



# **SHIRE OF BEVERLEY MINUTES OF MEETING**

Minutes of the Ordinary Meeting of Council held in the Council Chambers, 136 Vincent Street Beverley, on Tuesday 24 May 2022.



**24 May 2022**

**ORDINARY MEETING**

**MINUTES**

## **CONTENTS**

<b>1. OPENING .....</b>	<b>1</b>
<b>2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE .....</b>	<b>1</b>
2.1 Members Present.....	1
2.2 Staff In Attendance .....	1
2.3 Observers And Visitors .....	1
2.4 Apologies and Approved Leave of Absence .....	1
2.5 Applications for Leave of Absence .....	1
<b>3. DECLARATIONS OF INTEREST .....</b>	<b>1</b>
<b>4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....</b>	<b>1</b>
<b>5. PUBLIC QUESTION TIME .....</b>	<b>1</b>
<b>6. CONDOLENCES .....</b>	<b>1</b>
<b>7. CONFIRMATION OF MINUTES .....</b>	<b>2</b>
7.1 Minutes Of The Ordinary Council Meeting Held 26 April 2022 .....	2
<b>8. TECHNICAL SERVICES .....</b>	<b>3</b>
<b>9. PLANNING SERVICES .....</b>	<b>4</b>
9.1 Proposed Road Dedication – Section of Road, Off Tip Road (Nicholas Street Extension).....	4
9.2 Development Application: Proposed Replacement of Signage – 149 (Lot 56) Vincent Street, Beverley.....	10
<b>10. RANGER SERVICES .....</b>	<b>13</b>
10.1 Application to Keep Three (3) Dogs – 71 Harper Street, Beverley.....	13
<b>11. FINANCE .....</b>	<b>16</b>
11.1 Monthly Financial Report .....	16
11.2 Accounts Paid by Authority .....	25
<b>12. ADMINISTRATION .....</b>	<b>28</b>
12.1 New Policy – Information and Communications Technology (ICT) Usage .....	28
<b>13. ELECTED MEMBERS’ MOTIONS WHERE NOTICE HAS BEEN GIVEN .....</b>	<b>35</b>
<b>14. NEW BUSINESS ARISING BY ORDER OF THE MEETING .....</b>	<b>35</b>
<b>15. CLOSURE .....</b>	<b>35</b>

## **1. OPENING**

The Chairman declared the meeting open at 3:03 pm

## **2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE**

### **2.1 Members Present**

Cr CJ Lawlor Deputy President  
Cr DW Davis  
Cr PJ Gogol  
Cr SW Martin  
Cr JR Maxwell  
Cr MH Norman

### **2.2 Staff In Attendance**

Mr SP Gollan Chief Executive Officer  
Mr SK Marshall Deputy Chief Executive Officer  
Mr SP Vincent Manager of Works  
Mr BS de Beer Manager of Planning and Development Services  
Mrs A Lewis Executive Assistant

### **2.3 Observers And Visitors**

Nil

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

Cr DC White Shire President  
Cr AFC Sattler  
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:

HILL	William Arthur (Bill)	26 April 2022
PETCHELL	Hubert Ivan	30 April 2022
BYWORTH	Inez Wanda	05 May 2022
ROBERTS	Malcolm George	17 May 2022

**7. CONFIRMATION OF MINUTES**

**7.1 Minutes Of The Ordinary Council Meeting Held 26 April 2022**

**OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION**

**M1/0522**

**Moved Cr Gogol**

**Seconded Cr Martin**

**That the Minutes of the Ordinary Council Meeting held Tuesday 26 April 2022 be confirmed.**

**CARRIED 6/0**

## **8. TECHNICAL SERVICES**

Nil

## **9. PLANNING SERVICES**

### **9.1 Proposed Road Dedication – Section of Road, Off Tip Road (Nicholas Street Extension)**

---

<b>Submission To:</b>	<b>Ordinary Council Meeting 24 May 2022</b>
<b>Report Date:</b>	<b>17 May 2022</b>
<b>Applicant:</b>	<b>Shire of Beverley</b>
<b>File Reference:</b>	<b>WO NIC</b>
<b>Author and Position:</b>	<b>Stefan de Beer, Manager of Planning</b>
<b>Previously Before Council:</b>	<b>27 May 2014 and 22 February 2022</b>
<b>Disclosure(s) Of Interest:</b>	<b>None</b>
<b>Attachments:</b>	<b>General Locality Map, Proposed Road Reserve</b>

---

#### **SUMMARY**

Council is required to consider the responses to the public advertising of the Road Dedication exercise and to resolve to request the Minister to formally dedicate the subject land as Public Road.

#### **BACKGROUND**

Council at its meeting of 22 February 2022 resolved, amongst others, as follows:

1. *Confirm that the access track to Lot 79 over Reserve 28192 (Lot 28288), shown on the attached plan, had been used uninterrupted for more than 10 years;*
2. *Dedicate a section of road, off Tip Road, as public Road, so as to afford lot 79 on DP 224359 legal road reserve access;*
3. *Instruct the Shire Planner to progress the advertising for Road Dedication purposes pursuant to Section 56 of the Land Administration Act 1997.*

As further background an extract is presented from the Council Report of 22 February 2022:

*The Shire of Beverley Council resolved during 2014 to dedicate a section of land as Public Road, which subject land followed the track to the Shire's tip and to the entrance of the BORMSA site. The road dedication exercise for the Tip Road, as it is colloquially known, is progressing at the Department of Planning, Lands and Heritage (DPLH).*

*During discussions with the DPLH it was discovered that Lot 79 on Deposited Plan 224359 is landlocked, without any formal legal road access. The property is accessed through an informal track off Tip Road – shown in red on attached Locality Maps. This track traverses Reserve 28192 (Lot 28288) over which the Shire holds a Management Order. The purpose of the Reserve is for 'Protection of Bushland and Flora'.*

*Lot 79 is in private ownership (Phyllis Evelyn Facey). The absence of formal legal access will make future dealings with the land from a development and/or transfer perspective challenging.*

*DPLH advised that it would be appropriate to dedicate this informal track to lot 79 as road as part of this ongoing road dedication exercise for the Tip Road, as long as advertising pursuant to Section 56 of the Land Administration Act, 1997 is done.*

## ADVERTISING

The Road Dedication has now been advertised for a period of 35 days, and the submissions listed below:

	Respondent	Property	Comment	Planner's Response
1	Telstra	-	No response received.	-
2	Water Corporation	-	No objections, however please note that 2 / 150P sewer pressure mains are in an adjoining reserve.	The submission is noted.
3	Western Power	-	No response received.	-
4	Department of Fire & Emergency Services	-	No response received.	-

## COMMENT

Shire Planner submits that the opportunity presented by DPLH to dedicate also this access track to lot 79 as Public Road, as part of the broader Tip Road Dedication exercise, should be pursued.

## CONSULTATION

Affected Service Providers were contacted directly for comment. An advertisement was published in the *Beverley Blarney* inviting comment for a period of 35 days.

## STATUTORY ENVIRONMENT

Land Administration Act 1997.

## FINANCIAL IMPLICATIONS

Council will be required to pay for Land Surveying costs associated with the Tip Road - road dedication, as reported in earlier Council Reports, as well as for this added-on section of road accessing Lot 79.

The Shire's nominated Surveyor for this exercise is Bill Scanlan Surveyors. Updated costings as at February 2022 were provided as follows:

- Tip Road Surveying: \$15,375 (ex GST);
- Access road to Lot 79: \$3,950 (ex GST).

## STRATEGIC IMPLICATIONS

There are no Strategic Plan Implications relative to this issue.

## POLICY IMPLICATIONS

There are no policy implications relative to this application.



## RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Likelihood</b>					
Almost Certain	Medium (5)	High (10)	High (15)	Severe (20)	Severe (25)
Likely	Low (4)	Medium (8)	High (12)	High (16)	Severe (20)
Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

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 REQUIREMENT

Simple Majority

### OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

**M2/0522**

**Moved Cr Gogol**

**Seconded Cr Martin**

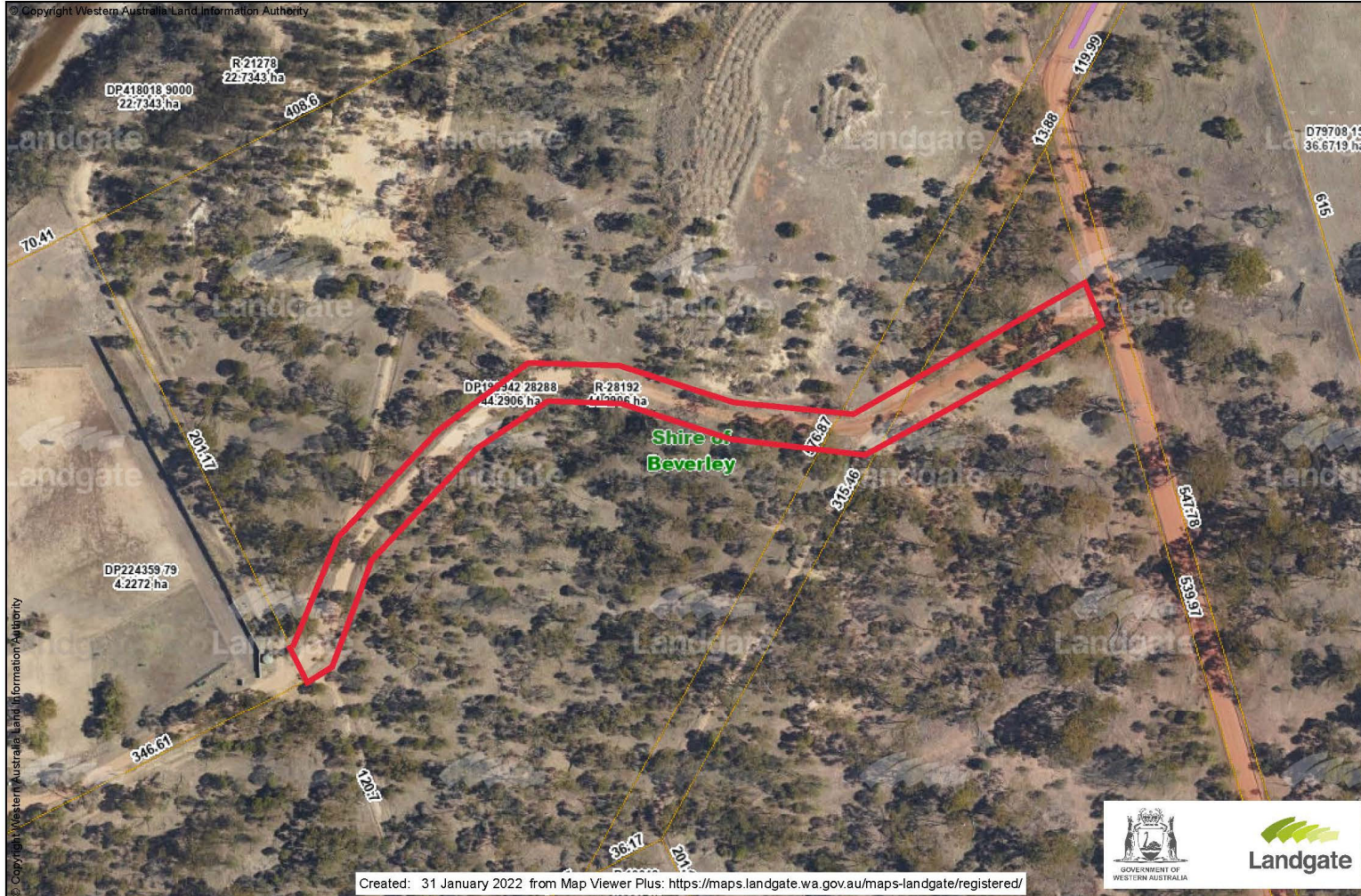
**That Council resolve to:**

- 1. Concur to the subject land, as described by the attached drawings being dedicated as Public Road under Section 56 of the Land Administration Act, 1997;**
- 2. In accordance with the Regulations, prepare and deliver the request for the dedication of the subject land as public road to the Minister for consideration.**

**CARRIED 6/0**

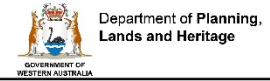
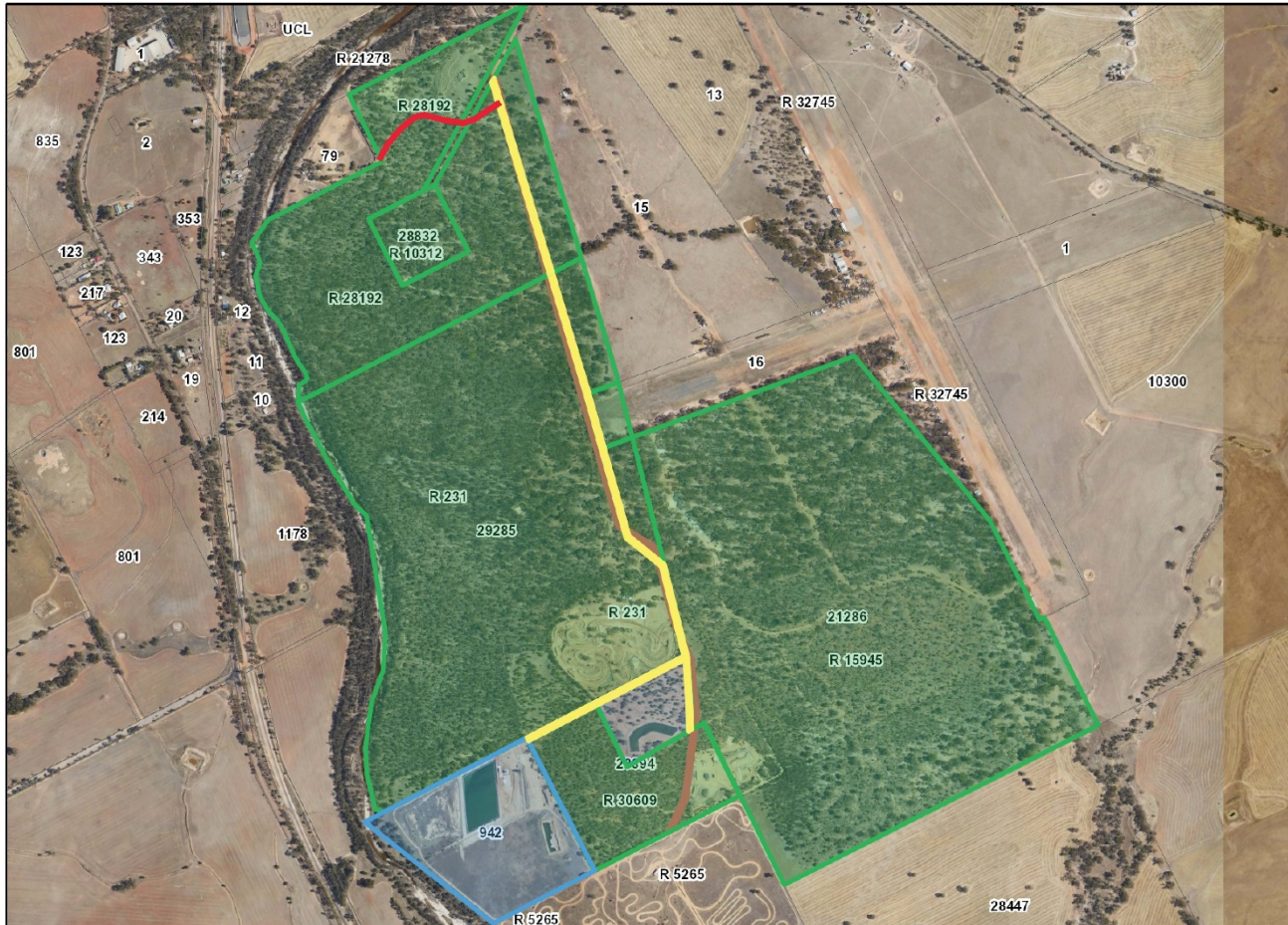
Attachment 9.1

ROAD DEDICATION: SECTION OF ROAD, OFF TIP ROAD



© Copyright, Western Australia Land Information Authority. No part of this document or any content appearing on it may be reproduced or published without the prior written permission of Landgate.  
Disclaimer: The accuracy and completeness of the information on this document is not guaranteed and is supplied by Landgate 'as is' with no representation or warranty as to its reliability, accuracy, completeness, or fitness for purpose.  
Please refer to original documentation for all legal purposes.

Attachment 9.1



Legend  
 Cadastre (View 1)

Notes:

\* The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.

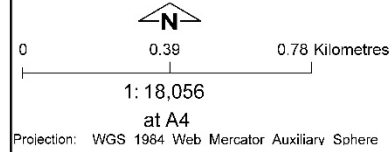
\* This map is not intended for measurement purposes.

Map was produced using DPLH's InQuery.

InQuery Map

**DPLH BUSINESS USE ONLY**

Internal Spatial Viewer



Date produced: 10-Nov-2021

**OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION**

**M3/0522**

**Moved Cr Maxwell**

**Seconded Cr Gogol**

**That Council accept a late planning item.**

**CARRIED 6/0**

The following late item was sent to Councillors on Monday 23 May 2022.

## **9.2 Development Application: Proposed Replacement of Signage – 149 (Lot 56) Vincent Street, Beverley**

---

<b>Submission to:</b>	<b>Ordinary Council Meeting 24 May 2022</b>
<b>Report date:</b>	<b>23 May 2022</b>
<b>Applicant:</b>	<b>Brian Groves</b>
<b>File Reference:</b>	<b>VIN 812</b>
<b>Author:</b>	<b>Stefan de Beer – Manager of Planner</b>
<b>Previously before Council:</b>	<b>N/A</b>
<b>Disclosure(s) of Interest:</b>	<b>None</b>
<b>Attachments:</b>	<b>Locality Map, Signage Replacement Proposal, Heritage Inventory Place #36</b>

---

### **SUMMARY**

An application has been submitted for the replacement of existing signage at the Beverley Dome Filling Station located at 149 (Lot 56) Vincent Street. It will be recommended the application be approved.

### **BACKGROUND**

The applicant proposes to update existing branding at the Liberty Branded filling station – please refer to details in the attached signage replacement proposal document.

The proposal affects the existing establishment at 149 (lot 56) Vincent Street. The subject is Zoned *Rural Townsite* in terms of Shire of Beverley Local Planning Scheme No. 3 (LPS 3).

The subject property is recorded in the present Shire of Beverley Municipal Heritage Inventory 1995, as being considered to have cultural heritage significance (Place #36) – please see attachments.

### **COMMENT**

Clause 67 of Schedule 2 Part 9 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) list a number of matters which the local government must have due regard to when determining an application for development approval. Below is a discussion of the matters which are deemed to be relevant to the application at hand, with Author's comments:

#### Clause 67(k) and 67(l) of the Regulations:

*'the built heritage conservation of any place that is of cultural significance'; and  
'the effect of the proposal on the cultural heritage significance of the area in which the development is located.'*

The proposed updated branding is considered essentially replacing like for like signage in terms of the locations and dimensions (generally) indicated in the submission. The proposal generally accords with Council's Signage Policy for the *Rural Townsite Zone* and its specific placement is regarded as strengthening the history of previous branded signage associated with the filling station and therefore the heritage character of the building.

The new updated signage will also complement the Vincent Street Streetscape.

### CONSULTATION

Consultation was had with Main Roads WA who indicated No Objection to the proposed updated signage.

### STATUTORY ENVIRONMENT

Shire of Beverley Local Planning Scheme No. 3.

### FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

### STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

### POLICY IMPLICATIONS

There are no policy implications relative to this application.

### RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Likelihood</b>					
Almost Certain	Medium (5)	High (10)	High (15)	Severe (20)	Severe (25)
Likely	Low (4)	Medium (8)	High (12)	High (16)	Severe (20)
Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

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 & COUNCIL RESOLUTION**

**M4/0522**

**Moved Cr Davis**

**Seconded Cr Maxwell**

**That Council resolve to grant planning approval for replacement of the Signage at 149 (Lot 56) Vincent Street, Beverley, subject to the following conditions and advice notes:**

**Conditions:**

- 1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.**

**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, if applicable.**

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

**CARRIED 6/0**

## **10. RANGER SERVICES**

### **10.1 Application to Keep Three (3) Dogs – 71 Harper Street, Beverley**

---

<b>Submission To:</b>	<b>Ordinary Council Meeting 24 May 2022</b>
<b>Report Date:</b>	<b>10 May 2022</b>
<b>Applicant:</b>	<b>Kyle Orr</b>
<b>File Reference:</b>	<b>ADM 0134</b>
<b>Author and Position:</b>	<b>Stephen Gollan, Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>None</b>
<b>Attachments:</b>	<b>Nil</b>

---

#### **SUMMARY**

Council to consider an application to keep three dogs at 71 Harper Street, Beverley.

#### **BACKGROUND**

An application has been received requesting permission to keep three dogs at 71 Harper Street:

- “Rocky” large mixed breed, 3 years old, male, microchipped, registered and sterilized.
- “Tara” Staffordshire terrier, 12 years old, female, microchipped, registered and sterilized.
- “Misty” Maltese X Shih Tzu, female, microchipped and registered.

The maximum number of dogs that can be kept on a premise within a town site is two unless an exemption is granted by Council under the provisions of section 26(3) of the Dog Act 1976 (as Amended).

Council has approved similar applications in the past where all adjoining neighbours have agreed to the request and the Shire Ranger or other authorized Council Officer has considered that there are no valid reasons for withholding such approval.

#### **COMMENT**

WA Contract Ranger Services conducted a property inspection on 28 April 2022. Their report is as follows:

*Property is in 7320m2.*

*3 x dogs present inside the main house.*

*The dogs observed all show to be in good health and well taken care of.*

*I asked about excrement clean up and the owner stated this happened weekly.*

*No previous complaints of barking.*

*Previous complaint of wandering.*

*Fencing is currently insufficient however Avon Fencing has been employed to improve fencing and this has been confirmed to be completed over the next few weeks.*

*Permission for extra dog has been requested due to recently moving to the property. All three dogs are friendly and well socialised. Two dogs are of senior age.*



It is recommended that Council agree to the granting of an exemption for the keeping of three dogs at 71 Harper Street Beverley subject to the following conditions:

- That the exemption be reviewed in twelve months to ensure that no adverse problems have been experienced as a result of the exemption.
- That Council reserve the right to withdraw the exemption at anytime if any major or substantial problems are experienced prior to the review period.
- That the exemption applies only to the dogs nominated by the applicant.
- Each dog on the property must be registered with the Shire of Beverley.
- Upon the death or permanent removal of any of the nominated dogs a maximum of two dogs only will be permitted to be kept on this property.

## STATUTORY ENVIRONMENT

Dog Act 1976 (As Amended)

## CONSULTATION

The surrounding neighbours were called upon:

66 Harper Street – no objections.

77 Harper Street. No one home, left card. Phone call received - no objections.

39 Nicholas Street – no objections.

## 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

Medium (9) - There is a possible likelihood that the dogs may wander or be a nuisance, however having a process in place ensures that there will be a review and the dogs will be registered.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Likelihood</b>					
Almost Certain	Medium (5)	High (10)	High (15)	Severe (20)	Severe (25)
Likely	Low (4)	Medium (8)	High (12)	High (16)	Severe (20)
Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

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 & COUNCIL RESOLUTION**

**M5/0522**

**Moved Cr Martin**

**Seconded Cr Norman**

**That Council approve an exemption for the keeping of three dogs at 71 Harper Street Beverley subject to the following conditions:**

- 1. That the exemption be reviewed in twelve months time to ensure that no adverse problems have been experienced as a result of the exemption;**
- 2. That Council reserve the right to withdraw the exemption at any time if any Major or substantial problems are experienced prior to the review period;**
- 3. The exemption applies only to the dogs nominated by the applicant;**
- 4. Each dog must be registered with the Shire of Beverley; and**
- 5. Upon the death or permanent removal of any of the nominated dogs a maximum of two dogs only will be permitted to be kept on this property.**

**CARRIED 6/0**

## **11. FINANCE**

### **11.1 Monthly Financial Report**

---

<b>Submission To:</b>	<b>Ordinary Council Meeting 24 May 2022</b>
<b>Report Date:</b>	<b>16 May 2022</b>
<b>Applicant:</b>	<b>N/A</b>
<b>File Reference:</b>	<b>N/A</b>
<b>Author and Position:</b>	<b>S.K. Marshall, Deputy Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>N/A</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>April 2022 Financial Reports</b>

---

#### **SUMMARY**

Council to consider accepting the financial report for the period ending 30 April 2022.

#### **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 2021 Ordinary Meeting, item 11.3.

#### **COMMENT**

The monthly financial reports for the period ending 30 April 2022 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 2021/22 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
<b>Likelihood</b>					
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 & COUNCIL RESOLUTION

**M6/0522**

**Moved Cr Norman**

**Seconded Cr Martin**

**That the monthly financial report for the month of April 2022 be accepted and material variances be noted.**

**CARRIED 6/0**

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING  
30 April 2022**

Description	Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Notes To Material Variances
<b>Operating Revenue</b>					
General Purpose Funding	3,388,968.00	3,246,884.00	3,829,555.16	582,671.16	Financial Assistance Grant 23/24 Advanced Payment \$574,039 unbudgeted. Interest received on Reserve Investments \$3,560 greater than anticipated.
Governance	2,100.00	2,000.00	25,271.01	23,271.01	CCZ Golf Day Sponsorship and Fees \$11,646, BBRF Consultant fee partial refund \$7,610, LSL contribution for T Jurmann \$2,540 and Good Driver Rebate \$2,384 unbudgeted.
Law, Order & Public Safety	242,100.00	135,052.00	136,601.24	1,549.24	
Health	300.00	160.00	1,218.19	1,058.19	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	129,692.00	112,288.00	107,035.44	(5,252.56)	
Community Amenities	211,385.00	206,688.00	217,650.04	10,962.04	Town Planning Fees \$10,710 greater than anticipated.
Recreation & Culture	218,434.00	172,474.00	215,765.76	43,291.76	Moort Wabiny Park Retention Fee \$33,963 transfer from Trust partially offset by final retention fee repayment to Contractor. Swimming Pool season fees \$2,044, Gym memberships \$2,068, Bi-Tone Caravan Club Oval Hire \$2,041 greater than anticipated.
Transport	3,950,230.00	1,812,264.00	2,351,468.85	539,204.85	Regional Airports Funding grant for runway seal \$104,538 and Financial Assistance Grant 23/24 Advanced payment \$434,382 unbudgeted.
Economic Activities	197,344.00	180,395.00	230,042.98	49,647.98	Caravan Park and Cabin charges \$46,877 greater than anticipated.
Other Property & Services	43,100.00	32,920.00	37,174.56	4,254.56	
<b>Total Operating Revenue</b>	<b>8,383,653.00</b>	<b>5,901,125.00</b>	<b>7,151,783.23</b>	<b>1,250,658.23</b>	
<b>Operating Expenditure</b>					
General Purpose Funding	(162,227.00)	(114,760.00)	(99,332.41)	15,427.59	Admin costs reallocated \$15,899 lower than anticipated YTD.
Governance	(306,541.00)	(220,639.00)	(221,744.27)	(1,105.27)	
Law, Order & Public Safety	(432,526.00)	(298,668.00)	(269,033.85)	29,634.15	ESL expenditure lower than anticipated YTD.
Health	(154,777.00)	(119,360.00)	(101,342.27)	18,017.73	Doctor's Surgery and House \$10,361 and Admin costs reallocated \$9,837 lower than anticipated YTD. Doc Vehicle running expenses (\$1,859) greater than anticipated YTD.
Education & Welfare	(111,017.00)	(82,690.00)	(59,169.93)	23,520.07	150 Year Beverley Road Board celebration funding \$20,000 to be carried over to 23/24.
Housing	(205,724.00)	(174,210.00)	(145,575.38)	28,634.62	Staff and Other Housing Maintenance expenses \$26,960 and Admin costs reallocated \$5,200 lower than anticipated YTD. Staff Housing costs reallocated (\$16,654) less than expected YTD.
Community Amenities	(666,749.00)	(533,924.00)	(501,147.52)	32,776.48	Stormwater drainage maintenance \$23,829, Other Planning Expenses \$4,034, Drum Muster \$1,905 and Admin costs reallocated \$9,428 lower than anticipated YTD. Refuse Site Mtce expenses (\$7,445) greater than anticipated.
Recreation & Culture	(1,592,700.00)	(1,272,671.00)	(1,238,729.15)	33,941.85	Admin costs reallocated \$20,332 and Various building mtce \$13,993 lower than expected YTD.
Transport	(2,519,187.00)	(2,122,292.00)	(2,143,222.56)	(20,930.56)	Bridge maintenance expense (\$19,107) greater than anticipated, to be partially offset by MRWA Emergency Mtce Funding. Interest on Vincent St Loan (\$12,714) unbudgeted. Admin costs reallocated \$14,748 lower than anticipated YTD.
Economic Activities	(593,888.00)	(421,761.00)	(410,892.08)	10,868.92	Loss on disposal of Kinetic Sculpture (\$5,418) unbudgeted. Depreciation charged (\$10,278) greater than anticipated. Admin costs reallocated \$25,473 lower than anticipated YTD.
Other Property & Services	(15,050.00)	(6,550.00)	121,668.35	128,218.35	PWOH & POC allocation timing versus expenditure.
<b>Total Operating Expenditure</b>	<b>(6,760,386.00)</b>	<b>(5,367,525.00)</b>	<b>(5,068,521.07)</b>	<b>299,003.93</b>	
<b>Net Operating</b>	<b>1,623,267.00</b>	<b>533,600.00</b>	<b>2,083,262.16</b>	<b>1,549,662.16</b>	

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING  
30 April 2022**

Description	Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Notes To Material Variances
<b>Capital Income</b>					
Self Supporting Loan - Principal Repayment	14,285.00	9,045.00	9,045.38	0.38	
Proceeds from Sale of Assets	359,000.00	359,000.00	540,281.81	181,281.81	Proceeds for Vehicle Trade Ins greater than anticipated.
New Loan Raised	1,000,000.00	1,000,000.00	1,000,000.00	0.00	
<b>Total Capital Income</b>	<b>1,373,285.00</b>	<b>1,368,045.00</b>	<b>1,549,327.19</b>	<b>181,282.19</b>	
<b>Capital Expenditure</b>					
Land and Buildings	(329,893.00)	(242,893.00)	(295,596.98)	(52,703.98)	Moort Wabiny Park final retention fee payment (\$15,438) offset by transfer from Trust. Onsite Cabin Carports (\$3,789) greater than expected due to internal labour and plant allocations. 20/21 Hunt Road Village works carried over (\$18,883). Rec Ground Terrace development (\$27,844) unbudgeted. Rec Ground Play Area Extension \$10,049 and Town Hall Floor Replacement \$2,671 lower than budgeted.
Plant and Equipment	(946,980.00)	(806,980.00)	(716,690.05)	90,289.95	Grader purchase \$41,500, Rubber tyred roller \$42,320, Mechanics Ute \$4,350 and DCEO Vehicle \$2,998 less than anticipated.
Office Furniture and Equipment	0.00	0.00	0.00	0.00	
Road Construction	(4,784,186.00)	(2,623,884.00)	(2,784,402.39)	(160,518.39)	Airstrip Sealing works \$163,345 unbudgeted offset by Grant income.
Other Infrastructure	(2,017,912.00)	(1,420,725.00)	(1,307,403.84)	113,321.16	Vincent St under grounding of power works saving \$113,428.
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(102,053.00)	(77,164.00)	(97,640.18)	(20,476.18)	Vincent St loan repayments (\$20,476) unbudgeted.
<b>Total Capital Expenditure</b>	<b>(8,181,024.00)</b>	<b>(5,171,646.00)</b>	<b>(5,201,733.44)</b>	<b>(30,087.44)</b>	
<b>Net Capital</b>	<b>(6,807,739.00)</b>	<b>(3,803,601.00)</b>	<b>(3,652,406.25)</b>	<b>151,194.75</b>	
<b>Adjustments</b>					
Depreciation Written Back	2,405,056.00	1,984,211.00	1,983,963.72	(247.28)	
Movement in Leave Reserve Cash Balance	0.00	0.00	369.88	369.88	
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 Lease Repayments	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	(35,100.00)	(64,000.00)	(99,685.88)	(35,685.88)	Profit on asset disposals higher than anticipated.
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
<b>Add Funding From</b>					
Transfer (To)/From Reserves	1,160,706.00	243,931.00	241,592.22	(2,338.78)	
Opening Surplus/(Deficit)	1,653,810.00	1,653,810.00	1,653,809.54	(0.46)	
<b>Total Adjustments</b>	<b>5,184,472.00</b>	<b>3,817,952.00</b>	<b>3,780,049.48</b>	<b>(37,902.52)</b>	
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>547,951.00</b>	<b>2,210,905.39</b>	<b>1,662,954.39</b>	

**SHIRE OF BEVERLEY  
STATEMENT OF NET CURRENT ASSETS  
FOR THE PERIOD ENDING  
30 April 2022**

Description	Actual 2020/21	YTD Actual 2021/22
<b>Current Assets</b>		
Cash at Bank	2,311,028.21	3,157,928.27
Cash - Unrestricted Investments	0.00	0.00
Cash - Restricted Reserves	2,830,708.90	2,589,116.68
Cash on Hand	300.00	700.00
Accounts Receivable	460,327.66	614,963.88
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	14,284.95	5,239.57
Inventory - Fuel	10,281.78	12,292.08
<b>Total Current Assets</b>	<b>5,626,931.50</b>	<b>6,380,240.48</b>
<b>Current Liabilities</b>		
Accounts Payable	(908,299.23)	(1,355,519.84)
Loan Liability - Current	(102,053.23)	(24,888.69)
Annual Leave Liability - Current	(252,079.13)	(252,079.13)
Long Service Leave Liability - Current	(107,438.93)	(107,438.93)
Doubtful Debts	0.00	0.00
<b>Total Current Liabilities</b>	<b>(1,369,870.52)</b>	<b>(1,739,926.59)</b>
<b>Adjustments</b>		
Less Restricted Reserves	(2,830,708.90)	(2,589,116.68)
Less Self Supporting Loan Income	(14,284.95)	(5,239.57)
Add Leave Reserves - Cash Backed	139,689.18	140,059.06
Add Loan Principal Expense	102,053.23	24,888.69
<b>Total Adjustments</b>	<b>(2,603,251.44)</b>	<b>(2,429,408.50)</b>
<b>NET CURRENT ASSETS</b>	<b>1,653,809.54</b>	<b>2,210,905.39</b>

**SHIRE OF BEVERLEY**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT**  
**30 April 2022**

Description	Actual 2020/21	YTD Actual 2021/22	Movement
<b>Current Assets</b>			
Cash and Cash Equivalents	5,142,037.11	5,747,744.95	605,707.84
Accounts Receivable	360,327.66	514,963.88	154,636.22
Contract Asset - Current	100,000.00	100,000.00	0.00
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	14,284.95	5,239.57	(9,045.38)
Inventory	10,281.78	12,292.08	2,010.30
<b>Total Current Assets</b>	<b>5,626,931.50</b>	<b>6,380,240.48</b>	<b>753,308.98</b>
<b>Current Liabilities</b>			
Accounts Payable	(438,600.91)	(936,504.22)	(497,903.31)
Contract Liability - Current	(462,861.62)	(419,015.62)	43,846.00
Loan Liability - Current	(102,053.23)	(24,888.69)	77,164.54
Lease Liability - Current	(6,836.70)	0.00	6,836.70
Annual Leave Liability - Current	(252,079.13)	(252,079.13)	0.00
Long Service Leave Liability - Current	(107,438.93)	(107,438.93)	0.00
Doubtful Debts	0.00	0.00	0.00
<b>Total Current Liabilities</b>	<b>(1,369,870.52)</b>	<b>(1,739,926.59)</b>	<b>(370,056.07)</b>
<b>Non-Current Assets</b>			
Non-Current Debtors	134,837.98	134,837.98	0.00
Non-Current Investments	55,355.13	55,355.13	0.00
Land and Buildings	30,374,265.91	29,828,599.44	(545,666.47)
Plant and Equipment	1,902,265.11	2,203,298.42	301,033.31
Furniture and Equipment	124,354.85	98,135.39	(26,219.46)
Infrastructure	60,266,728.95	63,217,115.18	2,950,386.23
Self Supporting Loan - Non Current	10,968.23	10,968.23	0.00
<b>Total Non-Current Assets</b>	<b>92,868,776.16</b>	<b>95,548,309.77</b>	<b>2,679,533.61</b>
<b>Non-Current Liabilities</b>			
Loan Liability - Non Current	(1,277,171.79)	(2,256,696.15)	(979,524.36)
Lease Liability - Non Current	(13,673.30)	(13,673.30)	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(98,416.32)	(98,416.32)	0.00
<b>Total Non Current Liabilities</b>	<b>(1,389,261.41)</b>	<b>(2,368,785.77)</b>	<b>(979,524.36)</b>
<b>Net Assets</b>	<b>95,736,575.73</b>	<b>97,819,837.89</b>	<b>2,083,262.16</b>



**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL POSITION  
AS AT  
30 April 2022**

Description	Actual 2020/21	YTD Actual 2021/22	Movement
<b>Equity</b>			
Accumulated Surplus	(44,609,994.71)	(46,934,849.09)	(2,324,854.38)
Reserves - Cash Backed	(2,830,708.90)	(2,589,116.68)	241,592.22
Reserve - Revaluations	(48,295,872.12)	(48,295,872.12)	0.00
<b>Total Equity</b>	<b>(95,736,575.73)</b>	<b>(97,819,837.89)</b>	<b>(2,083,262.16)</b>

<b>SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE &amp; TYPE FOR THE PERIOD ENDING 30 April 2022</b>		
<b>Description</b>	<b>Budget 2021/22</b>	<b>YTD Actual 2021/22</b>
<b>Income</b>		
Rates	2,940,151.00	2,932,874.26
Operating Grants, Subsidies and Contributions	1,063,533.00	1,803,004.46
Profit On Asset Disposal	72,600.00	109,974.86
Service Charges	0.00	0.00
Fees & Charges	648,180.00	666,975.59
Interest Earnings	25,831.00	19,947.40
Other Revenue	60,500.00	117,780.42
Non-Operating Grants, Subsidies and Contributions	3,659,796.00	1,615,366.50
<b>Total Income by Nature &amp; Type</b>	<b>8,470,591.00</b>	<b>7,265,923.49</b>
<b>Expenditure</b>		
Employee Costs	(2,245,286.00)	(1,782,185.48)
Materials & Contracts	(2,000,424.00)	(1,129,679.59)
Utilities	(199,182.00)	(196,540.65)
Depreciation On Non-Current Assets	(2,405,056.00)	(1,983,963.72)
Interest Expenses	(65,273.00)	(58,044.21)
Insurance Expenses	(227,251.00)	(229,583.75)
Other Expenditure	(107,725.00)	(108,706.31)
Loss On Asset Disposal	(37,500.00)	(10,288.98)
Loss on Revaluation of Non-Current Assets	0.00	0.00
<b>Total Expenditure by Nature &amp; Type</b>	<b>(7,287,697.00)</b>	<b>(5,498,992.69)</b>
<b>Allocations</b>		
Reallocation Codes Expenditure	440,373.00	316,331.36
Reallocation Codes Income	0.00	0.00
<b>Total Allocations</b>	<b>440,373.00</b>	<b>316,331.36</b>
<b>Net Operating by Nature &amp; Type</b>	<b>1,623,267.00</b>	<b>2,083,262.16</b>

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 30 April 2022						
Account #	Account Name	Amount Invested (\$)		Term	Interest Rate	Maturation
3630922	<b>Reserve Funds Bendigo</b>					
	Long Service Leave	0.00				
	Airfield Emergency	40,183.93				
	Plant	171,821.79				
	Emergency Services	28,739.24				
	Building	290,708.13				
	Recreation Ground	578,230.77				
	Cropping Committee	190,956.82				
	Avon River Development	25,993.50				
	Annual Leave	139,875.43				
	Community Bus	38,066.45				
	Infrastructure	551,764.65				
	Senior Housing	162,270.23				
	Mainstreet Development	307,811.76				
Avondale Mach Museum	60,355.25	2,586,777.95		4 mnths	0.30%	11/05/2022
	<b>Total</b>		<b>2,586,777.95</b>			

## **11.2 Accounts Paid by Authority**

---

<b>Submission To:</b>	<b>Ordinary Council Meeting 24 May 2022</b>
<b>Report Date:</b>	<b>13 May 2022</b>
<b>Applicant:</b>	<b>N/A</b>
<b>File Reference:</b>	<b>N/A</b>
<b>Author and Position:</b>	<b>S.K. Marshall, Deputy Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>N/A</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>April 2022 List of Reports (Contact Shire)</b>

---

### **SUMMARY**

Council to consider authorising the payment of accounts.

### **BACKGROUND**

The following list represents accounts paid by authority for the month of April 2022.

### **COMMENT**

Unless otherwise identified, all payments have been made in accordance with Council's 2021/22 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 2021/22 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
<b>Likelihood</b>					
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 & COUNCIL RESOLUTION**

**M7/0522**

**Moved Cr Maxwell**

**Seconded Cr Gogol**

**That the List of Accounts as presented, be received:**

**April 2022:**

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

Cheque vouchers

08 April 2022	1859-1859	(1)	\$	1,685.33	(authorised by DCEO S Marshall and Pres D White)
28 April 2022	1860-1860	(1)	\$	2,300.00	(authorised by CEO S Gollan and DCEO S Marshall)
				<b>Total of cheque vouchers for April 2022 incl</b>	<b>\$ 3,985.33 previously paid.</b>

EFT vouchers

08 April 2022	EFT 8022-8050	(29)	\$	88,654.65	(authorised by DCEO S Marshall and Pres D White)
13 April 2022	EFT 1-39	(39)	\$	58,344.50	(authorised by CEO S Gollan and Pres D White)
14 April 2022	EFT 8051-8055	(5)	\$	8,292.27	(authorised by CEO S Gollan and Pres D White)
21 April 2022	EFT 8058-8062	(5)	\$	7,499.39	(authorised by CEO S Gollan and Pres D White)
22 April 2022	EFT 8063-8065	(3)	\$	1,104.77	(authorised by CEO S Gollan and Pres D White)
27 April 2022	EFT 1-39	(39)	\$	60,118.66	(authorised by CEO S Gollan and DCEO S Marshall)
28 April 2022	EFT 8067-8080	(14)	\$	37,059.20	(authorised by CEO S Gollan and DCEO S Marshall)
				<b>Total of EFT vouchers for April 2022 incl</b>	<b>\$ 261,073.44 previously paid.</b>

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

Cheque vouchers

Nil vouchers

				<b>Total of cheque vouchers for April 2022 incl</b>	<b>\$ 0.00 previously paid.</b>
--	--	--	--	---	---------------------------------

EFT vouchers

08 April 2022	EFT 8020-8021	(2)	\$	400.00	(authorised by DCEO S Marshall and Pres D White)
21 April 2022	EFT 8056-8057	(2)	\$	280.00	(authorised by CEO S Gollan and Pres D White)
				<b>Total of EFT vouchers for April 2022 incl</b>	<b>\$ 680.00 previously paid.</b>

**(3) Direct Debit payments totalling \$ 57,877.81 previously paid.**

**(4) Credit Card payments totalling \$ 3,271.98 previously paid.**

**CARRIED 6/0**

## **12. ADMINISTRATION**

### **12.1 New Policy – Information and Communications Technology (ICT) Usage**

---

<b>Submission To:</b>	<b>Ordinary Council Meeting 24 May 2022</b>
<b>Report Date:</b>	<b>5 May 2022</b>
<b>Applicant:</b>	<b>Administration</b>
<b>File Reference:</b>	<b>ADM 0468</b>
<b>Author and Position:</b>	<b>Simon Marshall, Deputy Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>N/A</b>
<b>Disclosure(s) Of Interest:</b>	<b>None</b>
<b>Attachments:</b>	<b>Proposed Policy</b>

---

#### **SUMMARY**

Council to consider adopting the attached Information and Communications Technology (ICT) Usage policy.

#### **BACKGROUND**

At a previous Financial Management Systems Review it was identified that an ICT policy is required to guide Staff and Councillors using various devices to ensure the security and integrity of the Shires network system is maintained.

#### **COMMENT**

The attached ICT policy is used by many Local Governments and has been modified and adapted to suit the needs of the Shire of Beverley.

The policy covers all devices including tablets, laptops, desktop computers and mobile phones. The activities on those devices including emailing, communicating, personal use, passwords and working remotely are addressed with acceptable and non-acceptable use. Breaches in the policy are covered in the final paragraph.

It should be noted in the policy that the term 'employee' covers staff, councillors, volunteers, contractors and any person carrying out work for the Shire of Beverley.

#### **STATUTORY ENVIRONMENT**

*Local Government (Administration) Regulations 1996*  
*Regulation 19AE (2) – Other matters codes of conduct must deal with*

#### **CONSULTATION**

Council

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

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

## POLICY IMPLICATIONS

New Policy

## RISK IMPLICATIONS

High (12) - There is a possible likelihood that a user may incorrectly use their device impacting network security.

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

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 & COUNCIL RESOLUTION

M8/0522

Moved Cr Norman

Seconded Cr Martin

That Council adopt the Information and Communications Technology (ICT) Usage policy.

**CARRIED 6/0**



## Attachment 12.1

### **6.2 Information and Communications Technology (ICT) Usage**

<b>Policy Type:</b>	General	<b>Policy No:</b>	<b>G002</b>
<b>Date Adopted:</b>		<b>Date Last Reviewed:</b>	

<b>Legal (Parent):</b>
1.

<b>Legal (Subsidiary):</b>
1.

<b>ADOPTED POLICY</b>	
<b>Title:</b>	<b>INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) USAGE POLICY</b>
<b>Objective:</b>	<b>To establish guidelines on the appropriate usage of the Shire's information and communication technology (ITC) systems and devices to ensure the ongoing security and integrity of the Shire's network system.</b>

#### **Objective**

To establish guidelines on the appropriate usage of the Shire's information and communication technology (ICT) systems and devices to ensure the ongoing security and integrity of the Shire's network system.

#### **Policy Statement**

Effective security is a team effort involving the participation and support of every Shire of Beverley employee who deals with information and/or information and communication systems and devices. Every digital device user must understand this policy and carry out their use of digital devices in accordance with this policy. For the purposes of this policy the term employee/s shall cover people performing work on a permanent basis with the Shire of Beverley.

#### **General Use of ICT Equipment**

1. Users should be aware that the data they create on the corporate systems remain the property of the Shire of Beverley. The confidentiality of personal (non-work related) information stored on any network device belonging to the Shire of Beverley cannot be guaranteed.
2. A degree of personal use is allowed on the Shire's equipment/devices/systems. Employees should exercise conservative judgment regarding the reasonableness of personal use but should be guided by the following principles:
  - personal use should be conducted either before or after contracted hours of work or during authorised breaks;
  - personal use should be limited and brief, avoiding excessive downloads or transmissions. An example of acceptable personal use would be conducting brief transactions through internet banking;
  - personal use should not breach anything in this policy, particularly relating to the downloading of offensive or copyrighted materials; and
  - if there is any uncertainty regarding acceptable personal use then employees should consult their supervisor for guidance.
3. For security and network maintenance purposes, authorised individuals within the Shire of Beverley may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.

## Attachment 12.1

4. The Shire of Beverley reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this policy.

All emails sent by Shire of Beverley employees should include the approved signature and disclaimer at the foot of the body of the email, in the format specified by the Shire of Beverley style guide.

### **Security and Proprietary Information**

1. All information stored in the Shire of Beverley's corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult their supervisor or manager for guidance.
2. Passwords should be kept secure and accounts must not be shared. Authorised users are responsible for the security of their passwords and accounts. Passwords should be changed in accordance with advice from the Shire of Beverley ICT Consultants.
3. All devices connected to the Shire's computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software.
4. Employees must use caution when opening files received from unknown senders.

### **Acceptable Use**

The information in this policy provides a framework for activities which fall into the category of unacceptable use, but do not represent an exhaustive list. Some users are exempted from these restrictions during the course of carrying out responsibilities related to their role.

Under no circumstances is any user authorised to engage in any activity that is illegal under local, state, federal or international law while connected to or utilising Shire of Beverley ICT systems or resources.

### **System and Network Activities**

*The following activities are not permitted:*

- Violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of pirated or other software products that are not appropriately licensed for use by the Shire of Beverley or the end user.
- Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the Shire of Beverley or the end user does not have an active license.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate manager should be consulted prior to export of any material where status is unclear.
- Introduction of malicious programs or codes into the network or onto devices connected to the network.
- Revealing your account password to others or allowing use of your account by others.
- Using Shire of Beverley equipment for the downloading or distribution of any material that could be considered as offensive. If an employee receives such material they should notify their manager and also the ICT Team.
- Making fraudulent offers of products, items, or services, or running private business interests via any Shire of Beverley equipment, device or account.
- Undertaking Private Work

*The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role/position:*

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access.

## Attachment 12.1

- Executing any form of network monitoring which will intercept data not intended for the user's host.
- Attempting to avoid or bypass the Shire of Beverley's network security measures.
- Interfering with any other users account, by whatever means.
- Using the system in a way that could damage or affect the performance of the network in any way.

### **Email and Communications Activities**

The following activities are not permitted:

- Except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of junk mail or other advertising material, jokes, or chain communication to individuals who did not specifically request such material.
- Any form of harassment via electronic/ICT means.
- Unauthorised use, or forging, of email header information.
- Solicitation of communication for any other electronic address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding chain letters, pyramid schemes, or any manner of financial information aimed to entice subscription of any type.
- Use of any of the Shire of Beverley network or systems for the purpose of generating unsolicited communications.
- Providing information about, or lists of, the Shire of Beverley employees to parties outside the Shire of Beverley or to personal email addresses.
- Communicating in a manner that could adversely affect the reputation or public image of the Shire of Beverley.
- Communicating in a manner that could be construed as making statements or permission to do so.

Users should also endeavour to archive their Inbox, Sent Items, Deleted Items and other email boxes on a regular basis, by either archiving or saving in the central record system. A size limit per mailbox may be implemented to ensure that the system is functioning optimally.

### **Remote Access**

Employees with remote access are subject to the same rules and regulations that apply to the Shire of Beverley corporate equipment and systems. That is, their network and servers to ensure the security and integrity of data and records.

Employees are reminded of the following conditions relating to remote access to the Shire of Beverley system:

- Family members must not violate any of the Shire of Beverley policies, perform illegal activities, or use the access for outside business interests.
- The device that is connected should be secure from access by external non-Shire of Beverley parties and should
  - be under the complete control of the user.
- The use of non-Shire of Beverley email accounts (e.g. Yahoo, Hotmail, Gmail etc.) or other external resources is not permitted for the conduct of Shire of Beverley business, thereby ensuring official business is not confused with personal business.

## Attachment 12.1

- All devices (whether personal or corporate) connected to the Shire of networks via remote access technologies should have up-to-date anti-malicious-code software.

### **Provision and Use of Mobile Phones and Information/ Communication Devices**

Some employees will be supplied with a mobile phone and/or other mobile computing device if it is deemed necessary to their position. All mobile/portable devices supplied remain the property of the Shire of Beverley and users must not change service providers unless authorised in writing to do so.

Where a mobile phone or device provides an email service, all emails sent or received or otherwise processed via the mobile device that are classified as a record of the Shire of Beverley should be sent through the Shire of Beverley server, to ensure the integrity of the recordkeeping system.

Where the device includes a digital camera, users are to use the technology in a sensible manner. A failure to do so may lead to disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

It is unlawful for drivers to operate a mobile phone and/or other mobile computing device whilst driving. Phone calls may otherwise be made or received providing the device is accessible while mounted/fixed to the vehicle or does not need to be touched by the user. An employee who operates a mobile phone and/or other mobile computing device whilst driving may face disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

The following conditions apply to the provision and use of mobile phones and other electronic devices:

- The allocation of mobile phones and other devices for business purposes shall be determined by the CEO and the Deputy CEO based on operational need.
- The purchase and replacement of mobile phones and other devices shall be determined by the CEO and DCEO.
- All staff in receipt of a mobile phone and other device shall sign an acceptance form acknowledging the provisions of this policy.
- A Shire mobile phone is to be used for business use except in the event of a personal emergency, unless otherwise approved by CEO or documented as a benefit in an Employee's Employment Package.
- Should an employee's private user and/or other device be determined by the CEO to unreasonable and excessive, such costs attributed to that use shall be reimbursed by the employee.
- A Councillor or employee in possession of a mobile telephone and/or other device is responsible for its use and care, and shall provide immediate notification of any loss, damage or malfunction, with explanation to the particular circumstances.
- The Shire may withdraw entitlement to use a mobile phone or other device should there be evidence or an admission as to personal neglect or abuse. Reimbursement of the cost for repair, replacement, or reimbursement of excessive use may be sought from the offending officer at the discretion of the CEO.
- Staff may be required to return mobile phones and/or devices to the office or other staff members during period of leave.
- The CEO may award a Mobile Phone Allowance to certain staff to allow them to carry and use their personal mobile phone for calls / texts for work purposes as and when the need arises.
- Where a mobile phone or device is willingly or maliciously damaged or lost, the person to which the mobile phone or device is responsible shall repair or replace the mobile phone or device at their cost.

### **Consequences of Breaching This Policy**

Any employee found to have breached this policy may be subject to disciplinary action including possible termination of employment. The Shire of Beverley may also be obligated to refer any breach of this policy to an external agency where an employee may be held criminally liable for their actions.

Private/personal or unauthorised use of corporate ICT systems and/or devices may result in the employee being obligated to pay any extra costs incurred.

Attachment 12.1

**SHIRE OF BEVERLEY  
INFORMATION AND COMMUNICATIONS TECHNOLOGY USAGE AGREEMENT**

I, \_\_\_\_\_ acknowledge that I have read the Information and Communications Technology Usage Policy and accept the guidelines relating to all devices and networks contained in the policy which ensure the ongoing security and integrity of the Shire of Beverley's network system.

\_\_\_\_\_

Name

\_\_\_\_\_

Position

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Witness**

\_\_\_\_\_

Name

\_\_\_\_\_

Position

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**13. ELECTED MEMBERS' MOTIONS WHERE NOTICE HAS BEEN GIVEN**

Nil

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

Nil

**15. CLOSURE**

The Chairman declared the meeting closed at 3:12pm

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

PRESIDING MEMBER:

DATE: