



**25 October 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 in Attendance .....	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>
3.1 CEO Stephen Gollan .....	1
<b>4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....</b>	<b>1</b>
<b>5. PUBLIC QUESTION TIME .....</b>	<b>2</b>
<b>6. CONDOLENCES .....</b>	<b>2</b>
<b>7. CONFIRMATION OF MINUTES .....</b>	<b>3</b>
7.1 Minutes of The Ordinary Council Meeting Held 27 September 2022 .....	3
7.2 Minutes of The Audit Committee Meeting Held 25 October 2022 .....	4
<b>8. TECHNICAL SERVICES .....</b>	<b>5</b>
<b>9. PLANNING SERVICES .....</b>	<b>6</b>
9.1 Development Application – Proposed Telecommunications Infrastructure – Lot 18532 on DP84785 Yenyening Lakes Road .....	6
9.2 Development Application – Proposed Telecommunications Infrastructure – Lot 9604 on DP124607 Morbinning Road, Beverley .....	10
9.3 Beverley Soaring Society – Proposed Extension of Lease Area - Reserve 32745 (Lot 29705), Bremner Road, Beverley Airfield.....	15
9.4 Development Application – Outbuilding (Storage Shed) – 6 (Lot 63) Forrest Street .....	20
<b>10. BUILDING SERVICES &amp; ENVIRONMENTAL HEALTH SERVICES .....</b>	<b>27</b>
<b>11. FINANCE .....</b>	<b>28</b>
11.1 Monthly Financial Report .....	28
11.2 Accounts Paid by Authority .....	36
11.3 2021/22 Management Letter .....	39
11.4 Draft 2021/22 Independent Auditor's Report.....	45
11.5 2021/22 Councillors' Declaration .....	50
11.6 Draft 2021/22 Annual Report .....	53
<b>12. ADMINISTRATION .....</b>	<b>56</b>
12.1 Annual Electors Meeting .....	56
12.2 Local Government Reform – Changes to Council Size .....	58
12.3 Policy Manual Annual Review.....	64
12.4 Memorial Chair Application .....	71
12.5 2023 Ordinary Council Meeting Schedule.....	73
12.6 Shire Administration Opening Days Christmas/New Year Period .....	77
12.7 Annual Council and Staff Christmas Function and Gift .....	79

<b>13. ELECTED MEMBERS' MOTIONS WHERE NOTICE HAS BEEN GIVEN ....</b>	<b>81</b>
<b>14. CONFIDENTIAL ITEMS .....</b>	<b>82</b>
14.1 Meeting Closed to the Public.....	82
14.2 Purchase of Property .....	83
14.3 Meeting Open to the Public.....	84
<b>15. NEW BUSINESS ARISING BY ORDER OF THE MEETING .....</b>	<b>85</b>
<b>16. CLOSURE .....</b>	<b>85</b>

## **1. OPENING**

The Presiding Member declared the meeting open at 3:00pm.  
Meeting held in Council Chambers, 136 Vincent Street, Beverley.

The Shire of Beverley acknowledge the Traditional Owners of the land on which we meet, the Ballardong People. We pay our respects to Elders past and present.

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

### **2.1 Members in Attendance**

Cr DC White	Shire President
Cr CJ Lawlor	Deputy President
Cr DW Davis	
Cr PJ Gogol	
Cr SW Martin	
Cr JR Maxwell	
Cr MH Norman	
Cr AFC Sattler	
Cr TWT Seed	

### **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 3:15pm)
Mrs A Lewis	Executive Assistant

### **2.3 Observers And Visitors**

Ms Celeste Mourizten for public question time (3:00pm to 3:06pm)

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

Nil

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

Cr Lawlor and Cr Sattler advised they may be away for the November 2022 Ordinary Council Meeting depending upon their respective harvest programs.

## **3. DECLARATIONS OF INTEREST**

### **3.1 CEO Stephen Gollan**

The CEO declared he is an executive member of the Beverley Golf Club in regards to Item 12.6. The CEO does not vote.

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

Nil

## **5. PUBLIC QUESTION TIME**

Ms Celeste Mouritzen:

**Question 1** – Is the Council aware of the environmental and social impact caused by domestic pet cats being free to roam?

**Response by Shire President** – Yes, Council is aware of the impacts caused by roaming cats.

**Question 2** – Is Council aware of Ratepayer sentiment regarding this issue?

**Response by Shire President** – No, Council is not aware of any ratepayer sentiment, this is the first time it has been brought to Council's attention.

**Question 3** – What would it take for Council to change the by-laws to prevent pet cats being free to roam within the residential area of the Shire of Beverley?

**Response by Shire President** – Our local laws are being reviewed and drafted and this could possibly be considered by Council.

**Response by CEO** – Agreed with the Shire President responses for questions 1 and 2. In regards to question 3, the CEO has spoken to WA Contract Ranger Services who is not aware of any Wheatbelt Shires that have a local law to prevent wandering cats, as it is extremely hard to police. The current Cat Act does not specifically deal with roaming cats. Council can perhaps canvas community sentiment to consider this matter when reviewing the local laws.

3:06pm - Ms Mouritzen thanked Council for their time and left the meeting.

## **6. CONDOLENCES**

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

TOWNSEND  
HILL

Jillian Elizabeth  
John Phillip

4 October 2022  
17 October 2022

## **7. CONFIRMATION OF MINUTES**

### **7.1 Minutes of The Ordinary Council Meeting Held 27 September 2022**

#### **OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION**

**M1/1022**

**Moved Cr Martin**

**Seconded Cr Sattler**

**That the Minutes of the Ordinary Council Meeting held Tuesday 27 September 2022 be confirmed.**

**CARRIED 9/0**

## **7.2 Minutes of The Audit Committee Meeting Held 25 October 2022**

### **OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION**

**M2/1022**

**Moved Cr Norman**

**Seconded Cr Seed**

**That the Minutes of the Audit and Risk Committee Meeting held 25 October 2022 be received.**

**CARRIED 9/0**

## **8. TECHNICAL SERVICES**

Nil



## **9. PLANNING SERVICES**

### **9.1 Development Application – Proposed Telecommunications Infrastructure – Lot 18532 on DP84785 Yenyening Lakes Road**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>13 October 2022</b>
<b>Applicant:</b>	<b>CRISP Wireless, Landowner: CM Blechynden</b>
<b>File Reference:</b>	<b>YEN 383</b>
<b>Author and Position:</b>	<b>Stefan de Beer, Manager of Planning</b>
<b>Previously Before Council:</b>	<b>N/A</b>
<b>Disclosure(s) Of Interest:</b>	<b>None</b>
<b>Attachments:</b>	<b>Application Documents Commercial in Confidence</b>

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#### **SUMMARY**

An application has been received to develop Telecommunications Infrastructure (a 30m tower and ancillary infrastructure) at lot 18532 on DP84785 Yenyening Lakes Road, Beverley. It will be recommended the application be approved.

#### **BACKGROUND**

##### **The proposal**

CRISP Wireless Pty Ltd proposes to establish a telecommunications facility in order to extend their fixed wireless broadband footprint in the Wheatbelt. The Infrastructure proposed will consist of:

- a 30m high steel tower
- a combination of Dual Pole Parabolic Antennas and Sector Antennas
- a sea container housing the communications equipment
- solar panels to power the system on the roof of the sea container

The entire footprint of the proposed development will be approx. 400m<sup>2</sup>.

##### **The Subject Land**

The subject land is located within the Rural Zone pursuant to the Shire of Beverley Local Planning Scheme No. 3 (LPS3) is 255.6 hectares in extent and is vacant.

#### **COMMENT**

In assessing this application Council should consider, amongst others, the following matters:

##### ***The Shire of Beverley Local Planning Scheme No. 3:***

The subject site is located within the *Rural Zone*. The proposed *Telecommunication Infrastructure* is a 'D' use in this Zone pursuant to LPS3, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

As submitted by the applicant in the application documentation, Shire Planner concurs that the proposal would not negatively affect the continuation of broad acre farming activities on the subject land.

Given the substantial proposed setbacks it is considered that the facility would not detrimentally impact upon the landscape or character of the rural area.

***Shire of Beverley Local Planning Strategy***

The proposal is deemed to be in pace with the directives of the Local Planning Strategy, where Council's actions are to "*work with the State Government, Commonwealth Government and telecommunication providers to improve internet speeds and the mobile telephone service*".

***State Planning Policy No. 5.2 (SPP 5.2) – Telecommunications Infrastructure, and Guidelines for the Location, Siting and Design of Telecommunications Infrastructure***

The proposal is deemed to be in pace with the directives of SPP 5.2:

*Adequate and reliable telecommunications are essential for all aspects of contemporary community life, from supporting the State's economy to creating and maintaining connected and cohesive social networks. Contact between emergency services and the community increasingly relies on the telecommunications networks.*

**CONCLUSION**

The proposal will be recommended for approval on the grounds of the following:

- The proposal is deemed to be consistent with the relevant State Planning Policies, the Shire of Beverley Local Planning Strategy and the Shire of Beverley Local Planning Scheme No. 3;
- The proposed telecommunications infrastructure facility will benefit the immediate wider area by the provision of an improved telecommunication broadband wireless services.

**CONSULTATION**

Consultation was not considered to be required.

**STATUTORY ENVIRONMENT**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications relative to this application.

**STRATEGIC IMPLICATIONS**

There are no strategic implications relative to this application.

**POLICY IMPLICATIONS**

There are no policy implications relative to this application.

**RISK IMPLICATIONS**

It is considered that the proposal has insignificant risks.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
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 required.

## OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

**M3/1022**

**Moved Cr Sattler**

**Seconded Cr Seed**

**That Council resolve to grant planning approval for a Telecommunications Facility at Lot 18532 on DP 84785 Yenyening Lakes Road, 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. A low intensity steady red hazard/warning obstacle light shall be fitted to the tower to the satisfaction of the Civil Aviation Safety Authority (CASA) and the Shire of Beverley.

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

**Note 4:** The applicant is advised to inform *Airservices Australia* of the communications tower installation so the location of the tower can be mapped for the information of pilots.

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

**CARRIED 9/0**

## Attachment 9.1 – Maps



Figure 2: Map of Bushfire Prone Area (Source: Landgate SLIP)



## **9.2 Development Application – Proposed Telecommunications Infrastructure – Lot 9604 on DP124607 Morbinning Road, Beverley**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>13 October 2022</b>
<b>Applicant:</b>	<b>CRISP Wireless, Landowner: Garthowan Pty Ltd</b>
<b>File Reference:</b>	<b>MOR149</b>
<b>Author and Position:</b>	<b>Stefan de Beer, Manager of Planning</b>
<b>Previously Before Council:</b>	<b>N/A</b>
<b>Disclosure(s) Of Interest:</b>	<b>None</b>
<b>Attachments:</b>	<b>Application Documents Commercial in Confidence</b>

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### **SUMMARY**

An application has been received to develop Telecommunications Infrastructure (a 30m tower and ancillary infrastructure) at lot 9604 on DP124607 Morbinning Road, Beverley. It will be recommended the application be approved.

### **BACKGROUND**

#### **The proposal**

CRISP Wireless Pty Ltd proposes to establish a telecommunications facility in order to extend their fixed wireless broadband footprint in the Wheatbelt. The Infrastructure proposed will consist of:

- a 30m high steel tower
- a combination of Dual Pole Parabolic Antennas and Sector Antennas
- a sea container housing the communications equipment
- solar panels to power the system on the roof of the sea container

The entire footprint of the proposed development will be approx. 400m<sup>2</sup>.

#### **The Subject Land**

The subject land is located within the Rural Zone pursuant to the Shire of Beverley Local Planning Scheme No. 3 (LPS3) is 61.2 hectares in extent and is vacant.

### **COMMENT**

In assessing this application Council should consider, amongst others, the following matters:

#### ***The Shire of Beverley Local Planning Scheme No. 3:***

The subject site is located within the *Rural Zone*. The proposed *Telecommunication Infrastructure* is a 'D' use in this Zone pursuant to LPS3, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

As submitted by the applicant in the application documentation, Shire Planner concurs that the proposal would not negatively affect the continuation of broad acre farming activities on the subject land.

Given the substantial proposed setbacks it is considered that the facility would not detrimentally impact upon the landscape or character of the rural area.

### **Shire of Beverley Local Planning Strategy**

The proposal is deemed to be in pace with the directives of the Local Planning Strategy, where Council's actions are to *"work with the State Government, Commonwealth Government and telecommunication providers to improve internet speeds and the mobile telephone service"*.

### **State Planning Policy No. 5.2 (SPP 5.2) – Telecommunications Infrastructure, and Guidelines for the Location, Siting and Design of Telecommunications Infrastructure**

The proposal is deemed to be in pace with the directives of SPP 5.2:

*Adequate and reliable telecommunications are essential for all aspects of contemporary community life, from supporting the State's economy to creating and maintaining connected and cohesive social networks. Contact between emergency services and the community increasingly relies on the telecommunications networks.*

### **CONCLUSION**

The proposal will be recommended for approval on the grounds of the following:

- The proposal is deemed to be consistent with the relevant State Planning Policies, the Shire of Beverley Local Planning Strategy and the Shire of Beverley Local Planning Scheme No. 3;
- The proposed telecommunications infrastructure facility will benefit the immediate wider area by the provision of an improved telecommunication broadband wireless services.

### **CONSULTATION**

Consultation was not considered to be required.

### **STATUTORY ENVIRONMENT**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications relative to this application.

### **STRATEGIC IMPLICATIONS**

There are no strategic implications relative to this application.

### **POLICY IMPLICATIONS**

There are no policy implications relative to this application.

## RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
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 required.

## **OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION**

**M4/1022**

**Moved Cr Martin**

**Seconded Cr Seed**

**That Council resolve to grant planning approval for a Telecommunications Facility at Lot 9604 on DP 124607 Morbinning Road, 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. A low intensity steady red hazard/warning obstacle light shall be fitted to the tower to the satisfaction of the Civil Aviation Safety Authority (CASA) and the Shire of Beverley.**

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

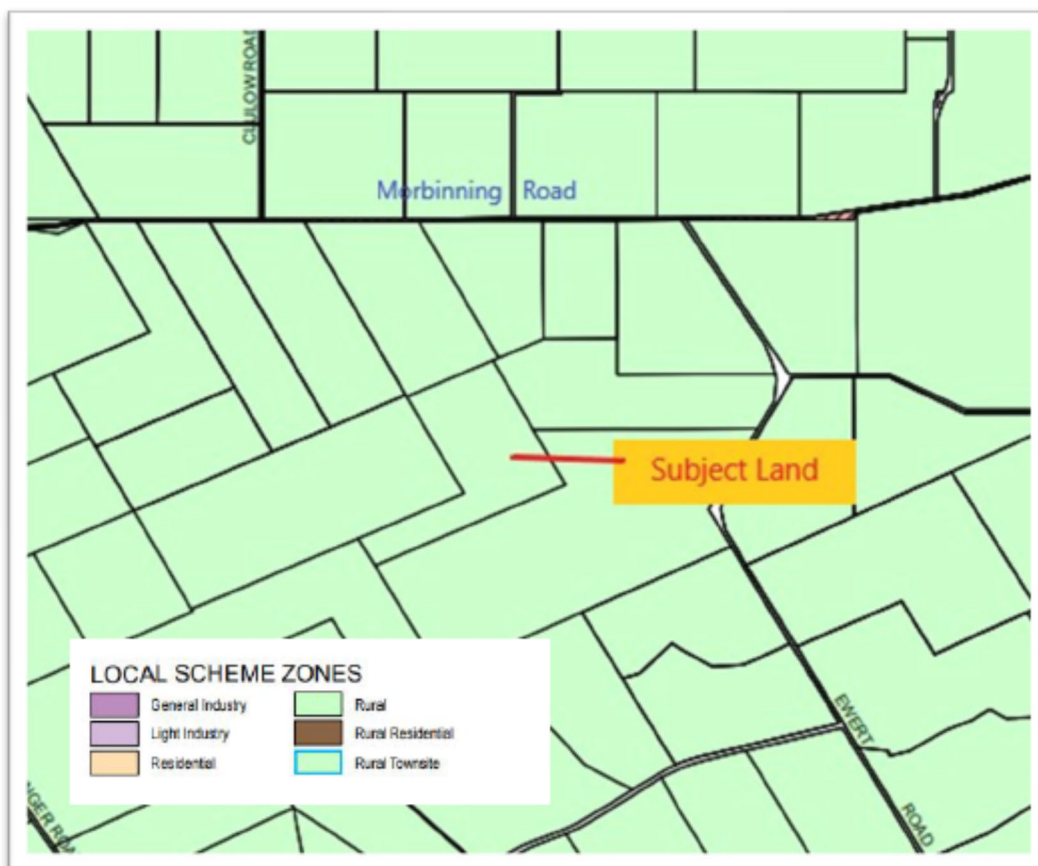
**Note 4: The applicant is advised to inform *Airservices Australia* of the communications tower installation so the location of the tower can be mapped for the information of pilots.**

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

**CARRIED 9/0**



## Attachment – Maps



### **9.3 Beverley Soaring Society – Proposed Extension of Lease Area - Reserve 32745 (Lot 29705), Bremner Road, Beverley Airfield**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>18 October 2022</b>
<b>Applicant:</b>	<b>Paul Croft – Beverley Soaring Society</b>
<b>File Reference:</b>	<b>BRE 32745</b>
<b>Author and Position:</b>	<b>Stefan de Beer, Manager of Planning</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>None</b>
<b>Attachments:</b>	<b>Application Letter, Site Plan, Training Facility Building Drawings, Lease Area</b>

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#### **SUMMARY**

A request has been received from the Beverley Soaring Society (BSS) for the proposed extension of the airfield lease area. The application will be recommended for approval.

#### **BACKGROUND**

The Shire has received a proposal to extend the lease area of the Beverley Soaring Society. Please see email quoted below received from BSS President, Paul Croft:

*Further to your recent discussions with our Immediate Past President, Geoff Overheu, we wish to seek Council Approval to build additional hangars to the north of the set of three hangars that are currently nearing completion.*

*The shed style of the current hangars, which each hold two gliders and can be removed through doorways at either end of the hangar, has proved to be the most attractive and cost efficient layout and structure.*

*Our efforts to insist on a common design have provided us with an excellent "Entry Statement" to those arriving at the airfield and driving towards our Clubrooms.*

*We have, however, now simply run out of room to build new hangars to the north of our Clubrooms and to the south the area is taken up by existing older style "Tee hangars" and three other shed style hangars.*

*When we signed our Lease in 2013, we were under the impression that the area of covered by our Lease was as shown in the attached Plan 16228-003 which is dated 6 February 2013. The Lease was Executed on 5th August 2013 and signed by both parties on 30th October 2013.*

*It was only during recent lodging of the Building Applications for the three new hangars that we were made aware that the northern extremity of the Lease was actually located immediately to the north of the northern most new hangar.*

*To allow for limited future expansion, we now seek Council Approval to build hangars to the north of the existing hangars on the area shown on the Plan 16228-003. We would, of course, leave 100 m of the area, where our neighbour*

*accesses his paddock to the west of the airfield, clear at all times. There are very few trees in that area, perhaps only two or three bushes, and the area is free from utilities. The underground water main is on the east side of the roadway and the power mains are well to the west. The hangars will be the required traditional eucalyptus green color to avoid any glare or reflection and will blend in with the existing hangars.*

*We have an immediate need for two or three new identical shed type hangars to the north. That would provide hangarage for six new gliders, which we believe would be close to the maximum fleet that we could accommodate, given the restrictions of the number of towplanes that we have and the number of caravans that we are allowed to locate on our Leased area and that we have adequate space for. The Club is very close to turning new members away as we approach the maximum of 100 Flying Members which we believe is our practical limit.*

*We look forward to gaining Council Approval to build on the area to the north, as outlined above.*

Aerial Photography is attached to this report showing the existing lease area and the proposed lease area.

#### **COMMENT**

The proposal is regarded as conforming with the intent of the broader established land use and it is considered to add further value to the club activities.

It is the opinion of planner that the proposal will enhance an activity that promotes a positive image of Beverley to the wider community.

#### **STATUTORY ENVIRONMENT**

Shire of Beverley Local Planning Scheme No. 3.

#### **CONSULTATION**

Not required or who was consulted

#### **FINANCIAL IMPLICATIONS**

There are no Financial Implications relative to this issue.

#### **STRATEGIC IMPLICATIONS**

There are no Strategic Plan Implications relative to this issue.

#### **POLICY IMPLICATIONS**

There are no Policy Implications relative to this issue.

## RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
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

**M5/1022**

**Moved Cr Maxwell**

**Seconded Cr Seed**

**That Council grant approval for the extension to the Beverley Soaring Society Lease area on Reserve 32745 (Lot 29705), Bremner Road, Beverley, and amend the Lease Agreement accordingly with an amended Lease Area Diagram, the exact extent to be based on the submitted aerial photo.**

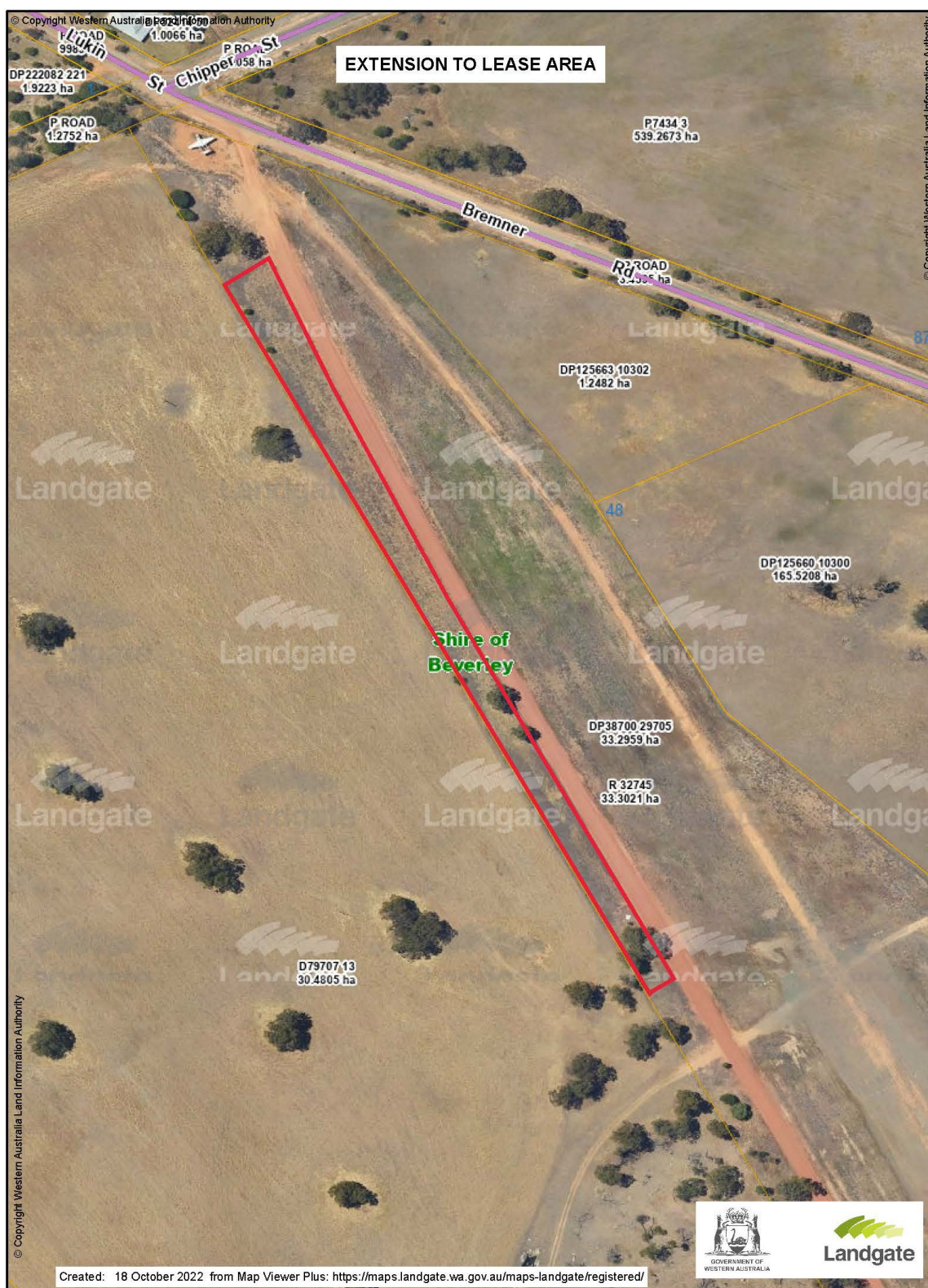
**CARRIED 9/0**

## Attachment 9.3 – Existing Lease Area





## Attachment 9.3 – Proposed Extended Lease Area



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#### **9.4 Development Application – Outbuilding (Storage Shed) – 6 (Lot 63) Forrest Street**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>19 October 2022</b>
<b>Applicant:</b>	<b>Dean Charles Jacka</b>
<b>File Reference:</b>	<b>FOR 561</b>
<b>Author and Position:</b>	<b>Stefan de Beer, Manager of Planning</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>None</b>
<b>Attachments:</b>	<b>Locality Map, Site Plan, Shed Drawings, Justification Letter</b>

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#### **SUMMARY**

An application has been received to construct a Colorbond Outbuilding (Storage Shed) at 6 (Lot 63) Forrest Street. The application will be recommended for approval.

#### **BACKGROUND**

The subject site is located at 6 (Lot 63) Forrest Street, is 1,214 m<sup>2</sup> in extent and zoned Residential R10/25 in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3). It contains a single house and garden sheds.

The proposal is to construct a new Colorbond Outbuilding (Storage Shed) in extent 92 m<sup>2</sup> (Enclosed Shed of 70 m<sup>2</sup> and lean-to of 22 m<sup>2</sup>).

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

- In terms of the Outbuilding Policy, the maximum total area of an Outbuilding in the Residential R10/25 Zone is 75 m<sup>2</sup>, whereas the proposed total area will be approx. 92 m<sup>2</sup>.

The applicant submitted justification, attached to this report. It is the intention to remove the existing garden sheds with commencement of construction of the new Outbuilding.

#### **COMMENT**

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

The specific siting of the Outbuilding on the property;  
The general character of the immediate area;  
The proposed use of the Outbuilding;  
The size of the subject property.

It is the opinion that the proposed siting of the Outbuilding at the subject property is such that it will not have any negative visual impact on the surrounding area.

The positioning of the new Outbuilding will be such that it will be effectively screened by the Single House from the street. It is considered that the proposed development will be in pace with the character of the area.

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

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

The proposal complies with other aspects of the Outbuilding Policy and the Residential Design Codes.

## FINANCIAL IMPLICATIONS

There are no Financial Implications relative to this issue.

## STRATEGIC IMPLICATIONS

There are no Strategic Plan Implications relative to this issue.

## POLICY IMPLICATIONS

There are no Policy Implications relative to this issue.

## RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
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**

**M6/1022**

**Moved Cr Martin**

**Seconded Cr Maxwell**

**That Council grant Planning Approval for an Outbuilding (Storage Shed) at 6 (Lot 63) Forrest 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. The outbuilding shall not be used for human habitation, commercial or industrial purposes.**

**Advice Notes:**

- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.**
- Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.**
- Note 3: The applicant is advised a building permit is required prior to commencement of any building works.**
- Note 4: If the Outbuilding is to be used for the collection of rainwater for human consumption, all cladding and other material associated with water collection shall comply with Australian Standard 4020 (Products for use in contact with drinking water).**
- Note 5: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.**

**CARRIED 9/0**

3:15pm – Stefan de Beer, Manager of Planning, left the meeting and did not return.

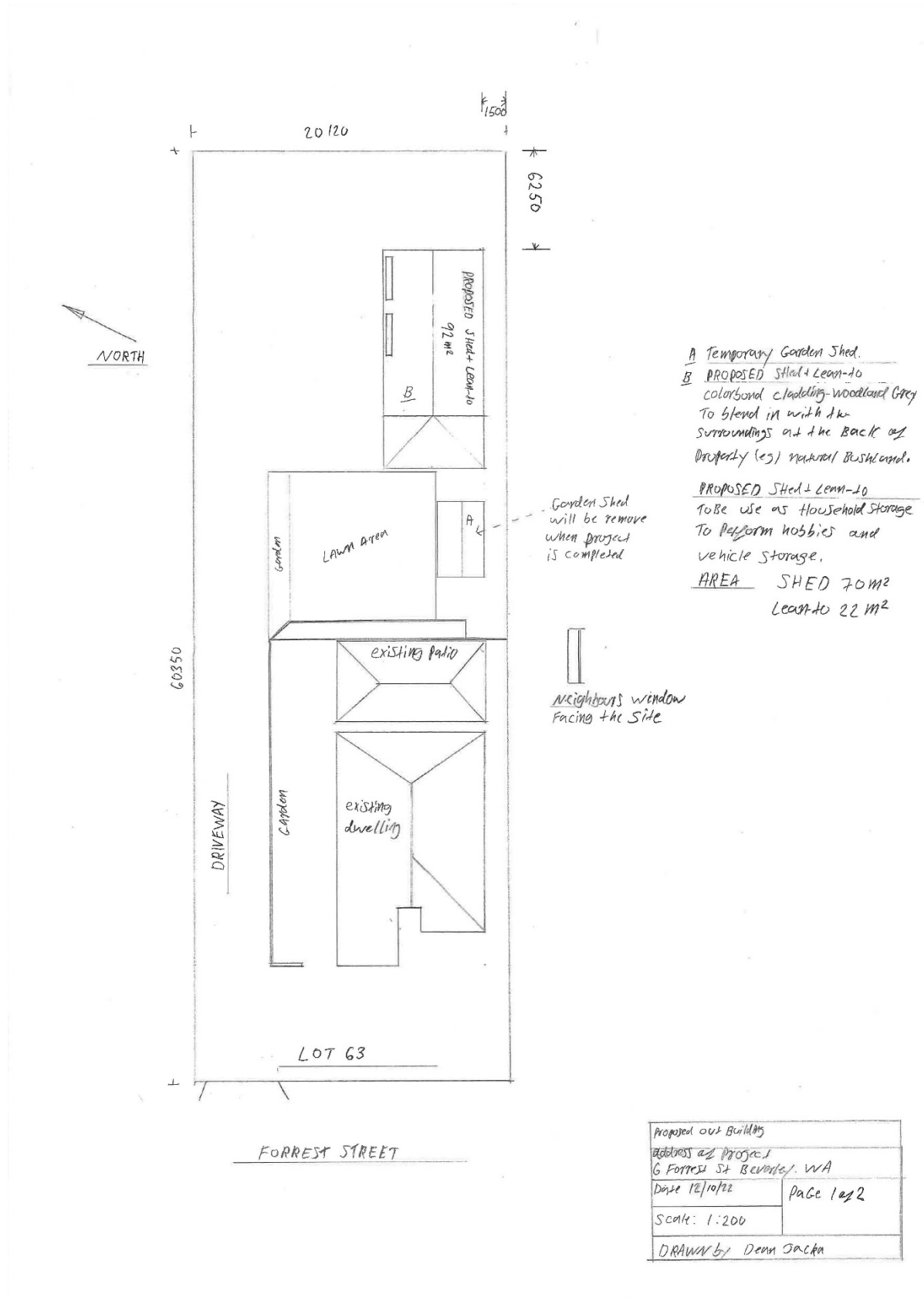
## Attachment 9.4

### 6 (LOT 63) FORREST STREET

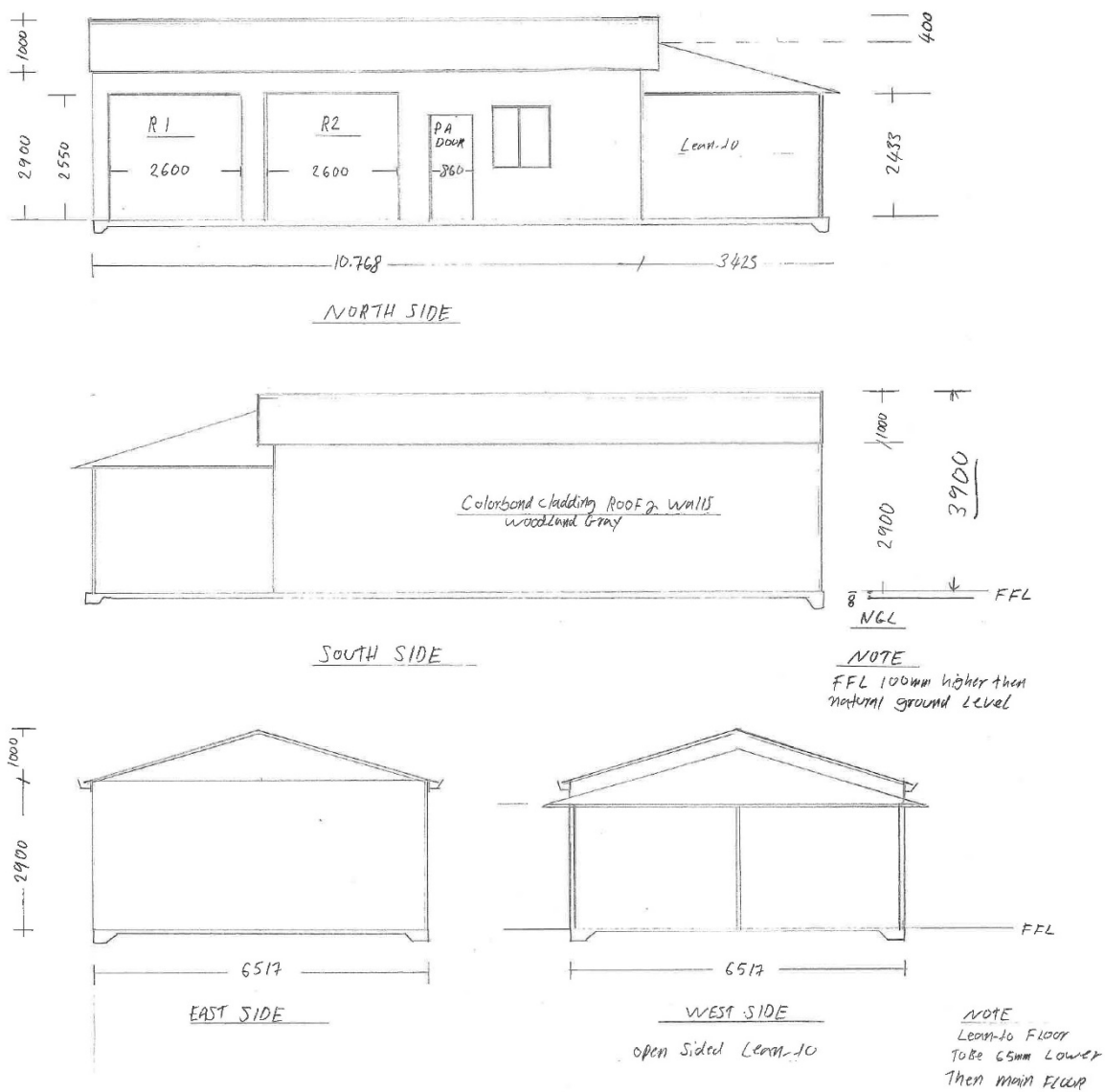


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Please refer to original documentation for all legal purposes.

# Attachment 9.4



# Attachment 9.4



Proposed and Building	
address and Project	
6 Forrest St Beverly, WA	
Date 12/10/22	Page 2 of 2
Scale: 1:75	
DRAWN by Denn Sacka	

Attachment 9.4

Application for outbuilding, 6 Forrest St Beverley

I am aware that it is over a limit of 75 square meters. bare in mind that this shed is only 70 square meters with a lean-to that is only 22 square meters and how the lean-to is design the roof line is a lower profile that will have less impact to the surrounding area.

At the end of the outbuilding installation all the temporary garden sheds will be removed.

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

Nil

## **11. FINANCE**

### **11.1 Monthly Financial Report**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>18 October 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>September 2022 Financial Reports</b>

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#### **SUMMARY**

Council to consider accepting the financial report for the period ending 30 September 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 2022 Ordinary Meeting, item 11.3.

#### **COMMENT**

The monthly financial reports for the period ending 30 September 2022 have been provided and include:

- Financial Activity Statement by Nature;
- Statement of Net Current Assets;
- Statement of Financial Position; 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 2022/23 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 & COUNCIL RESOLUTION

M7/1022

Moved Cr Sattler

Seconded Cr Norman

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

CARRIED 9/0



<p style="text-align: center;"><b>SHIRE OF BEVERLEY</b>  <b>STATEMENT OF FINANCIAL ACTIVITY BY NATURE</b>  <b>FOR THE PERIOD ENDING</b>  <b>30 September 2022</b></p>					
<b>Description</b>	<b>Budget 2022/23</b>	<b>YTD Budget 2022/23</b>	<b>YTD Actual 2022/23</b>	<b>YTD Variance</b>	<b>Notes To Material Variances</b>
<b>Operating Revenue</b>					
Rates	3,087,781.00	3,086,281.00	3,090,546.18	4,265.18	
Operating Grants, Subsidies and Contributions	971,715.00	198,254.00	267,708.81	69,454.81	LGGC Financial Assistance and Road Grants \$59,580 and Doctor Hire Vehicle reimbursement \$5,000 higher than anticipated.
Profit On Asset Disposal	62,000.00	0.00	0.00	0.00	
Service Charges	0.00	0.00	0.00	0.00	
Fees & Charges	714,764.00	342,651.00	343,006.06	355.06	
Interest Earnings	74,687.00	19,122.00	16,888.80	(2,233.20)	
Other Revenue	424,882.00	103,936.00	19,288.98	(84,647.02)	PWOH & POC allocation timing versus expenditure.
Non-Operating Grants, Subsidies and Contributions	2,030,994.00	316,733.00	323,548.55	6,815.55	
<b>Total Operating Revenue</b>	<b>7,366,823.00</b>	<b>4,066,977.00</b>	<b>4,060,987.38</b>	<b>(5,989.62)</b>	
<b>Operating Expenditure</b>					
Employee Costs	(2,387,077.00)	(587,444.00)	(586,483.72)	960.28	
Materials & Contracts	(2,297,228.00)	(395,700.00)	(386,412.81)	9,287.19	
Utilities	(198,572.00)	(44,100.00)	(51,868.09)	(7,768.09)	
Depreciation On Non-Current Assets	(2,400,096.00)	(600,000.00)	(594,290.72)	5,709.28	
Interest Expenses	(86,323.00)	(7,811.00)	(5,217.80)	2,593.20	
Insurance Expenses	(236,285.00)	(115,772.00)	(112,874.86)	2,897.14	
Other Expenditure	(83,975.00)	(12,997.00)	(18,299.50)	(5,302.50)	
Loss On Asset Disposal	(31,000.00)	(7,749.00)	0.00	7,749.00	
Loss on Revaluation of Non-Current Assets	0.00	0.00	0.00	0.00	
<b>Total Operating Expenditure</b>	<b>(7,720,556.00)</b>	<b>(1,771,573.00)</b>	<b>(1,755,447.50)</b>	<b>16,125.50</b>	
<b>Net Operating</b>	<b>(353,733.00)</b>	<b>2,295,404.00</b>	<b>2,305,539.88</b>	<b>10,135.88</b>	
<b>Capital Income</b>					
Self Supporting Loan - Principal Repayment	10,968.00	0.00	0.00	0.00	
Proceeds from Sale of Assets	194,000.00	0.00	0.00	0.00	
New Loan Raised	0.00	0.00	0.00	0.00	
<b>Total Capital Income</b>	<b>204,968.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

<b>SHIRE OF BEVERLEY</b> <b>STATEMENT OF FINANCIAL ACTIVITY BY NATURE</b> <b>FOR THE PERIOD ENDING</b> <b>30 September 2022</b>					
<b>Description</b>	<b>Budget 2022/23</b>	<b>YTD Budget 2022/23</b>	<b>YTD Actual 2022/23</b>	<b>YTD Variance</b>	<b>Notes To Material Variances</b>
<b>Capital Expenditure</b>					
Land and Buildings	(787,000.00)	(22,000.00)	(37,277.64)	(15,277.64)	Moort Wabiny Power connection headworks charges \$11,065 delayed 12 months. Hunt Rd Village Units 2 & 7 refurbishments \$3,011 carried over from 21/22.
Plant and Equipment	(681,500.00)	0.00	0.00	0.00	
Office Furniture and Equipment	(40,000.00)	0.00	0.00	0.00	
Road Construction	(2,004,829.00)	(247,134.00)	(271,880.39)	(24,746.39)	Vincent St Streetlights \$13,235 and Shire In Kind contribution to project \$8,709 higher than anticipated.
Other Infrastructure	(1,200,858.00)	(661,799.00)	(661,797.04)	1.96	
Land Under Control	0.00	0.00	0.00	0.00	
Leases	(6,837.00)	0.00	0.00	0.00	
Loans - Principal Repayments	(138,424.00)	(20,679.00)	(20,679.42)	(0.42)	
<b>Total Capital Expenditure</b>	<b>(4,859,448.00)</b>	<b>(951,612.00)</b>	<b>(991,634.49)</b>	<b>(40,022.49)</b>	
<b>Net Capital</b>	<b>(4,654,480.00)</b>	<b>(951,612.00)</b>	<b>(991,634.49)</b>	<b>(40,022.49)</b>	
<b>Adjustments</b>					
Depreciation Written Back	2,400,096.00	600,000.00	594,290.72	(5,709.28)	
Movement in Leave Reserve Cash Balance	0.00	0.00	779.11	779.11	
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	(31,000.00)	0.00	0.00	0.00	
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
<b>Add Funding From</b>					
Transfer (To)/From Reserves	477,322.00	(7,362.00)	(7,362.29)	(0.29)	
Opening Surplus/(Deficit)	2,418,115.00	2,418,115.00	2,418,115.24	0.24	
<b>Total Adjustments</b>	<b>5,264,533.00</b>	<b>3,010,753.00</b>	<b>3,005,822.78</b>	<b>(4,930.22)</b>	
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>256,320.00</b>	<b>4,354,545.00</b>	<b>4,319,728.17</b>	<b>(34,816.83)</b>	

<b>SHIRE OF BEVERLEY</b> <b>STATEMENT OF NET CURRENT ASSETS</b> <b>FOR THE PERIOD ENDING</b> <b>30 September 2022</b>		
<b>Description</b>	<b>Actual 2021/22</b>	<b>YTD Actual 2022/23</b>
<b>Current Assets</b>		
Cash at Bank	3,209,654.53	1,876,917.32
Cash - Unrestricted Investments	0.00	2,250,000.00
Cash - Restricted Reserves	2,229,365.68	2,236,727.97
Cash on Hand	700.00	700.00
Accounts Receivable	919,384.48	969,189.20
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	10,968.23	10,968.23
Inventory - Fuel	19,124.29	12,071.54
<b>Total Current Assets</b>	<b>6,389,197.21</b>	<b>7,356,574.26</b>
<b>Current Liabilities</b>		
Accounts Payable	(1,466,207.41)	(532,225.05)
Loan Liability - Current	(138,423.45)	(117,744.03)
Lease Liability - Current	(6,836.70)	0.00
Annual Leave Liability - Current	(254,683.62)	(254,683.62)
Long Service Leave Liability - Current	(143,208.57)	(143,208.57)
Doubtful Debts	0.00	0.00
<b>Total Current Liabilities</b>	<b>(2,009,359.75)</b>	<b>(1,047,861.27)</b>
<b>Adjustments</b>		
Less Restricted Reserves	(2,229,365.68)	(2,236,727.97)
Less Self Supporting Loan Income	(10,968.23)	(10,968.23)
Add Leave Reserves - Cash Backed	140,188.24	140,967.35
Add Loan Principal Expense	138,423.45	117,744.03
<b>Total Adjustments</b>	<b>(1,961,722.22)</b>	<b>(1,988,984.82)</b>
<b>NET CURRENT ASSETS</b>	<b>2,418,115.24</b>	<b>4,319,728.17</b>

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

Description	Actual 2021/22	YTD Actual 2022/23	Movement
<b>Current Assets</b>			
Cash and Cash Equivalents	5,439,720.21	6,364,345.29	924,625.08
Accounts Receivable	379,002.48	935,142.20	556,139.72
Contract Asset - Current	540,382.00	34,047.00	(506,335.00)
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	10,968.23	10,968.23	0.00
Inventory	19,124.29	12,071.54	(7,052.75)
<b>Total Current Assets</b>	<b>6,389,197.21</b>	<b>7,356,574.26</b>	<b>967,377.05</b>
<b>Current Liabilities</b>			
Accounts Payable	(1,132,647.41)	(198,665.05)	933,982.36
Contract Liability - Current	(333,560.00)	(333,560.00)	0.00
Loan Liability - Current	(138,423.45)	(117,744.03)	20,679.42
Lease Liability - Current	(6,836.70)	0.00	6,836.70
Annual Leave Liability - Current	(254,683.62)	(254,683.62)	0.00
Long Service Leave Liability - Current	(143,208.57)	(143,208.57)	0.00
Doubtful Debts	0.00	0.00	0.00
<b>Total Current Liabilities</b>	<b>(2,009,359.75)</b>	<b>(1,047,861.27)</b>	<b>961,498.48</b>
<b>Non-Current Assets</b>			
Non-Current Debtors	148,045.45	148,045.45	0.00
Non-Current Investments	58,352.75	58,352.75	0.00
Land and Buildings	29,725,078.17	29,578,536.62	(146,541.55)
Plant and Equipment	2,178,632.13	2,118,521.44	(60,110.69)
Furniture and Equipment	92,874.24	84,939.40	(7,934.84)
Infrastructure	64,135,530.18	64,726,781.61	591,251.43
Self Supporting Loan - Non Current	0.00	0.00	0.00
<b>Total Non-Current Assets</b>	<b>96,338,512.92</b>	<b>96,715,177.27</b>	<b>376,664.35</b>
<b>Non-Current Liabilities</b>			
Loan Liability - Non Current	(2,118,272.70)	(2,118,272.70)	0.00
Lease Liability - Non Current	(6,836.60)	(6,836.60)	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(76,311.20)	(76,311.20)	0.00
<b>Total Non Current Liabilities</b>	<b>(2,201,420.50)</b>	<b>(2,201,420.50)</b>	<b>0.00</b>
<b>Net Assets</b>	<b>98,516,929.88</b>	<b>100,822,469.76</b>	<b>2,305,539.88</b>

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

<b>Description</b>	<b>Actual 2021/22</b>	<b>YTD Actual 2022/23</b>	<b>Movement</b>
<b>Equity</b>			
Accumulated Surplus	(47,991,692.08)	(50,289,869.67)	(2,298,177.59)
Reserves - Cash Backed	(2,229,365.68)	(2,236,727.97)	(7,362.29)
Reserve - Revaluations	(48,295,872.12)	(48,295,872.12)	0.00
<b>Total Equity</b>	<b>(98,516,929.88)</b>	<b>(100,822,469.76)</b>	<b>(2,305,539.88)</b>

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 30 September 2022						
Account #	Account Name	Amount Invested (\$)		Term	Interest Rate	Maturation
<b>4054597</b>	<b>Reserve Funds Bendigo</b>					
	Long Service Leave	0.00				
	Airfield Emergency	40,497.62				
	Plant	246,229.07				
	Emergency Services	28,963.59				
	Building	514,272.11				
	Recreation Ground	592,811.50				
	Cropping Committee	183,385.25				
	Avon River Development	0.00				
	Annual Leave	140,967.35				
	Community Bus	39,873.34				
	Infrastructure	168,066.49				
	Senior Housing	180,594.38				
	Mainstreet Development	0.00				
	Avondale Mach Museum	60,826.41				
	ITC Renewal Reserve	40,240.86	2,236,727.97	3 mnths	3.30%	23/12/2022
<b>4097790</b>	<b>Term Deposit Bendigo</b>	500,000.00		4 mnths	2.90%	8/12/2022
<b>4128632</b>	<b>Term Deposit Bendigo</b>	500,000.00		2 mnths	2.50%	14/11/2022
<b>4128633</b>	<b>Term Deposit Bendigo</b>	500,000.00		4 mnths	3.20%	12/01/2023
<b>4128634</b>	<b>Term Deposit Bendigo</b>	500,000.00		5 mnths	3.40%	12/02/2023
<b>4128642</b>	<b>Term Deposit Bendigo</b>	250,000.00	2,250,000.00	6 mnths	3.60%	14/03/2023
	<b>Total</b>		<b>4,486,727.97</b>			

## **11.2 Accounts Paid by Authority**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>19 October 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>September 2022 List of Reports (Public to Contact Shire for the List)</b>

---

### **SUMMARY**

Council to consider authorising the payment of accounts.

### **BACKGROUND**

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

### **COMMENT**

Unless otherwise identified, all payments have been made in accordance with Council's 2022/23 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 2022/23 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 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

Simple Majority



# **OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION M8/1022**

**Moved Cr Lawlor**

**Seconded Cr Sattler**

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

## **September 2022:**

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

#### **Cheque vouchers**

02 September 2022 1871-1871 (1) \$ 9,050.75 (authorised by CEO S Gollan and Pres D White)

05 September 2022 1872-1872 (1) \$ 98.72 (authorised by CEO S Gollan and Pres D White)

Total of cheque vouchers for September 2022 incl \$ 9,149.47 previously paid.

#### **EFT vouchers**

02 September 2022 EFT 8509-8516 (8) \$ 8,863.49 (authorised by CEO S Gollan and Pres D White)

05 September 2022 EFT 8518-8523 (5) \$ 2,900.26 (authorised by CEO S Gollan and Pres D White)

12 September 2022 EFT 8527 8561 (35) \$ 82,843.98 (authorised by CEO S Gollan and DCEO S Marshall)

12 September 2022 EFT 8562 8562 (1) \$1,750,000.00 (authorised by CEO S Gollan and DCEO S Marshall)

14 September 2022 EFT 8563-8565 (3) \$ 19,584.28 (authorised by DCEO S Marshall and Pres D White)

14 September 2022 EFT 1-39 (39) \$ 62,014.04 (authorised by DCEO S Marshall and Pres D White)

19 September 2022 EFT 8566-8569 (3) \$ 4,309.78 (authorised by CEO S Gollan and DCEO S Marshall)

20 September 2022 EFT 8570-8571 (2) \$ 1,048.00 (authorised by CEO S Gollan and DCEO S Marshall)

23 September 2022 EFT 8572-8576 (5) \$ 20,561.53 (authorised by CEO S Gollan and DCEO S Marshall)

27 September 2022 EFT 8578-8585 (8) \$ 18,082.65 (authorised by CEO S Gollan and DCEO S Marshall)

28 September 2022 EFT 1-40 (40) \$ 61,782.91 (authorised by DCEO S Marshall and Pres D White)

30 September 2022 EFT 8586-8623 (38) \$ 455,015.01 (authorised by DCEO S Marshall and Pres D White)

Total of EFT vouchers for September 2022 incl \$ 2,487,005.93 previously paid.

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

#### **Cheque vouchers**

Nil vouchers

Total of cheque vouchers for September 2022 incl \$ 0.00 previously paid.

#### **EFT vouchers**

12 September 2022 EFT 8524-8526 (3) \$ 300.00 (authorised by CEO S Gollan and DCEO S Marshall)

Total of EFT vouchers for September 2022 incl \$ 300.00 previously paid.

**(3) Direct Debit Payments totalling \$ 78,838.42 previously paid.**

**(4) Credit Card Payments totalling \$ 3,468.27 previously paid.**

**CARRIED 9/0**

### **11.3 2021/22 Management Letter**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>21 October 2022</b>
<b>Applicant:</b>	<b>N/A</b>
<b>File Reference:</b>	<b>ADM 0231</b>
<b>Author and Position:</b>	<b>Simon Marshall, Deputy Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>Annually</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Audit Findings for Management Letter</b>

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#### **SUMMARY**

Council to consider receiving the Management Letter.

#### **BACKGROUND**

The final audit was conducted by AMD Chartered Accountants between 19 – 20 September 2022 and authorised by the OAG in 21 October 2022.

#### **COMMENT**

The 2021/22 Management Letter containing three moderate findings with Shire Management comment are attached for the Council's reference.

The Audit and Risk Committee will meet on 25 October 2022 prior to the Council meeting. The recommendation listed below is subject to the Committee's final resolution.

#### **STATUTORY ENVIRONMENT**

Section 7.12A of the Local Government Act 1995 provides the following:

7.12A. Duties of local government with respect to audits

- (1) A local government is to do everything in its power to —
  - (a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and
  - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
  - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
  - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to —
  - (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
  - (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

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

## RISK IMPLICATIONS

Failure to approve, report and publish an Annual Report would result in non-compliance *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. Signing the letters forms part of the Annual Report and approving this item will mitigate potential risks.

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.

## POLICY IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple Majority

<b>AUDIT AND RISK COMMITTEE RECOMMENDATION &amp; COUNCIL RESOLUTION M9/1022</b>	
<b>Moved Cr Norman</b>	<b>Seconded Cr Seed</b>
<b>That the Management Letter be received.</b>	
<b>CARRIED 9/0</b>	

## Attachment 11.3 – Management Letter Audit Findings

### ATTACHMENT

#### SHIRE OF BEVERLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Employee entitlements		✓	
2. Sole source of supply documentation		✓	
3. Purchase orders		✓	

#### KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

## Attachment 11.3 – Management Letter Audit Findings

### ATTACHMENT

#### SHIRE OF BEVERLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2022

#### FINDINGS IDENTIFIED DURING THE FINAL AUDIT

##### 1. EMPLOYEE ENTITLEMENTS

###### Finding

Our testing of employees leave entitlement balances identified 1 instance where the balance of annual leave hours for a staff member was not rolled forward from 2021 to 2022. Therefore, a manual adjustment was required to rectify the opening balance.

Furthermore, it was identified that 6 employees have leave balances in excess 8 weeks as per the Shire's leave policy.

**Rating: Moderate**

###### Implication

Using incorrect leave hours entitlements will increase the risk of misstating the employee related provision disclosed on the financial report.

In addition, when staff members have excessive leave:

- The cost to the Shire is greater if annual leave is not paid out on a regular basis due to the cumulative effect of salary increases over a period of time; and
- It is a fundamental principle of good internal control that all employees take regular leave as it reduces the risk to perpetuate or conceal fraud.

###### Recommendation

The Shire to review the employee entitlement setup to ensure the correct accruals are being calculated.

We also recommend leave balances be managed to reduce the number of employees with excess leave hours.

###### Management comment

There is a known issue with the way Synergysoft (Council's accounting software) handles leave accruals.

Since April 2022 Employee entitlements within Synergysoft are monitored via multiple sources (Synergy, Excel, and manual calculations) to ensure correct entitlements are granted to employees.

Accruals are rectified at each employee's anniversary date based on hours worked in the year as instructed by IT Vision.

Any manual adjustments made to leave accruals are reviewed and signed off by the Deputy CEO or the CEO in their absence.

Regarding excess leave, employees with excessive leave balances are notified and directed by management to use their leave in a timely manner. This may go over financial years depending on timing and workloads. The recent Mainstreet Redevelopment project, which has spanned 12 months, has meant some executive staff have been unable to take extended leave.

**Responsible officer: Deputy CEO**

**Completion date: On going**

## Attachment 11.3 – Management Letter Audit Findings

### ATTACHMENT

#### SHIRE OF BEVERLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

#### 2. SOLE SOURCE OF SUPPLY DOCUMENTATION

##### Finding

Our sample testing of 25 payments identified 2 instances where the Shire has not retained the required documentation in respect of the sole source of supply as per the Shire's purchasing and procurement policy.

**Rating: Moderate**

##### Implication

Without sufficient documentation to support the reasons for not obtaining the required number of quotations, there is an increased risk of favouritism of supplier and not obtaining value for money. This is also a non-compliance with the Shire's purchasing and procurement policy.

##### Recommendation

Quotes and documentation should be retained for purchases in-line with the Shire's purchasing and procurement policy. Where it is impractical to obtain quotations or where there is a sole source of supply, the reasons for this should be recorded during the requisition stage prior to committing to the purchase of goods or services.

##### Management Comment

Compliance with Council's purchasing policy is ultimately the responsibility of those Staff with purchasing authority. The supporting documentation is monitored by the Senior Finance Officer who processes creditor payments.

Without knowing the context of the identified purchases, the purchasing supporting document requirements will be reinforced to those with the appropriate authority.

**Responsible Officer: Deputy CEO**

**Completion Date: Immediately**

## Attachment 11.3 – Management Letter Audit Findings

### ATTACHMENT

#### SHIRE OF BEVERLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

#### 3. PURCHASE ORDERS

##### Finding

Our sample testing of 25 payments identified 1 instance where a purchase order was not used to authorise the purchase of goods and services prior to placing orders with suppliers.

**Rating: Moderate**

##### Implication

There is an increased risk of unauthorised goods and services being purchased, and liabilities being incurred. This is also a non-compliance with the Shire's purchasing and procurement policy which states that 'No person shall acquire any goods and/or services without first having issued an order form to the relevant provider'

##### Recommendation

The Shire should ensure that purchase orders are approved prior to ordering of goods and services.

##### Management Comment

Noted – all purchases should be accompanied with an appropriate purchase order.

Staff with purchasing authority will be reminded to ensure purchase orders are completed as required.

**Responsible Officer: Deputy CEO**

**Completion Date: Immediately**

## **11.4 Draft 2021/22 Independent Auditor's Report**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>20 October 2022</b>
<b>Applicant:</b>	<b>N/A</b>
<b>File Reference:</b>	<b>ADM 0047</b>
<b>Author and Position:</b>	<b>Simon Marshall, Deputy Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>Annually</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft 2021/22 Audit Report</b>

---

### **SUMMARY**

Council to consider that the draft 2021/22 Independent Auditor's Report from the Office of the Auditor General be received.

### **BACKGROUND**

The audit of the 2021/22 Financial Report was conducted by AMD Chartered Accountants in September 2022.

The Independent Auditor's Report was received on 21 October 2022.

### **COMMENT**

Please see attached draft 2021/22 Independent Auditor's Report.

The Audit and Risk Committee will meet on 25 October 2022 prior to the Council meeting. The recommendation listed below is subject to the Committee's final resolution.

### **STATUTORY ENVIRONMENT**

Section 7.12A of the Local Government Act 1995 provides the following:

7.12A. Duties of local government with respect to audits

- (1) A local government is to do everything in its power to —
  - (a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and
  - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
  - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
  - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to —
  - (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and



- (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

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

## RISK IMPLICATIONS

Failure to approve, report and publish an Annual Report would result in non-compliance *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. The Independent Auditor's Report forms part of the Annual Report, approving this report reduces potential breach.

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.

## POLICY IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple Majority

<b>AUDIT AND RISK COMMITTEE RECOMMENDATION &amp; COUNCIL RESOLUTION M10/1022</b>	
<b>Moved Cr Norman</b>	<b>Seconded Cr Martin</b>
<b>That the Independent Auditor's Report be received.</b>	
<b>CARRIED 9/0</b>	

## Attachment 11.4



### Auditor General

#### INDEPENDENT AUDITOR'S REPORT 2022 Shire of Beverley

To the Councillors of the Shire of Beverley

#### Opinion

I have audited the financial report of the Shire of Beverley (Shire) which comprises:

- the Statement of Financial Position at 30 June 2022, the Statement of Comprehensive Income by Nature or Type, Statement of Changes in Equity, and Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2022 and its financial position at the end of that period
- in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

#### Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2022, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

## Attachment 11.4

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

### **Responsibilities of the Chief Executive Officer and Council for the financial report**

The Chief Executive Officer of the Shire is responsible for:

- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

### **Auditor's responsibilities for the audit of the financial report**

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at [https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf).

### **My independence and quality control relating to the report on the financial report**

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements*, the Office of the Auditor General maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

## Attachment 11.4

### **Matters relating to the electronic publication of the audited financial report**

This auditor's report relates to the financial report of the Shire of Beverley for the year ended 30 June 2022 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.

Sandra Labuschagne  
Deputy Auditor General  
Delegate of the Auditor General for Western Australia  
Perth, Western Australia  
Date

### **11.5 2021/22 Councillors' Declaration**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>21 October 2022</b>
<b>Applicant:</b>	<b>N/A</b>
<b>File Reference:</b>	<b>ADM 0047</b>
<b>Author and Position:</b>	<b>Simon Marshall, Deputy Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>Annually</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>2021/22 Councillor's Declaration</b>

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#### **SUMMARY**

Council to consider that the 2021/22 Councillors' Declaration be signed and received.

#### **BACKGROUND**

The Councillors' Declaration was first introduced by Council in 2012/13 to demonstrate Council's satisfaction of the appropriateness and integrity of the financial reports being presented.

#### **COMMENT**

The Councillors' Declaration is not a legislative requirement, however it gives Council a responsibility in ensuring that the contents of the annual report and annual financial report are accurate and in line with appropriate legislation and standards.

The declaration also stipulates that it is the opinion of Council that all outstanding debts will be paid when due.

The Audit and Risk Committee will meet on 25 October 2022 prior to the Council meeting. The recommendation listed below is subject to the Committee's final resolution.

#### **STATUTORY ENVIRONMENT**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

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

## RISK IMPLICATIONS

Low - The Councillor Declaration is not a requirement of the Local Government Act.

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.

## POLICY IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple Majority

## AUDIT AND RISK COMMITTEE RECOMMENDATION & COUNCIL RESOLUTION M11/1022

Moved Cr Norman

Seconded Cr Maxwell

That Council authorise the President and Deputy President to sign the 2021/22 Councillors' Declaration and include the Declaration in the 2021/22 Annual Report.

**CARRIED 9/0**

## Attachment 11.5

### **Councillors' Declaration**

In accordance with a resolution of the Councillors of the Shire of Beverley, we state that:

1. In the opinion of the Councillors:
  - 1.1 the financial statements and notes of the Shire of Beverley are in accordance with the Local Government Act 1995 and Regulations, including:
    - (a) giving a true and fair view of the Shire of Beverley's financial position as at 30 June 2022 and of its performance for the year ended on that date; and,
    - (b) complying with applicable Australian Accounting Standards; and
  - 1.2 there are reasonable grounds to believe that the Shire of Beverley will be able to pay its debts as and when they become due and payable.

On behalf of the Council:

Cr DC White  
President

Cr CJ Lawlor  
Deputy President

Dated this 25th day of October 2022



## **11.6 Draft 2021/22 Annual Report**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>20 October 2022</b>
<b>Applicant:</b>	<b>N/A</b>
<b>File Reference:</b>	<b>ADM 0199</b>
<b>Author and Position:</b>	<b>Simon Marshall, Deputy Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>Annually</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft 2021/22 Annual Report</b>

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### **SUMMARY**

Council to consider that the 2021/22 Annual Report be accepted.

### **BACKGROUND**

The 2021/22 Annual Financial Report has been produced in-house by the Deputy Chief Executive Officer and was audited by AMD Chartered Accountants in September 2022.

### **COMMENT**

The draft 2021/22 Annual Report is attached Council's consideration

Once the complete Annual Report is adopted a date for the Annual Electors Meeting can be set and the report made available for public viewing for at least 14 days before the Annual Electors Meeting.

The Audit and Risk Committee will meet on 25 October 2022 prior to the Council meeting to review the Annual Report. The recommendation listed below is subject to the Committee's final resolution.

### **STATUTORY ENVIRONMENT**

The *Local Government Act 1995* outlines the following in relation to the Annual Report:

#### **5.53. Annual reports**

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
  - (a) a report from the mayor or president; and
  - (b) a report from the CEO; and
  - [(c), (d) deleted]*
  - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
  - (f) the financial report for the financial year; and
  - (g) such information as may be prescribed in relation to the payments made to employees; and
  - (h) the auditor's report for the financial year; and
  - (ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*; and



- (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
- (i) the number of complaints recorded in the register of complaints; and
  - (ii) how the recorded complaints were dealt with;
- and
- (iii) any other details that the regulations may require;
- and such other information as may be prescribed.

#### **5.54. Acceptance of annual reports**

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.

*\* Absolute majority required.*

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

#### **5.55. Notice of annual reports**

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

*Local Government (Financial Management) Regulations 1996* provide:

#### **51. Completion of financial report**

- (1) After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.
- (2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

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

#### **RISK IMPLICATIONS**

Failure to approve, report and publish an Annual Report would result in non-compliance *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. Approval of this item will mitigate the consequence.

<b>Consequence</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
<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

<b>Risk Rating</b>	<b>Action</b>
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.

## POLICY IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple Majority

## AUDIT AND RISK COMMITTEE RECOMMENDATION & COUNCIL RESOLUTION M12/1022

Moved Cr Norman

Seconded Cr Davis

That the 2021/22 Annual Report be accepted.

**CARRIED 9/0**

## **12. ADMINISTRATION**

### **12.1 Annual Electors Meeting**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>19 October 2022</b>
<b>Applicant:</b>	<b>Shire of Beverley</b>
<b>File Reference:</b>	<b>ADM 0047</b>
<b>Author and Position:</b>	<b>S.P. Gollan, Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>Occurs Annually</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>

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#### **SUMMARY**

Council to select a suitable date to hold the Annual Electors Meeting subject to the approval of the Annual Report at the Audit and Risk Committee Meeting scheduled for 10am, 25 October 2022.

#### **BACKGROUND**

Following the receipt of the Annual Report, a suitable date must be chosen to convene the Annual Electors Meeting.

#### **COMMENT**

As per legislation, an Electors Meeting must be held within 56 days of Council receiving the corresponding financial year's Annual Report.

Should the Annual report be received at this Council meeting, the last date on which the Annual Electors Meeting can be held is Monday 19 December 2022.

With the exception of 2022, Annual Electors Meetings have generally been held in the evening. Attendance by the public is listed below:

2022 – 8 people (daytime meeting)  
2021 – 5 people (for 19/20 year)  
2020 – (no meeting)  
2019 – 7 people  
2018 – 11 people  
2017 – 13 people

Management propose that a meeting be held on Wednesday 7 December 2022, 10am at the Cornerstone. This will allow for an adequate advertising period.

The Cornerstone Function Room is available as is the Town Hall as a backup if more than 30 people attend.

Council are welcome to approve or change the proposed time and date.

## STATUTORY ENVIRONMENT

### 5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Nil

## POLICY IMPLICATIONS

Nil

## RISK IMPLICATIONS

Failure hold an Annual Electors Meeting would result in non-compliance *Local Government Act 1995*.

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 & COUNCIL RESOLUTION

**M13/1022**

**Moved Cr Martin**

**Seconded Cr Gogol**

**That;**

- 1. Council advertise and hold the Annual Electors Meeting on Wednesday 7 December 2022 commencing at 10am; and**
- 2. the availability of the 2021/22 Annual Report be advertised in the November and December issues of the Beverley Blarney.**

**CARRIED 9/0**

## **12.2 Local Government Reform – Changes to Council Size**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>10 October 2022</b>
<b>Applicant:</b>	<b>Administration</b>
<b>File Reference:</b>	<b>ADM 0102</b>
<b>Author and Position:</b>	<b>Stephen Gollan, Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>September 2022 Information Bulletin</b>
<b>Disclosure(s) Of Interest:</b>	<b>N/A</b>
<b>Attachments:</b>	<b>Representation Review Advertisement Discussion Paper (under separate cover)</b>

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### **SUMMARY**

Council to consider its options to reduce from a Council of 9 elected members to either 5,6 or 7 members and the consultation process.

### **BACKGROUND**

Reforms to the Local Government Act were initiated in 2019. On 27 June 2019 the Local Government Legislation Amendment Act 2019 was passed by Parliament. This Act addressed the following key areas: elected member training, the treatment of gifts, a new code of conduct, changes to the Standards Panel, best practice standards for CEO recruitment, performance review and early termination; and greater transparency through more information being made more easily accessible online. The Shire of Beverley adopted new code of conducts, amended its CEO recruitment policy and ensured all required information was available on our website.

Further to those reforms, six new reforms based on themes were announced:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

The Department of Local Government, Sport and Cultural Industries invited comments from Local Governments and the wider community to inform implementation of the reforms. The consultation period ran from the 10 November 2021 to 25 February 2022. In January 2022 the Shire of Beverley Council submitted its responses to the suggested reforms.

In its submission, the Shire of Beverley strongly opposed the original reform that Local Governments with a population of 5000 be reduced to just 5 Councillors. Fortunately, most smaller local governments agreed and the new wider reforms announced by the Minister on 3 July 2022 amended that Councils with a population of 5000 or less may decide to have 5, 6 or 7 Councillors.

On 20 September 2022 Minister for Local Government Hon. John Carey advised all Western Australian local governments of pathways to the election reforms (which were announced as a wider package of local government reforms on 3 July 2022).

As part of the reforms new requirements will be introduced to provide for:

- the introduction of optional preferential voting
- directly elected mayors and presidents for band 1 and 2 local governments
- councillor numbers based on population
- the removal of wards for band 3 and 4 local governments.

While drafting of the Amendment Bill is ongoing and expected to be introduced in early 2023, the Minister has advised that two pathways to make the transitions at the 2023 Ordinary Local Government elections must now be initiated.

The advice outlines two approaches.

### **Voluntary Pathway**

This pathway will require the Council to make the steps outlined below, and could involve staging any larger changes in the number of councillors over two ordinary elections. This pathway provides the greatest possible lead time to plan for next year's ordinary elections.

If Council wishes to undertake this process, it should, by 28 October 2022:

- Advise the DLGSC of its intention to undertake a voluntary process. This advice should include a high-level plan outlining the potential changes to be implemented for the ordinary elections to be held in 2023 (and in 2025, if applicable); and
- Initiate a Ward and Representation Review to determine the specific changes to the structure of the council for the 2023 and 2025 ordinary elections, to be completed by 14 February 2023.

### **Reform Election Pathway**

Alternatively, it is intended that the Amendment Act will provide for all changes to be implemented through reform elections in 2023. This pathway would provide that all of the Council's offices can be declared vacant, all wards can be abolished (if applicable), and the number of Council offices would be set based on the reform proposals.

Elections would then be held to fill all Council offices, with a split between two and four year terms as might be necessary to re-establish an ordinary election cycle.

Local Governments may specifically decide to follow the Reform Election Pathway. If this is the Council's intention, advice to the DLGSC is required by 28 October 2022.

It is also intended that the Amendment Act will contain provisions for the Reform Election Pathway to apply if a local government:

- Does not advise of an intention to follow the Voluntary Pathway, or
- Decides to follow the Voluntary Pathway, but does not suitably complete a Ward and Representation Review by the dates outlined.

## **COMMENT**

At the September Council Briefing Session, Shire management advised Council it wishes to voluntarily keep a Council of seven members and Council appeared to be in agreeance.

If Council choses the Reform Election Pathway over the Voluntary Pathway there is the potential to have seven completely new Councillors. This is not practical and provides no consistency when our current Councillors have completed their training, understand the decision-making process in Local Government and are very knowledgeable on current Shire matters. Whilst seven new councillors is unlikely to occur, it could happen.

If Council reduces to less than seven Councillors and being in a smaller Community, there is a high probability to have issues reaching a quorum if there is illness, declarations of interest, leave of absence or other work/community commitments amongst the Councillors.

Staff are of the opinion that the higher number of Councillors will be a better representation of the spread of ratepayers across the Shire. If there were only five Councillors and there were three in attendance, there really would be a question of the Community being adequately represented. Having only five Councillors will also limit the ability to create a diverse Council.

Reducing Councillor numbers will increase the burden of responsibility and place a higher task on fewer Councillors. The workload balance of Councillors being on Council, Committee's and Community groups will be critical and possibly result in future disinterest nominating for Council.

Fortunately not seen in Beverley, there is the potential in small groups or an individual to dominate in a group, and/or unduly influence or more easily work against others. Often people do not speak up in a smaller group if they do not feel there is support for their argument. In a larger group there may be more opinions, arguments and comments to listen to and make a more informed decision than that of a small group.

To voluntary reduce to seven Councillors, there are two options available:

### **Option 1**

At the 2023 Election the usual four positions (currently held by Cr's Lawlor, Gogol, Norman and Seed) will reduce to three vacancies.

From 2023 – 2025 the Shire will operate with 8 Councillors.

Then at the 2025 Election the usual five positions (currently held by Cr's White, Davis, Maxwell, Martin and Sattler) will reduce to four vacancies.

After the 2025 Election we will then have the required 7 Councillors.

### **Option 2**

At the 2023 Election the usual four positions (again, currently held by Crs Lawlor, Gogol, Norman and Seed) will reduce to two vacancies and immediately meet the

required 7 councillors. However at the 2025 Election, one or two of the five positions up for election that year should be a 2 year term.

It will be recommended to Council that the Voluntary Pathway be taken, using the Option 1 process and that a representation review be advertised. An information paper will be available discussing Council's intention of reducing from nine Councillors to seven Councillors. If Council are in agreeance, advertising of the review will begin on Wednesday 26 October 2022 and public comment will close on Wednesday 7 December 2022. This will allow a period of 6 weeks for the Community to comment.

It should be noted that the initial advertisement cannot state Councils preferred position but the Information paper can discuss it.

The advertisement and information paper are attached.

## **STATUTORY ENVIRONMENT**

### **Local Government Act 1995**

#### **Division 4 — Membership and size of the council**

##### **2.17. Members of council**

- (1) If the method of filling the office of mayor or president is election by electors, the council is to consist of —
  - (a) the mayor or president; and
  - (b) not less than 5 nor more than 14 councillors one of whom is to hold the office of deputy mayor or deputy president in conjunction with his or her office as a councillor.

##### **7. Reviews**

- (1) Before carrying out a review a local government has to give local public notice advising —
  - (a) that the review is to be carried out; and
  - (b) that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given.
- (2) In carrying out the review the local government is to consider submissions made to it before the day fixed by the notice.



## CONSULTATION

Council  
Department of Local Government  
Representation Review - Community

## FINANCIAL IMPLICATIONS

N/A at the review stage.

## 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

If Council do not provide written advice by Friday 28 October 2022 of its intentions it will have no choice but to follow the Reform Pathway. Taking the voluntary pathway allows Council to have Community input and make informed decisions.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
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

Absolute Majority

## OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M14/1022

Moved Cr Sattler

Seconded Cr Gogol

That Council;

1. Provide formal written advice to the Department of Local Government Sport and Communities and the Local Government Advisory Board that it will be taking the Voluntary Pathway and it plans to implement the changes at the Ordinary Election in 2023 and in 2025.
2. Advertise the Review of System of Representation from Wednesday 26 October 2022.
3. Close the public submission period for the Review of System of Representation on Wednesday 7 December 2022 at 4pm.

CARRIED BY ABSOLUTE MAJORITY 9/0

## Attachment 12.2 – Advertisement

### **Shire of Beverley Review of System of Representation**

The Shire of Beverley is conducting a review of its system of representation and invites public participation in the review. The review is a result of the Local Government Reforms announced by the Minister for Local Government on 20 September 2022 which will see Councillor numbers reduced based on population.

The number of elected Councillors and the no ward structure will be assessed, though this does not limit the matters that members of the community can raise in relation to the system of representation in the Shire.

This assessment will take into account the views of the community and outline any other matters that may be considered.

Public Submissions are invited by hand, post or email and must be submitted to the Shire of Beverley at:

Shire of Beverley  
PO Box 20  
136 Vincent Street  
BEVERLEY WA 6304

Email [ali.lewis@beverley.wa.gov.au](mailto:ali.lewis@beverley.wa.gov.au)  
(if emailing please ensure the subject line states Review of System of Representation)

**Submissions must be received no later than 4:00pm Wednesday 7 December 2022.**

**For further information and a copy of the discussion paper please either contact the Shire Office on 9646 1200 or visit the Shire website.**

## **12.3 Policy Manual Annual Review**

<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>17 October 2022</b>
<b>Applicant:</b>	<b>Administration</b>
<b>File Reference:</b>	<b>ADM 0468</b>
<b>Author and Position:</b>	<b>Stephen Gollan, Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>Annually</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Policy Manual – Under Separate Cover</b>

### **SUMMARY**

Council to adopt any changes made through the annual review of the Shire of Beverley Policy Manual.

### **BACKGROUND**

Council are required to complete an annual review of the Policy Manual. The Policy Manual was last reviewed in November 2021.

### **COMMENT**

Listed below are the new policies added since the November 2021 review.

Policy Name	New
Staff Leave COVID 19	New
ICT Usage Policy	New
Appointment of an Acting CEO	New
Memorial Seat Policy	New
Grader Loading	New
Higher Duties Allowance	New
New Staff Remuneration	New

All Shire Staff were asked to review the policies relevant to their work area, below are the changes requested:

Policy Title	Page	Policy No.	Suggested Changes
1.13 COVID-19 Financial Hardship Policy	27	AF013	<ul style="list-style-type: none"> <li>Change name to Emergency Policy</li> </ul>
3.8 Community Bus	72	C008	<ul style="list-style-type: none"> <li>Remove the word “encouraged”</li> </ul>
4.2 Council Agendas	97	EM002	<ul style="list-style-type: none"> <li>Change to ‘discussion papers will be delivered electronically’</li> </ul>
9.5 Protective Clothing – Outside Staff	139	S005	<ul style="list-style-type: none"> <li>Change title to “Personal Protective Equipment”</li> <li>Add Legal Subsidiary – Work Health &amp; Safety Regulations (General) 2022</li> <li>Add Personal in front of Protective Clothing</li> </ul>

Policy Title	Page	Policy No.	Suggested Changes
9.7 Injury Management and Rehabilitation	141	S007	<ul style="list-style-type: none"> <li>Delete previous policy and replace with new attached policy.</li> </ul>
9.8 Noise	142	S008	<ul style="list-style-type: none"> <li>Change all reference to Occupational Health and Safety to Work Health and Safety or Work Health &amp; Safety Act 2020.</li> <li>Amend reference to regulation - Change to Work Health &amp; Safety Regulations (General) 56.</li> <li>Add Legal Subsidiary – Work Health &amp; Safety Regulations (General) 2022.</li> </ul>
9.9 Occupational Health & Safety Policy	143	S009	<ul style="list-style-type: none"> <li>Delete previous policy and replace with new attached policy.</li> </ul>
9.23 Service Pay Allowance	163	S023	<ul style="list-style-type: none"> <li>“That the following Service Pay Allowances, as set out below, are paid to all current and future employees <b>with the exception of employees designated in Policy S003.</b>”</li> </ul>
9.27 Drug and Alcohol Policy	169	S027	<ul style="list-style-type: none"> <li>Change all reference to Occupational Health and Safety to Work Health and Safety or Work Health &amp; Safety Act 2020.</li> </ul>
9.30 Staff COVID-19 Isolation Leave	181	S030	<ul style="list-style-type: none"> <li>Emergency Policy remain suspended</li> </ul>

## STATUTORY ENVIRONMENT

*Local Government Act 1995* – Section 2.7 (2) (b) – The Council is to determine the Local Government’s policies.

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Strategic Community Plan

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

## POLICY IMPLICATIONS

A001: Policy Manual

## **VOTING REQUIREMENTS**

Absolute Majority

### **OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION**

**M15/1022**

**Moved Cr Norman**

**Seconded Cr Gogol**

**That Council adopt any changes made in the annual review of the Policy Manual and incorporate them within the working document.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

## Attachment 12.3 – New Injury and Rehabilitation Policy (to replace previous S007)

### **9.7 Injury Management and Rehabilitation**

<b>Policy Type:</b>	Staff	<b>Policy No:</b>	<b>S007</b>
<b>Date Adopted:</b>		<b>Date Last Reviewed:</b>	

<b>Legal (Parent):</b> 1. Work Health & Safety Act 2020	<b>Legal (Subsidiary):</b> 1. Workers Compensation and Injury Management Act 1981
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<b>ADOPTED POLICY</b>	
<b>Title:</b>	<b>INJURY MANAGEMENT AND REHABILITATION</b>
<b>Objective:</b>	<b>To comply with the Work Health &amp; Safety Act 2020 &amp; Workers Compensation and Injury Management Act 1981 in relation to work related injury and rehabilitation.</b>

### **POLICY SCOPE**

This policy applies to all Shire of Beverley workers who sustain injury, illness or disability during direct work-related activities.

### **POLICY STATEMENT**

It is the policy of the Shire of Beverley:

- a) To make provision for the injury management and rehabilitation of all workers who have sustained a compensable work-related illness, injury or disability.
- b) To treat all workers with dignity and respect.
- c) To guarantee that all information is treated with sensitivity and confidentiality.
- d) To return the injured worker to the fullest capacity for gainful employment of which they are capable.

The 'Key Principles of Injury Management', as identified by WorkCover, will be adopted. They are:

1. Recognition that employers and injured workers are the primary stakeholders within the workers' compensation system.
2. Maintenance in or a safe return to work is the expected outcome.
3. Medical practitioners and employers play a central decision-making role in the return to work of injured workers.
4. The focus of all services should be workplace based.

### Attachment 12.3 – New Injury and Rehabilitation Policy (to replace previous S007)

5. The injury management process should be transparent, cost effective and efficient.
6. Early intervention and pro-active injury management is critical in achieving return to work goals.
7. When vocational rehabilitation is required, all parties are involved in a process that is transparent and requires joint decision making.

## Attachment 12.3 – New Policy to replace previous S009

### **9.9 Work Health and Safety**

<b>Policy Type:</b>	Staff	<b>Policy No:</b>	<b>S009</b>
<b>Date Adopted:</b>	October 2022	<b>Date Last Reviewed:</b>	11 <sup>th</sup> October 2022

<b>Legal (Parent):</b> Work Health & Safety Act 2020	<b>Legal (Subsidiary):</b> Work Health & Safety Regulations (General) 2022
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<b>ADOPTED POLICY</b>	
<b>Title:</b>	<b>WORK HEALTH AND SAFETY</b>
<b>Objective:</b>	<b>To promote sound and effective Work Health and Safety practices as a common objective for the Chief Executive Officer, Senior Staff, Employees and Contractors.</b>

#### **Policy Objective**

To confirm the Shire of Beverley commitment to and outline the principles regarding the management of Work Health and Safety in the workplace.

#### **Policy Scope**

This policy applies to all elected members, employees, volunteers and contractors of the Shire of Beverley.

#### **Policy Statement**

We at the Shire of Beverley believe that the safety, health and well-being of all people employed by us, or people affected by our work, is a priority and must be considered during all work performed by us or on our behalf.

#### **Objectives**

The objectives of this policy are to, as far as reasonably practicable:

- Achieve a safe and incident free workplace.
- Provide adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Involve employees and subcontractors in the decision-making process through regular communication and consultation.
- Ensure employees and contractors identify and control risks when in the workplace.
- Consider Work Health and Safety in project planning and work activities.



### Attachment 12.3 – New Policy to replace previous S009

The success of our Work Health and Safety performance depends on:

- The commitment of all persons
- Allocation of resources and achieving the policy objectives.
- Planning work activities with due consideration given to Work Health and Safety.
- Undertaking the risk management process in an effective manner.
- Communicating and consulting with our employees and contractors.

We are committed to fulfilling the objectives of this policy and expect the same of all employees and contractors working on our behalf.

<b>Chief Executive Officer</b>	<b>Work Health &amp; Safety Officer</b>	<b>Shire President</b>	<b>Action</b>
<i>Stephen Gollan</i>	<i>Ashleigh Fleay</i>	<i>David White</i>	<i>Reviewed, Amended &amp; Adopted October 22</i>

## **12.4 Memorial Chair Application**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>19 October 2022</b>
<b>Applicant:</b>	<b>Glenda Paulsen &amp; Family</b>
<b>File Reference:</b>	<b>ADM 0273</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>

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### **SUMMARY**

Council to consider an application for a Memorial Chair to be placed at Apex Park - RV Friendly Area.

### **BACKGROUND**

Council approved the Memorial Chair Policy at the August Ordinary Council Meeting. The applications and locations are vetted by Shire Staff with final approval to be determined by Council.

An application on the prescribed form from the Paulsen Family for Ena and Hoppy Paulsen has been received which meets the criteria:

- The application must be on the prescribed form.
- Memorial seats shall only commemorate a person no longer living.
- The deceased was a resident of Beverley for a minimum of 15 years.
- The deceased made a significant contribution to the community through volunteering, business, cultural, social or sporting aspects.
- Placement of the memorial would benefit the community in acknowledging the deceased.
- The applicant is to fund the purchase and installation of the memorial seat and plaque.

### **COMMENT**

Ena and Hoppy Paulsen (dec.) resided in Beverley 1939 – 2002 at 104 Lukin Street.

Ena Paulsen: Co-ordinated Mobile Blood Bank, Co-ordinated Fruit Fly Control, Red Cross and CWA. When the council began planting trees in Apex Park, she would bucket water to the trees to keep them alive, this was before the Council installed taps there. Ena was also the person that snakes (dead) would be delivered to, for identification.

Hoppy Paulsen: heavily involved with all Sports, and was awarded Life Memberships to Volunteer Fire Brigade, Beverley Football Club, Beverley Cricket Club and Beverley Lawn Bowls. Hoppy also drove a Beverley school bus for many years until retirement.

He also delivered Swans soft drinks between Beverley, Pingelly, Brookton and Quairading.

## Plaque Wording -

In memory of Ena and Hoppy Paulsen  
Beverley, Forever in their Hearts  
from  
Kevin, Brian, Glenda and Alan and families

## STATUTORY ENVIRONMENT

N/A

## CONSULTATION

Staff and Council

## FINANCIAL IMPLICATIONS

\$1000.00 to be paid by Paulsen Family.

## STRATEGIC IMPLICATIONS

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

## POLICY IMPLICATIONS

C018 – Request for Purchase and Placement of Memorial Chair

## RISK IMPLICATIONS

Low (2) - There is insignificant risk associated with this application and placement of chair.

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

M16/1022

Moved Cr Martin

Seconded Cr Sattler

That Council approve the application and location of a Memorial Chair by the Paulsen Family for Ena and Hoppy Paulsen.

CARRIED 9/0

## **12.5 2023 Ordinary Council Meeting Schedule**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>12 October 2022</b>
<b>Applicant:</b>	<b>Administration</b>
<b>File Reference:</b>	<b>ADM 0102</b>
<b>Author and Position:</b>	<b>Stephen Gollan, Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>Presented annually</b>
<b>Disclosure(s) Of Interest:</b>	<b>CEO attends Council meetings</b>
<b>Attachments:</b>	<b>Nil</b>

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### **SUMMARY**

Council to consider setting the dates and times for the 2023 Council Meetings to advertise and distribute.

### **BACKGROUND**

Current Council policy is to hold the Ordinary Council Meeting on the fourth Tuesday of each month from February to November. Traditionally, there is no meeting in January and the December meeting date is held on either the second or third Tuesday to allow for the minutes to be distributed prior to the Christmas break-up.

The current timing of the Council Meeting is:

11.00am – 12noon	Visitors or Presentations (if any)
12.00pm – 1.00pm	Lunch
1.00pm – 2.50pm	Council Briefing
3.00pm – 5.00pm	Ordinary Council Meeting

Council are welcome to discuss and amend the meeting times based on a group consensus.

Committee Meetings, if required, are usually held on the second Tuesday of the month at 9:00am. Even though they have not been monthly, Councillors should always keep these dates pencilled in their calendar.

### **COMMENT**

The proposed dates for the 2023 Ordinary Council Meetings are:

Tuesday 28 February 2023  
Tuesday 28 March 2023  
Thursday 27 April 2023  
Tuesday 23 May 2023  
Tuesday 27 June 2023  
Tuesday 25 July 2023  
Tuesday 22 August 2023  
Thursday 27 September 2023  
Tuesday 24 October 2023  
Tuesday 28 November 2023  
Tuesday 19 December 2023

The April Council meeting was scheduled to fall on the ANZAC Day public holiday therefore it is suggested to be moved to Thursday 27 April, with the Agenda being distributed on Friday 21 April.

The September meeting, which will be in the caretaker period, falls after a public holiday and is also suggested to move to a Thursday. This allows staff to action work that may have come during the public holiday and better prepare for the Council Meeting.

The 19 December meeting is planned to be held in the closing week of business. It is expected that the Shire will close on Friday 22 December and staff feel this is enough time to distribute the minutes prior to closing. If the meeting were held a week earlier, it would only be 2 weeks between the November and December meetings.

Local Government Elections are scheduled for Saturday 21 October 2023. Councillors, President and Deputy President can be sworn in prior to the meeting on 24 October.

## **STATUTORY ENVIRONMENT**

Section 5.3 of the *Local Government Act 1995*:

### **5.3. Ordinary and special council meetings**

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

### **5.4. Calling council meetings**

An ordinary or a special meeting of a council is to be held —

- (a) if called for by either —
  - (i) the mayor or president; or
  - (ii) at least  $\frac{1}{3}$  of the councillors,in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- (b) if so decided by the council.

### **5.5. Convening council meetings**

- (1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.

## **FINANCIAL IMPLICATIONS**

N/A

## STRATEGIC IMPLICATIONS

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

## CONSULTATION

Council and Staff

## POLICY IMPLICATIONS

EM001 – Ordinary Meetings of Council

## RISK IMPLICATIONS

Low (4) – Procedural. Setting the Council Meeting dates will meet statutory requirements and mitigate any risk.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
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**

**M17/1022**

**Moved Cr Sattler**

**Seconded Cr Seed**

**That Council;**

- 1. Set the Ordinary Council Meeting dates for February 2023 – December 2023 as  
Tuesday 28 February 2023  
Tuesday 28 March 2023  
Thursday 27 April 2023  
Tuesday 23 May 2023  
Tuesday 27 June 2023  
Tuesday 25 July 2023  
Tuesday 22 August 2023  
Thursday 27 September 2023  
Tuesday 24 October 2023  
Tuesday 28 November 2023  
Tuesday 19 December 2023**
- 2. Set the start time for the Council Briefing as 1:00pm, and the Ordinary Council Meeting as 3:00pm.**

**CARRIED 9/0**

## **12.6 Shire Administration Opening Days Christmas/New Year Period**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>15 October 2022</b>
<b>Applicant:</b>	<b>Administration</b>
<b>File Reference:</b>	<b>ADM 0468</b>
<b>Author and Position:</b>	<b>Stephen Gollan, Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>Annually</b>
<b>Disclosure(s) Of Interest:</b>	<b>Staff member who will need to take annual leave</b>
<b>Attachments:</b>	<b>Nil</b>

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### **SUMMARY**

Council to consider the closure of the Administration Centre from close of business Thursday 22 December 2022 until 8:30am Tuesday 3 January 2023.

### **BACKGROUND**

For the past fourteen years, the Administration Centre has closed over a similar period and there has been no record of this action causing concern or complaint. An early decision allows for adequate advertising time to the Community and for staff to plan their holiday leave.

### **COMMENT**

Most Administration Staff have been surveyed in regards to using their annual leave and are happy that the Administration Centre be closed from 4:00pm Thursday 22 December and all day Wednesday 28 December, Thursday 29 December and Friday 30 December.

Shown below is a summary of days the Administration Centre is requested to be open and closed:

Thursday	22 <sup>nd</sup> December 2022	–	Administration Centre <b>Open</b>
Friday	23 <sup>rd</sup> December 2022	–	Administration Centre <b><u>Closed</u></b>
Monday	26 <sup>th</sup> December 2022	–	<b>Public Holiday</b> (Christmas Day Holiday)
Tuesday	27 <sup>th</sup> December 2022	–	<b>Public Holiday</b> (Boxing Day Holiday)
Wednesday	28 <sup>th</sup> December 2022	–	Administration Centre <b>Closed</b>
Thursday	29 <sup>th</sup> December 2022	–	Administration Centre <b>Closed</b>
Friday	30 <sup>th</sup> December 2022	–	Administration Centre <b>Closed</b>
Monday	2 <sup>nd</sup> January 2023	–	<b>Public Holiday</b> (New Years Day)
Tuesday	03 <sup>rd</sup> January 2023	–	Administration Centre <b>Open</b>

The closure of the Administration Centre will allow staff to have an extended period of leave in addition to the public holidays. Annual Leave of up to 4 days will be utilised by staff to compensate for the additional days off. This is the same as 19/20, 20/21 and 21/22. The Administration Building carpets will be cleaned on Friday 23 December 2022.

The Works Crew will work on skeleton staff throughout this period.



## STATUTORY ENVIRONMENT

N/A

## CONSULTATION

Shire Staff

## 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 (6) – Reputational. There is a possible likelihood that members of the public may be inconvenienced however the consequence is deemed minor.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
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

Absolute Majority

## OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M18/1022

Moved Cr Gogol

Seconded Cr Sattler

That Council endorse the closure of the Administration Centre from close of business, 4pm Thursday 22 December 2022 to the re-opening on Tuesday 3 January 2023 at 8:30am.

CARRIED BY ABSOLUTE MAJORITY 9/0

## **12.7 Annual Council and Staff Christmas Function and Gift**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 25 October 2022</b>
<b>Report Date:</b>	<b>18 October 2021</b>
<b>Applicant:</b>	<b>Administration</b>
<b>File Reference:</b>	<b>ADM 0316</b>
<b>Author and Position:</b>	<b>Stephen Gollan, Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>Annually</b>
<b>Disclosure(s) Of Interest:</b>	<b>Staff Member potentially attending Christmas event and receiving gift. Treasurer of the Beverley Golf Club.</b>
<b>Attachments:</b>	<b>Nil</b>

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### **SUMMARY**

Council to consider hosting the annual Christmas function for Staff and Councillors and providing a Christmas gift for Staff.

### **BACKGROUND**

It has been customary for Council to hold an annual Christmas Function for staff, Councillors and their immediate family each year. Along with the function, Councillors have given staff a gift in the form of Christmas Vouchers.

### **COMMENT**

If it is Council's wish to continue these traditions, a date, venue and gift will need to be chosen.

For the last two years Council held a 'cocktail finger food dinner sundowner' at the Beverley Golf Club that allowed people to either sit or stand throughout the evening. Council comment is sought regarding the type of meal it would like to serve (if going ahead with this option). The advantage of holding the function at the Golf Club is that it allows staff to work throughout the day as they do not have to set up, purchase food and drink, and they do not have to worry about cleaning up the venue. It also supports a local run volunteer sports group.

Friday 16 December 2022 at the Beverley Golf Club has been identified as a date that does not clash with other community events such as the Beverley District High School Presentation night and the Station Arts Community Christmas Concert.

Last year gift vouchers and chocolates from the IGA, Avon Trading and T-Bone Butcher were purchased and gratefully received by staff. If Council still want to give a gift it is suggested doing this option again and distributing them at the Christmas Party.

### **STATUTORY ENVIRONMENT**

N/A

### **CONSULTATION**

Council

## FINANCIAL IMPLICATIONS

2021/22 Budget - Allocated

## 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) – Reputational. There is risk that a member of the community may be aggrieved by the use of ratepayer funding for Christmas gifts and event.

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

M19/1022

Moved Cr Sattler

Seconded Cr Martin

That Council;

1. approve a Council and Staff Christmas Function and hold it on Friday 16 December 2022 at the Beverley Golf Club; and
2. approve the purchase of a gift cards and chocolates for staff.

**CARRIED 9/0**

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

Nil

## **14. CONFIDENTIAL ITEMS**

### **14.1 Meeting Closed to the Public**

3:45pm - Council to consider the confidential item – Purchase of Property in a meeting closed to the public in accordance with Section 5.23(2)(e) of the Local Government Act 1995.

This matter is considered to be confidential under Section 5.23(2)e of the Local Government Act 1995 and the Council is satisfied that discussion of this matter in an open meeting would, reveal information that has to commercial value to a person.

#### **OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION**

**M20/1022**

**Moved Cr Martin**

**Seconded Cr Maxwell**

**That the meeting be closed to the public for Council to discuss item 14.2 Purchase of Property.**

**CARRIED 9/0**

## **14.2 Purchase of Property**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 September 2022</b>
<b>Report Date:</b>	<b>19 September 2022</b>
<b>Applicant:</b>	<b>Administration</b>
<b>File Reference:</b>	<b>ADM 0203</b>
<b>Author and Position:</b>	<b>Stephen Gollan, Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>OCM 27 September 2022 &amp; Jul/Aug Info Bull</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>

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### **OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION**

**M21/1022**

**Moved Cr Gogol**

**Seconded Cr Seed**

**That Council;**

- 1. Utilise an additional \$75,000.00 from the Building Reserve to purchase Lots 123, 422 and 423 Vincent Street; and**
- 2. Authorise the Chief Executive Officer to submit an offer for the purchase of Lots 123, 422 and 423 Vincent Street, Beverley of \$275,000.00.**

**LOST 1/8**

**Reason – Council considered the amount of \$275,000.00 to be in excess of the property value.**

### **14.3 Meeting Open to the Public**

#### **OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION**

**M22/1022**

**Moved Cr Norman**

**Seconded Cr Gogol**

**That the meeting re-open the to the public and announce any decisions made.**

**CARRIED 9/0**

3:50pm - There were no members of the public to re-join the meeting, so no announcement was made.

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

Nil

**16. CLOSURE**

The Chairman declared the meeting closed at 3:54pm

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

PRESIDING MEMBER:

DATE: