	1811-1812	(2)	\$	5,126.38	(authorised by CEO S Gollan and Pres D Davis)
21 January 2021	1813-1813	(1)	\$	3,371.85	(authorised by CEO S Gollan and Cr D White)
Total of cheque vouchers for January 2021 incl				\$508,498.23	previously paid

EFT vouchers

07 January 2021	EFT 1-35	(35)	\$	59,272.15	(authorised by CEO S Gollan and Cr D White)
07 January 2021	EFT 6572-6577	(6)	\$	51,345.65	(authorised by CEO S Gollan and Pres D Davis)
12 January 2021	EFT 6579-6579	(1)	\$	589,011.08	(authorised by CEO S Gollan and Pres D Davis)
14 January 2021	EFT 6581-6581	(1)	\$	9,083.40	(authorised by CEO S Gollan and Pres D Davis)
15 January 2021	EFT 6582-6606	(25)	\$	22,667.24	(authorised by CEO S Gollan and Pres D Davis)
20 January 2021	EFT 1-36	(36)	\$	58,281.78	(authorised by CEO S Gollan and Cr D White)
21 January 2021	EFT 6609-6620	(12)	\$	38,330.84	(authorised by CEO S Gollan and Cr D White)
25 January 2021	EFT 6621-6623	(3)	\$	25,316.81	(authorised by CEO S Gollan and Pres D Davis)
29 January 2021	EFT 6626-6636	(11)	\$	26,344.70	(authorised by CEO S Gollan and Cr D White)
Total of EFT vouchers for January 2021 incl				\$879,653.65	previously paid.

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

Cheque vouchers

Nil vouchers

Total of cheque vouchers for January 2021 incl \$0.00 previously paid.

EFT vouchers

07 January 2021	EFT 6571-6571	(1)	\$	200.00	(authorised by CEO S Gollan and Pres D Davis)
15 January 2021	EFT 6607-6608	(2)	\$	100.00	(authorised by CEO S Gollan and Pres D Davis)
25 January 2021	EFT 6624-6624	(1)	\$	50.00	(authorised by CEO S Gollan and Pres D Davis)
Total of EFT vouchers for January 2021 incl				\$350.00	previously paid.

(3) **Direct Debit** Payments totalling \$78,447.47 previously paid.

(4) **Credit Card** Payments totalling \$2,193.13 previously paid.

11.5 Loan Funding – Vincent Street Streetscape Project

SUBMISSION TO: Ordinary Council Meeting
REPORT DATE: 15 February 2021
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0098 / 0570
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Indicative Loan Schedule

SUMMARY

Council to consider raising a loan of \$1,250,000 to progress the Vincent Street Streetscape Project.

BACKGROUND

Council has secured \$1,534,122 through the Federal Governments Building Better Regions Fund (BBRF) to complete the Vincent Street Streetscape Project (the project).

The project will see the upgrade of the section of Vincent Street from the state highway to the river and will include the undergrounding of power, the reconstruction and resurfacing of the road, renewal of the kerbing and footpaths, the installation of pedestrian friendly crossings, the upgrade of the town square area at the front of the Old School Building and the general beautification of the street through the introduction of street trees and garden beds.

The project has progressed to a point where undergrounding of power works will commence in due course.

To assist in managing cash flow requirements it is proposed a loan of \$1,250,000 be raised.

Council has allowed a provision to raise up to \$2,000,000 in the 2020/21 Annual Budget. \$1,000,000 of this provision was earmarked for the Vincent Street Streetscape, the remaining \$1,000,000 was to progress other projects which have since been funded by other means.

COMMENT

Following the production of detailed designs for the civil works and actual cost estimates being produced by Western Power for the undergrounding of power it has become evident that Council's budgeted project allocation is less than required to adequately complete the project.

The projected Project Budget is as follows:

Component	Cost Estimate	10% Contingency	Source
Civil Works	2,000,000.00	200,000.00	GHD
Town Square	250,000.00	25,000.00	GHD
Tree Uplights	160,000.00	-	Inkosi Estimate
Street Light Poles	100,000.00	-	Inkosi Estimate
Undergrounding of Power	1,122,534.00	-	WP Estimate
Building Switchboard upgrades	260,000.00	-	Unconfirmed Estimate
Total	3,892,534.00	225,000.00	
Grand Total		4,117,534.00	

Funding

BBRF	1,534,122.00	Federal Gov
Loan Funds	1,250,000.00	Shire
Mainstreet Redevelopment Reserve	307,836.00	Shire
Infrastructure Reserve	226,286.00	Shire
Roads to Recovery	100,000.00	Federal Gov
Remaining 20/21 Footpath Allocation - C/O	35,000.00	Shire
2021/22 Footpath Funding	100,000.00	Shire
LRCI	273,192.00	Federal Gov
General Revenue	291,098.00	Shire

Total	4,117,534.00
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It is the view of Staff that it would be beneficial from a practical and economical position to complete all the works in one stage, as opposed to staging and to also allow adequate contingency funds given the complexity of the project.

Consequently, it is proposed that a loan of \$1,250,000 be raised over 20 years and serviced by bi-annual repayments.

Indicative servicing costs provided by the Western Australian Treasury Corporation are \$76,622 per annum with an additional cost of \$4,669 average per annum over the life of the loan in State Government Guarantee Fees. The interest rate for the loan is quoted as 2.07% fixed for 20 years. The State Government Guarantee fee is currently 0.7% per annum, this charge is not fixed and could increase in the future.

With several loans maturing in the next 12 months, the additional cost to Council's Budget to service the \$1,250,000 loan would be \$49,521 per annum, equivalent to a one off 1.60% Rate increase.

This required rate increase could be spread over several rating periods to reduce the burden on the rate payer. Given that in recent years rate increases have been modest, and in 2020/21 Rates were frozen, a proposed additional 0.5% per annum in Rates spread over 3 years, to complete this significant project, does not seem overly burdensome.

Given the low cost of borrowing and the low future impost on Rate Payers to service the loan, it is recommended by Staff that the raising of the loan funds, as proposed, go ahead.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6, Financial Management

6.2. Local government to prepare annual budget

- (4) The annual budget is to incorporate —
 - (a) particulars of the estimated expenditure proposed to be incurred by the local government; and
 - (b) detailed information relating to the rates and service charges which will apply to land within the district including —
 - (i) the amount it is estimated will be yielded by the general rate; and
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;and
 - (c) the fees and charges proposed to be imposed by the local government; and
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and
 - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and
 - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
 - (g) such other matters as are prescribed.

6.15. Local government's ability to receive revenue and income

- (1) A local government may receive revenue or income —
 - (a) from —
 - (i) rates; or
 - (ii) service charges; or
 - (iii) fees and charges; or
 - (iv) borrowings; or
 - (v) investments; or
 - (vi) any other source,

6.20. Power to borrow

- (1) Subject to this Act, a local government may —
 - (a) borrow or re-borrow money; or
- (2) Where, in any financial year, a local government proposes to exercise a power under subsection (1) (*power to borrow*) and details of that proposal have not been included in the annual budget for that financial year —
 - (a) unless the proposal is of a prescribed kind, the local government must give one month's local public notice of the proposal; and
 - (b) the resolution to exercise that power is to be by absolute majority.
- (3) Where a local government has exercised a power to borrow and —
 - (a) it does not wish to proceed with the performance of the function or the exercise of the power for which the power to borrow was exercised; or
 - (b) after having completed the performance of the function or the exercise of the power for which the power to borrow was exercised, any part of the money borrowed, credit obtained or financial accommodation arranged has not been expended or utilized,

the local government may resolve* to expend the money or utilize the credit or financial accommodation for another purpose if one month's local public notice is given of the proposed change of purpose.

* *Absolute majority required.*

FINANCIAL IMPLICATIONS

2020/21 Budget allows the raising of \$2,000,000 in Loan funding.

STRATEGIC IMPLICATIONS

This project aligns with the Shire's Strategic Community Plan 2017 – 2027:

Goal 4 - Vincent Street is activated and aesthetically improved

Strategy 4.1 - Following consultation and planning with businesses, key stakeholders and the community develop a main street activation plan.

Vincent street upgraded (from Hunt Rd to Lukin St) with underground power, semi mountable kerbing and place activation.

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

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That a loan of \$1,250,000 from the Western Australian Treasury Corporation be raised to progress the Vincent Street Streetscape Project for a term of 20 years with bi-annual repayment terms.

Attachment 11.5

Indicative Loan Repayment Schedule

Shire of Beverley

Facility:	Annuity Lending
Client Account:	General
Client Reference:	
WATC Reference:	165090

This Indicative Rate Quote for Advance is based on rates applying at 16 February 2021.

Terms of Advance

Amount of Advance:	\$1,250,000.00
Date of Advance:	16 February 2021
Maturity Date:	16 February 2041
Interest Rate ¹ :	2.0667% p.a. (Semi Annual Compounding)
Schedule Basis:	40 Semi Annual repayments

Repayment Schedule

Payment Date	Balance of Advance Outstanding	Capital Repayment	Interest Repayment	Total Fixed Payment
16 Aug 2021	1,224,605.86	25,394.14	12,916.88	38,311.02
16 Feb 2022	1,198,949.30	25,656.56	12,654.46	38,311.02
16 Aug 2022	1,173,027.62	25,921.68	12,389.34	38,311.02
16 Feb 2023	1,146,838.08	26,189.54	12,121.48	38,311.02
16 Aug 2023	1,120,377.91	26,460.17	11,850.85	38,311.02
16 Feb 2024	1,093,644.32	26,733.59	11,577.43	38,311.02
16 Aug 2024	1,066,634.47	27,009.85	11,301.17	38,311.02
17 Feb 2025	1,039,345.52	27,288.95	11,022.07	38,311.02
18 Aug 2025	1,011,774.58	27,570.94	10,740.08	38,311.02
16 Feb 2026	983,918.73	27,855.85	10,455.17	38,311.02
17 Aug 2026	955,775.03	28,143.70	10,167.32	38,311.02
16 Feb 2027	927,340.51	28,434.52	9,876.50	38,311.02
16 Aug 2027	898,612.16	28,728.35	9,582.67	38,311.02

Attachment 11.5

Indicative Loan Repayment Schedule

Payment Date	Balance of Advance Outstanding	Capital Repayment	Interest Repayment	Total Fixed Payment
16 Feb 2028	869,586.95	29,025.21	9,285.81	38,311.02
16 Aug 2028	840,261.81	29,325.14	8,985.88	38,311.02
16 Feb 2029	810,633.64	29,628.17	8,682.85	38,311.02
16 Aug 2029	780,699.30	29,934.34	8,376.68	38,311.02
18 Feb 2030	750,455.64	30,243.66	8,067.36	38,311.02
16 Aug 2030	719,899.45	30,556.19	7,754.83	38,311.02
17 Feb 2031	689,027.51	30,871.94	7,439.08	38,311.02
18 Aug 2031	657,836.56	31,190.95	7,120.07	38,311.02
16 Feb 2032	626,323.29	31,513.27	6,797.75	38,311.02
16 Aug 2032	594,484.38	31,838.91	6,472.11	38,311.02
16 Feb 2033	562,316.46	32,167.92	6,143.10	38,311.02
16 Aug 2033	529,816.14	32,500.32	5,810.70	38,311.02
16 Feb 2034	496,979.98	32,836.16	5,474.86	38,311.02
16 Aug 2034	463,804.50	33,175.48	5,135.54	38,311.02
16 Feb 2035	430,286.20	33,518.30	4,792.72	38,311.02
16 Aug 2035	396,421.54	33,864.66	4,446.36	38,311.02
18 Feb 2036	362,206.94	34,214.60	4,096.42	38,311.02
18 Aug 2036	327,638.79	34,568.15	3,742.87	38,311.02
16 Feb 2037	292,713.43	34,925.36	3,385.66	38,311.02
17 Aug 2037	257,427.16	35,286.27	3,024.75	38,311.02
16 Feb 2038	221,776.26	35,650.90	2,660.12	38,311.02
16 Aug 2038	185,756.96	36,019.30	2,291.72	38,311.02
16 Feb 2039	149,365.46	36,391.50	1,919.52	38,311.02
16 Aug 2039	112,597.91	36,767.55	1,543.47	38,311.02
16 Feb 2040	75,450.42	37,147.49	1,163.53	38,311.02
16 Aug 2040	37,919.07	37,531.35	779.67	38,311.02

Attachment 11.5

WESTERN AUSTRALIAN
TREASURY CORPORATION

Indicative Loan Repayment Schedule

Payment Date	Balance of Advance Outstanding	Capital Repayment	Interest Repayment	Total Fixed Payment
18 Feb 2041	0.00	37,919.07	391.84	38,310.91
	Totals:	1,250,000.00	282,440.69	1,532,440.69

Note

- (1) The Interest Rate does not include Government Guarantee Fee, which is invoiced separately by WATC on behalf of the Treasurer of the State of Western Australia and is subject to change in accordance with government policy

11.6 Community Grants Round 2 2020/21

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 12 February 2021
APPLICANT: Various Applicants
FILE REFERENCE: ADM 0428
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

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.

COMMENT

The second 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 4 January 2021 and closed on the 29 January 2021. A total of 3 applications were received, 1 for a Minor grant and 2 for the Major grants.

The Major Grant applications for this round were oversubscribed with a total of \$5,946.00 being requested with a budget of only \$2,500 available for this round. The Minor Grant applications received come to a total of \$615.30 with \$7,748.00 being available. As per previous years in the second round, Council may choose to pool the available funding together to support various applications.

Unfortunately, an oversight was made by Shire Staff and advice was given to the Beverley Historical Society that their project and application would be deemed eligible and were therefore encouraged to apply. During the pre-assessment it was realised that the group received \$1,500.00 from the Round 1 Major Group category. The guidelines permit that groups can apply for either 2 minor grants or 1 minor and 1 major grant in a financial year, but not two major grants. Due to the invaluable nature to the community, time taken and high quality of the Historical Society's application, staff presented the application to the grant working group with a suggestion that their application be considered up to a value of \$3,500.00 as that is the maximum any group can be awarded in the Major Category (\$5000 major, less \$1500 previous grant = \$3,500).

The Shire President and Chair of the Audit Committee met on 16 February 2020, however the Chief Executive Officer declared an interest as the Secretary/Treasurer of the Beverley Golf Club and did not take part in the assessment or meeting. The working group have chosen to recommend awarding funds to all applicants; however, the awarded amounts may not necessarily be the amount requested by each applicant.

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
MINOR FUNDING (No matching funding required)					
Beverley Golf Club	85 Members	<p>Minor Category: Tourism Total Project Cost: \$615.30</p> <p>Project as described by applicant: To rejuvenate the Clubhouse by painting the exterior and interior of the building, which it is hoped to further encourage new groups to hire the building.</p>	\$615.30	\$615.30	Project will make the clubhouse building more aesthetically pleasing and will provide a pleasant environment for the members organisations and visitors who utilise the building. Members are volunteering their time to paint the building.
MAJOR FUNDING (50:50 Matching Funds)					
Beverley Historical Society	16 Members	<p>Major Category: Arts & Culture Total Project Costs: \$8,350.00</p> <p>Project as described by applicant: To convert a paper based accessioning process to a database using the recommended Mosiac program.</p>	\$4,175.00	\$3,500.00 (to make a total of \$5,000 received in major grant category for 2020/21 financial year)	<p>Preservation of local history which is available for anyone to access. Enrichment of Beverley History and project can eventually be used in a similar fashion to Trove.</p> <p>Improved access of historic records, historic items, local family records and faster searching capabilities.</p> <p>Letters of support by Brookton Historical Society, Dale Community Group and historians.</p>
Beverley Bowling & Crocquet Club	75 Members	<p>Major Category: Minor Infrastructure Total Project Costs: \$3,542.00</p> <p>Project as described by applicant: To replace the kitchen floor with commercial sheet vinyl.</p>	\$1,771.00	\$1,771.00	Will improve the kitchen aesthetics, meet health requirements and improve the cleaning process for volunteers and members.

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: \$7,748.00
2020/2021 Total Major Grants \$10,000 – Available funds balance: \$2,500.00

Total available balance \$10,248.00
Total grants requested: \$6,561.30

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 second round of submissions for the 2020/21 financial year;

1. Beverley Golf Club \$ 615.30
2. Beverley Bowling & Croquet Club \$1,771.00
3. Beverley Historical Society \$3,500.00

11.7 Request to Increase Annual Assistance – Beverley Historical Society

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 12 February 2021
APPLICANT: Beverley Historical Society
FILE REFERENCE: ADM 0092
AUTHOR: S.P. Gollan,
ATTACHMENTS: Letter of Request

SUMMARY

Council to consider an increase of \$1,200.00 to the annual assistance amount given to the Beverley Historical Society.

BACKGROUND

The Shire annually provides \$1,000 to the Historical Society to cover their insurance and minor maintenance.

COMMENT

Members of the Historical Society Committee met with the Chief Executive Officer and Projects Officer in late December 2020 to discuss their increased overheads. The Committee were advised to write to Council with a requested amount and explanation. Letter attached.

The Historical Society maintain the Dead Finish Museum, which is a Shire asset on behalf of the Shire and Community. They also maintain history specific to Beverley the place and people and are called upon by Shire Staff when family heritage queries are received.

Management are in support of the increased assistance amount.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

\$1,000.00 Annual Payment Budgeted 2020/21

STRATEGIC IMPLICATIONS

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

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

Goal 7.- Increase all forms of club participation

POLICY IMPLICATIONS

N/A

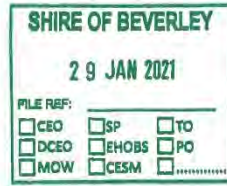
VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council increase the annual contribution to the Beverley Historical Society from \$1,000.00 to \$2,200.00, taking effect in the 2021/22 Budget.

Attachment 11.7



BEVERLEY HISTORICAL SOCIETY
PO BOX 182
BEVERLEY WA 6304
bhsdeadfinish@gmail.com

Steve Gollan
Chief Executive Officer
Shire of Beverley
PO Box 20, Beverley WA 6304

Dear Steve,

RE: Annual Assistance Amount

For several years now the Shire of Beverley has assisted the Beverley Historical Society with an Annual Assistance Amount of \$1,000 to cover Public Liability and Minor Maintenance.

We wish to apply for an increase in this amount to \$2,200 due to an increase in various costs:

- Public Liability Insurance cover (We have had to raise the amount covered from \$10,000,000 to \$20,000,000 in accordance with requirements of the Department of Education to cover school student visits that occur);
- Employment of a professional to give the floors an annual treatment (All other cleaning is done by BHS members);
- The amount of printing of documents (paper, ink & binding) we do in response to requests from community organisations and individuals for local and family history;
- Affiliations to like-minded organisations; Beverley CRC, RWAHS (Royal WA Historical Society), AMaGA (Australian Museums and Galleries Association)
- Annual payment for technical support for our MOSAIC digital accessioning database
- Ongoing minor maintenance

Attached is a breakdown of these costs.

Yours sincerely



Morag Whitney
Secretary

27 January 2021

Attachment 11.7

BHS Annual Expenses	
Third Party Insurance	\$ 800.00
Floor treatment	\$ 250.00
Printing – paper, inks, binding	\$ 500.00
Affiliations - CRC	\$ 50.00
- RWAHS	\$ 75.00
- AMaGA	\$ 138.00
MOSAIC Support	\$ 100.00
Minor Maintenance	\$ 250.00
Total	\$ 2,163.00

11.8 Cornerstone Tenancy – Bluejay Ag Solutions

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 29 January 2021
APPLICANT: Lorretta Adams, Bluejay Ag Solutions
FILE REFERENCE: Agreements Register
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider a reduction of \$80 per month to the Office 1 Lease with Bluejay Ag Solutions at the Cornerstone Building.

BACKGROUND

At the 27 October 2020 Ordinary Council meeting, Ms Adams attended Public Question Time to advise Council of the poor internet connection at the Cornerstone Building.

It was agreed that Ms Adams could look into her own internet connection with costs to come back through the Shire for further discussion.

Ms Adams waited until the Beverley CRC connected their own internet to see if the connection would improve. She has advised that the new CRC connection has made no difference.

The current internet connection comes from the Shire Office.

COMMENT

Ms Adams writes to Council:

I would like to revisit the internet situation at the Cornerstone building.

Now that the CRC has been on their own network for a few weeks I can safely say that there has been no difference made to the internet in any of the offices along Dawson Street.

I would like to approach the council to renegotiate the lease of Office 1 to reduce the rate of the monthly lease by \$80 per month.

I have completed some research about Fixed Wireless plans that are available at 141 Vincent Street and generally the unlimited plans are \$80 per month, plus a one off \$149 modem fee.

Focus Networks have confirmed that there are 2 connections available on the antenna that is already on the roof of the Cornerstone building, they are also able to ensure that the connection is connected properly.

I did also look at a Telstra or Optus WiFi Hotspot, but the service in town is not adequate and is unreliable for this to be an option.

Ms Adams also advised that she would be notifying other leasee's of her request to Council.

Ms Adam's rental agreement is currently \$100 per week which is considered to be good value for commercial occupancy.

The Beverley CRC and Focus Networks have installed their own internet connections with no change to their lease agreements. Staff suggest that further investigation into the internet connection is required.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Loss of Rental Income

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Bluejay Ag Solutions request for a discounted rental charge be declined and that a direct NBN connection to the Cornerstone Building be progressed by the Shire.

11.9 Request to Increase Annual Assistance – Beverley Station Arts

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 12 February 2021
APPLICANT: Beverley Station Arts
FILE REFERENCE: ADM 0092
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider an increase to the annual assistance amount given to the Beverley Station Arts.

BACKGROUND

The Shire annually provides \$2,600.00 to the Beverley Station Arts to assist with the running costs of the Annual Beverley Easter Art Exhibition.

COMMENT

The President of the Beverley Station Arts, Mrs Jenny Broun has written to Council:

I write to ask that the Shire reconsider the annual funding towards the Beverley Art Prize at Easter. Currently, the Shire donates \$2600 annually to BSA to help with running costs of the exhibition and to purchase paintings for the Shire Art Collection.

To give you an idea of past shire funding since the town art collection was relocated to the Station:

*2006 - 2007...\$2000 plus mailing costs and photocopying
2008 - 2009...\$2500 plus mailing costs and photocopying
2010 - 2011...\$2500 admin, mailing and printing ceased
2012 - 2020...\$2600*

During such time, to keep abreast with other art prizes and maintain the high standard that the Beverley Exhibition is renowned for, we have had to increase our prize money considerably by including the overall art prize of \$5000 in 2015. We have increased the entry fees of exhibits, and commission of sales, but the struggle to find sponsorship inhibits the demand of purchasing new works for the town collection. Therefore, we ask that Shire revisits its annual sponsorship.

*Kind regards
Jenny Broun
President / Events Coordinator*

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Future Budgets Annual payment

STRATEGIC IMPLICATIONS

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

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

Goal 7 - Increase all forms of club participation

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council consider the Beverley Station Arts request for an increase in annual funding during the 2021/22 Budget preparations.

11.10 Request for Rates Discount Period Extension

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 17 February 2021
APPLICANT: Assessment 530
FILE REFERENCE: ADM 0439
AUTHOR: N.J. Ashworth, Finance Officer
ATTACHMENTS: Email from Ratepayer

SUMMARY

Council to consider allowing the discount on Assessment 530.

BACKGROUND

The annual rate notice was sent on 31 July 2020, and the due date was 7 September 2020.

Rates on this property have historically been paid in the discount period with the discount being applied.

Historically Council has not approved any requests for discount to be allowed if paid after the cut-off date.

COMMENT

The ratepayer believes that due to their previous history with paying on time and even early and being "One day late" we would overlook this and allow the discount in this instance.

It was also requested for the removal of trees next to her property due to excessive mess and termites in the trees. This has been completed.

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 \$92.12.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council do not allow the discount, but on this occasion write off any Penalty Interest applicable to Assessment 530.

Attachment 11.10

Natalie Ashworth

From:
Sent: Tuesday, 15 December 2020 8:58 PM
To: Natalie Ashworth
Subject: A530

Hello

I have been a resident here and paid my rates every year, well; before they were due. This year, I was, ONE DAY LATE. (Not e your mail, stating as such, but thought, with my good standing, you would overlook it. Now, I receive a letter saying if I don't going to get legal action, taken against me.

It seems the shire is keen to get its dues, but not keen to help the residents. I asked for the verge trees not to be trimmed for one year, (2017) and they haven't ever since. Now they are a fire and prope formally, as I was amazed nothing has been done about them since 2018.)

I request that you take into consideration the fact that I have ALWAYS paid my rates before time, and made ONE slip this yea

IF you do go ahead and charge me then I expect the trees to be chopped down and removed. They are not only a fire hazard, falling on the wire and with termites. They drop litter in my gutters, litter in my yard as well as litter on the shire property. Th not rake up the litter, but it does rake litter from the "Old Court House"

Regards

12. ADMINISTRATION

12.1 Beverley Horse and Pony Club Extension (Further Term)

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 19 January 2021
APPLICANT: Beverley Horse and Pony Club
FILE REFERENCE: ADM 0246
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider agreeing to the "Further Five Year Term" option in the Licence Agreement between the Beverley Horse and Pony Club and the Shire Of Beverley.

BACKGROUND

The original agreement was commenced 22 March 2011 for a period of ten years, expiring 21 March 2021.

The Licence agreement allows for a Further Term of Five (5) years commencing 22 March 2021 and expiring 21 March 2026.

COMMENT

The Beverley Horse and Pony Club have contacted the Shire wishing to opt for the further term. The Shire Administration has no issue or concern to agree to the further term, nor have we received any complaints about the club in the last ten years.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

\$120.00 Annual Fee (subject to CPI increase)
\$185.00 per event

STRATEGIC IMPLICATIONS

Goal 7 - Increase all forms of club participation

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council agree to the Further Five Year Term option in the Licence Agreement between the Beverley Horse and Pony Club and the Shire Of Beverley

12.2 Reconciliation Action Plan – Terms of Reference

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 2 February 2021
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0594
AUTHOR: S.P. Gollan, Shire of Beverley
ATTACHMENTS: Terms of Reference

SUMMARY

Council to approve the draft Reconciliation Action Plan Terms of Reference and select Councillor representation for a Working Group.

BACKGROUND

During the process to install and raise the Aboriginal Flag in 2020 it was identified by Staff and Council that the Shire does not have a Reconciliation Action Plan (RAP). It was agreed to develop a Terms of Reference and form a working group in early 2021. Council's intentions were communicated to various local families.

COMMENT

A Reconciliation Action Plan is a strategic document that supports an organisation's business or strategic plan. It includes practical actions that will drive an organisation's contribution to reconciliation both internally and in the communities in which it operates.

The RAP Program contributes to advancing the five dimensions of reconciliation by supporting organisations to develop respectful relationships and create meaningful opportunities with Aboriginal and Torres Strait Islander peoples. The Five Dimensions are Race Relations, Equality and Equity, Unity, Institutional Integrity and Historical Acceptance.

There are four types of RAP's: Reflect, Innovate, Stretch and Elevate. Each set out the minimum elements required from an organisation to build strong relationships, respect and opportunities within the organisation and community. It is expected that the working group will endeavour to develop either a Reflect or Innovate RAP.

Reconciliation Australia provides organisational support for developing an official RAP. A working group and the type of RAP must be decided upon before registering an interest.

To establish a Working Group, Terms of Reference have been developed on information and advice from other Shire's in our Region and using the Reconciliation Australia website for their reference material.

The Terms of Reference are attached. If the Terms of Reference are approved by Council the working group may be advertised in the Beverley Blarney, with the Committee Members to be endorsed by Council.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Future Budgets

STRATEGIC IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

1. Approve the Reconciliation Action Plan Terms of Reference
2. Endorse Cr's _____, _____ and _____ as working group members to develop the Reconciliation Action Plan.

Attachment 12.2

TERMS OF REFERENCE SHIRE OF BEVERLEY RECONCILIATION ACTION PLAN (RAP) WORKING GROUP
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1. Objectives of the Shire of Beverley RAP Working Group

The primary objective of the RAP Working Group is to advise and assist the Shire of Beverley in developing a Reconciliation Action Plan (RAP) in consultation with Reconciliation Australia, using their resources.

The first essential 'minimum element' for developing a RAP is to establish a working group made up of Aboriginal and Torres Strait Islander staff and/or stakeholders and non-Aboriginal and Torres Strait Islander staff and/or stakeholders.

2. Powers of the Shire of Beverley RAP Working Group

The Working Group is a formally appointed committee of Council and is responsible to that body. The Working Group does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Working Group does not have any management functions and cannot involve itself in management processes or procedures.

The Working Group is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

3. Membership

The Working Group shall consist of elected members, designated Shire of Beverley employees and Aboriginal and Torres Strait Islander community members as follows:

- Three (3) Elected Members;
 - Cr _____;
 - Cr _____; and
 - Cr _____.
- Shire of Beverley Chief Executive Officer
- Shire of Beverley Staff Members x 2.
- Minimum of Three Aboriginal and Torres Strait Community members (to be invited by way of public advertisement).

4. Structure

The RAP working group voting members will be the Aboriginal and Torres Strait Community Members, Elected Members and CEO who have nominated for the group. The two staff members will not be voting members.

The roles to be divided among the RAP working group (including CEO and Staff) include:

- Taking and disseminating minutes to the RAP working group.
- Planning up-coming meetings.

Attachment 12.2

- Locating and sharing research or other documents as determined by the working group members.
- Facilitating consultation with interested staff, external stakeholders (as decided by the RAP working group), and Reconciliation Australia.

5. Agenda

Members of the RAP working group can ask for any item relating to the core business of the group to be placed on any agenda.

6. Meetings

The Working Group shall meet as and when required, but a minimum of quarterly.

Additional meetings shall be convened at the discretion of the presiding member.

Decisions made at the meetings will only be valid if there is Aboriginal and Torres Strait Islander representation at the meeting.

7. Reporting

Minutes and recommendations of each Working Group meeting shall be presented to the next Ordinary Meeting of the Council.

The RAP working group is responsible for liaising with all relevant business units to complete and submit the RAP to Reconciliation Australia.

8. Duties and Responsibilities

The following activities will be carried out by the RAP working group:

- Develop a RAP within the context of the Shire of Beverley's Strategic Community Plan and in-line with:
 - Any existing equity and diversity policies.
- Establish a collaborative/consultative process for engaging staff across the organisation so that they can provide ideas for the RAP and comment on drafts.
- Develop a project plan and timeline to development, launch and begin implementing the RAP, including consultation with Reconciliation Australia at regular intervals.
- Regularly liaise with relevant business units and key stakeholders to review progress of RAP actions and:
 - Report RAP progress to Reconciliation Australia annually
 - Report RAP progress internally to Council and staff as per Shire of Beverley requirements
 - Report RAP progress to relevant Aboriginal and Torres Strait Islander stakeholders
 - Reflect on key learnings in the development of new RAPs.

Attachment 12.2

- Consider RAP implementation issues and consult with relevant business units to find solutions.
- Liaise with internal or external designers to finalise the RAP document, and register it on Reconciliation Australia's website.
- Develop a new RAP when the current plan expires.

9. Tenure of Membership

Shall be in accordance with the Local Government Act, section 5.11, i.e. until the next scheduled local government Ordinary Elections in October 2021.

10. Working Group

10.1. Chairperson

The Chairperson shall be the

10.2. Secretary

As appointed by the Chief Executive Officer.

10.3. Quorum

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a Quorum shall be __ () voting members.

10.4. Voting

Shall be in accordance with the Local Government Act, Section 5.21

10.5. Minutes

Shall be in accordance with the Local Government Act, Section 5.22.

10.6. Who Acts If No Presiding Member

Shall be in accordance with the Local Government Act, Section 5.14.

10.7. Members Interests to be Disclosed

Members of the Working Group are bound by the provisions of the Local Government Act Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

10.8. Code of Conduct

Members of the Working Group are bound by Council's Code of Conduct.

12.3 Closed Circuit Television (CCTV) Policy

SUBMISSION TO: Ordinary Council Meeting 23 March 2021
REPORT DATE: 10 February 2021
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0468
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Draft CCTV Policy

SUMMARY

Council to consider adopting the attached Closed Circuit Television (CCTV) Policy.

BACKGROUND

The Shire of Beverley now operates a number of fixed position CCTV cameras with the intention that they are to act as a deterrent to crime and anti-social behaviour. They are also expected to maintain the safety and amenity of residents and visitors within the Shire of Beverley.

COMMENT

The attached policy has been developed so that CCTV operation should occur with due regard towards the privacy and civil liberties of individual members of the public, and particularly with a view to minimising false association. The public interest in the operation of CCTV's is to be recognised by ensuring the security, review and integrity of operational procedures is maintained.

The attached policy outlines the guidance for the operation of the CCTV, including operational procedures, code of practise and code of conduct for authorised officers.

Adoption of the policy will afford the Chief Executive Officer delegated authority to assign Authorised Officers.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 5 Division 7
Freedom of Information Act 1992 – Part 2
Surveillance Devices Act 1998 (WA)
State Records Act 2000

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

Goal 9 – We have a healthy and safe community.

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

POLICY IMPLICATIONS

New Policy

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt Policy A008 – Closed Circuit Television (CCTV) Policy and enter it into the Shire of Beverley Policy manual.

Attachment 12.3

2.8 Closed Circuit Television (CCTV) Policy

Policy Type:	Administration	Policy No:	A 008
Date Adopted:		Date Last Reviewed:	

Legal (Parent):	1.	Legal (Subsidiary):	1.
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ADOPTED POLICY	
Title:	CLOSED CIRCUIT TELEVISION (CCTV) POLICY
Objective:	To provide guidance for the operation of CCTV operated and controlled by the Shire of Beverley.

Objective

To provide guidance for the operation of CCTV operated and controlled by the Shire of Beverley –

- Within, on or around Shire buildings;
- Installed in public spaces; and
- Future acquisition and implementation of CCTV within the Shire.

Scope

This policy applies to the Shire of Beverley owned, leased and operated CCTV systems only. This policy deals with the installation and monitoring of CCTV as a strategic element of the Shire's commitment to safety and crime reduction.

Introduction

In order to protect our assets, maintain our low rates of graffiti, vandalism, anti-social behaviour and other offences related to Statue Law, the Shire of Beverley has undertaken to use CCTV camera recording systems within the Shire of Beverley on our property and in public areas. The CCTV is to act as a deterrent and provide evidence, if required, in an attempt to reduce such acts against people and property within the Shire.

The CCTV systems may be installed anywhere throughout the Shire of Beverley within the local government boundaries.

The CCTV Surveillance System is only one of several initiatives designed to assist in preventing crimes against the person and property in Shire of Beverley. It is recognised, however, that such crime will never be totally prevented.

Operating Procedures

Role and purpose of CCTV System

The Shire utilises fixed CCTV surveillance systems throughout the locality in public areas in order to:

- a. Deter and prevent offences against person or property.
- b. Protect Shire owned assets.
- c. Provide a record / evidence to events or incidents which may have occurred in the area of use.
- d. Improve the safety and amenity of residents and visitors within the Shire of Beverley.

Attachment 12.3

CCTV staff

- a. All staff assigned to the CCTV operations must be duly authorised by the CEO to undertake this task. Via this policy the CEO is also an authorised officer.
- b. All staff shall follow the terms and procedures of this policy when dealing with CCTV.
- c. All authorised staff shall sign the approved Code of Conduct contained in this policy.

Recording of Images and Still Photographs

- a. Video images and still photographs are recorded by cameras fixed at various sites to view any identified crime within the Shire of Beverley under the control of the CEO;
- b. Downloading and storage of images or still photographs shall only occur if the Shire of Beverley CEO is of the opinion that an offence against a Statute Law has been or is being committed;
- c. At no time shall the CCTV vision or still photographs recorded be stored showing members of the public going about their lawful business;
- d. All information recorded, collected and collated by means of the CCTV system shall remain the sole property of the Shire of Beverley.
- e. Any incident recorded and stored or downloaded or still photograph taken shall be noted in the CCTV log book including date, time and category of incident;
- f. The date, time and category of incident shall be noted on the rear of any still photograph taken;
- g. All recordings and still photographs shall be kept in secure storage under the control of the Shire of Beverley;
- h. All original recordings shall be erased and still photographs shall be shredded after ninety days (90) after the date of the recording unless a request is made in writing for it to be held;
- i. All written requests for access to original recordings shall be filed within the Shires data record system;
- j. The CEO and/or authorised officer(s) may view any tape on a random basis;

Viewing of Images and Still Photographs

- a. WA Police officers, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident or individuals acting as their own legal counsel in relation to a recorded incident may request to view a recording of that incident;
- b. Such a request must specify the date, time and location of the incident which the person wishes to view;
- c. Requests by lawyers and individuals shall be made in writing and lodged with the Shire;
- d. Requests to view a recording shall be responded to within ten (10) working days.

Copying of Images and Still Photographs

- a. The CEO may authorise the copy of original recordings where a recorded incident is the subject of legal proceedings;
- b. Any recording copied is to be marked "copy" and certified as such;
- c. Certified copy of recordings may only be released to the WA Police, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident, or individuals acting as their own legal counsel in relation to a recorded incident;
- d. Certified copies will only be released to the parties named above when permission to do so has been received from the CEO of the Shire and on the completion of the appropriate documentation.

Release of Original Recordings or Still Photographs

Original recordings and still photographs shall not be released to any person or organisation unless requested under a search warrant, court summons or by legal instrument;

Joint Operations with WA Police

- a. Members of the WA Police may request the cooperation of the Shire of Beverley CCTV Surveillance systems for the purpose of covert surveillance of WA Police operations;
- b. Such requests shall be made by the WA Police officer responsible for coordinating the operation;
- c. The request shall detail the times and general purpose for which surveillance support is requested;
- d. The CEO may decline to provide cooperation;
- e. The CEO may withdraw cooperation at any time during the operation.

Attachment 12.3

Code of Practise for CCTV Surveillance System

This policy contains a Code of Practice containing the basic standards with which the Shire of Beverley CCTV Surveillance System will be operated.

This Code of Practice is based on 14 key principles:

Principle 1

The CCTV Surveillance System will be operated fairly, within applicable law, and only for the purpose for which it is established or which are subsequently agreed in accordance with this Code of Practice.

Principle 2

The CCTV Surveillance System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

Principle 3

The public interest in the operation of the CCTV Surveillance System will be recognised by ensuring the security and integrity of operational procedures.

Principle 4

The Shire has primary responsibilities for compliance with the purposes and objectives of the CCTV Surveillance System, for the maintenance, management and security of the program, and the protection of the interests of the public in relation to the program.

Principle 5

The Shire will be accountable to the public for the effective operation and management of the CCTV Surveillance System.

Principle 6

The public will be provided with clear and easily accessible information in relation to the operation of the Shire of Beverley CCTV Surveillance System.

Principle 7

Regular monitoring and evaluation of the CCTV Surveillance System will be undertaken to identify whether the purposes of the program are being complied with and objectives are being achieved.

Principle 8

Staff employed to operate and access CCTV Camera systems, whether they are operators, managers, or contractors will meet the highest standards probity.

Principle 9

Access to the CCTV Camera systems will be restricted to authorised officers and other authorised personnel.

Principle 10

Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV Surveillance System.

Principle 11

Information will be obtained fairly and in accordance with the privacy provisions of Principal 2.

Principle 12

The retention of, and access to vision, photographs and recorded material will be only for the purposes provided by this Code of Practice. Photographs and recorded material will be retained for ninety (90) days unless they are required in relation to the investigation of crime for court proceedings.

Principle 13

Contact related to the CCTV Surveillance System between the Shire of Beverley and the W.A. Police will be conducted strictly in accordance with the Code of Practice.

Principle 14

The CCTV Surveillance System must address the interests of all who may be affected by it, and not be confined to the interests of the Shire or the needs of the Criminal Justice System.

Attachment 12.3

Code of Practise System Description

The surveillance system is comprised of fixed cameras positioned to view crime hotspot areas identified in consultation with local Police. CCTV cameras record data to an associated external hard driver. All images are recorded and retained for ninety days (90) unless they are required in relation to an investigation of crime or for court proceedings.

Code of Practise Purpose

Principle 1

The CCTV Surveillance System will be operated fairly, within applicable law, and only for the purpose for which it is established or which are subsequently agreed in accordance with this Code of Practice.

Principle 2

The CCTV Surveillance System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

Principle 3

The public interest in the operation of the CCTV Surveillance System will be recognised by ensuring the security and integrity of operational procedures.

The primary purpose of the Shire of Beverley CCTV Surveillance System is to assist in the identification of crimes against persons and property for example:

- Assault;
- Sexual assault;
- Graffiti
- Vandalism
- Break and enter
- Damage to property
- Anti social behaviour

The objectives of the CCTV Surveillance System are:

- i) to reduce crime levels by deterring potential offenders;
- ii) to reduce the fear of crime;
- iii) to assist in the detection and prosecution of offenders; and
- v) to help secure a safer environment for those people who live within the Shire of Beverley.

Temporary cameras may be installed for major or special events or other operational requirements.

Code of Practise – Responsibilities of the Shire as the Owner of the System

Principle 4

The Shire has primary responsibilities for compliance with the purposes and objectives of the CCTV Surveillance System, for the maintenance, management and security of the program, and the protection of the interests of the public in relation to the program.

The Shire will be responsible for the introduction and implementation of this Code of Practice and for ensuring compliance with the principles contained within the Code.

The Shire will comply with the requirements for accountability set out in this Code of Practice.

Code of Practise – Accountability

Principle 5

The Shire will be accountable to the public for the effective operation and management of the CCTV Surveillance System.

An audit will be conducted once a year by a CEO appointed authorised Officer, on any recorded information, log books and other documentation relating to the CCTV Surveillance System.

Attachment 12.3

Code of Practise – Public Information

Principle 6

The public will be provided with clear and easily accessible information in relation to the operation of the Shire of Beverley CCTV Surveillance System.

Advertising or notification within the local area will occur when CCTV systems commence operation and periodically throughout the year of operation to advise of the use of CCTV within the Shire, the advertising and advice will:

- i) inform the public that cameras are in operation;
- ii) inform people entering the area as to the possible operation and recording of activities in public areas; and
- iii) identify the Shire of Beverley as the owner of the system.

Code of Practise – Assessment of the System and Code of Practise

Principle 7

Regular monitoring and evaluation of the CCTV Surveillance System will be undertaken to identify whether the purposes of the program are being complied with and objectives are being achieved.

The Shire will regularly monitor the operation of the CCTV Surveillance System and implementation of the Code of Practice. It is responsible for ensuring that the CCTV Surveillance System is regularly subject to evaluation to identify whether its purposes are being complied with and whether objectives are being achieved.

Code of Practise – Management of Recorded Information

Principle 8

Staff employed to operate and access CCTV Camera systems, whether they are operators, managers, or contractors will meet the highest standards probity.

Principle 9

Access to the CCTV Camera systems will be restricted to authorised officers and other authorised personnel.

A set of Standard Operating Procedures have been developed for the operation of the CCTV system.

A Code of Conduct is incorporated into this policy and this makes plain to relevant staff that they risk disciplinary proceedings (including dismissal) if they breach any of the provisions of the Code of Practice, Protocols or Standard Operating Procedures;

Code of Practise – Control of Operation Cameras

Principle 10

Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV Surveillance System.

Principle 11

Information will be obtained fairly and in accordance with the privacy provisions of Principal 2.

All use of cameras will be in accord with the purposes of the CCTV Surveillance System as outlined in this Code of Practice and Standard Operating Procedures. Cameras will not be used to look into adjacent or nearby premises or buildings. Any misuse is to be treated as a breach of the Code of Practice and subject to disciplinary action.

Operators of camera equipment will act in accordance with the highest standards of probity. Only staff with responsibility for using the equipment will have access to operating controls.

Code of Practise – Stills and Recorded Material

Principle 12

The retention of, and access to vision, photographs and recorded material will be only for the purposes provided by this Code of Practice. Photographs and recorded material will be retained for ninety (90) days unless they are required in relation to the investigation of crime for court proceedings.

Access to and use of recorded materials and photographs will only take place:

- i) in compliance with the needs of police in connection with the investigation of crime; or
- ii) if necessary for the purpose of legal proceedings.

Attachment 12.3

Recorded material and photographs will not be sold or used for commercial purposes or the provision of entertainment.

The showing of recorded material or photographs to the public will be allowed only in accordance with the needs of the police in connection with the investigation of crime or in any other circumstances provided by law. The CEO must formally approve any such action.

Use of recorded material or photographs by the media should only occur to gain public information with respect to the identity of a person/s wanted in connection with a criminal investigation. Subject to the agreement of the Police, the CEO may approve such releases. In such cases the recognisable characteristics of other people in the footage shall be obscured.

Images from recordings shall not, under any circumstances, be used to publicise the existence of Shire of Beverley CCTV Surveillance System.

Appropriate security measures will be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.

Code of Practise – Contact with Police

Principle 13

Contact related to the CCTV Surveillance System between the Shire of Beverley and the W.A. Police will be conducted strictly in accordance with the Code of Practice.

Police officers will not be permitted to remove any recorded material or photograph, operate video equipment or have contact with recorded material or photographs at any time unless under the terms of this Code of Practice, the Protocols or Standard Operating Procedures or subject to the execution of a search warrant or other relevant legal process.

Any involvement in the CCTV Surveillance System by W.A. Police will be recorded by the Shire of Beverley and will be subject to audit.

Code of Practise – Breaches of the Code

Principle 14

The CCTV Surveillance System must address the interests of all who may be affected by it, and not be confined to the interests of the Shire or the needs of the Criminal Justice System.

Prime responsibility for ensuring the Code of Practice is adhered to rests with the Shire. This responsibility includes ensuring that breaches of the Code are investigated and remedied to the extent that breaches of the Code are within the Shire power to remedy.

Attachment 12.3

Code of Conduct – Authorised Officers

This Code of Conduct has been developed to ensure that the highest ethical standards are practised by Authorised Officers who operate the Shire of Beverley closed circuit television monitoring equipment (CCTV).

BEHAVIOUR OF AUTHORISED OFFICERS:

The Shire of Beverley expects its Authorised Officers to:

- Treat all people captured on camera with the same dignity as if they were having face to face contact with the person.
- At all times act in an honest and legal manner and carry out duties in a manner that reflects community values.
- Interact with fellow workers and Police in a timely, courteous and cooperative manner.

If doubt arises as to the appropriateness of a working behaviour, first consider whether the action is legal and then consider how the behaviour would appear if it was reported in the newspapers.

CONFIDENTIALITY

The Shire of Beverley expects Authorised Officers to ensure confidentiality of information gathered by surveillance or learnt from CCTV operations, by not discussing any events with fellow workers who have no direct responsibility for the matter. In addition, officers will not discuss events with family, friends, or acquaintances. All the above applies during and after termination of employment.

ETHICAL USE OF RECORDING EQUIPMENT AND RECORDED MATERIAL

- In the course of carrying out duties, cameras must not be used for personal benefit to invade individual or group privacy. Cameras must only be used where there is a belief that an offence has or is likely to occur.
- Material shall not be copied or removed from the Shire of Beverley recording facility without formal authorisation of the Chief Executive Manager.
- Business records (hard copy or photographic) can only be destroyed with authorisation and in accordance with approved Council policies and government regulations.
- Tapes and photographs shall only be released to the police when requested in writing in the correct format and the appropriate authorisation having been granted.

REPORTING AN INAPPROPRIATE WORK BEHAVIOUR

If the occasion occurs that an officer witnesses or becomes aware of an officer of the Shire of Beverley work behaviour is or was inappropriate, and the incident has not been dealt with through normal supervisory procedures, then the officer is obliged to report the incident to his/her Executive Manager. In return, the Executive Manager will guarantee that any reported matters will be handled with sensitivity and without repercussion.

NON COMPLIANCE WITH CODE OF CONDUCT

The Shire of Beverley takes pride in the high standards of integrity and honesty it expects and receives from its staff. As a consequence, if the occasion arises where it has been found that an officer has not complied with this Code of Conduct, the Shire of Beverley may take disciplinary action which may result in dismissal.

I have read and understood the above Code of Conduct and agree to abide by these conditions.

SIGNATURE:.....

DATE:.....

Attachment 12.3

**REQUEST FORM TO BE COMPLETED BY POLICE FOR USE OF
SURVEILLANCE RECORDS**

To: Chief Executive Officer

It is requested that a hard drive/thumb drive (device provided by Police) copy or photograph showing an Incident which is the subject of Police inquires on (date and approximate time) _____ be released to me for the purpose of Evidence/Investigations.

I accept full responsibility for this hard drive/thumb drive copy / photograph whilst it is in my possession and understand that I am **NOT** at liberty to make or release copies of the footage or permit other persons to make copies or lend it to persons outside the Police Service.

The hard drive/thumb drive copy / photograph will **NOT** be released to the Media under any circumstances unless authorised by the CEO of the Shire of Beverley.

POLICE

SIGNED: _____

NAME: _____

RANK & NO: _____

STATION/SECTION: _____

DATE: _____

SHIRE of BEVERLEY

CEO or Authorised Officer Only

SIGNED: _____

NAME: _____

DATE: _____

12.4 Model Code of Conduct for Council Members, Committee Members and Candidates

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 11 February 2021
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0300
AUTHOR: S.P Gollan, Chief Executive Officer
ATTACHMENTS: DLGSC Complaint Form Template

SUMMARY

As directed by the Department of Local Government, Sport and Cultural Industries (DLGSC), Council is to confirm the appointment of a Complaints Officer in accordance with cl. 11(3) of the Model Code of Conduct and approve a complaint form in accordance with cl. 11(2)(a).

BACKGROUND

The *Local Government (Model Code of Conduct) Regulations 2021*, *Local Government (Administration) Amendment Regulations 2021* and *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021* (collectively the New Regulations) were gazetted on Tuesday 2 February 2021 and took effect on 3 February 2021. New sections of the *Local Government Act 1995* (the Act) that provided for the New Regulations were proclaimed concurrently and are also now in effect.

Following the gazettal of new regulations, the DLGSC has issued instructions to all local governments to implement the regulatory amendments within three (3) months.

The regulatory amendments are:

- Adopt the Model CEO Standards: mandatory minimum standards that cover the recruitment, selection, performance review and early termination of local government CEO's;
- Adopt a new Code of Conduct for council members, committee members and candidates, that is compliant with the mandatory Model Code in the regulations.

Until such time as the new Code of Conduct is formally adopted, the Model Code applies.

To begin the process of implementing the Model Code, local governments must as soon as possible, but no later than 24 February 2021:

- Authorise an officer for the purposes of receiving complaints and withdrawals of complaints, in accordance with cl. 11(3) of the Model Code of Conduct. Local Governments may wish to consider delegating the power of appointment to the CEO.
- Local Governments must also approve a complaint form in accordance with cl. 11(2)(a) (the DLGSC template may be used for this purpose).

It is noted that the legislation referring to complaints for minor breaches is referring to council members, committee members and candidates.

The Shire has a separate customer complaint spreadsheet for complaints of a general nature, which is reviewed monthly during the End of Month processes.

COMMENT

The Shire of Beverley previously had an adopted Code of Conduct which was due for review at the Ordinary November 2020 Council Meeting. The review was postponed in light of the Local Government Review. The previous Code of Conduct featured Councillors and Employees in the one document. The previous document will be reviewed in conjunction with the new model.

By the Ordinary April 2021 Council meeting, the following documents will be presented to Council for adoption:

- Code of Conduct – Council Members, Committee Members and Candidates
- Code of Conduct – Employees
- CEO Model Standards

Whilst the Shire's Policy Manual, Code of Conduct and Annual Report address complaints, none define a certain officer as the formal complaints officer.

In order to comply with the DLGSC regulatory requirements, it is recommended that Council appoint the CEO as the complaints officer for minor breach complaints against council members, committee members and candidates and that the attached DLGSC template form be used as Council's minor breach form.

The Deputy Chief Executive Officer will still maintain the general complaints register and review it each month.

STATUTORY ENVIRONMENT

New Legislation effective 3 February 2021:

Local Government (Administration) Amendment Regulations 2021.

Local Government (Model Code of Conduct) Regulations 2021.

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

New Policies to be developed.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Appoint the Chief Executive Officer as the Complaints Officer for minor breach complaints against council members, committee members and candidates
2. Adopt the Department of Local Government, Sport and Cultural Industries template as the form to be used for lodging minor breach complaints against council members, committee members and candidates

Attachment 12.4

Date of alleged breach:
_____ / _____ / 20_____

SIGNED:
Complainant's signature:
Date of signing: _____ / _____ / 20_____

Received by Authorised Officer
Authorised Officer's Name:
Authorised Officer's Signature:
Date received: _____ / _____ / 20_____

NOTE TO PERSON MAKING THE COMPLAINT:

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to:
stephen.gollan@beverley.wa.gov.au

12.5 Beverley 2022 Celebrations

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 16 February 2021
APPLICANT: Beverley 2022 Working Group
FILE REFERENCE: ADM 0595
AUTHOR: J.D. Murray, Tourism Officer
ATTACHMENTS: Nil

SUMMARY

Council to approve the preliminary plans for a festival for the 2022 Milestone Celebrations in recognition of 150 years for the Beverley Road Board and 150 years of the Dead Finish Museum the oldest building in Beverley and other significant achievements for the Shire of Beverley.

BACKGROUND

At the August 2020 Council meeting the proposal of forming a 'Beverley 2022 Working Group' was supported by Council to progress the planning for an event to be held in 2022 to celebrate significant milestones for Beverley.

Terms of Reference were approved, and a group was formed comprising of the following Council, staff, Historical Society and community members: Sue Martin – Councillor, Chris Lawlor (replacing Darryl Brown) – Councillor, Jacinta Murray – Staff, Ashleigh Waight – Staff, Joy Smith – Historical Society, Glenys Petchell – Historical Society, Matt Norman, Jenny Broun, Gemma Bassett, Jeremy Barrett-Lennard, Adam Smith.

COMMENT

To date there have been three meetings involving discussion around the proposed event and a community consultation, which involved group members approaching the various groups and committees in Beverley. The consultation was conducted to gauge the support from the wider community to take part and support a festival for the dates 24th & 25th September 2022. The weekend long festival will celebrate all that is Beverley with the involvement of the entire community past and present. September is Spring, and the most attractive time to visit Beverley and the busiest in terms of visitors.

Each respondent was asked about the timing and length of the event, what they could contribute or do to support the event and make any comments or suggestions. The success of the event will hinge on a comprehensive and well scheduled 'Schedule of Events' to ensure that the whole weekend has activities for visitors.

The response thus far from the community was that they were happy with the date and length, although a few made mention of whether there would be enough to fill in a full weekend, and whether an AFL Grand final could affect numbers. These issues were discussed further at group meetings. Some examples of 'proposed contributions' are:

- Beverley Netball Club suggested sausage sizzle or ice cream van.

- Guided walking tours at Brooking Street Reserve walk trail with Beverley Naturalist Club
- Airfield open with discounted gliding flights with Beverley Soaring Society
- Having premises open – St John Ambulance & CRC/Visitor Centre

Draft Program of Events

DAY 1 - SATURDAY

- Dead finish Museum plaque unveiling
- Unveiling of Road Board Plaque (position TBC by council)
- Formal events followed by late morning tea/light lunch- invite only
- 'Hall of Fame' – gallery of all Mayors and Presidents in Lesser Hall
- Historical displays with memorabilia and photos (by groups and committees)
- Street Markets/ Festival Family Fun Day
 - Stalls
 - Food
 - Family/ Kids Entertainment
 - Live street music
 - All shops open
 - Entertainment or Clinics at Moort Wabiny Park
- Community Concert @ Station Arts (Cater for all ages)
 - Bar Facilities
 - Food
- Guided tours of town, significant locations, and wildflowers

Part of the main street will need to be closed for the Saturday events.

DAY 2 – SUNDAY

- Wildflower tours, Avondale, Gliding etc
- East vs West Comp at Rec Grounds
 - Bar Facilities
 - Food
 - Live Music (small acoustic)

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Financial implications for consideration in the Shire's 2021/2022 budget:

- Two plaques for Road Board and Dead Finish Museum.
- Catering for dignitaries and those in attendance to formal unveiling of plaques, invite only.
- Saturday evening band/entertainment which will have sourced grant funding applications to assist.

- Sunday musical entertainment

Kids Entertainment	\$2000
Saturday night Band	\$5000
Sunday Band	\$3000
Plaques x 2	\$1500
Catering for dignitaries -invite	\$1000
<i>*contingency for unknown costs</i>	\$1000
	\$13500

STRATEGIC IMPLICATIONS

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council support the Beverley 2022 Working Group proposal for the two-day festival and any financial implications be adopted into the 2021/22 financial budget.

12.6 Swimming Pool – Business Case

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 12 February 2021
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0124
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider the commencement of a Business Case for the Beverley Swimming Pool.

BACKGROUND

The Beverley Aquatic Centre Reference Group was formed in February 2018 to undertake a strategic review of the current Swimming Pool complex.

Steve Mason from Central Midlands Construction was appointed to facilitate the process and produce a feasibility study on the future of the Swimming Pool.

The Feasibility Study was completed in October 2018 with Council receiving the report at the October 2018 Ordinary Council meeting.

Following receipt of the report, Council directed staff to proceed with the completion of a concept design of the proposed preferred option for the Swimming Pool going forward. ADC Architects were appointed to complete the concept design works in October 2018.

Several meetings were held between the reference group and ADC Architects to produce a concept design which was based on the preferred future development option of the Swimming Pool as presented in the Feasibility Study.

The concept design was released for public feedback with a community forum held in May 2019. From the feedback and forum held, the Reference Group made final changes to the design. The final Concept design was costed by a Quantity Surveyor in August 2019 at \$6.75M, significantly higher than the original \$4M estimate received at the start of the concept phase. It was noted that QS estimates can have up to 25% variance so Council directed staff to progress with construction design drawings to effectively make the project ready for tender.

COMMENT

The Shire of Beverley has received Federal funding through the Drought Communities Programme, Local Roads Capital and Infrastructure Programme, Building Better Regions Programme and Stronger Communities. When the current projects (Vincent Street Streetscape Project and Beverley Caravan Park Units) are complete Council should be ready for the next possible project should any suitable funding arise.

In the most recent rounds of Drought Communities and LRCI funding the projects needed to be shovel ready including planning.

History with our successful grants shows that our successful funding applications were supported by a Feasibility Study, Construction Plans and a Business Case. As yet, the Swimming Pool does not have a Business Case.

In order to access any future funding (post September 2022), staff would like to complete the planning phase of the Swimming Pool by way of a Business Case.

A quote from Tammy King, Grants Empire has been received for \$5,016.00

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

\$5,016.00 Quote

\$5,000.00 Budget allowance for Consultants

STRATEGIC IMPLICATIONS

Goal 9: We have a healthy and safe community

Point of Measurement: Swimming Pool Development and Feasibility Study

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council contract Tammy King, Grants Empire to complete a Business Case for the redevelopment of the Beverley Swimming Pool.

12.7 Use of the Common Seal

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 17 February 2021
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0265
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

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. Contract for Medical Services between Aderemi Adebayo, Olayaniki and the Shire of Beverley;
2. Cropping Lease Reserve between CR & Ridgway and the Shire of Beverley;
3. Cropping Lease Reserve 3788 between Beverley Lawn Tennis Club and the Shire of Beverley;
4. Cropping Lease Reserve Lot 78 Waterhatch between Beverley Football Club and the Shire of Beverley; and
5. Lease of Office Two, Cornerstone between Shire of Beverley and Focus Networks.

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. Contract for Medical Services between Aderemi Adebayo, Olayaniki and the Shire of Beverley;
2. Cropping Lease Reserve between CR & Ridgway and the Shire of Beverley;
3. Cropping Lease Reserve 3788 between Beverley Lawn Tennis Club and the Shire of Beverley;
4. Cropping Lease Reserve Lot 78 Waterhatch between Beverley Football Club and the Shire of Beverley; and
5. Lease of Office Two, Cornerstone between Shire of Beverley and Focus Networks.

12.8 Request to Record CEO Salary Increase – October 2020 Council Minutes

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 12 February 2021
APPLICANT: Cr T.F. McLaughlin
FILE REFERENCE: ADM 0412
AUTHOR: Cr T.F. McLaughlin
ATTACHMENTS: Nil

SUMMARY

Council to consider that the commencement of a 2.2% CEO salary increase notice omitted from the Ordinary Council Minutes of 27 October 2020 be recorded in the Minutes of this February 2021 Council Meeting.

BACKGROUND

The Chief Executive Officer Annual Appraisal commenced with the appointment of a sub-committee at the 28 July 2020 Ordinary Council Meeting and was finalised at the 27 October 2020 Ordinary Council Meeting.

This item refers to Agenda Item 13.2 of the 27 October 2020 Ordinary Council Minutes.

COMMENT

Below are the DLGSC guidelines for inclusion of items in Minutes:

“It is important to note that regulations 11(c), (d) and (da) of the Administration Regulations require the minutes of a meeting to include the details of all decisions made at the meeting (including motions moved and the results of those motions, and written reasons for any decision that is significantly different from a relevant recommendation by a committee or employee). The closing of a meeting under section 5.23 of the Act does not in any way revoke the need for compliance with this regulation, so it should be noted that the full wording of any decisions arising from confidential sessions will still need to be included in the publicly available minutes. (extract from guidelines dlgs website – confirmed with Dep’t 1.10pm 19/01/2021)”

While most closed session items have been included this item seems to have been overlooked. The Departmental guidelines are clear on keeping the Community we represent fully informed on what Council does as it is their resources we are spending. The guidelines may be found on the DLGSC website.

STATUTORY ENVIRONMENT

Local Government Act 1995,

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

S012 – Chief Executive Officer Annual Performance Review

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the commencement of a 2.2% CEO salary increase notice omitted from the Minutes of 27 October 2020 be recorded in the Minutes of this February 2021 Council Meeting.

12.9 Request for CEO Salary Review to consider Salaries and Allowances Tribunal

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 12 February 2021
APPLICANT: Cr T.F. McLaughlin
FILE REFERENCE: ADM 0412
AUTHOR: Cr T.F. McLaughlin
ATTACHMENTS: Policy

SUMMARY

Council to consider adopting a Policy of fully considering the Determination of the Salaries and Allowances Tribunal in CEO salary reviews with written explanatory justification as part of the decision being given in the Meeting Minutes to the Community for Council decisions that exceed the Determination of the Tribunal.

BACKGROUND

The Salaries and Allowances Tribunal is a Statutory body that exists to determine the relative salaries of the Governor, Members of Parliament, Judges, Senior Public Servants and Local Government CEOs. The Tribunal each year considers all of the factors in the economy and society which might influence the level of salaries in the workforce. While the Determination is a decision which still allows for local decisions for CEOs to be within a range, the fact that the Tribunal has for each year weighed up all the current issues means that it is a decision which should largely determine local decisions.

COMMENT

Given that all current circumstances have been considered in the Tribunal Determination, a local decision to make the Community pay over and above the Determination needs to be justified to the Community. After all it is they who are paying and their money we are spending. The Community has the right to know.

The Council as the spender of the Community's money must have a good reason why it thinks it is better equipped than the Tribunal to know that a salary increase is justified. If the Council thinks this then the Community has the right to know why it has to pay more, so the justification needs to be clearly explained and particularly not in jargon.

In Beverley, the Council has consistently made the Community pay more than the Determination. At the same time as pointed out by the Tribunal, it is a COVID year where in the general population salary increases have been limited or more so non-existent. Many people have lost their jobs, and significant numbers of senior executives have had to accept salary cuts of 20% or more to retain employment.

Significant increase for CEOs when the Tribunal recommended no increase would therefore be hard to justify. Beverley Council on the recommendation of the CEO Performance Review Sub-Committee recommended an increase of 3% in 2018 when the Tribunal recommended no increase, 1.7% in 2019 when the Tribunal recommended 1% and 2.2% in 2020 when the Tribunal recommended no increase due to COVID. As Council has a responsibility to represent the interests of the

Community, the question is why Councillors think this Community should ignore the work of a Statutory Tribunal or at least not justify to the Community why this Community needs to pay more than this Determination?

Please note that this motion has no reference to the current salary of the CEO, but seeks to establish a policy position.

Below is the rationale of the Salaries and Allowances Tribunal 2020 for their determination.

“4. The Tribunal has considered sections 2.7 to 2.10 and section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers (CEOs).

5. The Tribunal invited individual local governments to provide information in order to ensure the Tribunal is informed on developments across the sector.

6. The Tribunal continues to apply the four Band allocation model established in its 2012 determination. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration.

Economic circumstances

10. This inquiry’s considerations were influenced by the sudden and overriding issue of Coronavirus (COVID-19). There is considerable uncertainty regarding the consequences of COVID- 19 and its impact on the State’s economic circumstances.

11. The Tribunal recognises the need for remuneration provided to public officers to accord with community expectations. At this time of great uncertainty and challenge for all Western Australians, the need for the Tribunal to exercise restraint is indisputable.

12. Nothing in this determination should be interpreted or applied in such a manner as to circumvent the Tribunal’s intention for transparency and accountability in the remuneration of local government CEOs and the provision of fees, expenses and allowances to elected members.

CONCLUSIONS

13. The Tribunal has determined there will be no increase in remuneration, fees, expenses and allowance ranges provided to CEOs and elected members.

14. The Tribunal notes each local government is able to set remuneration within the band to which it is allocated. Each local government must conduct its own assessment to determine whether any increase, within the bands, is justified.”

MANAGEMENT COMMENT

Please find attached Councils current policy. The suggested amendment is in *red* should Council adopt the recommendation.

STATUTORY ENVIRONMENT

Salaries and Allowances Tribunal

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

S012 – Chief Executive Officer Annual Performance Review

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council adopts a Policy of fully considering the Determination of the Salaries and Allowances Tribunal in CEO salary reviews with written explanatory justification as part of the decision being given in the Meeting Minutes to the Community for Council decisions that exceed the Determination of the Tribunal.

Attachment 12.9

9.12 Chief Executive Officer Annual Performance Review

Policy Type:	Staff	Policy No:	S012
Date Adopted:	September 2014	Date Last Reviewed:	22 September 2020

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):
1. Local Government Administration Regulations

ADOPTED POLICY	
Title:	CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW
Objective:	To ensure ongoing evaluation and performance of the Chief Executive Officer.

Policy

At least once annually the performance of the Chief Executive Officer is to be reviewed by the President and Councillors.

Prior to the review, all Councillors and the Chief Executive Officer are to complete the performance indicators sheet.

The review is to be conducted in a manner described in the relevant Contract of Employment. The review should be conducted annually at a time of mutual benefit. Council have the power to amend his/her salary package.

When considering the CEO salary, Council must consider the Determination of the Salaries and Allowances Tribunal with written explanatory justification as part of the decision being given in the Meeting Minutes to the Community for Council decisions that exceed the Determination of the Tribunal.

Council is then required to formally accept the review at the next Ordinary Council Meeting (Regulation 18D – Local Government Administration Regulations).

Policy Amended: 23 October 2018

12.10 Request for Council Decisions Published in the Beverley Blarney

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 12 February 2021
APPLICANT: Cr T.F. McLaughlin
FILE REFERENCE: ADM 0102
AUTHOR: Cr T.F. McLaughlin
ATTACHMENTS: Nil

SUMMARY

Council to consider that certain decisions of Council be published in the Beverley Blarney.

COMMENT

As a Councillor one is frequently questioned with regard to Council decisions. To have the information more readily available to the Community would have several beneficial outcomes

- The Community is better informed.
- Community consultation is ongoing
- Council is more transparent
- Community has confidence in the Council
- Community feels connected and supported by Council.

It might be argued “that the Minutes are already published and if people want to know they can go there”. Such an argument however needs to be recognised as more of an excuse than a reason. It is well known that the vast majority will not access the Minutes. It could be that there is limited interest, but then one needs to ask why that is so? Several reasons would be most likely

- Beverley has an aging population. According to the 2016 census the Median age was 54. Other statistics put the average age at around 65. This means there is a large proportion of the population in the older age group. The Minutes of meetings are digital and online. How many of the population are not into computers, Internet etc? To have something online is a far cry from saying it is available to the Community.
- The Minutes of Meetings are full of Statutory information, jargon, technicalities, Recommendations, process information etc. For people to work through this is an unreasonable expectation. Even Councillors have been heard to say that they find it tedious and boring. All the Community want to be informed about is the decisions.
- The Blarney is widely read and a quick easy way to inform the Community.
- It would demonstrate that the Council respects the Community and recognises that it is acting for them and their best interests.
- It would avoid the issue that too many criticisms of Council are based on lack of facts. Where information is not available, some people have the inclination to make it up.

- The decisions of a Council meeting are not usually extensive. It would not take a great deal of Blarney space. Could even save the President from having to write a great spiel interesting as it is.
- Busy people like Farmers, business people etc working long hours would have a simple, convenient way of being kept informed.
- It would be a realistic communication of information demonstrating the transparency of the Council

STATUTORY ENVIRONMENT

N/A

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

Simple Majority

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the Decisions of Council (excluding Leave of Absence Approvals; Declaration of Interests decisions; monthly Financial report and Accounts Paid by Authority acceptances; Use of Common seal; Planning approval conditions {the Planning decision to have bracketed note “subject to conditions; refer Council Minutes”}) be published in the ensuing copy of the Beverley Blarney.

12.11 BORMSA CSRFF Small Grant Application Support

SUBMISSION TO: Ordinary Council Meeting 23 February 2021
REPORT DATE: 15 February 2021
APPLICANT: BORMSA (Beverley Off Road Motor Sports Association)
FILE REFERENCE: ADM 0428 / 0475
AUTHOR: A. Waight, Projects Officer
ATTACHMENTS: Nil

SUMMARY

Council is asked to provide support and financial commitment to the Beverley Off Road Motor Sports Association CSRFF Small Grant Application for 2021/2022.

BACKGROUND

Council have already agreed to provide a \$4,000.00 monetary contribution towards the project as per their application in January 2020 Community Grants round.

BORMSA are not seeking further monetary contribution, however, the association has requested that Council agree to make the payment of the \$4,000.00 in the 2021/22 financial year to coincide with the CSRFF funding application.

The BORMSA group are seeking funding to install a universally accessible toilet facility at the BORMSA site. This new facility will provide members and visitors a facility that is inclusive and accessible to all. The inclusion will also assist in attracting new membership growth going forward.

COMMENT

Representatives of BORMSA, Shire Staff and Jenifer Collins from Dept of Local Government, Sport & Cultural Industries met on site in February to discuss the project and funding application.

The requirements of the CSRFF application is that a contribution is made by each party.

The financial breakdown is as follows;

Beverley Off Road Sports Association	\$ 8,000.00
Shire of Beverley	\$ 4,000.00
CSRFF Small Grant	\$ 7,500.00

Total Project Cost **\$19,500.00 ex GST**

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

\$4,000 – Community Grant Funding as per application in January 2020.

Funds have already been approved as per there community funding application in January 2020. Deferral of funding payment has been requested for 2021/22 financial year.

STRATEGIC IMPLICATIONS

Goal 7 - Increase all forms of club participation

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

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Supports the application for the Beverley Off Road Sports Association universal access toilet facility project and the submission of the funding application through the Department of Local Government, Sport & Cultural Industries CSRFF Small Grant program.
2. Defer payment of a \$4,000.00 contribution to the 2021/22 financial year as per BORMSA's successful community grant application.

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.