



23 March 2021

ORDINARY MEETING

MINUTES

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1. OPENING

Meeting held in Council Chambers.

The Chairperson declared the meeting open at 3:02pm

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 DC White

2.2 Staff In Attendance

Mr SP Gollan Chief Executive Officer
Mr SK Marshall Deputy Chief Executive Officer
Mr BS de Beer Manager of Planning and Development Services (until 3:27pm)
Mrs A Lewis Executive Assistant

2.3 Observers And Visitors

Nil

2.4 Apologies and Approved Leave of Absence

Cr TWT Seed

2.5 Applications for Leave of Absence

Nil

3. DECLARATIONS OF INTEREST

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. CONDOLENCES

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

MOULTON	Julie Mary	10 March 2021
SAX	Donald Raymond	18 March 2021

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 23 February 2021

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 23 February 2021 be confirmed.

M1/0321

Moved Cr Martin

Seconded Cr White

That the Minutes of the Ordinary Council Meeting held Tuesday 23 February 2021 be confirmed.

AMENDMENT TO THE MOTION

M2/0321

Moved Cr McLaughlin

Seconded Cr Gogol

That the Minutes of the Ordinary Council Meeting held Tuesday 23 February 2021 be confirmed with a correction to the information given in Item 13.1 which stated that the Corporate Business Plan was not due for review until December 2021. The Corporate Business Plan which is a legal requirement of Councils, should have been in reviewed in February 2015 and every year thereafter in order to comply with the legal requirements of Regulation 19D(4).

LOST 1/6

Cr McLaughlin voted in favour of the amendment.

COUNCIL RESOLUTION

M3/0321

Moved Cr Martin

Seconded Cr White

That the Minutes of the Ordinary Council Meeting held Tuesday 23 February 2021 be confirmed.

CARRIED 7/0

7.2 Minutes Of The Audit and Risk Committee Meeting Held 23 February 2021

OFFICER'S RECOMMENDATION

That the Minutes of the Audit and Risk Committee Meeting held Tuesday 23 February 2021 be received.

Please refer to Agenda Items: 11.3 and 12.1

COUNCIL RESOLUTION

M4/0321

Moved Cr White

Seconded Cr Gogol

That the Minutes of the Audit and Risk Committee Meeting held Tuesday 23 February 2021 be received.

CARRIED 6/1

Cr McLaughlin voted against the motion.

7.3 Minutes Of The Audit and Risk Committee Meeting Held 9 March 2021

OFFICER'S RECOMMENDATION

That the Minutes of the Audit and Risk Committee Meeting held Tuesday 9 March 2021 be received.

Please refer to Agenda Item 12.2

COUNCIL RESOLUTION

M5/0321

Moved Cr White

Seconded Cr Martin

That the Minutes of the Audit and Risk Committee Meeting held Tuesday 9 March 2021 be received.

CARRIED 6/1

Cr McLaughlin voted against the motion

8. TECHNICAL SERVICES

Nil

9. PLANNING SERVICES

9.1 Development Application – Ablution Facilities – Beverley Off Road Motor Sports Association (BORMSA) – Portion of Reserve 5265, Nicholas Street

Submission To:	Ordinary Council Meeting 23 March 2021
Report Date:	15 March 2021
Applicant:	Mr Shane Lucy (on behalf of BORMSA)
File Reference:	ADM 0475
Author and Position:	B.S. de Beer, Shire Planner
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	Application Documentation

SUMMARY

Council has received an application for Planning Approval for Ablution Facilities on a portion of Reserve 5265, Nicholas Street, Beverley. It will be recommended the application be approved.

BACKGROUND

The applicant proposes to construct Ablution Facilities (1 x toilet and basin, and one ambulant toilet and basin- see attachments) as part of the Beverley Off Road Motor Sports Association's (BORMSA) activities on the subject land.

The subject portion of Reserve 5265 contains various off-road circuits and other established infrastructure associated with the event. Council has a Management Order over the land, as well as an established land use agreement with BORMSA.

COMMENT

The proposal is supported as it is regarded as an improvement to the established event infrastructure and is therefore beneficial to the participants and event attending public generally.

CONSULTATION

The proposed site is located within *Special Control Area No. 4 – Infrastructure* in terms of Shire of Beverley Local Planning Scheme No. 3 (LPS 3). This requires the Shire to refer planning proposals to the relevant service provider prior to determination of the application.

The application was referred to the Water Corporation, and on the 19 February 2021 the following response was received:

'As noted, the proposed ablution block is within the Wastewater Treatment Plant (WWTP) buffer. The Water Corporation has no objection to the proposal however we do advise that odour emissions from the WWTP may be noticed from time to time.'

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to grant planning approval for Ablution Facilities on a portion of Reserve 5265 Nicholas 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 suitable water supply.
3. As the Water Corporation reticulated sewer is not available the premises are to be connected to an approved wastewater treatment system, which complies with the requirements of the Treatment of Sewage and Disposal of Effluent and Liquid Waste Regulations. The approved system is not to be used for disposal of industrial liquid waste or other non-ablution wastes (refer to Advice Note 5).

Advice Notes:

- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- Note 3: Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- Note 4: The applicant is advised a building permit is required prior to commencement of any building works.
- Note 5: With regard to Condition 2, an application is to be submitted to the Council's Environmental Health Section in conjunction with the Building Permit application.

Note 6: The applicant is advised the proposed ablution block is within the *Wastewater Treatment Plant* (WWTP) buffer and *Water Corporation* advises that odour emissions from the WWTP may be noticed from time to time.

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.

COUNCIL RESOLUTION

M6/0321

Moved Cr McLaughlin

Seconded Cr Gogol

That Council resolve to grant planning approval for Ablution Facilities on a portion of Reserve 5265 Nicholas 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 suitable water supply.**
- 3. As the Water Corporation reticulated sewer is not available the premises are to be connected to an approved wastewater treatment system, which complies with the requirements of the Treatment of Sewage and Disposal of Effluent and Liquid Waste Regulations. The approved system is not to be used for disposal of industrial liquid waste or other non-ablution wastes (refer to Advice Note 5).**

Advice Notes:

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

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

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

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

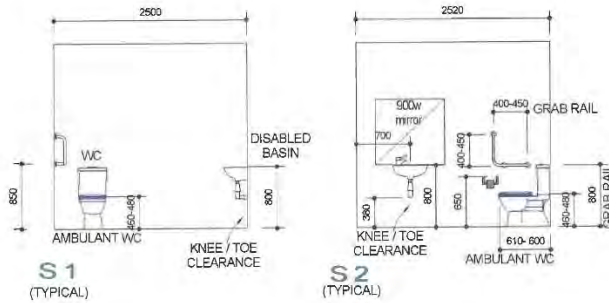
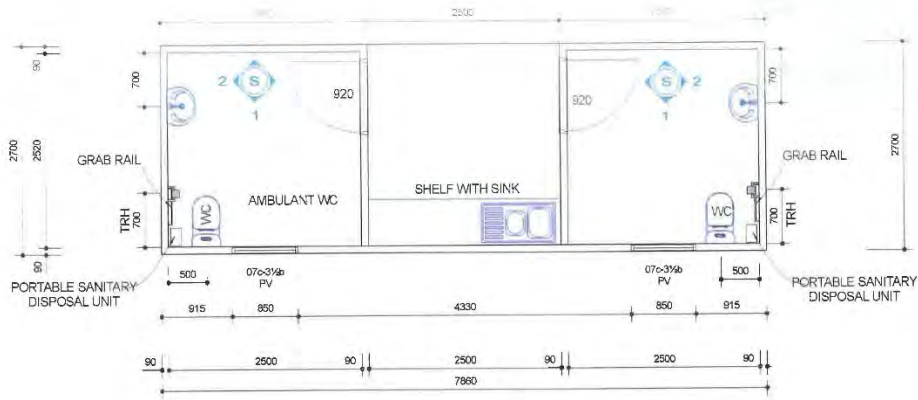
Note 5: With regard to Condition 2, an application is to be submitted to the Council's Environmental Health Section in conjunction with the Building Permit application.

Note 6: The applicant is advised the proposed ablution block is within the *Wastewater Treatment Plant (WWTP) buffer* and *Water Corporation* advises that odour emissions from the WWTP may be noticed from time to time.

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.

CARRIED 7/0

Attachment 9.1



<p>Dingo Drafting Head Office: 0400 431 134 Email: dingo@dingodrafting.com.au</p>	JOB No: D2314_Bormsa	ADDRESS:	<p>Registered Professional Engineer NPEP 24918 Joe Arena BE MICAust CPEng (Mechanical) M 0427 177 817, E: joe.arena@inelectrical.com.au</p>	Drawn By:	Date:	Description:
	TITLE: FLOOR PLAN	BORMSA NICHOLAS STREET BEVERLY		RH	04-Jan-21	PRELIM DRAWINGS
	CLIENT: BORMSA					
	DRAWINGS FOR PROPOSED WC					
				SCALE 1 : 50	2 OF 3	

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

10.1 Application to Keep One Bee Hive, 123 Forrest Street

Submission To:	Ordinary Council Meeting 23 March 2021
Report Date:	16 March 2021
Applicant:	Dina Barrett-Lennard
File Reference:	ADM 0026 / FOR 28
Author and Position:	T. Jurmann, Building and Health Services
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	Application Letter To Keep One Bee Hive at 123 Forrest St, Beverley, Bee Keeper Registration, and Photo of Hive and Location.

SUMMARY

Council to consider an application to keep one (1), bee hive at H/N 123, Lot 5, Forrest St, Beverley.

BACKGROUND

The applicant Dina Barrett-Lennard has made application to the Shire of Beverley to keep one (1), bee hive at H/N 123, Lot 5, Forrest St, Beverley.

The applicant is a registered Bee Keeper with the Department of Agriculture.

The applicant has demonstrated adequate provision for the keeping of bees at the property, (see attached documents and registration).

COMMENT

The applicant's proposal is considered suitable and adequate for approval, subject to the conditions listed on the Draft Approval, (attached).

STATUTORY ENVIRONMENT

Shire of Beverley Health Local Laws 2000

CONSULTATION

Not required, however the proposal will be outlined in the Shire of Beverley Council Meeting Agenda for the 23rd of March 2021, that will be advertised prior to the Council Meeting, to allow for any community feedback.

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

N/A

RISK IMPLICATIONS

There is a minimal risk that a member of the public may be stung by a bee.

It is considered that the proposed location and proposed bee keeping procedures are adequate to mitigate any risk.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council approve the application to keep one (1), Bee Hive at H/N 123, Lot 5, Forrest St, Beverley, subject to the following conditions:

1. An adequate and permanent supply of water must be provided in a shaded area nearby so as to not cause a nuisance to neighbours.
2. The boundary adjacent to the hives must be screened to prevent the bees flying low over a thoroughfare, public place or adjoining land.
3. Each beehive must be at least five metres from the boundary of the lot unless written approval has been obtained for a lesser distance.
4. Sound hive management principals must be followed.
5. The beekeeper must hold a current Certificate of Registration from Agriculture WA.
6. The bees must not cause a nuisance to any other person.
7. Bees may not be kept in public place, a thoroughfare or public reserve.

COUNCIL RESOLUTION

M7/0321

Moved Cr Martin

Seconded Cr Gogol

That Council approve the application to keep one (1), Bee Hive at H/N 123, Lot 5, Forrest St, Beverley, subject to the following conditions:

- 1. An adequate and permanent supply of water must be provided in a shaded area nearby so as to not cause a nuisance to neighbours.**
- 2. The boundary adjacent to the hives must be screened to prevent the bees flying low over a thoroughfare, public place or adjoining land.**
- 3. Each beehive must be at least five metres from the boundary of the lot unless written approval has been obtained for a lesser distance.**
- 4. Sound hive management principals must be followed.**
- 5. The beekeeper must hold a current Certificate of Registration from Agriculture WA.**
- 6. The bees must not cause a nuisance to any other person.**
- 7. Bees may not be kept in public place, a thoroughfare or public reserve.**

CARRIED 7/0

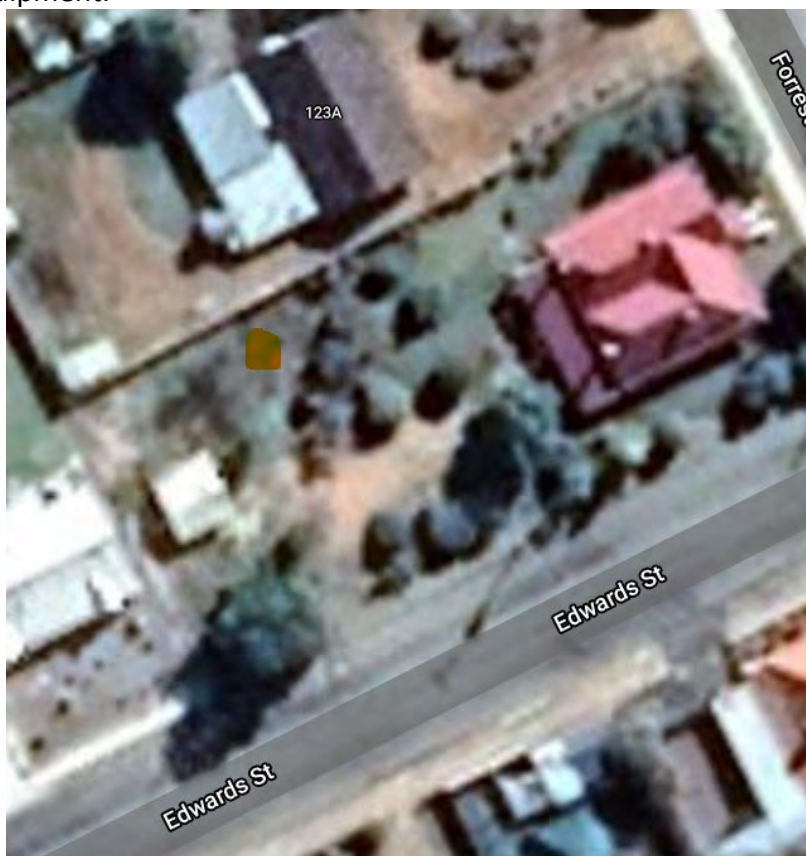
Attachment 10.1

Stefan De Beer
Manager of Planning & Development Services
Shire of Beverley
136 Vincent Street
BEVERLEY WA 6304

Dear Stefan

I wish to apply for permission to keep one bee hive for personal hobby purposes at 123 Forrest Street Beverley from late February until approximately the end of June 2021.

The hive is appropriately registered with DPIRD (S05). The healthy hive is managed according to industry standards and usual biosecurity guidelines. I have my own hobby harvesting equipment.



Proposed location of the hive in the backyard of 123 Forrest Street is highlighted in yellow in the screen shot above.

I look forward to your early response with regards to my request to keep a hobby bee hive within the town of Beverley. If you require more information please contact me.

Kind regards

Attachment 10.1



Department of
**Primary Industries and
Regional Development**

Western Australia
Biosecurity and Agriculture Management (Identification and Movement of Stock and
Apiaries) Regulations 2013

D BARRETT-LENNARD & R DE GRUCHY
T/A: SHE-OAKS
PO BOX 38
BEVERLEY WA 6304

Certificate No. 112174
Receipt No. 201905694BCC
Doc Type CBEEKEEPER

CERTIFICATE OF REGISTRATION AS A BEEKEEPER

I hereby certify that (name in full) D BARRETT-LENNARD & R DE GRUCHY
Address PO BOX 38, BEVERLEY WA 6304
has been registered/re-registered as a beekeeper until and including the
18-Nov-2022.

Registered Hive Brand: S05

Number of beehives owned: 1

Amount paid -

Hive Brand/Beekeeper Registration: \$76.50

Registrar of Stock and Apiaries

Date 19-Nov-2019

Note - This certificate must be produced to an inspector on demand

The payment received on Receipt No: 201905694BCC also included an amount of \$0.00 for
APC fee for service



Attachment 10.1



11. FINANCE

11.1 Monthly Financial Report

Submission To:	Ordinary Council Meeting 23 March 2021
Report Date:	12 March 2021
Applicant:	N/A
File Reference:	N/A
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	February 2021 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 28 February 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 28 February 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

RISK IMPLICATIONS

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the monthly financial report for the month of February 2021 be accepted and material variances be noted.

COUNCIL RESOLUTION

M8/0321

Moved Cr White

Seconded Cr Pepper

That the monthly financial report for the month of February 2021 be accepted and material variances be noted.

CARRIED 7/0

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
28 February 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	3,141,704.00	3,140,911.66	(792.34)	
Governance	1,100.00	1,000.00	15,309.76	14,309.76	Long Service Leave contributions from Shire of Pingelly and Bruce Rock \$13,897 unbudgeted
Law, Order & Public Safety	299,857.00	118,828.00	119,564.70	736.70	
Health	300.00	128.00	1,582.50	1,454.50	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	137,492.00	95,200.00	91,018.03	(4,181.97)	
Community Amenities	206,278.00	203,716.00	209,385.87	5,669.87	
Recreation & Culture	895,083.00	678,167.00	1,104,050.03	425,883.03	Drought Communities Program funding for YAA \$420,000
Transport	2,559,656.00	628,655.00	626,672.93	(1,982.07)	
Economic Activities	119,676.00	77,694.00	557,746.10	480,052.10	Drought Communities Program funding for Onsite Accommodation \$480,000
Other Property & Services	43,100.00	28,328.00	33,403.68	5,075.68	
Total Operating Revenue	7,522,876.00	4,973,420.00	5,899,645.26	926,225.26	
Operating Expenditure					
General Purpose Funding	(173,512.00)	(99,936.00)	(100,165.66)	(229.66)	
Governance	(254,954.00)	(153,737.00)	(150,404.44)	3,332.56	
Law, Order & Public Safety	(417,800.00)	(254,300.00)	(246,206.12)	8,093.88	
Health	(171,727.00)	(110,885.00)	(102,279.65)	8,605.35	
Education & Welfare	(98,098.00)	(46,978.00)	(45,400.39)	1,577.61	
Housing	(213,750.00)	(139,830.00)	(136,857.47)	2,972.53	
Community Amenities	(669,796.00)	(442,436.00)	(442,415.69)	20.31	
Recreation & Culture	(1,512,753.00)	(978,860.00)	(948,860.64)	29,999.36	Old School Building \$4,212, Halls \$6,024, Old Fire Station \$3,381, Rec Ground \$3,031 and Function Centre \$2,544 maintenance expenses lower than anticipated YTD. Administration expenses reallocated \$11,004 lower than anticipated YTD.
Transport	(2,563,701.00)	(1,571,644.00)	(1,561,175.64)	10,468.36	Footpath \$5,803, Bridge \$1,766 and Aerodrome \$1,977 maintenance expenses lower than anticipated YTD.
Economic Activities	(479,909.00)	(286,177.00)	(262,620.88)	23,556.12	Noxious weed control expenditure \$10,527 less than anticipated YTD. Administration expenses reallocated \$11,840 lower than anticipated YTD.
Other Property & Services	(15,081.00)	(1,694.00)	1,001.19	2,695.19	PWOH & POC allocation timing versus expenditure.
Total Operating Expenditure	(6,571,081.00)	(4,086,477.00)	(3,995,385.39)	91,091.61	
Net Operating	951,795.00	886,943.00	1,904,259.87	1,017,316.87	

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
28 February 2021**

Description	Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Notes To Material Variances
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)	
Capital Expenditure					
Land and Buildings	(2,061,000.00)	(1,433,000.00)	(1,359,660.45)	73,339.55	Residential Solar Power installation \$22,066 less than anticipated due to a revision of project scope (no battery system installed on advice from Electrician), Youth Activity Area \$8,895, 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)	(840,709.00)	(590,986.00)	249,723.00	Hill Rd Gravel Sheet \$15,571, Smith Rd Gravel Sheet \$3,545 less than anticipated. Westdale Rd Reconstruction \$11,814 and Bethany Rd Construction \$10,750 lower than anticipated YTD. Top Beverley Rd Widen & Seal (\$4,169) and Anzac Ln works (\$2,484) greater than anticipated. Bremner Rd \$93,477 and Barrington Rd \$123,140 jobs to be carried over to 2021/22.
Other Infrastructure	(105,835.00)	(65,835.00)	(65,928.01)	(93.01)	
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)	(2,564,318.00)	(2,234,878.65)	329,439.35	
Net Capital	(5,507,029.00)	(2,488,441.00)	(2,161,820.13)	326,620.87	
Adjustments					
Depreciation Written Back	2,313,194.00	1,552,210.00	1,564,205.41	11,995.41	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	

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
28 February 2021**

Description	Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Notes To Material Variances
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	2,983,563.00	3,000,153.35	16,590.35	
CLOSING SURPLUS/(DEFICIT)	0.00	1,382,065.00	2,742,593.09	1,360,528.09	

**SHIRE OF BEVERLEY
STATEMENT OF NET CURRENT ASSETS
FOR THE PERIOD ENDING
28 February 2021**

Description	YTD Actual 2019/20	YTD Actual 2020/21
Current Assets		
Cash at Bank	904,115.25	1,115,756.25
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	483,836.61
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	17,288.32	8,775.26
Inventory - Fuel	9,344.99	8,855.69
Total Current Assets	4,641,059.17	5,708,263.29
Current Liabilities		
Accounts Payable	(432,823.43)	(184,238.27)
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)	(605,987.80)
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	2,742,593.09

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
28 February 2021

Description	Actual 2019/20	YTD Actual 2020/21	Movement
Current Assets			
Cash and Cash Equivalents	4,197,539.46	5,206,795.73	1,009,256.27
Accounts Receivable	399,091.49	483,836.61	84,745.12
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	8,855.69	(489.30)
Total Current Assets	4,641,059.17	5,708,263.29	1,067,204.12
Current Liabilities			
Accounts Payable	(432,823.43)	(184,238.27)	248,585.16
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)	(605,987.80)	316,884.37
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	21,872,900.58	914,460.89
Plant and Equipment	2,099,798.37	1,972,067.94	(127,730.43)
Furniture and Equipment	110,244.48	99,907.39	(10,337.09)
Infrastructure	60,366,533.32	60,110,311.33	(256,221.99)
Self Supporting Loan - Non Current	25,253.18	25,253.18	0.00
Total Non-Current Assets	83,738,873.29	84,259,044.67	520,171.38
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	87,914,854.26	1,904,259.87

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
28 February 2021**

Description	Actual 2019/20	YTD Actual 2020/21	Movement
Equity			
Accumulated Surplus	(43,427,040.81)	(45,322,585.46)	(1,895,544.65)
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)	(87,914,854.26)	(1,904,259.87)

SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE & TYPE FOR THE PERIOD ENDING 28 February 2021		
Description	Budget 2020/21	YTD Actual 2020/21
Income		
Rates	2,669,880.00	2,792,014.78
Operating Grants, Subsidies and Contributions	2,271,419.00	728,883.52
Profit On Asset Disposal	12,000.00	0.00
Service Charges	0.00	0.00
Fees & Charges	523,761.00	451,332.45
Interest Earnings	103,888.00	32,324.98
Other Revenue	60,500.00	95,216.87
Non-Operating Grants, Subsidies and Contributions	9,238,188.00	1,800,689.37
Total Income by Nature & Type	14,879,636.00	5,900,461.97
Expenditure		
Employee Costs	(2,134,739.00)	(1,264,424.13)
Materials & Contracts	(1,840,463.00)	(934,773.61)
Utilities	(208,638.00)	(142,629.45)
Depreciation On Non-Current Assets	(1,691,589.00)	(1,564,205.41)
Interest Expenses	(34,504.00)	(30,680.27)
Insurance Expenses	(168,227.00)	(200,659.58)
Other Expenditure	(81,975.00)	(54,448.56)
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)	(4,209,478.20)
Allocations		
Reallocation Codes Expenditure	421,192.00	213,276.10
Reallocation Codes Income	0.00	0.00
Total Allocations	421,192.00	213,276.10
Net Operating by Nature & Type	9,132,693.00	1,904,259.87

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
28 February 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)	666.07
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)	2,620.43
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)	1,772.19
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)	6,836.06
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	582.03
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	14,924.23
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	13,114.81
RR036	Drapers Rd (RoadID: 79) (Maintenance)	934.12
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	2,470.73

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
28 February 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)	259.26
RR045	Heals Rd (RoadID: 95) (Maintenance)	3,384.78
RR046	Hills Rd (RoadID: 76) (Maintenance)	435.91
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	3,308.43
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)	810.01
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	26,304.33
RR060	Lennard Rd (RoadID: 58) (Maintenance)	1,636.41
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	0.00
RR062	Luptons Rd (RoadID: 22) (Maintenance)	3,494.14
RR063	Maitland Rd (RoadID: 39) (Maintenance)	2,926.57
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	859.84
RR065	Manns Rd (RoadID: 59) (Maintenance)	1,303.40
RR066	Manuels Rd (RoadID: 37) (Maintenance)	3,384.15
RR067	Mawson Rd (RoadID: 100) (Maintenance)	11,869.34
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	1,068.50
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	748.95
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)	7,649.14
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
28 February 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)	2,606.78
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	4,410.54
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	6,071.96
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	5,202.14
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)	3,542.66
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)	4,080.39
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	547.47

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
28 February 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)	37,306.72
WANDRRA	Disaster Recovery Works	0.00
Sub Total	Rural Road Maintenance	436,017.84
	Town Street Maintenance	
TS001	Barnsley St (RoadID: 162) (Maintenance)	450.94
TS002	Bartram St (RoadID: 114) (Maintenance)	3,007.16
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)	6,742.34
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)	1,697.30
TS023	Hope St (RoadID: 115) (Maintenance)	616.68

SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 28 February 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)	4,569.34
TS027	Husking St (RoadID: 117) (Maintenance)	0.00
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	2,927.24
TS030	Langsford St (RoadID: 152) (Maintenance)	1,211.85
TS031	Lennard St (RoadID: 113) (Maintenance)	238.79
TS032	Ludgate St (RoadID: 143) (Maintenance)	481.15
TS033	Lukin St (RoadID: 104) (Maintenance)	9,154.44
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)	122.52
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)	1,515.16
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	3,825.45
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	0.00
TS555	Road Sign Updates	6,372.98
TS888	Tree Lopping - Town Streets (Maintenance)	7,131.83
TS999	Town Streets Various (Maintenance)	9,940.40
Sub Total	Town Streets Maintenance	79,125.09
Total	Road Maintenance	515,142.93

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 28 February 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	Term Deposit Bendigo	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			

11.2 Accounts Paid by Authority

Submission To:	Ordinary Council Meeting 23 March 2021
Report Date:	12 March 2021
Applicant:	N/A
File Reference:	N/A
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	February 2021 List of Reports (Contact Shire)

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

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

RISK IMPLICATIONS

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

February 2021:

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

Cheque vouchers

22 February 2021	1814-1815	(2)	\$	43,126.16	(authorised by DCEO S Marshall and Cr D White)
26 February 2021	1816-1816	(1)	\$	1,642.47	(authorised by DCEO S Marshall and Cr D White)
				Total of cheque vouchers for February 2021 incl	\$ 44,768.63 previously paid

EFT vouchers

03 February 2021	EFT 1-36	(36)	\$	53,845.48	(authorised by CEO S Gollan and Pres D Davis)
08 February 2021	EFT 6642-6660	(19)	\$	106,259.44	(authorised by CEO S Gollan and Pres D Davis)
15 February 2021	EFT 6661-6676	(16)	\$	85,607.68	(authorised by CEO S Gollan and DCEO S Marshall)
17 February 2021	EFT 1-36	(36)	\$	54,616.13	(authorised by CEO S Gollan and DCEO S Marshall)
22 February 2021	EFT 6678-6699	(22)	\$	69,850.73	(authorised by DCEO S Marshall and Cr D White)
26 February 2021	EFT 6701- 6714	(14)	\$	29,892.32	(authorised by DCEO S Marshall and Cr D White)
				Total of EFT vouchers for February 2021 incl	\$ 400,071.78 previously paid.

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

Cheque vouchers

Nil vouchers

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

EFT vouchers

08 February 2021	EFT 6638-6641	(4)	\$	6,144.00	(authorised by CEO S Gollan and Pres D Davis)
22 February 2021	EFT 6677-6667	(1)	\$	50.00	(authorised by DCEO S Marshall and Cr D White)
				Total of EFT vouchers for February 2021 incl	\$6,194.00 previously paid.

(3) Direct Debit Payments totalling \$68,281.85 previously paid.

(4) Credit Card Payments totalling \$569.80 previously paid.

COUNCIL RESOLUTION

M9/0321

Moved Cr Pepper

Seconded Cr Martin

That the List of Accounts as presented, be received:

February 2021:

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

Cheque vouchers

22 February 2021	1814-1815	(2)	\$	43,126.16	(authorised by DCEO S Marshall and Cr D White)
26 February 2021	1816-1816	(1)	\$	1,642.47	(authorised by DCEO S Marshall and Cr D White)
				Total of cheque vouchers for February 2021 incl	\$ 44,768.63 previously paid

EFT vouchers

03 February 2021	EFT 1-36	(36)	\$	53,845.48	(authorised by CEO S Gollan and Pres D Davis)
08 February 2021	EFT 6642-6660	(19)	\$	106,259.44	(authorised by CEO S Gollan and Pres D Davis)
15 February 2021	EFT 6661-6676	(16)	\$	85,607.68	(authorised by CEO S Gollan and DCEO S Marshall)
17 February 2021	EFT 1-36	(36)	\$	54,616.13	(authorised by CEO S Gollan and DCEO S Marshall)
22 February 2021	EFT 6678-6699	(22)	\$	69,850.73	(authorised by DCEO S Marshall and Cr D White)
26 February 2021	EFT 6701- 6714	(14)	\$	29,892.32	(authorised by DCEO S Marshall and Cr D White)
				Total of EFT vouchers for February 2021 incl	\$ 400,071.78 previously paid.

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

Cheque vouchers

Nil vouchers

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

EFT vouchers

08 February 2021	EFT 6638-6641	(4)	\$	6,144.00	(authorised by CEO S Gollan and Pres D Davis)
22 February 2021	EFT 6677-6667	(1)	\$	50.00	(authorised by DCEO S Marshall and Cr D White)
				Total of EFT vouchers for February 2021 incl	\$6,194.00 previously paid.

(3) Direct Debit Payments totalling \$68,281.85 previously paid.

(4) Credit Card Payments totalling \$569.80 previously paid.

CARRIED 7/0

11.3 2020/21 Budget Review

Submission To:	Ordinary Council Meeting 23 March 2021
Report Date:	24 February 2021
Applicant:	N/A
File Reference:	ADM 0092
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	Audit Committee – 23 February 2021
Disclosure(s) Of Interest:	Nil
Attachments:	2020/21 Budget Review Statement of Financial Activity

SUMMARY

Council to consider receiving the 2020/21 Budget Review as recommended by the Audit and Risk Committee.

BACKGROUND

A Budget Review is conducted annually by comparing actual revenue and expenditure as at 31 December to budget estimates and forecasting predicted revenue and expenditure to 30 June.

The budget review process is a statutory requirement, but also reflects good management practice.

COMMENT

A budget review has been undertaken by staff as per the requirements of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Any savings realised or over expenditure incurred as at 31 December 2020 has been included in forward projections.

The detailed Budget Review is attached to this report.

In summary, it is forecast that a budget deficit of (\$137,493) may be realised as at 30 June 2021.

See Budget Review financial report attached to this report for Deficit components.

An in depth review was conducted by the Audit and Risk Committee at its meeting 23 February 2021.

STATUTORY ENVIRONMENT

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* provides that:

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —

- (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government’s financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
- *Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

Nil

RISK IMPLICATIONS

Failure to present a detailed budget review in the prescribed form or closing date would result in non-compliance, this report mitigates the risk of non-compliance.

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

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

VOTING REQUIREMENTS

Simple Majority

COMMITTEE'S RECOMMENDATION

That the 2020/21 Budget Review be received and forwarded to the Department of Local Government.

COUNCIL RESOLUTION

M10/0321

Moved Cr Gogol

Seconded Cr Lawlor

That the 2020/21 Budget Review be received and forwarded to the Department of Local Government.

CARRIED 7/0

**SHIRE OF BEVERLEY
BUDGET REVIEW
FOR THE PERIOD ENDING
31 December 2020**

Description	Budget 2020/21	YTD Actual 2020/21	FORECAST 2020/21	YTD Variance	Notes To Material Variances
Operating Revenue					
General Purpose Funding	3,260,334.00	3,035,971.35	3,256,761.00	(3,573.00)	
Governance	1,100.00	5,530.94	15,100.00	14,000.00	LSL contributions from other Shire's for DCEO and PO.
Law, Order & Public Safety	299,857.00	83,826.57	302,235.00	2,378.00	
Health	300.00	1,572.73	300.00	0.00	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	137,492.00	65,292.21	126,492.00	(11,000.00)	30B Dawson Street to remain vacant; to be used as contractor accommodation.
Community Amenities	206,278.00	203,693.78	208,077.00	1,799.00	
Recreation & Culture	895,083.00	1,084,705.19	1,316,768.00	421,685.00	Drought Communities Program funding for YAA \$420,000.
Transport	2,559,656.00	569,850.76	1,025,534.00	(1,534,122.00)	BBRF funding not expected to be received this FY.
Economic Activities	119,676.00	133,512.86	599,676.00	480,000.00	Drought Communities Program funding for Onsite Accommodation \$480,000.
Other Property & Services	43,100.00	27,632.77	44,258.00	1,158.00	
Total Operating Revenue	7,522,876.00	5,211,589.16	6,895,201.00	(627,675.00)	
Operating Expenditure					
General Purpose Funding	(173,512.00)	(84,136.10)	(184,872.00)	(11,360.00)	Rate discount expense \$9,032 greater than anticipated.
Governance	(254,954.00)	(138,763.66)	(249,615.00)	5,339.00	
Law, Order & Public Safety	(417,800.00)	(186,842.31)	(427,041.00)	(9,241.00)	
Health	(171,727.00)	(84,124.03)	(179,810.00)	(8,083.00)	
Education & Welfare	(98,098.00)	(38,578.81)	(100,406.00)	(2,308.00)	
Housing	(213,750.00)	(105,219.21)	(216,830.00)	(3,080.00)	
Community Amenities	(669,796.00)	(346,491.17)	(677,312.00)	(7,516.00)	
Recreation & Culture	(1,512,753.00)	(740,342.05)	(1,523,647.00)	(10,894.00)	Administration expenses reallocated (\$10,894) expected to be higher than anticipated.
Transport	(2,563,701.00)	(1,255,581.27)	(2,597,516.00)	(33,815.00)	Road Maintenance expense (\$38,064) and Administration expenses reallocated (\$10,751) expected to be higher than anticipated. Asset revaluation expense \$15,000 expected to be lower than anticipated.
Economic Activities	(479,909.00)	(200,401.67)	(494,750.00)	(14,841.00)	Administration expenses reallocated (\$14,841) expected to be higher than anticipated.
Other Property & Services	(15,081.00)	54,788.45	(17,443.00)	(2,362.00)	
Total Operating Expenditure	(6,571,081.00)	(3,125,691.83)	(6,669,242.00)	(98,161.00)	
Net Operating	951,795.00	2,085,897.33	225,959.00	(725,836.00)	
Capital Income					
Self Supporting Loan - Principal Repayment	17,288.00	8,513.06	17,288.00	0.00	
Proceeds from Sale of Assets	267,364.00	64,545.46	207,364.00	(60,000.00)	Truck Trade-In not proceeding.
New Loan Raised	2,000,000.00	0.00	1,250,000.00	(750,000.00)	Reduced loan funding requirements for Youth Activity Area and Caravan Park Accommodation project due to confirmation of Drought funding.
Total Capital Income	2,284,652.00	73,058.52	1,474,652.00	(810,000.00)	

**SHIRE OF BEVERLEY
BUDGET REVIEW
FOR THE PERIOD ENDING
31 December 2020**

Description	Budget 2020/21	YTD Actual 2020/21	FORECAST 2020/21	YTD Variance	Notes To Material Variances
Capital Expenditure					
Land and Buildings	(2,061,000.00)	(1,300,105.46)	(2,018,249.00)	42,751.00	Youth Activity Area \$20,000, Residential Solar System \$21,000 expenditure expected to be lower.
Plant and Equipment	(802,475.00)	(150,004.98)	(581,005.00)	221,470.00	Semi Truck and Trailer purchase not proceeding.
Office Furniture and Equipment	(15,000.00)	0.00	(15,000.00)	0.00	
Road Construction	(4,669,434.00)	(415,197.21)	(2,851,190.00)	1,818,244.00	Civil works portion of Mainstreet Project carried over to 2021/22.
Other Infrastructure	(105,835.00)	(31,500.00)	(70,835.00)	35,000.00	Remaining Footpath budget to be transferred to Reserve for Vincent St Project.
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(137,937.00)	(68,299.21)	(137,937.00)	0.00	
Total Capital Expenditure	(7,791,681.00)	(1,965,106.86)	(5,674,216.00)	2,117,465.00	
Net Capital	(5,507,029.00)	(1,892,048.34)	(4,199,564.00)	1,307,465.00	
Adjustments					
Depreciation Written Back	2,313,194.00	1,176,229.71	2,313,194.00	0.00	
Movement in Leave Reserve Cash Balance	0.00	572.53	0.00	0.00	
Movement in Non-Current Loan Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current SSL Income	0.00	0.00	0.00	0.00	
Movement in Non-Current Investments	0.00	0.00	0.00	0.00	
Movement in Non-Current LSL Provision	0.00	0.00	0.00	0.00	
Movement in Non-Current Deferred Pensioner Rates	0.00	0.00	0.00	0.00	
(Profit)/Loss on Disposal of Assets Written Back	(2,364.00)	17,657.19	22,636.00	25,000.00	No trade-in of BE013 Truck.
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	(8,715.22)	73,849.00	(744,122.00)	
Opening Surplus/(Deficit)	1,426,433.00	1,426,433.44	1,426,433.00	0.00	
Total Adjustments	4,555,234.00	2,612,177.65	3,836,112.00	(719,122.00)	
CLOSING SURPLUS/(DEFICIT)	0.00	2,806,026.64	(137,493.00)	(137,493.00)	

11.4 Loan Funding – Vincent Street Streetscape Project – Revision

Submission To:	Ordinary Council Meeting 23 March 2021
Report Date:	9 March 2021
Applicant:	Shire of Beverley
File Reference:	ADM 0098 / 0570
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	23 February 2021
Disclosure(s) Of Interest:	Nil
Attachments:	Indicative Loan Schedule

SUMMARY

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

BACKGROUND

At the February 2021 Ordinary Council meeting it was proposed, and resolved by Council, to borrow \$1,250,000 for a term of 20 years to progress the Vincent Street Streetscape Project.

Administrative issues relating to the raising of the proposed \$1,250,000 loan amount have lead to a revision of the Vincent Street Streetscape project funding mix resulting in a reduction of proposed loan funds to \$1,000,000. A summary of the project budget is listed below.

Rescinding of the previous resolution to borrow \$1,250,000 will be recommended.

Further a minor saving of \$5,000 has been realised following a reduction in Western Power's project cost estimates.

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 2020/21 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	1,117,066.00	-	WP Estimate
Building Switchboard upgrades	260,000.00	-	Unconfirmed Estimate
Total	3,887,066.00	225,000.00	
Grand Total	4,112,066.00		

Funding

BBRF	1,534,122.00	Federal Gov
Loan Funds	1,000,000.00	Shire
Mainstreet Redevelopment Reserve	307,836.00	Shire
Infrastructure Reserve	350,000.00	Shire
Roads to Recovery	300,000.00	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	211,916.00	Shire
Total	4,112,066.00	

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 \$1,000,000 be raised over 20 years and serviced by bi-annual repayments.

Indicative servicing costs provided by the Western Australian Treasury Corporation are \$63,571 per annum with an additional cost of \$3,773 average per annum over the life of the loan in State Government Guarantee Fees. The indicative interest rate for the loan is quoted as 2.45% 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 \$1,000,000 in new borrowings would be \$35,441 per annum, equivalent to a one off 1.20% 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 0.6% per annum in Rates spread over 2 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

RISK IMPLICATIONS

Financial Risk – Council acknowledges that debt is a useful funding tool particularly at a time of low interest rates. It also acknowledges that large multi-million dollar capital projects will require some degree of debt funding. The Vincent Street Streetscape project is expected to be of intergenerational benefit, lasting longer than the loan funding period of 20 years and is fixed at a low rate of 2.45% over the life of the loan. The likelihood that Council cannot service the loan is considered unlikely.

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

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That;

- the previous Council resolution, M13/0221, being:
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.
be rescinded; and
- a loan of \$1,000,000 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 as per the 2020/21 budget.

COUNCIL RESOLUTION

M11/0321

Moved Cr White

Seconded Cr Martin

That the previous Council resolution, M13/0221, being:

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.

be rescinded.

CARRIED BY ABSOLUTE MAJORITY 6/1

COUNCIL RESOLUTION

M12/0321

Moved Cr Martin

Seconded Cr Pepper

That a loan of \$1,000,000 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 as per the 2020/21 Budget.

CARRIED BY ABSOLUTE MAJORITY 6/1

Attachment 11.4 – Indicative Loan Schedule

Indicative Loan Repayment Schedule

Shire of Beverley

Facility:	Annuity Lending
Client Account:	General
Client Reference:	
WATC Reference:	173311

This Indicative Rate Quote for Advance is based on rates applying at 17 March 2021.

Terms of Advance

Amount of Advance:	\$1,000,000.00
Date of Advance:	17 March 2021
Maturity Date:	17 March 2041
Interest Rate ¹ :	2.4541% 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
17 Sep 2021	980,485.38	19,514.62	12,270.65	31,785.27
17 Mar 2022	960,731.30	19,754.08	12,031.19	31,785.27
19 Sep 2022	940,734.83	18,996.47	11,788.80	31,785.27
17 Mar 2023	920,482.99	20,241.84	11,543.43	31,785.27
18 Sep 2023	900,002.77	20,490.22	11,295.05	31,785.27
18 Mar 2024	879,261.12	20,741.65	11,043.62	31,785.27
17 Sep 2024	858,264.96	20,996.16	10,789.11	31,785.27
17 Mar 2025	837,011.16	21,253.80	10,531.47	31,785.27
17 Sep 2025	815,496.56	21,514.60	10,270.67	31,785.27
17 Mar 2026	793,717.96	21,778.60	10,006.67	31,785.27
17 Sep 2026	771,672.13	22,045.83	9,739.44	31,785.27
17 Mar 2027	749,355.78	22,316.35	9,468.92	31,785.27
17 Sep 2027	726,765.59	22,590.19	9,195.08	31,785.27

Indicative Loan Repayment Schedule

Payment Date	Balance of Advance Outstanding	Capital Repayment	Interest Repayment	Total Fixed Payment
17 Mar 2028	703,898.21	22,867.38	8,917.89	31,785.27
18 Sep 2028	680,750.23	23,147.98	8,637.29	31,785.27
19 Mar 2029	657,318.21	23,432.02	8,353.25	31,785.27
17 Sep 2029	633,598.66	23,719.55	8,065.72	31,785.27
18 Mar 2030	609,588.06	24,010.60	7,774.67	31,785.27
17 Sep 2030	585,282.83	24,305.23	7,480.04	31,785.27
17 Mar 2031	560,679.36	24,603.47	7,181.80	31,785.27
17 Sep 2031	535,773.99	24,905.37	6,879.90	31,785.27
17 Mar 2032	510,563.02	25,210.97	6,574.30	31,785.27
17 Sep 2032	485,042.69	25,520.33	6,264.94	31,785.27
17 Mar 2033	459,209.21	25,833.48	5,951.79	31,785.27
19 Sep 2033	433,058.74	26,150.47	5,634.80	31,785.27
17 Mar 2034	406,587.38	26,471.36	5,313.91	31,785.27
18 Sep 2034	379,791.20	26,796.18	4,989.09	31,785.27
19 Mar 2035	352,666.21	27,124.99	4,660.28	31,785.27
17 Sep 2035	325,208.38	27,457.83	4,327.44	31,785.27
17 Mar 2036	297,413.63	27,794.75	3,990.52	31,785.27
17 Sep 2036	269,277.82	28,135.81	3,649.46	31,785.27
17 Mar 2037	240,796.76	28,481.06	3,304.21	31,785.27
17 Sep 2037	211,966.22	28,830.54	2,954.73	31,785.27
17 Mar 2038	182,781.91	29,184.31	2,600.96	31,785.27
17 Sep 2038	153,239.49	29,542.42	2,242.85	31,785.27
17 Mar 2039	123,334.57	29,904.92	1,880.35	31,785.27
19 Sep 2039	93,062.70	30,271.87	1,513.40	31,785.27
19 Mar 2040	62,419.37	30,643.33	1,141.94	31,785.27
17 Sep 2040	31,400.03	31,019.34	765.93	31,785.27

Indicative Loan Repayment Schedule

Payment Date	Balance of Advance Outstanding	Capital Repayment	Interest Repayment	Total Fixed Payment
18 Mar 2041	0.00	31,400.03	385.30	31,785.33
	Totals:	1,000,000.00	271,410.86	1,271,410.86

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.

11.5 2021/22 Budget – Fees and Charges

Submission To:	Ordinary Council Meeting 23 March 2021
Report Date:	12 March 2021
Applicant:	Shire of Beverley
File Reference:	ADM 0275
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	Draft 2021/22 Schedule of Fees and Charges

SUMMARY

Council to review the Fees and Charges schedule for the 2021/22 financial year.

BACKGROUND

The Shire of Beverley's Schedule of Fees and Charges is reviewed annually and forms part of Council's Annual Budget.

Fees and charges for 2020/21 were frozen at 2019/20 levels in response to the COVID-19 pandemic.

COMMENT

The full Schedule of Fees and Charges and percentage increase comparisons for consideration is attached. In light of local organisations ongoing recovery from COVID-19 related operating issues, a blanket percentage increase of 0% has currently been applied. Previously Council has considered increasing fees and charges at the same percentage rate as any intended Rate increases.

Variations in the 2021/22 Schedule include:

- Addition of a Community Markets charge for the use of the Old School Building;
- Increase in Hall and Lesser Hall hire fees to allow access to kitchen;
- Addition of an Exhibition Shed Commercial Lease charge;
- Addition of Caravan Park Onsite Accommodation charges;
- Change of wording to Junior Gym membership description from 13-18 yrs to 16-18 yrs;
- Addition of Personal Trainer Gym Membership Fee;
- Addition of Gym Induction Fee;
- Addition of Personal Trainer Consultation Fee;
- Removal of Gym Access Card Bond;
- Addition of Gym Access Card Replacement Fee;
- Increase in Rate Enquiry Fee; and
- Increase in Rate Book Fee;

Fee Schedule

The draft 2019/20 Fees and Charges schedule includes proposed increases of 0%, 3%, 4% and 5% respectively.

Some fees are increased annually by CPI under agreement, these fees are identified in the notes section of the schedule. These increases will be applied at the time of Budget adoption.

Statutory charges (for Dogs/Cats, Health, Building and Planning) may change following advice from the relevant Government departments. If changes do occur, the schedule will be updated accordingly.

STATUTORY ENVIRONMENT

Section 6.16 of the *Local Government Act* provides that:

- (1) a local government may impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.
- (2) A fee or charge may be imposed for the following
 - a. Providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government
 - b. Supplying a service or carrying out work at the request of a person
 - c. Subject to section 5.94, providing information from local government records;
 - d. Receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorization or certificate;
 - e. Supplying goods;
 - f. Such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be –
 - a. Imposed (by absolute majority) during a financial year; and
 - b. Amended (by absolute majority) from time to time during a financial year.

Section 6.17 further provides:

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors –
 - a. The cost to the local government of providing the service or goods;
 - b. The importance of the service or goods to the community; and
 - c. The price at which the service or goods could be provided by an alternative provider.
- (2) A high fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service –
 - a. Under section 5.96;
 - b. Under section 6.16 (2) (d); or
 - c. Prescribed under section 6.16 (2) (f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service
- (4) Regulations may –
 - a. Prohibit the imposition of a fee or charge in prescribed circumstances; or
 - b. Limit the amount of a fee or charge in prescribed circumstances.

Regulation 2 of the *Local Government (Financial Management) Regulations* (2) provides that the CEO is to —

- (a) ensure that the resources of the local government are effectively and efficiently managed;
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and

Section 6.19 of the *Local Government Act* provides that if a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

Section 41 of the *Health Act* provides that every local government may from time to time, as occasion may require, make and levy as aforesaid and cause to be collected an annual rate for the purpose of providing for the proper performance of all or any of the services mentioned in section 112, and the maintenance of any sewerage works constructed by the local government under Part IV. Such annual rate shall not exceed —

- (a) 12 cents in the dollar on the gross rental value; or
- (b) where the system of valuation on the basis of the unimproved value is adopted, 3 cents in the dollar on the unimproved value of the land in fee simple, provided that the local government may direct that the minimum annual amount payable in respect of any one separate tenement shall not be less than \$1.

Provided also, that where any land in the district is not connected with any sewer, and a septic tank or other sewerage system approved by the local government is installed and used upon such land by the owner or occupier thereof for the collection, removal, and disposal of nightsoil, urine, and liquid wastes upon such land, the local government may by an entry in the rate record exempt such land from assessment of the annual rate made and levied under this section, and, in lieu of such annual rate, may, in respect of such land, make an annual charge under and in accordance with section 106 for the removal of refuse from such land.

Section 112 of the *Health Act* provides that:

- (1) A local government may, and when the Executive Director, Public Health so requires, shall undertake or contract for the efficient execution of the following works within its district, or any specified part of its district:
 - (a) The removal of house and trade refuse and other rubbish from premises.
 - (b) The supply of disinfectants for the prevention or control of disease, and pesticides for the destruction of pests.
 - (c) The cleansing of sanitary conveniences and drains.
 - (d) The collection and disposal of sewage.
 - (e) The cleaning and watering of streets.
 - (f) The providing, in proper and suitable places, of receptacles for the temporary deposit of refuse and rubbish collected under this section.
 - (g) The providing of suitable places, buildings, and appliances for the disposal of refuse, rubbish and sewage.

- (ga) The construction and installation of plant for the disposal of refuse, rubbish and sewage.
- (h) The collection and disposal of the carcasses of dead animals, provided that it shall not be lawful to deposit nightsoil in any place where it will be a nuisance or injurious or dangerous to health.
- (2) Any local government which has undertaken or contracted for the efficient execution of any such work as aforesaid within its district or any part thereof may by local law prohibit any person executing or undertaking the execution of any of the work undertaken or contracted for within the district or within such part thereof as aforesaid, as the case may be, so long as the local government or its contractor executes or continues the execution of the work or is prepared and willing to execute or continue the execution of the work.
- (3) After the end of the year 1934 no nightsoil collected in one district shall be deposited in any other district, except with the consent of the local government of such other district, or of the Executive Director, Public Health.

Section 30 of the *Residential Tenancies Act* provides that:

- (1) Subject to this section, the rent payable under a residential tenancy agreement may be increased by the owner by notice in writing to the tenant specifying the amount of the increased rent and the day as from which the increased rent becomes payable, being a day —
 - (a) not less than 60 days after the day on which the notice is given; and
 - (b) not less than 6 months after the day on which the tenancy commenced, or, if the rent has been increased under this section, the day on which it was last so increased, but otherwise the rent shall not increase or be increased.
- (2) The right of the owner to increase rent in accordance with subsection (1) —
 - (a) is not exercisable in relation to an agreement that creates a tenancy for a fixed term during the currency of that term unless the agreement provides that the rent may increase or be increased; and
 - (b) in any case, may be excluded or limited by agreement between the owner and the tenant.
- (3) A notice of increase of rent that has been given in accordance with this section and that has not been withdrawn by the owner varies the residential tenancy agreement to the effect that the increased rent specified in the notice is payable under the agreement as from the day specified in the notice.

Section 66 of the *Waste Avoidance and Resource Recovery Act 2007* (Local government may impose waste collection rate) provides:

- (1) A local government may impose on rateable land within its district, and cause to be collected, an annual rate for the purpose of providing for the proper performance of all or any of the waste services it provides.
- (2) The annual rate must not exceed —
 - (a) 12 cents in the dollar on the gross rental value; or
 - (b) where the system of valuation on the basis of the unimproved value is adopted, 3 cents in the dollar on the unimproved value of the land in fee simple.

- (3) The provisions of the *Local Government Act 1995* relating to the making, payment and recovery of general rates apply with respect to rates referred to in subsection (1).

FINANCIAL IMPLICATIONS

2021/22 Budget

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK IMPLICATIONS

Failure to prepare and adopt an Annual Budget by 31 August each year. Preparation of the Annual Budget in a staged and planned process is presented through this report to Council to mitigate the risk.

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

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

VOTING REQUIREMENTS

Simple Majority

COMMITTEE'S RECOMMENDATION

That the draft 2021/22 Fees and Charges Schedule be adopted and included in the draft 2021/22 Budget.

COUNCIL RESOLUTION

M13/0321

Moved Cr Lawlor

Seconded Cr White

That the draft 2021/22 Fees and Charges Schedule be adopted and included in the draft 2021/22 Budget.

CARRIED 7/0

Attachment 11.5

SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
SPORTING CLUBS/COMMUNITY ORGANISATIONS						
Football Club	3,600.00	3,600.00	per year		↑ 0.00	Oval, Function Centre and Changerooms
Netball Clubs (Beverley Netball Club & Redbacks Netball Club)	550.00	550.00	per year		↑ 0.00	Courts, Function Centre and Changerooms
Cricket Club	550.00	550.00	per year		↑ 0.00	Oval, Function Centre and Changerooms
Hockey Club	550.00	550.00	per year		↑ 0.00	Oval, Function Centre and Changerooms
Horse and Pony Club (Annual Fee)	120.00	120.00	per year		↑ 0.00	Annual CPI Review as per Licence Agreement. Oval <u>NOT</u> included. Club provide own cleaner.
Horse and Pony Club (Extra Events)	185.00	185.00	per event		↑ 0.00	Includes Main Oval - Function Centre hire extra.
Tennis Club	605.00	605.00	per year		↑ 0.00	Club provide own cleaner/ Ablutions Only
Ladies Badminton Club	41.00	41.00	per booking (AM/PM/Eve)		↑ 0.00	Times must be allocated AM (Morning) PM (Afternoon) or Evening (Night)
Boot Scooting	41.00	41.00	per booking (AM/PM/Eve)		↑ 0.00	Times must be allocated AM (Morning) PM (Afternoon) or Evening (Night)
Ballet Group	41.00	41.00	per booking (AM/PM/Eve)		↑ 0.00	Times must be allocated AM (Morning) PM (Afternoon) or Evening (Night)
CRC Bingo	41.00	41.00	per booking (AM/PM/Eve)		↑ 0.00	Times must be allocated AM (Morning) PM (Afternoon) or Evening (Night)
Soaring Society	4,271.00	4,271.00	per year		↑ 0.00	Annual CPI Review and Billed July as per Lease Agreement.
Soaring Society - Hangar Fees	100.00	100.00	per glider/year		↑ 0.00	Fixed Fee - billed July as per Lease Agreement.
Tractor Pull	294.00	294.00	per event		↑ 0.00	Annual CPI Review as per Licence Agreement.
Beverley Districts Motor Cycle Club (Ulinga Park)	1,144.00	1,144.00	per year		↑ 0.00	Annual CPI Review as per Lease Agreement.
Ladies Hospital Auxiliary - Op Shop (Lesser Hall)	10.00	10.00	per week		↑ 0.00	Lesser Hall use.
Community Markets (Old School Building)	0.00	10.00	per event		↑ 10.00	Old School Building use.
Beverley Station Arts (Licence Fee)	107.00	107.00	per year		↑ 0.00	Annual CPI Review as per Licence Agreement.
Beverley Off Road Motor Sports Association (BORMSA)	2,000.00	2,000.00	per year		↑ 0.00	Fixed Lease.
Telstra (Mobile Tower Lease)	1,000.00	1,000.00	per year		↑ 0.00	Fixed Lease.
CORNERSTONE COMMUNITY CENTRE CHARGES						
Beverley Community Resource Centre Lease	12,156.00	12,156.00	per year		↑ 0.00	As per Mangement Agreement reviewed annually by CPI.
Commercial Office 1 Lease	100.00	100.00	per week		↑ 0.00	
Commercial Office 2 Lease	150.00	150.00	per week		↑ 0.00	
Commercial Office 3 Lease	90.00	90.00	per week		↑ 0.00	
Commercial Office 4 Lease	220.00	220.00	per week		↑ 0.00	
Creche Lease	350.00	350.00	per week		↑ 0.00	
Conference/Training Facility - Hourly	20.00	20.00	per hour		↑ 0.00	Per Room
Conference/Training Facility - Daily	140.00	140.00	per day		↑ 0.00	Per Room - max. 8 hours inc. use of Kitchen facilities.
Conference/Training Facility - Hourly - Community Group	10.00	10.00	per hour		↑ 0.00	Per Room. Incorporated bodies only. Includes use of tea and coffee making facilities.
Conference/Training Facility - Daily - Community Group	70.00	70.00	per day		↑ 0.00	Per Room - max. 8 hours inc. use of Kitchen facilities. Incorporated bodies only. Includes use of tea and coffee making facilities.
Electronic Display - Advertsing Set Up	0.00	55.00	per advert		↑ 55.00	As per Council Policy C015. Community Groups exempt.
Electronic Display - Monthly Advertsing	0.00	55.00	per month		↑ 55.00	As per Council Policy C015. Community Groups exempt.

Attachment 11.5

SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
ROAD MAINTENANCE CHARGES						
Austral Brick	5,000.00	5,000.00	per year		↑ 0.00	Road Maintenance Contribution as per Tonnage transported @ 48c per ton - \$5,000 agreed floor price.

Attachment 11.5

SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
HALL						Tables, Chairs, Crockery & Cutlery <u>not</u> to be removed from Hall
Main Hall - Community Group Functions	141.00	191.00	per day		↑ 50.00	Incorporated bodies only. Includes use of Kitchen and Bar Facilities less \$50 if not required.
Lesser Hall - Community Group Functions	102.00	152.00	per day		↑ 50.00	Incorporated bodies only. Includes use of Kitchen and Bar Facilities less \$50 if not required.
Full Complex - Community Group Functions	240.00	240.00	per day		↑ 0.00	Incorporated bodies only. Includes use of Kitchen and Bar Facilities
Main Hall - Private Functions	282.00	332.00	per day		↑ 50.00	Includes use of Kitchen and Bar Facilities less \$50 if not required.
Lesser Hall - Private Functions	205.00	255.00	per day		↑ 50.00	Includes use of Kitchen and Bar Facilities less \$50 if not required.
Full Complex - Private Functions	480.00	480.00	per day		↑ 0.00	Includes use of Kitchen and Bar Facilities
Full Complex - Special Functions	1,000.00	1,000.00	per Event		↑ 0.00	Includes Use of Kitchen and Bar Facilities. Access day before and after to set up/pack up. Use of Hall Chairs and Tables and Scaffold.
Community Meeting Room	FREE	FREE			↑ 0.00	Front room adjacent to Hall Foyer.
Bally Bally Hall	57.00	57.00	per day		↑ 0.00	Cleaning responsibility of Hirer.
Morbinning Hall	57.00	57.00	per day		↑ 0.00	Cleaning responsibility of Hirer.
Key Bond	50.00	50.00	per key	✓	↑ 0.00	Clubs pay one Bond per Season.
Function/Cleaning Bond	150.00	150.00	per event	✓	↑ 0.00	Function Application required. Clubs pay one Bond per Season.

Attachment 11.5

SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
EQUIPMENT RENTALS						
Chairs	1.00	1.00	per chair		↑ 0.00	Old Green Amenities Chairs (stored in Exhibition Shed) only.
Marquee/Tent (Old)	60.00	60.00	per day		↑ 0.00	
Marquee/Tent (New)	110.00	110.00	per day		↑ 0.00	
RECREATION GROUND						
Oval Hire (Day)	190.00	190.00	per day		↑ 0.00	APPLICATION MUST BE SUBMITTED and is SUBJECT TO APPROVAL
Oval Hire (Night)	267.00	267.00	per night		↑ 0.00	APPLICATION MUST BE SUBMITTED and is SUBJECT TO APPROVAL
Exhibition Shed	77.00	77.00	per day		↑ 0.00	Beverley Agricultural Society Exempt. If leased, private hire not available.
Exhibition Shed Commercial Lease	0.00	500.00	per year		↑ 500.00	Beverley Agricultural Society to have access for 2 weeks per year.
Ram Shed	77.00	77.00	per day		↑ 0.00	Beverley Agricultural Society Exempt.
Poultry Shed	77.00	77.00	per day		↑ 0.00	Beverley Agricultural Society Exempt.
Caravan Overflow (Per Van)	28.00	28.00	per day		↑ 0.00	Including Power.
FUNCTION & RECREATION CENTRE						
						Tables, Chairs, Crockery & Cutlery <u>not</u> to be removed from Centre
Community Group Functions	152.00	152.00	per day		↑ 0.00	Local Incorporated Bodies only. Kitchen, Bar and Outside Bbq use included in Function Centre hire fee.
Community Group Meetings	46.00	46.00	per event		↑ 0.00	Local Incorporated Bodies only. Use of meeting room only includes tea and coffee making facilities.
Private Functions	304.00	304.00	per day		↑ 0.00	Kitchen, Bar and Outside Bbq use included in Function Centre hire fee.
Private Meetings	91.00	91.00	per event		↑ 0.00	Use of meeting room only includes tea and coffee making facilities.
Key Bond	50.00	50.00	per key	✓	↑ 0.00	Clubs pay one Bond per Season.
Function/Cleaning Bond	150.00	150.00	per event	✓	↑ 0.00	Function Application required. Clubs pay one Bond per Season.

Attachment 11.5

SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
COMMUNITY BUS						24 seats inc driver, 50% subsidy for transport of school aged children (Local Children Only)
Fee Includes Fuel Charges etc. (Minimum \$50)	1.57	1.57	per km		↑ 0.00	Minimum Hire charge of \$50 applies.
CARAVAN PARK - Power Charges INCLUDED						
Powered - Van/RV Site	28.00	28.00	per day		↑ 0.00	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Unpowered - Van/RV Site	16.00	16.00	per day		↑ 0.00	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Powered - Campsite	16.00	16.00	per day		↑ 0.00	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Unpowered - Campsite	11.00	11.00	per day		↑ 0.00	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Additional Person/s (Age 5+ Years)	5.00	5.00	each per day		↑ 0.00	
Children 5 Years Or Under Showers	FREE 5.00	FREE 5.00	each per shower use		↑ ↑ 0.00	
Extended Stay Site (First 28 Days)	170.00	170.00	per week		↑ 0.00	Maximum of 2 Persons (Age 5+) (1-28 days) [140.91 + 14.09 GST]
Extended Stay Site (29+ Days)	170.00	170.00	per week	5% GST	↑ 0.00	Maximum of 2 Persons (Age 5+) 12 Weeks Max - Permission Required [146.92+8.08 GST]
CARAVAN PARK - Onsite Accommodation						All bookings to be made through the Online Portal. Payment via Credit Card.
One Bedroom Unit	0.00	120.00	per night		↑ 120.00	Accommodation for up to 2 people. 1 x King Size Bed
Two Bedroom Unit	0.00	140.00	per night		↑ 140.00	Accommodation for up to 4 people. 1 x King Size Bed 2 x King Single Beds
Extra Persons	0.00	15.00	per person		↑ 15.00	Double fold out couch available in each Unit. Limit 2 additional guests per Unit.
Additional Cleaning Fee	0.00	50.00	per hour		↑ 50.00	Where additional cleaning is required charged at the discretion of the Chief Executive Officer.
Cancellation/No Show Charge	0.00		One Nights Charge		↑ 0.00	Fee equivalent to one nights charge payable for no show or cancellation within 24 hours of booking.
One Bedroom Unit - Weekly Rate	0.00	700.00	per 7 days		↑ 700.00	Linen changed every 7 days.
Two Bedroom Unit - Weekly Rate	0.00	840.00	per 7 days		↑ 840.00	Linen changed every 7 days.
GYM MEMBERSHIP						
Junior Membership - 16-18 Years	75.00	75.00	6 months		↑ 0.00	Written permission required from Parent/Guardian.
Junior Membership - 16-18 Years	125.00	125.00	12 months		↑ 0.00	Written permission required from Parent/Guardian.
Adult Membership - Over 18 Years	120.00	120.00	6 months		↑ 0.00	
Adult Membership - Over 18 Years	200.00	200.00	12 months		↑ 0.00	
Senior/Pensioner Membership	75.00	75.00	6 months		↑ 0.00	
Senior/Pensioner Membership	125.00	125.00	12 months		↑ 0.00	
Occasional Use	50.00	50.00	30 Days		↑ 0.00	Must be 18 years old or over. Valid for up to 30 consecutive days from date of payment.
Personal Trainer Membership	0.00	400.00	12 months		↑ 400.00	Personal Trainers must provide a copy of Accreditation and CoC of Public Liability cover.
Gym Induction Fee	0.00	25.00			↑ 25.00	Compulsory for New Memberships only.
Gym Induction - Personal Trainer Consultation	0.00	25.00			↑ 25.00	Optional for New Memberships only; conducted at same time as compulsory induction.
Gym Access Card Bond	50.00	0.00	per Card	✓	↓ (50.00)	Bond returned via Cheque/EFT payment only.
Gym Access Card - Replacement	0.00	20.00	per Card		↑ 20.00	Applicable to replacement cards only.

Attachment 11.5

SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
SWIMMING POOL						
Adult	5.00	5.00	per entry		∅ 0.00	
Pensioner/Senior	3.00	3.00	per entry		∅ 0.00	
Child (17 Years and Under)	1.00	1.00	per entry		∅ 0.00	
Spectator	1.00	1.00	per entry		∅ 0.00	
Season Ticket - Adult	172.00	170.00	per season		∅ (2.00)	Equivalent to 34 Entries.
Season Ticket - Pensioner/Senior	103.00	102.00	per season		∅ (1.00)	Equivalent to 34 Entries.
Season Ticket - Child (17 years and under)	34.00	34.00	per season		∅ 0.00	Equivalent to 34 Entries.
Season Ticket - Family - Two Adults + 1 Child	303.00	300.00	per season		∅ (3.00)	20% Discount to Individual Season Rates.
Season Ticket - Family - Two Adults + 2 Children	330.00	327.00	per season		∅ (3.00)	20% Discount to Individual Season Rates.
Season Ticket - Family - Two Adults + 3 Children	359.00	354.00	per season		∅ (5.00)	20% Discount to Individual Season Rates.
Season Ticket - Family - Two Adults + 4 Children (Maximum)	386.00	381.00	per season		∅ (5.00)	20% Discount to Individual Season Rates.

Attachment 11.5

SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
COMMUNITY HEALTHY LIFESTYLE PACKAGE						
Combined 12 Month Gym Membership and Pool Season Pass (Adult)	299.00	296.00	per year		↓ (3.00)	20% Saving
Combined 12 Month Gym Membership and Pool Season Pass (Senior)	183.00	182.00	per year		↓ (1.00)	20% Saving
HUNT ROAD VILLAGE						
Rental Charge	150.00	150.00	per week	✓	↑ 0.00	
30B DAWSON STREET						
Rental Charge	250.00	250.00	per week	✓	↑ 0.00	
INDEPENDENT LIVING UNITS						
ILU Management Fee	71.00	71.00	per week per Unit	✓	↑ 0.00	As per ILU Contract.
ILU Deposit Drawdown	5,990.00	5,990.00	per Unit			As per ILU Contract.
BLARNEY ADVERTISING						
Size A ~ 122 X 180mm	96.00	96.00	per advert		↑ 0.00	
Size B ~ 122 X 89mm	47.00	47.00	per advert		↑ 0.00	
Size C ~ 60 X 89mm	29.00	29.00	per advert		↑ 0.00	
Size D ~ 5 Lines*	8.00	8.00	per advert		↑ 0.00	*MUST BE PAID IN ADVANCE
Size E ~ 3 Lines*	5.00	5.00	per advert		↑ 0.00	*MUST BE PAID IN ADVANCE
Size F ~ 122 X 135mm	72.00	72.00	per advert		↑ 0.00	
Size G ~ Full Page	182.00	182.00	per advert		↑ 0.00	
Trading Post	3.00	3.00	per advert		↑ 0.00	Trading Post Format - 120 Characters Maximum
12 Months Size A	960.00	960.00	per year		↑ 0.00	12 Editions
12 Months Size B	470.00	470.00	per year		↑ 0.00	12 Editions
12 Months Size C	290.00	290.00	per year		↑ 0.00	12 Editions
12 Months Size F	720.00	720.00	per year		↑ 0.00	12 Editions
12 Months Size G	1,820.00	1,820.00	per year		↑ 0.00	12 Editions

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SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
LIBRARY						
Library - Replacement Card	10.00	10.00	per card		↑ 0.00	
Library - Lost Books - Admin Fee	25.00	25.00	per investigation		↑ 0.00	Replacement Books to be charged at Cost.
FREEDOM OF INFORMATION (FOI)						
<i>Freedom of Information Regulations 1993</i>						
Personal Information About Applicant	No charge	No charge				Copies as per copying fees.
FOI - NON PERSONAL INFORMATION						
Application Fee	30.00	30.00	per application	✓		Disadvantaged applicants/pension card - 25% discount.
Time Dealing With Applicant	30.00	30.00	per hour	✓		
Access Time	30.00	30.00	per hour	✓		Supervised by staff.
Duplication Of Information			Actual cost + GST			
Delivery, Packing Or Postage			Actual cost + GST			
Deposits - Advance Deposit			75% of estimated cost			
ACCOUNT ENQUIRIES						
Rate Account Enquiry	203.00	250.00	per enquiry	✓	↑ 47.00	
Rates Credit Balance Refund - Admin Charge	50.00	50.00	per request		↑ 0.00	First credit balance refund free of charge per financial year.
Title Search	68.00	68.00	per enquiry		↑ 0.00	
Rate Book (Printed Or Electronic)	203.00	250.00	per copy		↑ 47.00	
RUBBISH/RECYCLING						
Refuse Collection	199.00	199.00	per refuse bin/year	✓	↑ 0.00	Annual March Quarter Perth CPI increase as per agreement.
Recycling Collection	89.00	89.00	per recycle bin/year	✓	↑ 0.00	Annual March Quarter Perth CPI increase as per agreement.

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SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
CAT LICENSE						
<i>Cat Act 2011</i>						
1. Annual registration of a cat, unless concessional fees are applicable.	20.00	20.00	per year	✓		
2. Concessional registration fee-						
a) Three Year Registration Period	42.50	42.50		✓		
b) Three Year Registration Period - Pensioner	21.25	21.25		✓		Full Concession Card required
c) Lifetime registration period	100.00	100.00		✓		
c) Lifetime registration period - Pensioner	50.00	50.00		✓		Full Concession Card required
d) Registration after 31 May in any year, for that registration year.	50% of fee payable otherwise.			✓		
3. Annual application for approval or renewal to breed cats (per cat).	100.00	100.00		✓		
CAT TRAP						
Cat Trap Hire	15.00	15.00	per day		↑ 0.00	Hire fees to be paid in advance
Cat Trap Bond	50.00	50.00	per hire	✓	↑ 0.00	Bond returned via Cheque payment
DOG LICENSE						
<i>Dog Act 1976</i>						
Dog - Male Or Female	50.00	50.00	1 year	✓	↑ 0.00	
Dog - Male Or Female	120.00	120.00	3 years	✓	↑ 0.00	
Dog - Male Or Female	250.00	250.00	Lifetime	✓	↑ 0.00	
Pension Rate: Dog - Male Or Female	25.00	25.00	1 year	✓	↑ 0.00	Full Concession Card required
Pension Rate: Dog - Male Or Female	60.00	60.00	3 years	✓	↑ 0.00	Full Concession Card required
Pension Rate: Dog - Male Or Female	125.00	125.00	Lifetime	✓	↑ 0.00	Full Concession & Certificate Of Sterilisation required
Pension Rate: Sterilised Dog Or Bitch	10.00	10.00	1 year	✓	↑ 0.00	Full Concession & Certificate Of Sterilisation required
Pension Rate: Sterilised Dog Or Bitch	21.25	21.25	3 years	✓	↑ 0.00	Full Concession & Certificate Of Sterilisation required
Pension Rate: Sterilised Dog Or Bitch	50.00	50.00	Lifetime	✓		
Sheep Dog	25% of fee otherwise payable		1 year	✓		
Sheep Dog	25% of fee otherwise payable		3 years	✓		
Sheep Dog	25% of fee otherwise payable		Lifetime	✓		
Sterilised Dog Or Bitch	20.00	20.00	1 year	✓	↑ 0.00	Certificate of Sterilisation required
Sterilised Dog Or Bitch	42.50	42.50	3 years	✓	↑ 0.00	Certificate of Sterilisation required
Sterilised Dog Or Bitch	100.00	100.00	Lifetime	✓	↑ 0.00	Certificate of Sterilisation required
Bulk Dog Registration	200.00	200.00		✓	↑ 0.00	For approved kennel establishments only. Fee payable per establishment.

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SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
DOG IMPOUNDING FEES						
Impound Fee	69.00	69.00	per impounding		↑ 0.00	
Sustenance	12.00	12.00	per day		↑ 0.00	
DOG PENALTIES/INFRINGEMENTS						
						Dog Act 1976
1. Unregistered Dog	100.00	100.00		✓	↑ 0.00	Double penalty for Dangerous Dog
2. Failure to give notice of new owner	40.00	40.00		✓	↑ 0.00	
3. Keeping more than the prescribed number of dogs	100.00	100.00		✓	↑ 0.00	
4. Breach of kennel establishment licence	200.00	200.00		✓	↑ 0.00	
5. Dog in public place without collar or registration tag	50.00	50.00		✓	↑ 0.00	Double penalty for Dangerous Dog
6. Owners name and address not on collar	50.00	50.00		✓	↑ 0.00	Double penalty for Dangerous Dog
7. Dog not held by a leash in certain public places	100.00	100.00		✓	↑ 0.00	Double penalty for Dangerous Dog
8. Failure to control a dog in exercise areas and rural areas	100.00	100.00		✓	↑ 0.00	Double penalty for Dangerous Dog
9. Greyhound not muzzled	200.00	200.00		✓	↑ 0.00	
10. Dog in place without consent	100.00	100.00		✓	↑ 0.00	Double penalty for Dangerous Dog
11. Dangerous dog not muzzled	250.00	250.00		✓	↑ 0.00	
12. Dangerous dog not on leash in exercise area	200.00	200.00		✓	↑ 0.00	
13. Dangerous dog not under continuous supervision	200.00	200.00		✓	↑ 0.00	
14. Dangerous dog in specifically prohibited area	200.00	200.00		✓	↑ 0.00	
15. Dangerous dog enclosure requirement not complied with	200.00	200.00		✓	↑ 0.00	
16. Dangerous dog not wearing specified collar	200.00	200.00		✓	↑ 0.00	
17. Dangerous dog signs not displayed	200.00	200.00		✓	↑ 0.00	
18. Local Government not advised of dangerous dog attack	200.00	200.00		✓	↑ 0.00	
19. Local Government not advised of missing dangerous dog	200.00	200.00		✓	↑ 0.00	
20. Local Government not advised of dangerous dog ownership change	200.00	200.00		✓	↑ 0.00	
21. Local Government not advised of dangerous dog location change	200.00	200.00		✓	↑ 0.00	
22. Failure to take steps against parasites	50.00	50.00		✓	↑ 0.00	
23. Dog causing nuisance	100.00	100.00		✓	↑ 0.00	Double penalty for Dangerous Dog
24. Failure to produce document issued under Dog Act 1976	100.00	100.00		✓	↑ 0.00	
25. Failure of alleged offender to give name and address.	100.00	100.00		✓	↑ 0.00	

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SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
PRIVATE WORKS						
Back Hoe With Post Hole Digger	184.00	184.00	per hour		↑ 0.00	With Shire Operator Only
Backhoe	184.00	184.00	per hour		↑ 0.00	With Shire Operator Only
Bobcat	137.00	137.00	per hour		↑ 0.00	With Shire Operator Only
Cherry Picker With Chainsaw	319.00	319.00	per hour		↑ 0.00	With 2 Shire Operators & Truck
Grader (BE001, BE003)	209.00	209.00	per hour		↑ 0.00	With Shire Operator Only
Loader (BE004, BE036)	196.00	196.00	per hour		↑ 0.00	With Shire Operator Only
Roller - Rubber Tyre (BE033)	184.00	184.00	per hour		↑ 0.00	With Shire Operator Only
Roller - Vibrator (BE033)	184.00	184.00	per hour		↑ 0.00	With Shire Operator Only
Slasher (BE008)	171.00	171.00	per hour		↑ 0.00	With Shire Operator Only
Tractor (BE023)	147.00	147.00	per hour		↑ 0.00	With Shire Operator Only
Tractor Ford (BE014)	147.00	147.00	per hour		↑ 0.00	With Shire Operator Only
Truck Light (BE015, BE028)	110.00	110.00	per hour		↑ 0.00	With Shire Operator Only
Truck Tandem (BE010, BE012, BE013)	142.00	142.00	per hour		↑ 0.00	With Shire Operator Only
LABOUR						
Engineering Consultation	180.00	180.00	per hour		↑ 0.00	Minimum Charge = One Hour
Works Staff	83.00	83.00	per hour		↑ 0.00	Minimum Charge = One Hour
BUILDING MATERIALS						
						SUPPLY RESTRICTIONS OF MATERIALS:
Gravel	44.00	44.00	per m ³		↑ 0.00	PICK UP - MIN. of 1m³ (During Tip Opening Hours Only)
Gravel - Truck Load	227.00	227.00	per truck load		↑ 0.00	DELIVERED - MIN. of 2m³
Metal - All Sizes	83.00	83.00	per m ³		↑ 0.00	CARTAGE extra
Metal - Truck Load	658.00	658.00	per truck load		↑ 0.00	Tandem truck carries ~ 8m ³ or 12 tonne
Metal Dust	44.00	44.00	per m ³		↑ 0.00	Loader Bucket = ~ 2 m ³
Metal Dust - Truck Load	227.00	227.00	per truck load		↑ 0.00	
Sand Filling	44.00	44.00	per m ³		↑ 0.00	
Sand Filling - Truck Load	202.00	202.00	per truck load		↑ 0.00	
Sweepings - When Available	42.00	42.00	per m ³		↑ 0.00	
Sweepings - Truck Load	329.00	329.00	per m ³		↑ 0.00	

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SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
CARTAGE						
Per Load - Cartage Both Ways	3.00	3.00	per km		↑ 0.00	Eg: Client is 20kms out, 40kms cartage is charged
RURAL ROAD NUMBERS						
Replacement Rural Road Numbers	100.00	100.00	per Sign		↑ 0.00	First Sign - No Charge. Replacement includes Sign, Post and Erection Labour.
TELSTRA/WATER CORP REINSTATEMENTS						
Bitumen & Concrete	443.00	443.00	per m ²		↑ 0.00	
Gravel	443.00	443.00	per m ²		↑ 0.00	
CROSS OVERS (RURAL) - Gravel Only						
300mm pipe	1,977.00	1,977.00	per Crossover (2x Pipes)		↑ 0.00	Payment to be made in Advance 50% subsidy for 1st crossover on the property
375mm pipe	PRICE ON APPLICATION					
450mm pipe	PRICE ON APPLICATION					
CROSS OVERS (TOWN SITE) - Concrete						
Per square metre	67.00	67.00	per m ²		↑ 0.00	Payment to be made in Advance 50% Subsidy for 1st Crossover of the property
STANDPIPES						
Per 1,000L (1kL)	8.35	9.35	per kL	✓	↑ 1.00	Charges billed monthly
Administration Charge	5.00	5.00	per Invoice		↑ 0.00	
Standpipe Access Card	0.00	20.00	per Card		↑ 20.00	
Non-potable water per 1,000L (1kL)	0.00	3.35	per kL	✓	↑ 3.35	Water from Town Dam. Charges billed monthly.

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SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
RESERVATIONS OF GRAVE PLOTS / NICHE WALLS						
Grave Reservation - Initial	101.00	101.00	per site		↑ 0.00	25 Years validity.
Niche Wall Single Reservation - Initial	101.00	101.00	per site		↑ 0.00	
Niche Wall Double Reservation - Initial	182.00	182.00	per two sites		↑ 0.00	25 Years validity.
Transfer of Reservation - Grave & Niche Wall	51.00	51.00	per reservation		↑ 0.00	25 Years validity from date of transfer.
Reservation - Renewal Every 5 Years	25.00	25.00	per site		↑ 0.00	APPLICABLE TO BOTH GRAVE PLOT & NICHE WALL RESERVATIONS
CEMETERIES - GRAVE PLOTS, DIGGING & ASSOCIATED CHARGES						
Grant of Right of Burial Charge	1,013.00	1,013.00			↑ 0.00	25 Year Period.
Standard Grave - Plot - Land 2.44m (L) X 1.52m (W) X 1.80m (D)	101.00	101.00	per Grave		↑ 0.00	On application of Grant of Right of Burial
Standard Grave - Grave digging to 1.80m	1,013.00	1,013.00	per Grave		↑ 0.00	On application of Grant of Right of Burial
Standard Grave - Grave Number Plate - Per Standard Plot	51.00	51.00	per Grave		↑ 0.00	On application of Grant of Right of Burial
Standard Grave - Overtime Fee - Weekends/Public Holidays/RDOs	760.00	760.00	per Grave (if applicable)		↑ 0.00	On application of Grant of Right of Burial (if applicable)
Plot - Land 2.44m (L) X 1.52m (W) X 1.80m (D)	101.00	101.00			↑ 0.00	
Double Plot - Land 2.44m (L) X 3.05m (W) X 1.80m (D)	152.00	152.00			↑ 0.00	
Triple Plot - Land 2.44m (L) X 4.57m (W) X 1.80m (D)	203.00	203.00			↑ 0.00	
Grave - Child (7 & Under) - Grave digging to 1.80m	507.00	507.00	per Grave		↑ 0.00	
Excess Depth Of 1.80m - Per Every 300mm	200.00	200.00	per each 300mm		↑ 0.00	
Reopening Of Grave - Ordinary	1,013.00	1,013.00	per Grave		↑ 0.00	
Reopening Of Grave - Child (7 & Under)	507.00	507.00	per Grave		↑ 0.00	
Exhumation Fee	2,026.00	2,026.00	per exhumation		↑ 0.00	In addition to grave digging charge.
Permission to Erect Headstone	152.00	152.00	per Headstone		↑ 0.00	PERMISSION and/or KERBING
Attendance When Required By Grantee	152.00	152.00	per attendance		↑ 0.00	
Internment Of Ashes In Grave Plot	152.00	152.00			↑ 0.00	
Extra Charge Of Ashes Internment - Overtime Fee - Weekends/Public Holidays/RDOs	253.00	253.00			↑ 0.00	
NICHE WALLS - PLOTS, INTERNMENT & ASSOCIATED CHARGES						
Internment Fee - Niche Wall - Single Compartment	203.00	203.00			↑ 0.00	Not including cost of PLAQUE / TABLET or FITTING
Internment Fee - Niche Wall - Double Compartment - 1st Internment	203.00	203.00			↑ 0.00	Not including cost of PLAQUE / TABLET or FITTING
Internment Fee - Niche Wall - Double Compartment - 2nd Internment	101.00	101.00			↑ 0.00	Not including cost of PLAQUE / TABLET or FITTING
Plaque Fee	AT COST	AT COST	per plaque			Plaque Cost to be recovered in full.
Plaque Installation Fee	152.00	152.00	per plaque		↑ 0.00	
Urn Container	25.00	25.00	per container		↑ 0.00	
Vases	75.00	75.00	per vase		↑ 0.00	Cost on application

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SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
REFUSE SITE FEES						
Asbestos Burial	119.00	119.00	per m ³		↑ 0.00	Minimum \$50 charge.
Asbestos Burial			Large quantities			Price based on per m ³ rate plus machine hire.
Building Rubble	29.00	29.00	per tonne		↑ 0.00	
Car Bodies	29.00	29.00	per car		↑ 0.00	
Concrete, Rock, Gravel, Sand Or Like	29.00	29.00	per tonne		↑ 0.00	
Fencing Wire	7.00	7.00	per m ³		↑ 0.00	
Putrescible Waste Organic Commercial	7.00	7.00	per m ³		↑ 0.00	
Rubbish Bag (Wool Bale)	7.00	7.00	per bag		↑ 0.00	
Bin 240L Domestic Waste Or 200L Drum Equivalent	3.00	3.00	per bin		↑ 0.00	
Trailer 6X4, Car, Ute Mixed Load	14.00	14.00	per load		↑ 0.00	
Trailer Tandem Axle Up To 2.5m In Length	29.00	29.00	per load		↑ 0.00	
Septic Tank Waste (Local)	253.00	253.00	per 2,000L		↑ 0.00	per 2,000L or part thereof.
Septic Tank Waste (Outside of Beverley District)	507.00	507.00	per 2,000L		↑ 0.00	per 2,000L or part thereof - Double Rate.
HEALTH FEES						
<i>Health Act 1911</i>						
Public Building Event Approval Registration Fee	200.00	200.00	per Registration	✓	↑ 0.00	
Food Premises Registration Fee	180.00	180.00	per Registration	✓	↑ 0.00	
Food Business Notification Fee	60.00	60.00	per Notification	✓	↑ 0.00	
Food Business (Food Stalls) Notification Fee	60.00	60.00	per Notification	✓	↑ 0.00	
Septic Tank/Onsite Waste Water Disposal Application	226.00	226.00	per Application	✓	↑ 0.00	

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SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
BUILDING FEES						
<i>Building Act 2011</i>						
Building Inspection	150.00	150.00	per Inspection	✓		
Building Certification	0.00		per Certification	✓		Price On Application
BCITF Levy	0.2% of total construction value for all works valued over \$20,000.00			✓		
Building Services Levy (BSL)						
Building Permit						
- \$45,000 or Less	61.65	61.65	per Application	✓		
- Over \$45,000	0.137% of the value of work		per Application	✓		
Demolition Permit						
- \$45,000 or Less	61.65	61.65	per Application	✓		
- Over \$45,000	0.137% of the value of work		per Application	✓		
Occupancy Permit or Building Approval Certificate for approved building work under s47, 49, 50 or 52 of the <i>Building Act</i> .						
- \$45,000 or Less	61.65	61.65	per Application	✓		
- Over \$45,000	61.65	61.65	per Application	✓		
Occupancy Permit or Building Approval Certificate for approved building work under s51 of the <i>Building Act</i> .						
- \$45,000 or Less	91.00	91.00	per Application	✓		
- Over \$45,000	0.18% of the value of work		per Application	✓		
Occupancy Permit or Building Approval Certificate for <u>unauthorised</u> building work under s51 of the <i>Building Act</i> .						
- \$45,000 or Less	123.30	123.30	per Application	✓		
- Over \$45,000	0.274% of the value of work		per Application	✓		
Occupancy Permit under s46 of the <i>Building Act</i> .						
- \$45,000 or Less	No Levy	No Levy				
- Over \$45,000	No Levy	No Levy				
Modification of Occupancy Permit for additional use of building on temporary basis under s48 of the <i>Building Act</i> .						
- \$45,000 or Less	No Levy	No Levy				
- Over \$45,000	No Levy	No Levy				

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SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
Building/Demolition Permits						
1. Certified application for building permit-						
a) for building work for a Class 1 or Class 10 building or incidental structure.	0.19% of the estimated value of building as determined by the relevant permit authority, but not less than \$105.			✓		
b) for building work for a Class 2 to Class 9 building or incidental structure.	0.09% of the estimated value of building as determined by the relevant permit authority, but not less than \$105.			✓		
2. Uncertified application for a building permit	0.32% of the estimated value of the building as determined by the relevant permit authority, but not less than \$105.			✓		
3. Application for a demolition permit -						
a) for demolition work in respect of a Class 1 or Class 10 building or incidental structure.	97.70	105.00		✓		
b) for demolition work in respect of a Class 2 to Class 9 building.	\$105 for each storey of the building.			✓		
4. Application to extend the time which a building or demolition permit has effect.	97.70	105.00		✓		
5. Application for an occupancy permit for a completed building.	97.70	105.00		✓		
6. Application for a temporary occupancy permit for an incomplete building.	97.70	105.00		✓		
7. Application for modification of an occupancy permit for additional use of a building on a temporary basis.	97.70	105.00		✓		
8. Application for a replacement occupancy permit for permanent change of the building's use/classification.	97.70	105.00		✓		
9. Application for an occupancy permit or building approval certificate for registration of strata scheme/plan of resubdivision.	10.80 107.70	11.60 115.00		✓		per Strata Unit minimum
10. Application for an occupancy permit for a building in respect of which unauthorised work has been done.	97.70	105.00		✓		
11. Application for a building approval certificate for a building in respect of which unauthorised work has been done.	97.70	105.00		✓		
12. Application to replace an occupancy permit for an existing building.	97.70	105.00		✓		
13. Application for a building approval certificate for an existing building where unauthorised work has not been done.	97.70	105.00		✓		
14. Application to extend the time during which an occupancy permit or building approval certificate has effect.	97.70	105.00		✓		

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SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
Building/Demolition Permits (Continued)						
15. Application as defined in Regulation 31 (for each building standard in respect of which a declaration is sought)	2,160.15	2,160.15		✓		
16. Inspection of pool enclosures.	58.45	58.45		✓		Regulation 53.
17. Local government approval of battery powered smoke alarms	179.40	179.40		✓		Regulation 61
18. Certificate of Design Compliance	0.19% of the estimated value of building as determined by the relevant permit authority, but not less than \$105.			✓		
19. Certificate of Building Compliance	0.32% of the estimated value of the building as determined by the relevant permit authority, but not less than \$105.			✓		

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SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
TOWN PLANNING FEES						
<i>Planning and Development Regulations 2009 (Part 7 Local Government Planning Charges)</i>						
1. Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is-						
(a) not more than \$50,000	147.00	147.00		✓	↑ 0.00	
(b) more than \$50,000 but not more than \$500,000	0.32% of the estimated cost of development			✓		
(c) more than \$500,000 but not more than \$2.5 million	\$1,700 + 0.257% for every \$1 in excess of \$500,000			✓		
(d) more than \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million			✓		
(e) more than \$5 million but not more than \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5 million			✓		
(f) more than \$21.5 million	34,196.00	34,196.00		✓	↑ 0.00	
2. Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus, by way of penalty, twice that fee.			✓		
3. Determining a development application for an extractive industry where the development has not commenced or been carried out	739.00	739.00		✓	↑ 0.00	
4. Determining a development application for an extractive industry where the development has commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that fee			✓		
5. Providing a subdivision clearance for						
(a) not more than 5 lots	73.00	73.00	per Lot	✓	↑ 0.00	
(b) more than 5 lots but not more than 195 lots	\$73 per lot for the first 5 lots and then \$35 per lot			✓		
(c) more than 195 lots	7,393.00	7,393.00		✓	↑ 0.00	
6. Determining an initial application for approval of a home occupation where the home occupation has not commenced.	222.00	222.00		✓	↑ 0.00	
7. Determining an initial application for approval of a home occupation where the home occupation has commenced.	The fee in item 6 plus, by way of penalty, twice that fee			✓		
8. Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires.	73.00	73.00		✓	↑ 0.00	
9. Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired.	The fee in item 8 plus, by way of penalty, twice that fee			✓		

Attachment 11.5

SHIRE OF BEVERLEY 2021/22 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2021						
Description	Charge 2019/20	Charge 2020/21	Frequency	GST Exempt	Increase \$	Information/Conditions
TOWN PLANNING FEES (Continued)						
<i>Planning and Development Regulations 2009 (Part 7 Local Government Planning Charges)</i>						
10. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out.	295.00	295.00		✓	↑ 0.00	
11. Determining an application for change of use or for alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out.	The fee in item 10 plus, by way of penalty, twice that fee.			✓		
12. Providing a zoning certificate	73.00	73.00		✓	↑ 0.00	
13. Replying to a property settlement questionnaire.	73.00	73.00		✓	↑ 0.00	
14. Providing written planning advice.	73.00	73.00		✓	↑ 0.00	
15. Scheme Amendments – initiated outside of Council						
Shire Planner	88.00	88.00	per hour		↑ 0.00	
Administration Officer	30.20	30.20	per hour		↑ 0.00	
16. Structure Plans – initiated outside of Council						
Shire Planner	88.00	88.00	per hour		↑ 0.00	
Administration Officer	30.20	30.20	per hour		↑ 0.00	
PLANNING ADVERTISING AND NOTIFICATION COSTS						
Applicant to pay	Borne by applicant					
DEVELOPMENT APPLICATIONS						
<i>Planning and Development (DAP) Amendment Regulations 2013</i>						
1. A DAP application where the estimated cost of development is-						
a) not less than \$3 million and less than \$7 million	3,503.00	3,503.00		✓	↑ 0.00	
b) not less than \$7 million and less than \$10 million	5,409.00	5,409.00		✓	↑ 0.00	
c) not less than \$10 million and less than \$12.5 million	5,885.00	5,885.00		✓	↑ 0.00	
d) not less than \$12.5 million and less than \$15 million	6,053.00	6,053.00		✓	↑ 0.00	
e) not less than \$15 million and less than \$17.5 million	6,221.00	6,221.00		✓	↑ 0.00	
f) not less than \$17.5 million and less than \$20 million	6,390.00	6,390.00		✓	↑ 0.00	
g) not less than \$20 million or more	6,557.00	6,557.00		✓	↑ 0.00	
2. An application under Reg.17	150.00	150.00		✓	↑ 0.00	
ROAD CLOSURE PROCESSING FEE						
Charge	253.00	253.00	per application		↑ 0.00	

11.6 2021/22 Budget – LTFP Capital Project Considerations

Submission To:	Ordinary Council Meeting 23 March 2021
Report Date:	16 March 2021
Applicant:	Shire of Beverley
File Reference:	ADM
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	Long Term Financial Plan – Capital Works Extract

SUMMARY

Council to consider reviewing the capital projects included in the 10 year Long Term Financial Plan (LTFP) and incorporating the identified projects in the LTFP for the 2021/22 financial year into the draft 2021/22 Budget.

BACKGROUND

Council's Long Term Financial Plan forms part of the integrated planning framework in which Council operates.

Council adopted the 10 year Long Term Financial Plan in November 2019. The LTFP working documents look at a 15 year forecast timeframe to allow easier updating of the LTFP year to year.

Council is requested to review the Capital projects identified in the current LTFP to inform the 2021/22 Budget.

COMMENT

Attached is the current long term capital plan which identifies the project, cost estimate, funding source estimate, execution year and categorises the project as either renewal, upgrade or new.

Suggested adjustments to the LTFP are:

- Remove Old Fire Station and 50 Dawson Street Roof Refurbishment as equipment has been purchased to complete in house;
- Move Stage 1 of the Swimming Pool Redevelopment (Plant and Bowls) to 2026;
- Move Stage 2 of the Swimming Pool Redevelopment (Buildings) to 2028;
- Review Aged Housing Development strategy (2025, 2027 and 2029);
- Move Old School Building Refurbishment to 2023 following Vincent Street Streetscape project;
- Review need for a 30kVa Mobile Generator and, if required, allocate funding year;
- Move Mainstreet Redevelopment (Vincent Street Streetscape Project) to 2022 and update funding mix;
- Reduce Roads to Recovery road works for 2022 as funding to be allocated to Vincent Street Streetscape Project; and
- Review Bridge Construction Projects i.e. Second River Crossing still a priority?

Councillor input regarding forecast capital projects, particularly relating to 2021/22 is welcomed.

A full review of Council's LTFP will be conducted in line with the review of its four year Corporate Business Plan.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

2021/22 Budget

STRATEGIC IMPLICATIONS

Goal 1 - Shire infrastructure is prepared for economic gains and an increase in our population. Goal 2 - Community infrastructure of significance, economic value and history adds value to our identity. Goal 4 - Vincent Street is activated and aesthetically improved. Goal 12 - Council leads the organisation and engages with the community in an accountable and professional manner.

POLICY IMPLICATIONS

A007 – Asset Management

RISK IMPLICATIONS

Medium - The Long Term Financial Plan will be used for planning future annual budgets and assessing the future financial sustainability and therefore it is important that the estimates are based on the appropriate and relevant assumptions. In preparing long term estimates there is a risk that the assumptions on which the estimates are based, do not hold true over time.

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

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

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION

That the capital projects identified in the Long Term Financial Plan for the 2021/22 financial year, as reviewed, be included in the draft 2021/22 Budget.

COUNCIL RESOLUTION

M14/0321

Moved Cr Pepper

Seconded Cr Martin

That the capital projects identified in the Long Term Financial Plan for the 2021/22 financial year, as reviewed, be included in the draft 2021/22 Budget.

CARRIED 7/0

Attachment 11.6

1

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
1 - LAND PURCHASE																								
1		Housing Land Acquisition	\$ 75,000		(\$ 75,000)	\$ 0					*													*
	Funding	- Building Reserve		(\$ 75,000)							*													*
2		Housing Land Acquisition	\$ 75,000		(\$ 75,000)	\$ 0							*											*
	Funding	- Building Reserve		(\$ 75,000)									*											*
3		Housing Land Acquisition	\$ 75,000		(\$ 75,000)	\$ 0									*									*
	Funding	- Building Reserve		(\$ 75,000)											*									*
4		Housing Land Acquisition	\$ 75,000		(\$ 75,000)	\$ 0											*							*
	Funding	- Building Reserve		(\$ 75,000)													*							*
		TOTAL - 1. LAND PURCHASES:	\$ 300,000	(\$ 300,000)	(\$ 300,000)	\$ 0																		

Attachment 11.6

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
2 - NON-SPECIALISED BUILDINGS																								
5		59 Smith St - Paint	\$ 15,000			\$ 15,000						*										*		
6		59 Smith St - Carpet	\$ 15,000			\$ 15,000							*									*		
7		6 Barnsley St - Paint	\$ 15,000			\$ 15,000				*												*		
8		6 Barnsley St - Carpet	\$ 15,000			\$ 15,000					*											*		
9		59 Smith St - Bathroom Refurb	\$ 20,000		(\$ 20,000)	\$ 0	*															*		
	Funding	- Building Reserve		(\$ 20,000)			*																	
10		6 Barnsley St - Bathroom Refurb	\$ 10,000			\$ 10,000		*														*		
11		59 Smith St - Solar Power	\$ 13,500			\$ 13,500	*																	*
12		6 Barnsley St - Solar Power	\$ 13,500			\$ 13,500	*																	*
13		6 Barnsley St - Patio & Paving	\$ 20,000		(\$ 20,000)	\$ 0					*											*		
	Funding	- Building Reserve		(\$ 20,000)							*													
14		Hunt Rd Village - Unit 7 Refurb	\$ 20,000		(\$ 20,000)	\$ 0	*															*		
	Funding	- Seniors Housing Reserve		(\$ 20,000)			*																	
15		Hunt Rd Village - Unit 1 Refurb	\$ 20,000		(\$ 20,000)	\$ 0	*															*		
	Funding	- Seniors Housing Reserve		(\$ 20,000)				*																
16		Hunt Rd Village - Unit 2 Refurb	\$ 20,000		(\$ 20,000)	\$ 0			*													*		
	Funding	- Seniors Housing Reserve		(\$ 20,000)					*															
17		Hunt Rd Village - Unit 3 Refurb	\$ 20,000		(\$ 20,000)	\$ 0				*												*		
	Funding	- Seniors Housing Reserve		(\$ 20,000)						*														
18		Hunt Rd Village - Unit 4 Refurb	\$ 20,000		(\$ 20,000)	\$ 0					*											*		
	Funding	- Seniors Housing Reserve		(\$ 20,000)							*													
19		Residential Housing	\$ 300,000		(\$ 300,000)	\$ 0						*												*
	Funding	- Building Reserve		(\$ 300,000)								*												
20		Residential Housing	\$ 300,000		(\$ 300,000)	\$ 0							*											*
	Funding	- Building Reserve		(\$ 300,000)									*											
21		Residential Housing	\$ 300,000		(\$ 300,000)	\$ 0									*									*
	Funding	- Building Reserve		(\$ 300,000)											*									
22		Residential Housing	\$ 300,000		(\$ 300,000)	\$ 0												*						*
	Funding	- Building Reserve		(\$ 300,000)														*						
TOTAL - 2. NON-SPECIALISED BUILDINGS:			\$ 1,437,000	(\$ 1,340,000)	(\$ 1,340,000)	\$ 97,000																		

Attachment 11.6

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
3 - SPECIALISED BUILDINGS																								
23		Old Court House Roof Replacement	\$ 70,000		\$ 0	\$ 70,000		*														*		
24		Rec Ground Play Area	\$ 40,000		(\$ 40,000)	\$ 0		*																*
	Funding	- Cropping Committee Reserve			(\$ 40,000)			*																
25		Swimming Pool Redevelopment - Stage 1	\$ 2,000,000		(\$ 2,000,000)	\$ 0							*									*		
	Funding	- Grant Funding			(\$ 1,300,000)								*											
	Funding	- Recreation Reserve			(\$ 350,000)								*											
	Funding	- Loan			(\$ 350,000)								*											
26		Swimming Pool Redevelopment - Stage 2	\$ 2,000,000		(\$ 2,000,000)	\$ 0									*							*		
	Funding	- Grant Funding			(\$ 1,300,000)										*									
	Funding	- Recreation Reserve			(\$ 350,000)										*									
	Funding	- Loan			(\$ 350,000)										*									
27		Recreation Grounds Redevelopment	\$ 500,000		(\$ 500,000)	\$ 0										*						*		
	Funding	- Grant Funding			(\$ 250,000)											*								
	Funding	- Recreation Reserve			(\$ 125,000)											*								
	Funding	- Loan			(\$ 125,000)											*								
28		Youth Activity Precinct	\$ 1,000,000		(\$ 1,000,000)	\$ 0		*																*
	Funding	- Grant Funding			(\$ 667,000)			*																
	Funding	- Recreation Reserve			(\$ 168,000)			*																
	Funding	- Loan			(\$ 165,000)			*																
29		Caravan Park Extension	\$ 350,000		(\$ 350,000)	\$ 0											*						*	
	Funding	- Building Reserve			(\$ 350,000)												*							
30		Avon River Park Redevelopment	\$ 500,000		(\$ 500,000)	\$ 0					*											*		
	Funding	- Grant Funding			(\$ 250,000)						*													
	Funding	- Loan			(\$ 150,000)						*													
	Funding	- Cropping Committee Reserve			(\$ 100,000)						*													
31		Aged Housing Development - Stage 1	\$ 800,000		(\$ 800,000)	\$ 0						*												*
	Funding	- Building Reserve			(\$ 266,000)							*												
	Funding	- Grant Funding			(\$ 534,000)							*												
32		Aged Housing Development - Stage 2	\$ 600,000		(\$ 600,000)	\$ 0								*										*
	Funding	- Building Reserve			(\$ 200,000)									*										
	Funding	- Grant Funding			(\$ 400,000)									*										
33		Aged Housing Development - Stage 3	\$ 600,000		(\$ 600,000)	\$ 0										*								*
	Funding	- Building Reserve			(\$ 200,000)										*									
	Funding	- Grant Funding			(\$ 400,000)										*									

Attachment 11.6

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
										*							*							
34		Old School Building Refurbishment	\$ 300,000		(\$ 300,000)	\$ 0				*													*	
	Funding	- Building Reserve		(\$ 150,000)					*															
	Funding	- Grant Funding		(\$ 150,000)					*															
35		Depot Relocation	\$ 1,000,000		(\$ 1,000,000)	\$ 0										*						*		
	Funding	- Grant Funding		(\$ 667,000)												*								
	Funding	- Building Reserve		(\$ 200,000)												*								
	Funding	- Loan		(\$ 133,000)												*								
TOTAL - 3. SPECIALISED BUILDINGS:			\$ 9,760,000	(\$ 9,690,000)	(\$ 9,690,000)	\$ 70,000																		

Attachment 11.6

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW	
4 - PLANT & EQUIPMENT																									
36		Plant Replacement - 2019/20	\$ 498,000		(\$ 160,000)	\$ 338,000	*															*			
	Funding	- Plant Replacement Reserve		(\$ 160,000)			*																		
37		Plant Replacement - 2020/21	\$ 377,000		(\$ 245,000)	\$ 132,000		*														*			
	Funding	- Plant Replacement Reserve		(\$ 245,000)				*																	
38		Plant Replacement - 2021/22	\$ 316,000			\$ 316,000			*													*			
39		Plant Replacement - 2022/23	\$ 287,000		(\$ 245,000)	\$ 42,000				*												*			
	Funding	- Plant Replacement Reserve		(\$ 245,000)					*																
40		Plant Replacement - 2023/24	\$ 327,000			\$ 327,000					*											*			
41		Plant Replacement - 2024/25	\$ 30,000			\$ 30,000						*										*			
42		Plant Replacement - 2025/26	\$ 251,000		(\$ 245,000)	\$ 6,000							*									*			
	Funding	- Plant Replacement Reserve		(\$ 245,000)									*												
43		Plant Replacement - 2026/27	\$ 320,000			\$ 320,000								*								*			
44		Plant Replacement - 2027/28	\$ 180,000			\$ 180,000									*							*			
45		Plant Replacement - 2028/29	\$ 299,000		(\$ 245,000)	\$ 54,000										*						*			
	Funding	- Plant Replacement Reserve		(\$ 245,000)												*									
46		Plant Replacement - 2029/30	\$ 490,000		(\$ 160,000)	\$ 330,000											*					*			
	Funding	- Plant Replacement Reserve		(\$ 160,000)													*								
47		Mobile Generator 30kVa	\$ 50,000			\$ 50,000			*															*	
TOTAL - 4. PLANT & EQUIPMENT:			\$ 3,425,000	(\$ 1,300,000)	(\$ 1,300,000)	\$ 2,125,000																			

Attachment 11.6

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Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
5 - FURNITURE & EQUIPMENT																								
48		Financial Management System	\$ 100,000		(\$ 100,000)	\$ 0						*											*	
	Funding	- Office Equipment Replacement Reserve		(\$ 100,000)								*												
TOTAL - 5. FURNITURE & EQUIPMENT:			\$ 100,000	(\$ 100,000)	(\$ 100,000)	\$ 0																		

Attachment 11.6

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
6 - ROAD CONSTRUCTION																								
49		Mainstreet Redevelopment	\$ 4,120,000		(\$ 3,800,150)	\$ 319,850			*													*		
	Funding	- Grant Funding		(\$ 1,807,314)					*															
	Funding	- Loan		(\$ 1,000,000)					*															
	Funding	- Road Reserve		(\$ 385,000)					*															
	Funding	- Mainstreet Redevelopment Reserve		(\$ 307,836)					*															
	Funding	- Roads To Recovery Funding		(\$ 300,000)					*															
50		Road Program - 2019/20	\$ 1,100,000		(\$ 620,000)	\$ 480,000	*															*		
	Funding	- Regional Road Group Funding		(\$ 320,000)			*																	
	Funding	- Roads To Recovery Funding		(\$ 300,000)			*																	
51		Road Program - 2020/21	\$ 1,100,000		(\$ 620,000)	\$ 480,000		*														*		
	Funding	- Regional Road Group Funding		(\$ 320,000)				*																
	Funding	- Roads To Recovery Funding		(\$ 300,000)				*																
52		Road Program - 2021/22	\$ 800,000		(\$ 320,000)	\$ 480,000			*													*		
	Funding	- Regional Road Group Funding		(\$ 320,000)					*															
	Funding	- Roads To Recovery Funding		\$ 0					*															
53		Road Program - 2022/23	\$ 1,100,000		(\$ 620,000)	\$ 480,000				*												*		
	Funding	- Regional Road Group Funding		(\$ 320,000)						*														
	Funding	- Roads To Recovery Funding		(\$ 300,000)						*														
54		Road Program - 2023/24	\$ 1,100,000		(\$ 620,000)	\$ 480,000					*											*		
	Funding	- Regional Road Group Funding		(\$ 320,000)							*													
	Funding	- Roads To Recovery Funding		(\$ 300,000)							*													
55		Road Program - 2024/25	\$ 1,100,000		(\$ 620,000)	\$ 480,000						*										*		
	Funding	- Regional Road Group Funding		(\$ 320,000)								*												
	Funding	- Roads To Recovery Funding		(\$ 300,000)								*												
56		Road Program - 2025/26	\$ 1,100,000		(\$ 620,000)	\$ 480,000							*									*		
	Funding	- Regional Road Group Funding		(\$ 320,000)									*											
	Funding	- Roads To Recovery Funding		(\$ 300,000)									*											
57		Road Program - 2026/27	\$ 1,100,000		(\$ 620,000)	\$ 480,000								*								*		
	Funding	- Regional Road Group Funding		(\$ 320,000)										*										
	Funding	- Roads To Recovery Funding		(\$ 300,000)										*										
58		Road Program - 2027/28	\$ 1,100,000		(\$ 620,000)	\$ 480,000									*							*		
	Funding	- Regional Road Group Funding		(\$ 320,000)											*									
	Funding	- Roads To Recovery Funding		(\$ 300,000)											*									
59		Road Program - 2028/29	\$ 1,100,000		(\$ 620,000)	\$ 480,000										*						*		
	Funding	- Regional Road Group Funding		(\$ 320,000)												*								
	Funding	- Roads To Recovery Funding		(\$ 300,000)												*								

Attachment 11.6

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Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	<u>NETT</u> COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
60		Road Program - 2029/30	\$ 1,100,000		(\$ 620,000)	\$ 480,000											*					*		
	Funding	- Regional Road Group Funding		(\$ 320,000)													*							
	Funding	- Roads To Recovery Funding		(\$ 300,000)													*							
	TOTAL - 6. ROAD CONSTRUCTION:		\$ 15,920,000	(\$ 10,320,150)	(\$ 10,320,150)	\$ 5,599,850																		

Attachment 11.6

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
7 - BRIDGE CONSTRUCTION																								
60		Second River Crossing	\$ 1,500,000		(\$ 1,500,000)	\$ 0										*							*	
	Funding	- Grant Funding		(\$ 1,500,000)												*								
61		Qualandry Crossing	\$ 1,500,000		(\$ 1,500,000)	\$ 0												*				*		
	Funding	- Grant Funding		(\$ 1,500,000)														*						
62		Kokeby Bridge	\$ 3,000,000		(\$ 3,000,000)	\$ 0					*											*		
	Funding	- Grant Funding		(\$ 3,000,000)							*													
63		Waterhatch Rd Narrow Bridge	\$ 1,900,000		(\$ 1,900,000)	\$ 0													*				*	
	Funding	- Grant Funding		(\$ 1,900,000)															*					
64		York Williams Rd Narrow Bridge	\$ 1,900,000		(\$ 1,900,000)	\$ 0							*										*	
	Funding	- Grant Funding		(\$ 1,900,000)									*											
TOTAL - 7. BRIDGE CONSTRUCTION:			\$ 9,800,000	(\$ 9,800,000)	(\$ 9,800,000)	\$ 0																		

Attachment 11.6

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETI COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
8 - FOOTPATH CONSTRUCTION																								
65	FC2001	Footpath Renewal - 2019/20	\$ 100,000		\$ 0	\$ 100,000	*															*		
66	FC2101	Footpath Renewal - 2020/21	\$ 100,000		\$ 0	\$ 100,000		*														*		
67	FC2201	Footpath Renewal - 2021/22	\$ 0		\$ 0	\$ 0			*													*		
68	FC2301	Footpath Renewal - 2022/23	\$ 200,000		\$ 0	\$ 200,000				*												*		
69	FC2401	Footpath Renewal - 2023/24	\$ 0		\$ 0	\$ 0					*											*		
70	FC2501	Footpath Renewal - 2024/25	\$ 100,000		\$ 0	\$ 100,000						*										*		
71	FC2601	Footpath Renewal - 2025/26	\$ 200,000		\$ 0	\$ 200,000							*									*		
72		Walk Trails	\$ 25,000		\$ 0	\$ 25,000	*																	*
TOTAL - 8. FOOTPATH CONSTRUCTION:			\$ 725,000	\$ 0	\$ 0	\$ 725,000																		

Attachment 11.7

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
9 - DRAINAGE CONSTRUCTION																								
73		Forrest/Bartram St Drainage - 2028/29	\$ 300,000		(\$ 300,000)	\$ 0									*								*	
	Funding	- Grant Funding		(\$ 300,000)											*									
TOTAL - 9. DRAINAGE CONSTRUCTION:			\$ 300,000	(\$ 300,000)	(\$ 300,000)	\$ 0																		
TOTALS:-			\$ 41,767,000	(\$ 33,150,150)	(\$ 33,150,150)	\$ 8,616,850																		

12. ADMINISTRATION

12.1 Regulation 17 Review

Submission To:	Ordinary Council Meeting 23 March 2021
Report Date:	24 February 2021
Applicant:	Shire of Beverley
File Reference:	ADM 0163
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	Audit Committee - 23 February 2021
Disclosure(s) Of Interest:	Nil
Attachments:	2020 Risk Profile

SUMMARY

Council to consider that the Risk Management review conducted by the Chief Executive Officer be received as recommended by the Audit and Risk Committee.

BACKGROUND

Under regulation 17 of the *Local Government (Audit) Amendment Regulations 2013*, the Chief Executive Officer is to review the appropriateness and effectiveness of the Shire of Beverley's systems and procedures in relation to risk management, internal control and legislative compliance.

COMMENT

The Chief Executive Officer and Deputy Chief Executive Officer have conducted a review using the Risk Management template provided by Council's Insurers, LGIS.

Attached is the summary of control results covering identified risk areas including:

- Misconduct;
- Business and Community disruption;
- Environmental management;
- Errors, omissions and delays;
- External theft and fraud;
- IT and Communication systems;
- Statutory compliance;
- Safety and security;
- Providing advice and information;
- Employment practices;
- Records management;
- Project/Change management;
- Engagement practices;
- Supplier management;
- Asset sustainability practices; and
- Facility management.

Each identified risk was considered individually with risk ratings being applied based on the following risk matrix:

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

Following the risk determination, improvement initiatives were formulated and enacting timeframes set with the aim of improving overall future risk ratings.

Risk assessment worksheets for each risk category have been provided under separate cover.

The Audit and Risk Committee reviewed the Regulation 17 Report at its 23 February 2021 meeting and recommend it be received.

STATUTORY ENVIRONMENT

Regulation 17 of the *Local Government (Audit) Amendment Regulations 2013* requires that:

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

N/A

POLICY IMPLICATIONS

2.3 Risk Management

RISK IMPLICATIONS

The risk in relation to this matter is assessed as Medium on the basis that the review of the Shire's governance, including systems and performance, is a legislated and an accountable requirement.

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

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

VOTING REQUIREMENTS

Simple Majority

COMMITTEE'S RECOMMENDATION

That the Regulation 17 review conducted by the Chief Executive Officer be received.

COUNCIL RESOLUTION

M15/0321

Moved Cr Lawlor

Seconded Cr White

That the Regulation 17 review conducted by the Chief Executive Officer be received.

CARRIED 6/1

Cr McLaughlin voted against the motion.

Attachment 12.1

Shire of Beverley Risk Dashboard Report December 2020					
Executive Summary					
<p>Being the Shire's third report under the introduced risk management framework, focus is on embedding and driving continual improvement. Future reports will continue to provide relevant insight and recommendations to assist governance activities for the Senior Management Team. It is supported by the attached documents that were produced through a workshop on the 15th December 2020.</p> <p>1. Risk Profiles for the 16 themes discussed. 2. Risk Management Policy amendments and Procedures.</p>					
Recommendations					
<p>Embedding 1. Arrange for the attached Policy amendments and Procedures to be endorsed and adopted.</p> <p>Risk Profiles 1. Discuss and review the attached Risk Profiles/Review and approve all Risk Profiles (from a Risk & Control perspective). 2. Confirm Current Issues / Actions / Treatments (Responsibility & Due Date)</p>					
Misconduct		Risk Low	Control Adequate	Business & community disruption	
Current Issues / Actions / Treatments		Responsibility		Current Issues / Actions / Treatments	
Due Date		Responsibility		Due Date	
Carry out new employee induction process	On Going	HR		Review LEM and Recovery Plans	Jun-21
Review Up Performance Review process	On Going	CEOM/OW/CEO		State Migration Works Funding	Jun-21
				Coordinate Migration Works	Jun-21
Inadequate environmental management		Risk Moderate	Control Adequate	Errors, omissions & delays	
Current Issues / Actions / Treatments		Responsibility		Current Issues / Actions / Treatments	
Due Date		Responsibility		Due Date	
Review of Landfill Remaining Life	Jun-21	EHO/MCW		Review and expand documented procedures for main activities	Jun-21
External theft & fraud (inc. Cyber Crime)		Risk High	Control Adequate	Failure of IT &/or communication systems and infrastructure	
Current Issues / Actions / Treatments		Responsibility		Current Issues / Actions / Treatments	
Due Date		Responsibility		Due Date	
Raise awareness of IT Security (eg Opening Emails)	Ongoing	DCEO		Review IT Disaster Recovery Plan	Dec-22
Review Depot Security	Jun-21	MRW		Test Generator Backup	Jun-21
Review IT Security	Ongoing	DCEO		Test Data Recovery	Jun-21
				Review IT Operating Expenses	Jun-21
Failure to fulfil statutory, regulatory or compliance requirements		Risk Moderate	Control Adequate	Inadequate safety and security practices	
Current Issues / Actions / Treatments		Responsibility		Current Issues / Actions / Treatments	
Due Date		Responsibility		Due Date	
Review Strategic Community, Corporate Business and Long Term Financial Plans	Dec-21	CEO		Prepare training register and training plans	Jun-21
				Implement Quarterly Workplace Safety Inspections	On Going
				Maintain Contractor Inductions	On Going
Providing inaccurate advice / information		Risk Moderate	Control Adequate	Ineffective employment practices	
Current Issues / Actions / Treatments		Responsibility		Current Issues / Actions / Treatments	
Due Date		Responsibility		Due Date	
Implement a performance review process for Executive Staff	Jun-21	CEO		Implement Performance Review Process	Jun-21
Monitor complaint register	On Going	DCEO		Review Workforce Plan (Risks & Action Plans) for inclusion where relevant	Jun-21
Inadequate document management processes		Risk Moderate	Control Adequate	Inadequate project / change management	
Current Issues / Actions / Treatments		Responsibility		Current Issues / Actions / Treatments	
Due Date		Responsibility		Due Date	
Explore implementation of Electronic Document Management System (EDMS)	Jun-21	EA		Conduct weekly project management meetings (or more often as appropriate)	On Going
				Monitor volume of projects to ensure available resources are not stretched	On Going
				Comply with funding requirements where applicable	On Going
Inadequate engagement practices		Risk Low	Control Adequate	Inadequate supplier / contract management	
Current Issues / Actions / Treatments		Responsibility		Current Issues / Actions / Treatments	
Due Date		Responsibility		Due Date	
Review Strategic Community Plan	Jun-21	CEO		Review Credit payment details change procedures	Jun-21
Review Social Media Policies, Procedures & Feedback	Jul-21	Tourism			
Inadequate asset sustainability practices		Risk High	Control Adequate	Ineffective management of facilities / venues / events	
Current Issues / Actions / Treatments		Responsibility		Current Issues / Actions / Treatments	
Due Date		Responsibility		Due Date	
Review Asset Management Plans	Dec-21	DCEO		No actions required at this stage	
Develop Residential Housing Policy	Dec-21	DCEO			
Develop Bridge Maintenance Program	Dec-21	MRW			

Attachment 12.1

Business & community disruption			Dec-20
This Risk Theme is defined as:			
Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal Shire business activities. The event may result in damage to buildings, property, plant & equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (inc. vandalism). This includes;			
<ul style="list-style-type: none"> • Lack of (or inadequate) emergency response / business continuity plans. • Lack of training to specific individuals or availability of appropriate emergency response. • Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident. • Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc 			
This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".			
Potential causes include:			
<ul style="list-style-type: none"> • Cyclone, Storm Surges, Fire, Earthquake • Terrorism / Sabotage / Criminal Behaviour • Epidemic / Pandemic • Extended power outage • Economic Factors • Loss of Key Staff 			
Key Controls	Type	Date	Shire Rating
<i>Business Continuity Framework</i>	<i>Preventative</i>	<i>Dec-20</i>	<i>Adequate</i>
<i>Volunteer Management & Training</i>	<i>Preventative</i>	<i>Dec-20</i>	<i>Adequate</i>
<i>LEM Exercises</i>	<i>Detective</i>	<i>Dec-20</i>	<i>Adequate</i>
<i>Functional LEMC</i>	<i>Preventative</i>	<i>Dec-20</i>	<i>Adequate</i>
<i>Current LEMA & Recovery Plans</i>	<i>Recovery</i>	<i>Dec-20</i>	<i>Adequate</i>
<i>Current Bushfire Risk Management Plan</i>	<i>Preventative</i>	<i>Dec-20</i>	<i>Effective</i>
Overall Control Ratings:			Adequate
Risk Ratings		Shire Rating	
Consequence:		<i>Major</i>	
Likelihood:		<i>Unlikely</i>	
Overall Risk Ratings:			Moderate
Key Indicators	Tolerance	Date	Overall Shire Result
Comments			
<i>As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2020.</i>			
Current Issues / Actions / Treatments		Due Date	Responsibility
<i>Review LEMA and Recovery Plans</i>		<i>Jun-21</i>	<i>CESM</i>
<i>Seek Mitigation Works Funding</i>		<i>Jun-21</i>	<i>CESM</i>
<i>Coordinate Mitigation Works</i>		<i>Jun-21</i>	<i>CESM</i>

Attachment 12.1

Failure of IT &/or communication systems and infrastructure			Dec-20
<p>This Risk Theme is defined as: Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:</p> <ul style="list-style-type: none"> • Hardware &/or Software • IT Network • Failures of IT Vendors <p>This also includes where poor governance results in the breakdown of IT maintenance such as:</p> <ul style="list-style-type: none"> • Configuration management • Performance Monitoring • IT Incident, Problem Management & Disaster Recovery Processes <p>This does not include new system implementations - refer "Inadequate Project / Change Management".</p>			
<p>Potential causes include:</p> <ul style="list-style-type: none"> • Weather impacts • Power outage at service provider • Out dated / inefficient hardware • Incompatibility between operating system and Microsoft • Power failure • Infrastructure breakdown such as landlines, radio communications. • Lack of training • Software vulnerability (e.g. MS Access) 			
Key Controls	Type	Date	Shire Rating
Data Back up Systems (Focus Networks)	Recovery	Dec-20	Effective
IT Vendor Support (Focus Networks)	Preventative / Recovery	Dec-20	Effective
UPS / Generator Entry Point	Preventative / Recovery	Dec-20	Effective
Disaster Recovery Plan	Detective	Dec-20	Adequate
IT Infrastructure Replacement / Refresh Program	Preventative	Dec-20	Effective
Overall Control Ratings:			Adequate
Risk Ratings		Shire Rating	
Consequence:		Moderate	
Likelihood:		Unlikely	
Overall Risk Ratings:			Moderate
Key Indicators	Tolerance	Date	Overall Shire Result
<p>Comments As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2020.</p>			
Current Issues / Actions / Treatments		Due Date	Responsibility
Review IT Disaster Recovery Plan		Dec-22	DCEO
Test Generator Backup		Jun-21	DCEO
Test Data Recovery		Jun-21	DCEO

Attachment 12.1

External theft & fraud (inc. Cyber Crime)			Dec-20
<p>This Risk Theme is defined as: Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;</p> <ul style="list-style-type: none"> • Fraud – benefit or gain by deceit • Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems • Theft – stealing of data, assets or information (no deceit) <p>Examples include:</p> <ul style="list-style-type: none"> • Scam Invoices • Cash or other valuables from 'Outstations'. 			
<p>Potential causes include:</p> <ul style="list-style-type: none"> • Inadequate security of equipment / supplies / cash • Robbery • Scam Invoices • Inadequate provision for patrons belongings • Lack of Supervision 			
Key Controls	Type	Date	Shire Rating
Security access - Admin Building	Preventative	Dec-20	Adequate
Depot Security	Preventative	Dec-20	Adequate
IT Firewall Systems	Preventative	Dec-20	Effective
Cameras	Preventative	Dec-20	Adequate
Overall Control Ratings:			Adequate
Risk Ratings		Shire Rating	
Consequence:		Major	
Likelihood:		Possible	
Overall Risk Ratings:		High	
Key Indicators	Tolerance	Date	Overall Shire Result
# Incidents			
<p>Comments As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2020.</p>			
Current Issues / Actions / Treatments	Due Date	Responsibility	
Raise awareness of IT Security (eg. Opening emails)	Ongoing	DCEO	
Review Depot Security	Jun-21	MOW	
Review IT Security	Ongoing	DCEO	

Attachemnt 12.1

Misconduct			Dec-20
<p>This Risk Theme is defined as: Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:</p> <ul style="list-style-type: none"> • Relevant authorisations not obtained. • Distributing confidential information. • Accessing systems and / or applications without correct authority to do so. • Misrepresenting data in reports. • Theft by an employee • Collusion between Internal & External parties <p>This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.</p>			
<p>Potential causes include:</p> <ul style="list-style-type: none"> • Lack of training • Changing of job titles • Delegated authority process inadequately implemented • Disgruntled employees • Lack of understanding • Poor internal checks (PO's and delegated authority) • Password sharing 			
Key Controls	Type	Date	Shire Rating
<i>Delegation Register - Framework</i>	<i>Detective</i>	<i>Dec-20</i>	Adequate
<i>Staff Induction Process (Code of Conduct)</i>	<i>Preventative</i>	<i>Dec-20</i>	Adequate
<i>Segregation of Duties (Financial) & Procurement</i>	<i>Preventative</i>	<i>Dec-20</i>	Adequate
<i>IT Security Access Framework (Profiles & Passwords)</i>	<i>Preventative</i>	<i>Dec-20</i>	Effective
<i>Staff Performance Reviews</i>	<i>Preventative</i>	<i>Dec-20</i>	Adequate
Overall Control Ratings:			Adequate
Risk Ratings		Shire Rating	
Consequence:		<i>Minor</i>	
Likelihood:		<i>Unlikely</i>	
Overall Risk Ratings:		Low	
Key Indicators	Tolerance	Date	Overall Shire Result
<p>Comments As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2020.</p>			
Current Issues / Actions / Treatments		Due Date	Responsibility
<i>Carry out new employee Induction process</i>		<i>On Going</i>	<i>HR</i>
<i>Follow up Performance Review process</i>		<i>On Going</i>	<i>CEO/MOW/DCEO</i>

Attachment 12.1

Inadequate safety and security practices			Dec-20
<p>This Risk Theme is defined as: Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:</p> <ul style="list-style-type: none"> Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants. Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc). Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc). Public Liability Claims, due to negligence or personal injury. Employee Liability Claims due to negligence or personal injury. Inadequate or unsafe modifications to plant & equipment 			
<p>Potential causes include:</p> <ul style="list-style-type: none"> Lack of appropriate PPE / Equipment Inadequate signage, barriers or other exclusion techniques Inadequate first aid supplies or trained staff Storage and use of Dangerous Goods Rubbish / Litter Control Ineffective / inadequate testing, sampling (similar health based req' Inadequate security arrangements Lack of mandate and commitment from Senior Management 			
Key Controls	Type	Date	Shire Rating
Workplace Inspections	Preventative	Dec-20	Adequate
Staff Individual Training Plans	Preventative	Dec-20	Inadequate
Hazard Register	Detective	Dec-20	Adequate
OSH Management Framework	Preventative	Dec-20	Adequate
Contractor / Site Inductions	Preventative	Dec-20	Effective
Staff Inductions	Preventative	Dec-20	Effective
Organisational Emergency Preparedness (Wardens, evacs etc)	Preventative	Dec-20	Adequate
Overall Control Ratings:			Adequate
Risk Ratings		Shire Rating	
Consequence:		Minor	
Likelihood:		Likely	
Overall Risk Ratings:			Moderate
Key Indicators	Tolerance	Date	Overall Shire Result
#881 Audit Results			
LTIFR			
<p>Comments As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2020.</p>			
Current Issues / Actions / Treatments	Due Date	Responsibility	
Prepare training register and training plans	Jun-21	HR	
Implement Quarterly Workplace Safety Inspections	On Going	HR	
Maintain Contractor Inductions	On Going	HR	
Conduct evacuation roleplay	Dec-21	DCEO	

Attachment 12.1

Inadequate project / change management **Dec-20**

This Risk Theme is defined as:
Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:
 • Inadequate Change Management Framework to manage and monitor change activities.
 • Inadequate understanding of the impact of project change on the business.
 • Failures in the transition of projects into standard operations.
 • Failure to implement new systems
 • Failures of IT Project Vendors/Contractors
 This includes Directorate or Service Unit driven change initiatives except new Plant & Equipment purchases. Refer "Inadequate Asset Management"

Potential causes include:

- Lack of communication and consultation
- Lack of Investment
- Ineffective management of expectations (scope creep)
- Inadequate project planning (resources/budget)
- Shire growth (too many projects)
- Inadequate monitoring and review
- Project risks not managed effectively
- Lack of Project methodology knowledge and reporting requirements

Key Controls	Type	Date	Shire Rating
Dedicated Project Management Team	Preventative	Dec-20	Effective
Weekly Project Meetings	Preventative	Dec-20	Effective
Contract Subject Matter Experts as appropriate	Preventative	Dec-20	Effective
Overall Control Ratings:			Effective

Risk Ratings	Shire Rating
Consequence:	Major
Likelihood:	Possible
Overall Risk Ratings:	High

Key Indicators	Tolerance	Date	Overall Shire Result
Project Budget	+10%	Dec-20	Ongoing financial management of projects
Project Timeline	+10%	Dec-20	Time pressure to deliver projects due to funding requirements

Comments
As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2020.

Current Issues / Actions / Treatments	Due Date	Responsibility
Conduct weekly project management meetings (or more often as appropriate)	On Going	CEO
Monitor volume of projects to ensure available resources are not stretched	On Going	CEO
Comply with funding requirements where applicable	On Going	DCEO

Attachment 12.1

Errors, omissions & delays **Dec-20**

This Risk Theme is defined as:
 Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;
 • Human errors, incorrect or incomplete processing
 • Inaccurate recording, maintenance, testing and / or reconciliation of data.
 • Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;
 • Inaccurate data being used for management decision making and reporting.
 • Delays in service to customers
 • Inaccurate data provided to customers
 This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

- Potential causes include:**
- Human Error
 - Inadequate procedures or training
 - Lack of Staff (or trained staff)
 - Incorrect information
 - Miscommunication

Key Controls	Type	Date	Shire Rating
<i>Documented Procedures / Checklists</i>	<i>Preventative</i>	<i>Dec-20</i>	Adequate
<i>Segregation of Duties (Financial Control)</i>	<i>Detective</i>	<i>Dec-20</i>	Adequate

Overall Control Ratings: **Adequate**

Risk Ratings	Shire Rating
Consequence:	<i>Insignificant</i>
Likelihood:	<i>Possible</i>
Overall Risk Ratings:	Low

Key Indicators	Tolerance	Date	Overall Shire Result

Comments
 As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2020.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review and expand documented procedures for main activities</i>	<i>Jun-21</i>	<i>DCEO</i>

Attachment 12.1

Inadequate document management processes			Dec-20
<p>This Risk Theme is defined as: Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:</p> <ul style="list-style-type: none"> • Contact lists. • Procedural documents. • 'Application' proposals/documents. • Contracts. • Forms, requests or other documents. 			
<p>Potential causes include:</p> <ul style="list-style-type: none"> • Spreadsheet/Database/Document corruption or loss • Inadequate access and / or security levels • Inadequate Storage facilities (including climate control) • High Staff turnover • Outdated record keeping practices / incompatible systems • Lack of system/application knowledge • High workloads and time pressures • Incomplete authorisation trails 			
Key Controls	Type	Date	Shire Rating
<i>Policy & Procedural Review Process</i>	<i>Detective</i>	<i>Dec-20</i>	Adequate
<i>Records Management Process (Hard Copy)</i>	<i>Preventative</i>	<i>Dec-20</i>	Adequate
<i>Records Management Process (Soft Copy)</i>	<i>Preventative</i>	<i>Dec-20</i>	Effective
<i>Records Management Policy</i>	<i>Preventative</i>	<i>Dec-20</i>	Effective
<i>Off-site Archiving (Zirco)</i>	<i>Preventative</i>	<i>Dec-20</i>	Effective
Overall Control Ratings:			Adequate
Risk Ratings		Shire Rating	
Consequence:		<i>Moderate</i>	
Likelihood:		<i>Unlikely</i>	
Overall Risk Ratings:			Moderate
Key Indicators	Tolerance	Date	Overall Shire Result
<i># Documents not stored electronically or archived off-site</i>			
<p>Comments <i>As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2020.</i></p>			
Current Issues / Actions / Treatments		Due Date	Responsibility
<i>Explore implementation of Electronic Document Management System (EDMS)</i>		<i>Jun-21</i>	<i>EA</i>

Attachment 12.1

Inadequate supplier / contract management			Dec-20
This Risk Theme is defined as:			
Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:			
<ul style="list-style-type: none"> • Concentration issues • Vendor sustainability 			
It does not include failures in the tender process; refer "Inadequate Procurement, Disposal or Tender Practices".			
Potential causes include:			
<ul style="list-style-type: none"> • Funding • Complexity and quantity of work • Inadequate tendering process • Geographical remoteness • Inadequate contract management practices • Ineffective monitoring of deliverables • Lack of planning and clarity of requirements • Historical contracts remaining 			
Key Controls	Type	Date	Shire Rating
<i>Purchasing Policy</i>	<i>Preventative</i>	<i>Dec-20</i>	<i>Effective</i>
<i>Purchase Order Procedure</i>	<i>Preventative</i>	<i>Dec-20</i>	<i>Adequate</i>
<i>Tender Register</i>	<i>Preventative</i>	<i>Dec-20</i>	<i>Adequate</i>
<i>Contractor Inductions</i>	<i>Preventative</i>	<i>Dec-20</i>	<i>Effective</i>
Overall Control Ratings:			Adequate
Risk Ratings		Shire Rating	
Consequence:		<i>Moderate</i>	
Likelihood:		<i>Possible</i>	
Overall Risk Ratings:			Moderate
Key Indicators	Tolerance	Date	Overall Shire Result
Comments			
<i>As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2020.</i>			
Current Issues / Actions / Treatments		Due Date	Responsibility
<i>Review Creditor payment detail change procedures.</i>		<i>Jun-21</i>	<i>DCEO</i>

Attachment 12.1

Ineffective employment practices			Dec-20
<p>This Risk Theme is defined as: Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;</p> <ul style="list-style-type: none"> • Breaching employee regulations (excluding OH&S). • Discrimination, Harassment & Bullying in the workplace. • Poor employee wellbeing (causing stress) • Key person dependencies without effective succession planning in place. • Induction issues. • Terminations (including any tribunal issues). • Industrial activity. <p>Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.</p>			
<p>Potential causes include:</p> <ul style="list-style-type: none"> • Leadership failures • Available staff / volunteers are generally highly transient. • Single Person Dependencies • Poor internal communications / relationships • Ineffective performance management programs or procedures. • Ineffective training programs or procedures. • Limited staff availability - mining / private sectors (pay & conditions). • Inadequate Induction practices. 			
Key Controls	Type	Date	Shire Rating
<i>Policy & Procedures</i>	<i>Preventative</i>	<i>Dec-20</i>	<i>Adequate</i>
<i>Training Needs Analysis & Training Register</i>	<i>Preventative</i>	<i>Dec-20</i>	<i>Adequate</i>
<i>Cross Skilling / Multi tasking</i>	<i>Preventative</i>	<i>Dec-20</i>	<i>Effective</i>
<i>Internal Communication (Meetings / Newsletter)</i>	<i>Preventative</i>	<i>Dec-20</i>	<i>Adequate</i>
<i>Staff Inductions (Code of Conduct Component)</i>	<i>Preventative</i>	<i>Dec-20</i>	<i>Effective</i>
<i>Performance Review Process</i>	<i>Detective</i>	<i>Dec-20</i>	<i>Adequate</i>
Overall Control Ratings:			Adequate
Risk Ratings		Shire Rating	
Consequence:		<i>Minor</i>	
Likelihood:		<i>Unlikely</i>	
Overall Risk Ratings:			Low
Key Indicators	Tolerance	Date	Overall Shire Result
<i>% Staff turnover rate</i>			
<i>Absenteeism</i>			
<i>Workers Compensation Claims (Stress Claims)</i>			
<i>Upcoming Retirements</i>			
<p>Comments As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2020.</p>			
Current Issues / Actions / Treatments		Due Date	Responsibility
<i>Implement Performance Review Process</i>		<i>Jun-21</i>	<i>CEO</i>
<i>Review Workforce Plan (Risks & Action Plans) for inclusion where relevant</i>		<i>Jun-21</i>	<i>CEO</i>

Attachment 12.1

Failure to fulfil statutory, regulatory or compliance requirements			Dec-20
<p>This Risk Theme is defined as: Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.</p> <p>This <u>does not</u> include Occupational Safety & Health Act (refer "Inadequate employee and visitor safety and security") or any Employment Practices based legislation (refer "Ineffective Employment practices")</p> <p>It does include the Local Government Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for Local Government.</p>			
<p>Potential causes include:</p> <ul style="list-style-type: none"> • Lack of training, awareness and knowledge • Staff Turnover • Inadequate record keeping • Ineffective processes • Lack of Legal Expertise • Councillor Turnover • Breakdowns in Tender process • Ineffective monitoring of changes to legislation 			
Key Controls	Type	Date	Shire Rating
Compliance Return (DLG)	Detective	Dec-20	Adequate
Compliance Calendars	Preventative	Dec-20	Effective
External Auditor Reviews (Compliance)	Detective	Dec-20	Effective
Subscriptions (WALGA)	Preventative	Dec-20	Adequate
Induction Process - Councillors / Staff	Preventative	Dec-20	Adequate
Tender Process (eQuotes)	Preventative	Dec-20	Effective
IPRF Reviews and Updates	Preventative	Dec-20	Adequate
Overall Control Ratings:			Adequate
Risk Ratings		Shire Rating	
Consequence:		Major	
Likelihood:		Unlikely	
Overall Risk Ratings:			Moderate
Key Indicators	Tolerance	Date	Overall Shire Result
<p>Comments As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2020.</p>			
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Strategic Community, Corporate Business and Long Term Financial Plans.	Dec-21	CEO	

Attachment 12.1

Inadequate asset sustainability practices **Dec-20**

This Risk Theme is defined as:
Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal. Areas included in the scope are;

- Inadequate design (not fit for purpose)
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities.
- Inadequate financial management and planning.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

- Potential causes include:**
- Skill level & behaviour of operators
 - Lack of trained staff
 - Outdated equipment
 - Unavailability of parts
 - Lack of formal or appropriate scheduling (maintenance / inspections)
 - Unexpected breakdowns

Key Controls	Type	Date	Shire Rating
Asset Management System (Synergy Asset Register)	Preventative	Dec-20	Adequate
Asset Management Plan	Preventative	Dec-20	Adequate
Planned Building Maintenance	Detective	Dec-20	Adequate
Asset Replacement Program	Preventative	Dec-20	Adequate
Road Asset Management System (RAMM)	Preventative	Dec-20	Adequate
Overall Control Ratings:			Adequate

Risk Ratings	Shire Rating
Consequence:	Major
Likelihood:	Possible
Overall Risk Ratings:	High

Key Indicators	Tolerance	Date	Overall Shire Result
Asset Sustainability Ratio	90% - 100%	2020	61%
Asset Consumption Ratio	50% - 75%	2020	104%
Asset Renewal Funding Ratio	95% - 105%	2020	194%

Comments
As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2020.

Current Issues / Actions / Treatments	Due Date	Responsibility
Review Asset Management Plans	Dec-21	DCEO
Develop Residential Housing Policy	Dec-21	DCEO
Develop Bridge Maintenance Program	Dec-21	MOW

Attachment 12.1

Inadequate engagement practices			Dec-20
<p>This Risk Theme is defined as: Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example:</p> <ul style="list-style-type: none"> - Following up on any access & inclusion issues. - Infrastructure Projects. - Regional or District Committee attendance. - Local Planning initiatives. - Strategic Planning initiatives <p>This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.</p>			
<p>Potential causes include:</p> <ul style="list-style-type: none"> • Budget / funding issues • Media attention • Inadequate documentation or procedures • Short lead times • Miscommunication / Poor communication • Relationship breakdowns with community groups 			
Key Controls	Type	Date	Shire Rating
Open Council Meetings	Preventative	Dec-20	Adequate
Newsletter (Beverley Blarney)	Preventative	Dec-20	Adequate
Annual electors meeting	Detective	Dec-20	Adequate
Online Engagement (Website & Social Media)	Detective	Dec-20	Effective
Establish Working Groups for large Capital Project Planning	Detective	Dec-20	Effective
Overall Control Ratings:			Adequate
Risk Ratings		Shire Rating	
Consequence:		Minor	
Likelihood:		Unlikely	
Overall Risk Ratings:			Low
Key Indicators	Tolerance	Date	Overall Shire Result
% community feeling they have opportunities to participate in planning			
% community satisfaction with the Shire's advocacy and community representation			
<p>Comments As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2020.</p>			
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Strategic Community Plan	Jun-21	CEO	
Review Social Media Policies, Procedures & Feedback	Jun-21	TownsM:	

Attachment 12.1

Ineffective management of facilities / venues / events			Dec-20
This Risk Theme is defined as:			
Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes;			
<ul style="list-style-type: none"> • Inadequate procedures in place to manage the quality or availability. • Ineffective signage • Booking issues • Financial interactions with hirers / users • Oversight / provision of peripheral services (eg. cleaning / maintenance) 			
Potential causes include:			
<ul style="list-style-type: none"> • Double bookings • Illegal alcohol consumption • Managing bond payments • Animal contamination. • Failed chemical / health requirements. • Access to facilities / venues 			
Key Controls	Type	Date	Shire Rating
<i>Events Policy / Procedures</i>	<i>Preventative</i>	<i>Dec-20</i>	Adequate
<i>Booking System (Outlook Calendar)</i>	<i>Preventative</i>	<i>Dec-20</i>	Adequate
<i>Maintenance Schedules</i>	<i>Detective</i>	<i>Dec-20</i>	Adequate
<i>Complaints Register</i>	<i>Detective</i>	<i>Dec-20</i>	Effective
Overall Control Ratings:			Adequate
Risk Ratings		Shire Rating	
Consequence:		<i>Moderate</i>	
Likelihood:		<i>Unlikely</i>	
Overall Risk Ratings:		Moderate	
Key Indicators	Tolerance	Date	Overall Shire Result
<i>Attendance at Arts & cultural activities</i>			
<i>% community satisfaction with with services and facilities</i>			
Comments			
<i>As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2020.</i>			
Current Issues / Actions / Treatments		Due Date	Responsibility
<i>No actions required at this stage</i>			

Attachment 12.1

Inadequate environmental management			Dec-20
This Risk Theme is defined as:			
Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes;			
<ul style="list-style-type: none"> • Lack of adequate planning and management of coastal erosion issues. • Failure to identify and effectively manage contaminated sites (including groundwater usage). • Waste facilities (landfill / transfer stations). • Weed control. • Ineffective management of water sources (reclaimed, potable) • Illegal dumping. • Illegal clearing / land use. 			
Potential causes include:			
<ul style="list-style-type: none"> • Inadequate management of landfill sites • Inadequate reporting / oversight frameworks • lack of understanding / knowledge • Community apathy. • Inadequate local laws / planning schemes 			
Key Controls	Type	Date	Shire Rating
Landfill Site Management Procedures	Detective	Dec-20	Effective
Security at Landfill Site	Preventative	Dec-20	Effective
Mosquito Control	Preventative	Dec-20	Adequate
Monitoring bores	Detective	Dec-20	Adequate
Overall Control Ratings:			Adequate
Risk Ratings		Shire Rating	
Consequence:		Major	
Likelihood:		Unlikely	
Overall Risk Ratings:			Moderate
Key Indicators	Tolerance	Date	Overall Shire Result
Comments			
As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2020.			
Current Issues / Actions / Treatments		Due Date	Responsibility
Review of Landfill Remaining Life		Jun-21	EHO/MOW

12.2 Compliance Audit Return

Submission To:	Ordinary Council Meeting 23 March 2021
Report Date:	10 March 2021
Applicant:	Shire of Beverley
File Reference:	ADM 0237
Author and Position:	S.P. Gollan, Chief Executive Officer
Previously Before Council:	Audit Committee – 9 March 2021
Disclosure(s) Of Interest:	Nil
Attachments:	2020 Compliance Audit Return

SUMMARY

Council to consider the adoption of the 2020 Compliance Audit Return as recommended by the Audit and Risk Committee.

BACKGROUND

The *Local Government Act 1995* requires all Western Australian Local Authorities to complete a Compliance Audit Return (CAR), distributed by the Department of Local Government, in relation to activities undertaken by the local authority in the preceding calendar year.

COMMENT

Attached is a certified copy of the CAR for Committee's consideration. The Audit and Risk Committee must review the document before it can recommend that Council adopt and forward to the Minister for Local Government (no later than the 31st March each year).

The Audit and Risk Committee reviewed the CAR at its meeting on 9 March 2021 where some comments were added as further explanation to responses.

The CAR is reflective of 1 January 2020 – 31 December 2020.

STATUTORY ENVIRONMENT

Local Government Act 1995 and Regulation 13 of the *Local Government Audit Regulations*, Clauses 14 and 15

14. Compliance audit return to be prepared

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3) A compliance audit return is to be
 - (a) presented to the council at a meeting of the council;
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15. Completion of compliance audit

(1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with:

- (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c) and
- (b) any additional information explaining or qualifying the compliance audit

is to be submitted to the Executive Director by 31 March next following the period to which the return relates.

(2) In this regulation:

Certified in relation to compliance audit return means signed by:

- (a) the mayor or president; and
- (b) The CEO

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

Nil

RISK IMPLICATIONS

It is a legislative requirement for local governments to complete a CAR. This report mitigates the risk of non-compliance with the regulations.

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

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

VOTING REQUIREMENTS

Simple Majority

COMMITTEE'S RESOMMENDATION

That:

1. the Compliance Audit Return 2020 be adopted; and
2. the Chief Executive Officer and Shire President be authorised to sign and submit the 2020 Compliance Audit Return to the Department of Local Government, Sport and Cultural Industries.

COUNCIL RESOLUTION

M16/0321

Moved Cr White

Seconded Cr Martin

That:

1. the Compliance Audit Return 2020 be adopted; and
2. the Chief Executive Officer and Shire President be authorised to sign and submit the 2020 Compliance Audit Return to the Department of Local Government, Sport and Cultural Industries.

CARRIED 6/1

Cr McLaughlin voted against the motion.

Attachment 12.2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Beverley - Compliance Audit Return 2020

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		Stephen P Gollan
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Stephen P Gollan
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Stephen P Gollan
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Stephen P Gollan
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Stephen P Gollan

Attachment 12.2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A	No Committee has any delegated authority.	Stephen P Gollan
2	s5.16	Were all delegations to committees in writing?	N/A		Stephen P Gollan
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	N/A		Stephen P Gollan
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Stephen P Gollan
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	No		Stephen P Gollan
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Stephen P Gollan
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Stephen P Gollan
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Stephen P Gollan
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Stephen P Gollan
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Stephen P Gollan
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Stephen P Gollan
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes		Stephen P Gollan
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Stephen P Gollan
Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Stephen P Gollan

Attachment 12.2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		Stephen P Gollan
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Stephen P Gollan
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	N/A	No new Staff or Councillors	Stephen P Gollan
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes		Stephen P Gollan
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Stephen P Gollan
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Stephen P Gollan
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Stephen P Gollan
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Stephen P Gollan
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Stephen P Gollan
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Stephen P Gollan
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Stephen P Gollan
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Stephen P Gollan

Attachment 12.2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Stephen P Gollan
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes		Stephen P Gollan
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes		Stephen P Gollan
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Stephen P Gollan
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Stephen P Gollan
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	No		Stephen P Gollan
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes		Stephen P Gollan
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes		Stephen P Gollan

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	N/A		Stephen P Gollan
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Stephen P Gollan

Attachment 12.2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Elections						
No	Reference	Question	Response	Comments	Respondent	
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	N/A	No Elections in 2020	Stephen P Gollan	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A		Stephen P Gollan	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	N/A		Stephen P Gollan	
Finance						
No	Reference	Question	Response	Comments	Respondent	
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Stephen P Gollan	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Stephen P Gollan	
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	Yes		Stephen P Gollan	
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	Yes		Stephen P Gollan	
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	No	The Auditor's Report has not been received from the Office of Auditor General.	Stephen P Gollan	
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A		Stephen P Gollan	

Attachment 12.2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
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No	Reference	Question	Response	Comments	Respondent
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	N/A	The Auditor's Report has not been received from the Office of Auditor General.	Stephen P Gollan
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	The Auditor's Report has not been received from the Office of Auditor General.	Stephen P Gollan
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	The Auditor's Report has not been received from the Office of Auditor General.	Stephen P Gollan
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes		Stephen P Gollan
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	No	The Auditor's Report has not been received from the Office of Auditor General.	Stephen P Gollan

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	22 May 2018	Stephen P Gollan
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	25 February 2014 - Review is in progress.	Stephen P Gollan
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	No	The Corporate Business Plan is under review.	Stephen P Gollan

Attachment 12.2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	CEO position not advertised	Stephen P Gollan
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		Stephen P Gollan
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Stephen P Gollan
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Stephen P Gollan
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	No senior position dismissed or employed.	Stephen P Gollan
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Stephen P Gollan
Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		Stephen P Gollan
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	N/A	There is a register, however no complaints to date have been received or resulted in a finding.	Stephen P Gollan
3	s5.121(2)	Does the complaints register include all information required by section 5.121 (2)?	Yes		Stephen P Gollan
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Stephen P Gollan
Optional Questions					

Attachment 12.2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
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and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	25 February 2020	Stephen P Gollan
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	To be confirmed 23 March 2021 (for 2020) 17 December 2019 (for 2019) 26 February 2019 (for 2018)	Stephen P Gollan
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	N/A		Stephen P Gollan
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	N/A		Stephen P Gollan
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	Yes		Stephen P Gollan
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes		Stephen P Gollan
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Stephen P Gollan
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Stephen P Gollan
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes		Stephen P Gollan
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes		Stephen P Gollan

Attachment 12.2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Stephen P Gollan
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Stephen P Gollan
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Stephen P Gollan
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Stephen P Gollan
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	No multiple contracts	Stephen P Gollan
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	N/A	No variations	Stephen P Gollan
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Stephen P Gollan
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Stephen P Gollan
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A		Stephen P Gollan

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No	Reference	Question	Response	Comments	Respondent
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	N/A		Stephen P Gollan
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Stephen P Gollan
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A	No EOI	Stephen P Gollan
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Stephen P Gollan
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A		Stephen P Gollan
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A		Stephen P Gollan
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		Stephen P Gollan
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	No		Stephen P Gollan
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Stephen P Gollan
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Stephen P Gollan
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		Stephen P Gollan

Attachment 12.2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
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and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Stephen P Gollan
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		Stephen P Gollan
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		Stephen P Gollan
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes		Stephen P Gollan

I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Beverley

Signed CEO, Beverley

12.3 Delegations Register Annual Review

Submission To:	Ordinary Council Meeting 23 March 2021
Report Date:	9 March 2021
Applicant:	Shire of Beverley
File Reference:	ADM 0332
Author and Position:	S.P. Gollan, Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	Delegations Register

SUMMARY

Council to complete the annual review of the Delegations Register.

BACKGROUND

The *Local Government Act 1995* (the Act) requires the Chief Executive Officer (CEO) of the Local Government to keep a Register of Delegations made by the Council to a Committee, CEO and by the CEO to other employees.

Council first formally adopted the Delegations Register at its 23 August 2016 Ordinary Council meeting, being prepared through references to the Act and previous years delegations that were approved yearly.

COMMENT

Management have reviewed the register and proposed amendments for consideration are highlighted in red.

The Chief Executive Officer maintains a record of functions performed from the Delegations Register.

The following delegations are reported monthly to Council, or as they occur through the Council Agenda or Information Bulletin and a therefor not listed in the record; BD-002 – Building Permits, EO-D010 – Common Seal, AF-D001 – Investment of Funds, AF-D005 – Payments Municipal and AF-D006 – Payments Trust.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate,

are subject to any conditions imposed by the local government on its delegation to the CEO.

- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —
conditions includes qualifications, limitations or exceptions.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

Nil

RISK IMPLICATIONS

It is a legislative requirement for local governments to keep and review a Delegations Register. This report mitigates the risk of non-compliance with the regulations.

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

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council;

1. Review and adopt the proposed changes to the Delegations Register as presented; and
2. Update the Record of Adoption and Review.

COUNCIL RESOLUTION

M17/0321

Moved Cr Martin

Seconded Cr McLaughlin

That Council;

1. Review and adopt the proposed changes to the Delegations Register as presented; and
2. Update the Record of Adoption and Review.

CARRIED BY ABSOLUTE MAJORITY 7/0

Attachment 12.3



Delegations Register

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Contents to be updated after review complete

EXPLANATION NOTES

1. GENERAL

Section 5.42 of the *Local Government Act 1995* allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act.

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if desired. The powers cannot, however, be further sub-delegated.

The purpose of this document is to detail which authorities have been delegated by Council to the Chief Executive Officer, and which the Chief Executive Officer has further delegated to respective staff.

The manual details the related document(s) where the power to delegate is derived from, which includes legislation and policies of the Council. This enables easier cross referencing.

2. LIMITS ON DELEGATIONS TO THE CEO - SECTION 5.43

The following are decisions that cannot be delegated to the Chief Executive Officer:

- any power or duty that requires a decision of an absolute majority or 75% majority of the local government;
- accepting a tender which exceeds an amount determined by the local government;
- appointing an auditor;
- acquiring or disposing of any property valued at an amount determined by the local government;
- any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act;
- borrowing money on behalf of the local government;
- hearing or determining an objection of a kind referred to in Section 9.5;
- any power or duty that requires the approval of the Minister or Governor; or
- such other duties or powers that may be prescribed by the Act.

3. REGISTER OF, AND RECORDS RELEVANT TO, DELEGATIONS - SECTION 5.46

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

All Employees with delegated authority will keep a record of each occasion the persons exercises their delegated authority is recorded. The onus is on the person exercising delegated authority to ensure that a record is made.

4. TRANSFER OF AUTHORITY DUE TO ABSENCE

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

Where a named Officer holding a delegation, is temporarily absent and no Officer has been appointed to act in the position, the authority will transfer to the relevant Senior Manager for the period of absence.

**LEGISLATIVE
DELEGATIONS
EXECUTIVE OFFICE**

Delegation EO-D001 Authorised Officers	
Power/Duty Delegated:	<p>Local Government Act 1995 s3.24 Authorising Officers under Part 3, Division 3, Subdivision 2 - (certain provisions about land) s9.10 Appointment of authorised officers</p> <p>Food Act 2008 s122 Appointment of authorised officers</p> <p>Dog Act 1976 s11 Staff and services</p> <p>Caravan Parks and Camping Ground Regulations 1997 s6 Local Government</p> <p>Cat Act 2011 s48 Authorised persons</p> <p>Control of Vehicles (Off-Road Areas) Act 1978 s38(3) Appointment of authorised officers</p> <p>Freedom of Information Act 1992</p> <p>Residential Tenancy Act 1997 – part IV</p> <p>Building Act 2011 – s.96</p> <p>Liquor Control Act 1988 – s.37 and s.61</p> <p>Public Health Act 2016 – s.16, s.17, s.18</p> <p>Bushfires Act 1954 – s.33</p> <p>Emergency Management Act 2005 – Part 3</p>
Description of Power Delegated:	Authority to appoint persons or classes of persons as authorised officers for the purpose of fulfilling prescribed functions within the relevant legislation.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Must act in accordance with Shire of Beverley Local Laws. Authorised Officers for the <i>Food Act 2008</i> must hold office as an environmental health officer under the <i>Health Act 1911</i> . Details of authorisations issued are to be recorded.
Record Keeping Requirements:	Appoint authorised officers in writing and issue certificates of authorisation and shall produce such certificate on being required so to do by a person in respect of whom they exercise, have exercised, or are about to exercise any such power.
Compliance/Reference Link:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19

Delegation EO-D002 Prosecutions	
Power/Duty Delegated:	Local Government Act 1995 Dog Act 1976 Cat Act 2011 Bush Fires Act 1954 s59(3) Prosecution of Offences
Description of Power Delegated:	Authority to approve the prosecution of any person and to act as a prosecution officer when the Shire approves the prosecution of any that is considered to be liable for committing an offence under the provisions of the <i>Dog Act 1976, Cat Act 2011, Bush Fires Act 1954, Local Government Act 1995</i> and Shire of Beverley Local Laws.
Delegation to:	Chief Executive Officer
Sub-delegated to:	WA Contract Ranger Services (except the Bush Fires Act 1954)
Conditions:	Prosecution to be approved by the Shire of Beverley
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Shire of Beverley Local Laws

Delegation EO-D003 Public Interests Disclosures	
Power/Duty Delegated:	Public Interest Disclosure Act 2003
Description of Power Delegated:	To be the designated officer of the Shire to receive public interest disclosures.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF004

Delegation EO-D004 CCTV Management	
Power/Duty Delegated:	Surveillance Devices Act 1998
Description of Power Delegated:	Authority to monitor and access CCTV data as well as considering and responding to any enquiries or complaints regarding CCTV.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Planning and Development Services Redfish Technologies
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Reported monthly through the Information Bulletin
Compliance/Reference Link:	Policy A008

Delegation EO-D005 Eligibility Claim's Processing - Shire's Electoral Roll	
Power/Duty Delegated:	Local Government Act 1995 s4.31 (1B) Property divided by boundaries s4.32 How to claim eligibility to enrol under s4.30 s4.34 Accuracy of enrolment details to be maintained s4.35 decision that eligibility to enrol under s4.30 has ended
Description of Power Delegated:	Assessment of enrolment eligibility of non-resident owners and occupiers.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Nil
Legislative Record Keeping Requirements:	s4.32(6)- record of the decision to be kept in a register Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Information about the electors that is recorded from enrolment eligibility claims is to be maintained in an up to date and accurate form. (s4.34)
Delegation EO-D006 Powers of Entry	
Power/Duty Delegated:	Local Government Act 1995 Part 3, Division 3, Subdivision 3 - Powers of Entry
Description of Power Delegated:	Authority to: 1. enter on to land to perform any function of the local government under the Act. - s3.28 2. give notice of entry. - s3.32 3. seek and execute an entry under warrant. - s 3.33 4. execute entry in an emergency. - s3.34 5. give notice and effect entry by opening a fence. -s3.36
Delegation to:	Chief Executive Officer
Sub-delegated to:	Environmental Health Officer Building Surveyor Manager of Planning and Development Services
Conditions:	Section 3.13 - General procedure for entering property.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Local Government Act 1995 Part 3, Division 3, Subdivision 3 and specifically: Section 3.13 - General procedure for entering property.
Delegation EO-D007 Pounds/Cat Management Facilities and Pound/Cat Management Facilities Keepers	
Power/Duty Delegated:	Local Government (Miscellaneous Provisions) Act 1960 s449. Local government may establish pounds, appoint pound keepers and rangers Dog Act 1976, s11 Staff and services Cat Act 2011, s29 Cat Management Facility
Description of Power Delegated:	Appointment of Pound/Cat Management Facility Keepers and establishment of Pounds/Cat Management Facilities.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Local Government Act Section 5.46(3)

Delegation EO-D008 Execution of Documents	
Power/Duty Delegated:	Local Government Act 1995 Part 9, Division 3 - Documents s9.49A(4) Authority to sign documents on behalf of the local government.
Description of Power Delegated:	Authority to sign any document that is necessary or appropriate to be signed in carrying out the Chief Executive Officer's functions under the Local Government Act 1995
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Section 3.13 - General procedure for entering property.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Local Government Act 1995

Delegation EO-D009 Evidence	
Power/Duty Delegated:	Local Government Act 1995 Part 9, Division 2, Sub-division 4 - Evidence in legal Proceedings s9.41(3) Authority to sign a certificate confirming whether anything is within district, belongs to or is vested in, or is under the care, control and management of a Local Government.
Description of Power Delegated:	Authority to sign a certificate confirming whether anything: <ul style="list-style-type: none"> a) is within a local government's district; b) belongs to a local government; c) is vested in, or is under the care, control, or management of, a local government.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation EO-D010 Use of the Common Seal	
Power/Duty Delegated:	Local Government Act 1995 Part 9, Division 3 - Documents s9.49A(3) Authority to affix the Common Seal
Description of Power Delegated:	Authority to affix the Common Seal to any document that is necessary or appropriate in the presence of the Shire President or Deputy Shire President under the Local Government Act 1995
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Use of the Common Seal must be reported to Council through the Council Agenda
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Local Government Act 1995

RANGER SERVICES

Delegation RG-D001 Infringement Notices - Withdrawal	
Power/Duty Delegated:	Local Government Act 1995 s9.20 - Withdrawal of Notice
Description of Power Delegated:	Authority to withdraw infringement notices subject to review or written request by complainant.
Delegation to:	Chief Executive Officer
Sub-delegated to:	WA Contract Ranger Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Local Government Act Section 5.46(3)

Delegation RG-D002 Infringement Notices - Legal Action	
Power/Duty Delegated:	Local Government Act 1995 Part 9, Division 2, Subdivision 3 - General Provisions about legal proceedings
Description of Power Delegated:	Authority to take any legal action necessary to recover unpaid infringement notices.
Delegation to:	Chief Executive Officer
Sub-delegated to:	WA Contract Ranger Services
Conditions:	To be approved by the Chief Executive Officer
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Local Government Act Section 5.46(3)

Delegation RG-D004 Impounding of Goods	
Power/Duty Delegated:	Local Government Act 1995 s3.39 Power to remove and impound
Description of Power Delegated:	Authority to authorise the removal and impounding any goods that are involved in a contravention that can lead to impounding (i.e. the goods present a hazard to public safety; or obstructs the lawful use of any place).
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works WA Contract Ranger Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation RG-D005 Disposal of Impounded Goods	
Power/Duty Delegated:	Local Government Act 1995 s3.47 Disposing of confiscated or uncollected goods s3.48 Recovery of Impounding Expenses
Description of Power Delegated:	Authority to : <ol style="list-style-type: none"> 1. award tenders for the disposal of impounded goods by public tender where the tendered amounts do not exceed \$1,000 in accordance with section 3.58 of the Local Government Act 1995. 2. approve vehicles to be sold by public auction in accordance with section 3.58 of the Local Government Act 1995. 3. recover expenses incurred for removing and impounding and in disposing of confiscated or uncollected goods.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer, Manager of Works
Conditions:	Tender amount must not exceed \$1,000 Section 3.58 of the Local Government Act 1995.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation RG-D007 Prosecution Officers	
Power/Duty Delegated:	Local Government Act 1995 Dog Act 1976 Bush Fires Act 1954 s59(3) Prosecution of Offences
Description of Power Delegated:	Authority to act as a prosecution officer when the Shire approves the prosecution of any person that is considered to be liable for committing an offence under the Provisions of the Dog Act, Bush Fires Act and the Local Laws relating to Dogs and Parking and Parking Facilities in the Shire of Beverley, Activities on Thoroughfares and Trading in Thoroughfares and Public Places; and Local Government Property Local Law.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer WA Contract Ranger Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Shire of Beverley Local Laws

Delete – covered by EO-D002

Delegation RG-D009 Firebreak Installation	
Power/Duty Delegated:	Bush Fires Act 1954, s33 Authority may require occupier of land to clear or plough or install a fire-break
Description of Power Delegated:	Authority to give notice in writing to an owner or occupier of land as a measure for preventing the outbreak of a bush fire, to clear a fire-break.
Delegation to:	Chief Executive Officer
Sub-delegated to:	WA Contract Ranger Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Bush Fires Act 1954 s33 Firebreak Notices

Delegation RG-D010 Disposal of Sick or Injured Animals	
Power/Duty Delegated:	Local Government Act 1995 s3.47A(1) Disposing of sick or injured animals
Description of Power Delegated:	Authority to destroy and dispose of an animal that is determined to be too sick or injured to treat.
Delegation to:	Chief Executive Officer
Sub-delegated to:	WA Contract Ranger Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Cat Act 2011: s34 Dealing with Unidentified and Unclaimed Cats Dog Act 1976 (As amended 2013): s29 power to Seize Dogs Local Government Act 1995: Part 3, Division 3, Subdivision 3 - powers of entry.

Delegation RG-D011 Carcass Disposal	
Power/Duty Delegated:	Shire of Beverley Works
Description of Power Delegated:	Authority to approve the method of disposal of dead animals.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works Environmental Health Officer WA Contract Ranger Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

COMMUNITY SERVICES

Delegation C-D001 Permission to Consume Alcohol and Liquor Licences Approval	
Power/Duty Delegated:	Liquor Control Act 1988
Description of Power Delegated:	Authority to comment on applications for liquor licences to consume liquor on Council property and restricted liquor licence applications.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Liquor Licensing Act 1988 / Policy C004

Delegation C-D002 Art Exhibition / Acquisition	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	To make purchases within the budget allocation by the Council for this purpose and determine the venue for the Art Exhibition.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Beverley Station Arts Committee
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Beverley Station Arts to provide AGM Minutes and Financial Statements

ACCOUNTING & FINANCE

Delegation AF-D001 Investment of Council Funds	
Power/Duty Delegated:	Local Government Act 1995 s6.14 Power to invest Local Government (Financial Management) Regulations 1996 Regulation 19 Control of procedures for investments.
Description of Power Delegated:	Authority to invest money held in the municipal or trust fund that is not, for the time being, required for any other purpose. Authority to establish and document internal control procedures to be followed by employees to ensure control over investments, enabling identification of the nature and location of all investments and the transactions related to each investment..
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Investments must be in accordance with Council Policy AF004
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF004

Delegation AF-D002 Opening of Tenders	
Power/Duty Delegated:	Local Government Act 1995 s3.57 tenders for providing goods and services Local Government (Functions and General) Regulations 1996 Part 4 Regulation 11 to 24
Description of Power Delegated:	Authority to open Tenders
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works
Conditions:	Tenders to be opened in the presence of either the CEO, D/CEO or MOW along with one other Shire Employee.
Legislative Record Keeping Requirements:	Maintain Tender Register, recording details of decisions under this delegation. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF004

Delegation AF-D003 Acceptance of Tenders	
Power/Duty Delegated:	Local Government Act 1995 s3.57 tenders for providing goods and services Local Government (Functions and General) Regulations 1996 Part 4 Regulation 11 to 24
Description of Power Delegated:	Authority to determine all annual tenders (operation and supplies) and all other tenders and contracts resulting from tenders up to and including an amount of \$250,000 which have been allocated within the approved expenditure budget and shall have further authority to approve all payment claims for contracts within the limits approved by Council (including variations and extensions) and contracts awarded by a prescribed organisation under the (Functions and General) Regulations 1996.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works
Conditions:	In accordance with Council Approval.
Legislative Record Keeping Requirements:	Maintain Tender Register, recording details of decisions under this delegation. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF007

Delegation AF-D004 Calling of Tenders	
Power/Duty Delegated:	Local Government Act 1995 s3.57 tenders for providing goods and services Local Government (Functions and General) Regulations 1996 Part 4 Regulation 11 to 24
Description of Power Delegated:	Authority to publicly invite tenders for purchase of goods and services or seek expressions of interest over \$150,000 and make note of the details of the decision for inclusion in the tender register, except in those circumstances where the Council makes the decision to publicly invite tenders or seek expressions of interest in which case the details of Council's decision shall be included in the tender register.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Maintain Tender Register, recording details of decisions under this delegation. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF007

Delegation AF-D005 Municipal Fund / Procedures and Payments	
Power/Duty Delegated:	Local Government Act 1995:- s6.7 Municipal Fund Local Government (Financial Management) Regulations 1996:- Regulation 12 Payments from municipal fund or trustfund
Description of Power Delegated:	Authority to make payment from the Municipal Fund
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Retain Cheque Vouchers, including electronic transfer records as evidence of decisions to make payments. Retain computer encryption devices and other controls for effective scrutiny of account payments. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF005

Delegation AF-D006 Trust Fund / Procedures and Payments	
Power/Duty Delegated:	Local Government Act 1995:- s6.9(3)Trust Fund Local Government (Financial Management) Regulations 1996:- Regulation 12 Payments from municipal fund or trustfund
Description of Power Delegated:	Authority to make payments from the Trust Fund
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Minute details of Council's resolution to receive the Accounts Paid by Authority and retain Cheque and EFT Vouchers as evidence of decisions to make payments. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF005

Delegation AF-D007 Waiver or Write Off - Granting	
Power/Duty Delegated:	Local Government Act 1995:- s6.12(1)(b) waive or grant concessions in relation to any amount of money s6.12(1)(c) write off any amount of money
Description of Power Delegated:	Authorise a waiver for Building Hire to a maximum of \$250.00 increase to \$300.00 Authorise a write off of any bad debts considered irrecoverable to the limit of \$75 per account. Amounts over \$75 to be referred to Council.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Any write off more than \$75 to be reported to Council for decision.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AF-D008 Recovery of Unpaid Rates	
Power/Duty Delegated:	Local Government Act 1995:- s6.56(1) Rates or service charges recoverable in court s6.60(2)(3)(4) Local government may require lessee to pay rent s6.64(1)(3) Actions to be taken s6.69(2)(3) Right to pay rates, service charges and costs, and stay proceedings s6.74(1) Power to have land re-vested in the Crown if rates in arrears 3 years Schedule 6.2(1)[1] Provisions relating to lease of land where rates or service charges unpaid [Section 6.65] Schedule 6.3(1)[4] and (4)[1] Provisions relating to sale or transfer of land where rates or service charges unpaid [Section 6.68(3)]
Description of Power Delegated:	Authority to instigate legal proceedings to recover unpaid rates
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Legal representation is limited by the <i>Magistrates Court (Civil Proceedings) Act 2004</i> .
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF006

Delegation AF-D009 Bank Accounts	
Power/Duty Delegated:	Local Government Act 1995:- s6.6 Funds to be established Local Government (Financial Management) Regulations 1996:- Regulation 8 Bank accounts
Description of Power Delegated:	Authority to open and maintain bank accounts
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Record details of accounts opened and maintained. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 - Regulation 19 Regulation 19
Compliance/Reference Link:	Policy AF005

Delegation AF-D010 Corporate Credit Cards	
Power/Duty Delegated:	N/A (there is no provision in the Local Government Act 1995)
Description of Power Delegated:	Authority to make purchases on a Shire of Beverley Corporate Credit Card if there is a demonstrated need and advantage to the Shire.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Avondale Museum Co-ordinator Deputy Chief Executive Officer & Manager of Works
Conditions:	Each user must sign and abide by Corporate Credit Agreement
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF003

WORKS

Delegation WK-D001 Plant and Equipment Disposal	
Power/Duty Delegated:	Local Government Act 1995 s3.58 Disposing of Property Local Government (Functions and General) Regulations 1996 Regulation 30(3) Dispositions of property to which section 3.58 does not apply
Description of Power Delegated:	Authority to dispose of local government property (other than land) by public notice and tender.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works
Conditions:	Disposal to be in accordance with Council approval, and by way of tender.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Local Government Act 1995 s3.58 Disposing of Property

Delegation WK-D002 Temporary and Partial Closure of Roads	
Power/Duty Delegated:	Local Government Act 1995 s3.50(1),(1)(a),(4),(6) Closing certain thoroughfares to vehicles s3.50A Partial closure of thoroughfares for repairs or maintenance
Description of Power Delegated:	Authority to undertake a temporary/partial closure of roads
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Decisions to undertake a closure must be recorded. Advice to owners / occupiers is to be recorded. Agreements for maintenance of private structures in public thoroughfares / places are to be recorded. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation WK-D003 Reserves under the Control of Local Government	
Power/Duty Delegated:	Local Government Act 1995 s3.54(1) Reserves under the control of a local government
Description of Power Delegated:	Authority to do anything for the purposes of controlling the management of land that is vested in or under the management of the Shire.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works Manager of Planning and Development Services Community Emergency Services Manager
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation WK-D004 Restricted Access Vehicle Network	
Power/Duty Delegated:	Road Traffic(Vehicles) Act 2012
Description of Power Delegated:	Authority and power to issue letters of approval to RAV Operators specifying roads and conditions that apply within the Shire boundary.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation WK-D005 Litter Bins – Placement and Allocation	
Power/Duty Delegated:	Shire of Beverley Works
Description of Power Delegated:	Authority to determine the location and approve the placement of litter bins for public areas.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation WK-D006 Discarded Syringe Management	
Power/Duty Delegated:	Shire of Beverley Works
Description of Power Delegated:	Authority to provide syringe disposal containers to: <ul style="list-style-type: none"> • Council operational vehicles; • Council workplaces; • Public Areas
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation WK-D007 Approve Private Works	
Power/Duty Delegated:	Shire of Beverley Works
Description of Power Delegated:	Approve private works.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works
Conditions:	Private Works Application form must be completed prior to approval.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

ENVIRONMENTAL HEALTH

Delegation EH-D001 Fundraising Food Stalls	
Power/Duty Delegated:	Food Act 2008 s118(2)(b) Authorised Officer
Description of Power Delegated:	Authority to approve food stalls where the proponent is a community or charitable organisation and if food is either, cooked and presented for immediate consumption or low risk. Authority to inspect premises and take action under the Food Act 2008.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Environmental Health Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Shire of Beverley Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

Delegation EH-D002 Temporary Accommodation – Caravans	
Power/Duty Delegated:	Caravan Parks and Camping Ground Regulations 1997 Authorised Officer
Description of Power Delegated:	Authority to approve short-term use of an on-site caravan (up to three (3) months) and take action for any breaches under the Regulations.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy C010

Delegation EH-D003 Serving of Health Orders	
Power/Duty Delegated:	Health Act 1911 (Administrative Provisions)
Description of Power Delegated:	Authority to initially serve orders in matters relating to – <ul style="list-style-type: none"> • Hygiene • Noise abatement • Repair of Dwellings • Declaration of buildings being unfit for human habitation.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Environment Health Officer
Conditions:	The Environmental Health Officer shall report to Council as required on major orders or notices served.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Authorised Officers to be appointed in accordance with s27 of the <i>Health Act 1911</i> and appointment approved under s28 of the <i>Health Act 1911</i> .

Delegation EH-D004 Septic Tank Approvals	
Power/Duty Delegated:	Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974 - Regulation 4
Description of Power Delegated:	Authority to exercise and discharge powers and functions conferred on Local Government for the purpose of Regulation 4 of the <i>Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974</i> .
Delegation to:	Chief Executive Officer
Sub-delegated to:	Environmental Health Officer Building Surveyor
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation EH-D005 Trees on Private Land	
Power/Duty Delegated:	Local Government Act 1995 s3.27(1) Particular things local governments can do on land that is not local government property Schedule 3.2
Description of Power Delegated:	Authority to inspect and remove trees on private land, under the care and control of others, that are dead or dangerous in regards to the surrounding area including persons and fixed infrastructure.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works in conjunction with the Environmental Health Officer.
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation EH-D006 Unkempt Properties	
Power/Duty Delegated:	Local Government Act 1995 s3.25 Notice requiring certain things to be done by owner or occupier of land Schedule 3.1- powers under notices to owners or occupiers of land s3.26 Additional powers when notices given.
Description of Power Delegated:	Authority to inspect private land and issue notices to owners of land. Authority to do anything to achieve the purpose for which a notice has been given. Authority to recover costs associated with achieving the purpose for which a notice has been given.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Planning and Development Services Environmental Health Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation EH-D007 Asbestos	
Power/Duty Delegated:	Public Health Act 2016 Health (Asbestos Regulations) 1992 (Regulations)
Description of Power Delegated:	Authority to inspect and take required action under Health (Asbestos Regulations) 1992 Regulations.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Environmental Health Officer Building Surveyor
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation EH-D008 Food Sample – Offences	
Power/Duty Delegated:	Environmental Health Food Act 2008 s118(2)(b) Authorised Officer
Description of Power Delegated:	Authority to issue a warning to persons who contravene the Food Standards Code for a minor breach.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Environmental Health Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

PLANNING SERVICES

Delegation TP-D001 Discharge of Duties under Shire of Beverley Local Planning Scheme No. 3 (and its successors)	
Power/Duty Delegated:	Local Planning Scheme No. 3 (and it's successors)
Description of Power Delegated:	Clause 79(1) and Clause 79(2) of Division 1 (Powers of local government) of Schedule 2, Part 10, and Clause 82(1) and Clause 83(1) of Division 2 (Delegations) of Schedule 2, Part 10 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> , delegate to the Chief Executive Officer and the Shire Planner respectively the exercise of Council's powers and the discharge of the Shire of Beverley's duties under the <i>Shire of Beverley Local Planning Scheme No 3 (and its successors)</i> .
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Planning and Development Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Council Resolutions

Delegation TP-D002 Temporary Advertising Signs	
Power/Duty Delegated:	Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2008
Description of Power Delegated:	Authority to approve the display of temporary advertising signs in accordance with the Council Policy and Local Laws
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Planning and Development Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Shire of Beverley Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

Delegation TP-D003 Stallholder's and/or Traders Permit, Canvassing and Street Appeals	
Power/Duty Delegated:	Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2008
Description of Power Delegated:	Authority to approve stallholder's and/or traders permits, Canvassing and Street Appeals (deemed to be of a non-controversial nature).
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Planning and Development Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation TP- D004 Development on Scheme Reserves	
Power/Duty Delegated:	Local Planning Scheme No. 3 (and it's successors)
Description of Power Delegated:	Authority to grant planning approval for development on scheme reserves where the development is consistent with the use of the reserve.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Planning and Development Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Shire of Beverley LPS 3

Delegation TP-D005 Sponsorship Signs on Reserves and Council Building on Reserves	
Power/Duty Delegated:	Local Planning Scheme No. 3 (and it's successors)
Description of Power Delegated:	In accordance with Town Planning Policy, the Chief Executive Officer shall have the authority to: <ul style="list-style-type: none"> • Approve applications for sponsorship signs on reserves and Council building on reserves • Approve the content of information and advertising on signs
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Planning and Development Services
Conditions:	Application must meet LPS 3 list requirements and Signage Policy Regulations.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Shire of Beverley LPS 3 and Signage Policy

BUILDING SERVICES

Delegation BD-D001 Strata Titles	
Power/Duty Delegated:	Strata Titles Act 1985 s23(5) Certificate of Local Government s26 Appeals against local government decision Building Act 2011 s58 Grant of Occupancy Permit, Building Approval Certificate, S.127
Description of Power Delegated:	Authority to approve applications for Occupancy Permit - Strata and Building Approval Certificate - Strata
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Planning and Development Services Building Surveyor
Conditions:	Prior to signing the Form 7 Certificate, Occupancy Permit - Strata and Building Approval Certificate - Strata, a checklist must be signed by the Senior Building Surveyor detailing the inspections and/or certifications received, confirming compliance with the Strata Title Act 1985.
Legislative Record Keeping Requirements:	Record details of Certificates issued and disallowed including reference to evidentiary documents. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation BD-D002 Approval or Refusal of a Permit	
Power/Duty Delegated:	Local Government Act 1995 s.1.4, s9.19, s9.20, s. 5.44 (1) Building Act 2011 s.20 Grant of building permit s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.58 Granting of occupancy permits, building approval certificate s.127 (3) Delegation: special permit authorities and Local Government Building Regulations 2012 Regulation 26 Approval of new responsible person
Description of Power Delegated:	Authority to approve applications for Occupancy Permit - Strata and Building Approval Certificate - Strata
Delegation to:	Chief Executive Officer
Sub-delegated to:	Building Surveyor
Conditions:	Nil
Legislative Record Keeping Requirements:	Record details of Permits issued or refused. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Building Permits are recorded to Council through the monthly Information Bulletin

Delegation BD-D003 Authorised Persons	
Power/Duty Delegated:	Building Act 2011 s.96(3) Authorised persons s.127 (3) Delegation: special permit authorities and Local Government
Description of Power Delegated:	Appoint authorised officers in accordance with the Building Act 2011.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation BD-D004 Building Orders	
Power/Duty Delegated:	Building Act 2011 s.110 Building Orders s.111 Notice of proposed building order other than building order (emergency) s.117 Revocation of building orders Criminal Procedure Act 2004 s.6 (b) Local Government Act 1995 s.9.10, s9.16, s9.19, s. 9.20
Description of Power Delegated:	Authority to approve and revoke building orders
Delegation to:	Chief Executive Officer
Sub-delegated to:	Building Surveyor
Conditions:	Nil
Legislative Record Keeping Requirements:	Record details of notices issued. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation BD-D005 Presumptions about Authority to do Certain Things	
Power/Duty Delegated:	Building Act 2011 s139 Presumptions about authority to do certain things
Description of Power Delegated:	Presumptions about authority to do certain things
Delegation to:	Chief Executive Officer
Sub-delegated to:	Building Surveyor
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation BD- D006 Extension of time for permit	
Power/Duty Delegated:	Building Act 2011 s32(3) Duration of building or demolition permit s. 127 (3) Building Regulations 2012 Regulation 24 Extension of time during which permit has effect
Description of Power Delegated:	Authority to approve an extension of time for a building or demolition permit.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Building Surveyor
Conditions:	Extension for maximum period of 12 months
Legislative Record Keeping Requirements:	Record details of extensions issued. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation BD-D007 Infringement Notices	
Power/Duty Delegated:	Building Act 2011 (Building Regulations) s.70 Criminal Procedure Act 2004 s.6 (a) and (b)
Description of Power Delegated:	Issue Infringement notices
Delegation to:	Chief Executive Officer
Sub-delegated to:	Building Surveyor
Conditions:	To be approved through the Chief Executive Officer
Legislative Record Keeping Requirements:	Record details of notices issued. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation BD-D008 Building Licence for a Retaining Wall	
Power/Duty Delegated:	Shire of Beverley Building Building Act 2011
Description of Power Delegated:	Authority to approve a Building Licence for a retaining wall in excess of 1.0m, where the written approval from the adjoining landowner(s) is provided by the applicant.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Building Surveyor
Conditions:	Written approval from the adjoining landowner(s) is provided by the applicant.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

**POLICY & ADMINISTRATION
DELEGATIONS**

Delegation PA-001 Council Vehicles - Conditions of Use	
Power/Duty Delegated:	Policy S014
Description of Power Delegated:	Authority to approve temporary suspension of Policy No. S014 (Council Vehicle – Condition of Use) under special circumstances.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy S014

Delegation PA-D002 Legal Opinions	
Power/Duty Delegated:	Policy A002
Description of Power Delegated:	Authority to seek a legal opinion.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy A002

Delegation PA-D003 Hall Hire Bond Refunds and Cancellation of Refunds	
Power/Duty Delegated:	Policy C003
Description of Power Delegated:	Authority to approve charging of Bonds, extra cleaning costs and booking refunds for Community Hall bookings.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Customer Service Officers
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy C003

Delegation PA-D004 Libraries – Advertising Material/Community Information	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	Authority to approve the display of advertising material and community based information in the Shire of Beverley public libraries.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Customer Service Officers Beverley Community Resource Centre
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation PA-D005 Purchasing	
Power/Duty Delegated:	Policy AF007
Description of Power Delegated:	Authority to incur expenditure in accordance with Council Policy.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works Shire Planner Maintenance Officer Leading Hand Leading Motor Mechanic Parks and Gardens Supervisor
Conditions:	Purchase Order limitations as per Policy AF007
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF007

Delegation PA-D006 Street Trees – Planting	
Power/Duty Delegated:	Shire of Beverley Works
Description of Power Delegated:	Authority to approve the planting of street verge trees per property by residents in accordance with Council policy.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation PA-D007 Street Trees – Removal Destructing or Interfering Trees	
Power/Duty Delegated:	Shire of Beverley Works
Description of Power Delegated:	Authority to remove trees, in a road reserve or on land under the care, control and management of Council that are destructing / interfering / Dead or Dangerous in regards to the construction of any proposed or existing structure, or public work or service, or constitutes a traffic hazard, due to restricting the visibility of motorists.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AP-D008 Council Event – Traffic Management Plans	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	Authority to approve the Traffic Management Plans for Community Events
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Planning and Development Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AP-D009 Community Service Tenancy Agreements	
Power/Duty Delegated:	Shire of Beverley Administration Residential Tenancies Act 1987
Description of Power Delegated:	To sign Shire of Beverley Community Service tenancy and lease agreements as per the Residential Tenancies Act 1987 requirements.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AP-D010 Supply of Keys to Council Owned Buildings	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	Authority to approve the supply of additional keys to Council owned buildings.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AP- D011 Use of Banner, Street Banners and Flag Poles Electronic Notice Board	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	Authority to approve requests for use of the Council's banner, street banners and flag poles electronic notice board to appropriate organisations in order to publicise forthcoming events of benefit or interest to the general community.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy C009

Delegation AP-D012 Appointment of Staff	
Power/Duty Delegated:	Shire of Beverley Administration - Staff
Description of Power Delegated:	Authority to appoint and dismiss staff in accordance with the Act and appropriate awards.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AP-D013 Review of Salaries	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	To review the salaries of all employees
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AP-D014 Approval of Outside Functions	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	Approve attendance at conferences, seminars and staff training.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AP-D015 Authorise Annual Leave	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	Authorise annual leave and unpaid study leave. Discretion to pay for un-accumulated sick leave and attendance at funerals, with each case being judged upon its merits.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AP-D016 Approve Staff use of Plant	
Power/Duty Delegated:	Shire of Beverley Works
Description of Power Delegated:	Approve staff use of Shire of Beverley Plant and Equipment.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works
Conditions:	Plant usage forms must be completed by staff, prior to use.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy S019 – Note: Policy is Suspended

Delegation AP-D017 Destruction of Corporate Records	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	Authorise corporate records for destruction or transfer to State Records Officer or appropriate records storage facility.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	State Records Act 2000, Records Retention and Disposal Instructions Local Government (Elections) Regulations 1997,
Compliance/Reference Link:	Policy RK001

Record of Adoption and Review

Document Status	Final
Revision No.	3
Prepared By	Stephen Gollan Chief Executive Officer
Initial Adoption By Council	23 August 2016
Motion	M14/0816
Next Review Due by	October 2020

Version	Issue Date	Author	Reason for Change
1	July 2016	S P Gollan	Review after Council Changes
2	August 2016	S P Gollan	Adoption by Council
3	26 September 2017	S P Gollan	Review and Adoption by Council
4	23 October 2018	S P Gollan	Review and Adoption by Council
5	23 July 2019	S P Gollan	Review, Amendment and Adoption by Council

12.4 Kinetic Sculpture

Submission To:	Ordinary Council Meeting 23 March 2021
Report Date:	9 March 2021
Applicant:	Shire of Beverley
File Reference:	ADM 0332
Author and Position:	S.P. Gollan, Chief Executive Officer
Previously Before Council:	2019 and 2020
Disclosure(s) Of Interest:	Nil
Attachments:	Nil

SUMMARY

Council to consider moving the Kinetic Sculpture to the pond on Hunt Road at the Information Bay.

BACKGROUND

The kinetic sculpture was temporarily installed in the lawn at the Old School building to be on display for the Beverley Agricultural Show which was on 24 August 2019.

Its original intended location was to be in the pond, on Hunt Road at the Information Bay. After going before several Council and Committee meetings, it was eventually resolved in May 2020 that the sculpture was to remain on the lawn in Vincent Street.

In November 2020 one of the kinetic arms unexpectedly fell to the ground.

For information, the full history:

The Economic and Community Strategy (ECS) Committee at its 9 April 2019 meeting discussed a kinetic sculpture after viewing several videos at previous meetings. Locations given consideration: the side of the Great Southern Highway within the Hunt Road Village lot; within the dam at the Information Bay on Hunt Road; the garden of the Old CRC building; the station arts carpark and within the rose garden at Apex Park. It was recommended by the ECS Committee that Council commission Mr Grant Hobbs to design and construct a kinetic sculpture and that it be placed in the Beverley Station Arts carpark.

However, at the 30 April 2019 Ordinary Council Meeting, Council agreed on the design and construction of the kinetic sculpture but deferred a decision on the location of the sculpture to allow further thought time.

At the 14 May 2019 Corporate Strategy meeting it was documented: Further to the 30 April 2019 Ordinary Council Meeting, both Cr Pepper and Cr Ridgway have spoken to Grant Hobbs and passed on the idea of locating the kinetic sculpture in the dam at the Information Bay. Grant Hobbs liked the suggestion and has since met with Manager of Works, Steve Vincent and Shire Planner, Stefan de Beer who have reviewed the location and checked the ability to put it in the dam. All believe it to be suitable, gaining the eye of passing traffic and making it a difficult location should anyone want to try and take the copper home.

Outcome: Consensus that proposed dam location is acceptable.

At the 13 August 2019 ECS Committee Meeting it was advised that the kinetic sculpture was ready but would have to wait until summer to be installed in the dam. The Committee decided

that it should be temporarily installed in the lawn at the Old School building to be on display for the Beverley Agricultural Show which was on 24 August 2019. After installation, the kinetic sculpture was met with favourable reception from the public and its popularity has grown.

Councillors were asked to gauge the public and consider the final location for the February Council meeting.

At the 25 February 2020 Ordinary Council meeting, it was carried 7/2 that the Kinetic Sculpture remain in its current location on the Old School Lawn.

After the Council meeting a complaint was received that the public did not have the full history and suitable chance to have their say.

A survey ran in the April and May issues of the Beverley Blarney with the history of the project and asking people if they would like it to stay in its current location or be moved to its intended location (pond at the Information Bay).

At the May 2020 meeting the survey was discussed - a total of 64 responses were received:

4 to move to the pond, with no comments

9 to move to the pond at the Information Bay, with comments (see attached)

20 to keep in its current location, with no comments

31 to keep in its current location, with comments (see attached)

In summary, 51 voted to keep it in its current location and 13 voted to move it to its intended location at the pond.

Within the comments, staff noted several requests for further kinetic sculptures.

Councils Resolution at the Ordinary May 2020 meeting:

- 1. M24/0220 from the 25 February 2020 Ordinary Council Meeting stands:- That Council keep the Kinetic Sculpture in its existing location and inform the Community via the Beverley Blarney in the Council Report; and*
- 2. Council investigate a second sculpture in the draft 2020/21 budget*

COMMENT

In November 2020 one of the kinetic arms came away and fell to the ground, fortunately it was a quiet Sunday and no one was injured. Staff are requesting that it be moved to its original intended location, the pond on Hunt Road at the Information Bay where there is a safety zone area that people cannot be in should this type of incident occur again.

Should the kinetic sculpture remain on Vincent Street and an incident occur, the Shire of Beverley would no doubt be found liable for damages/injuries.

In light of this, it will be recommended that it be moved to its original intended location, the pond on Hunt Road at the Information Bay.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

2021/22 Budget allocation - \$9,000.00 estimate

STRATEGIC IMPLICATIONS

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

Goal 4 – Vincent Street is activated and aesthetically improved.

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

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

POLICY IMPLICATIONS

N/A

RISK IMPLICATIONS

The kinetic arm is undergoing modifications to reduce the risk, however should it happen again and be in the Vincent Street location the consequence could be considered catastrophic.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council move the Kinetic sculpture to its original intended location, in the pond, on Hunt Road at the Information Bay and inform the Community via the Beverley Blarney.

M18/0321

Moved Cr Martin

Seconded Cr Pepper

That Council move the Kinetic sculpture to its original intended location, in the pond, on Hunt Road at the Information Bay and inform the Community via the Beverley Blarney.

AMENDMENT TO THE MOTION

M19/0321

Cr White

Seconded Cr Lawlor

That subject to an engineers certification, Council move the Kinetic sculpture to its original intended location, in the pond, on Hunt Road at the Information Bay and inform the Community via the Beverley Blarney

CARRIED 7/0

The amendment was then put and CARRIED 7/0

13. ELECTED MEMBERS' MOTIONS WHERE NOTICE HAS BEEN GIVEN

13.1 Recording of Council Meetings

Submission To:	Ordinary Council Meeting 23 March 2021
Report Date:	16 March 2021
Applicant:	Cr TF McLaughlin
File Reference:	ADM 0101
Author and Position:	S.P. Gollan, Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	Nil

SUMMARY

Council to consider investigating the audio recording of Council Meetings.

BACKGROUND

Cr McLaughlin has requested the following Motion be put forward:

“That Council initiate a process for the Audio recording of Council Meetings”.

Cr McLaughlin has presented arguments for this practise as transparency and accuracy.

Transparency - There is a strong movement for increased transparency in the operations of Councils. One of the significant recommendations of the Local Government Act Review Committee is that Council meetings be video recorded and available to the public. Several Councils (e.g Kalamunda; Victoria Park) are already video recording and live streaming Council meetings while others are either video or audio recording. With the re-election of the Labor Government one might expect these reforms to proceed.

While some might say “let others do it” it is worth reminding ourselves that the first words of the Presenter of the Law firm who ran the Brookton seminar were “don’t say we are not the City of Perth”.

Accuracy - As Council Decisions are legal decisions and Minutes are legal documents, they must be accurate. Council needs to implement a process (at least audio recording) in order that accuracy can be achieved.

OFFICERS COMMENT

Management have absolutely no objection to the audio recording of Council Meetings, however as the request has had insufficient time to be prepared it is preferable the motion be investigative and address equipment, cost and policy.

STATUTORY ENVIRONMENT

Local Government Act 1995 and Local Government (Administration) Regulations 1995.

State Records Act 200

FINANCIAL IMPLICATIONS

Unknown

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council instruct staff to investigate and report on the installation of appropriate equipment to record Council meetings in the Council Chambers. The report, to be received by the 25 May 2021 Ordinary Council Meeting, is to include budget and proposed policy.

COUNCIL RESOLUTION

M20/0321

Moved Cr McLaughlin

Seconded Cr Martin

That Council instruct staff to investigate and report on the installation of appropriate equipment to record Council meetings in the Council Chambers. The report, to be received by the 25 May 2021 Ordinary Council Meeting, is to include budget and proposed policy.

CARRIED 4/3

14. NEW BUSINESS ARISING BY ORDER OF THE MEETING

Nil

15. CLOSURE

The Chairman declared the meeting closed 4:30pm.

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

PRESIDING MEMBER:

DATE: