



SHIRE OF BEVERLEY NOTICE OF MEETING

Notice is hereby given that the next Ordinary Meeting of Council will be held in the Council Chambers, Civic Centre, 132 Vincent Street Beverley, on Wednesday 26 March 2025. If you are attending the meeting, you must register your attendance at 2:50pm in the Shire Administration Building (136 Vincent Street).

Program

3.00pm – 5.00pm Ordinary Meeting

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

Stephen Gollan
Chief Executive Officer

20 March 2025

DISCLAIMER

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



26 March 2025

ORDINARY MEETING

AGENDA

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1. OPENING

The Presiding Member to declare the meeting open.

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.

Councillors and the public are advised this meeting is digitally recorded. All reasonable care is taken to maintain visitors privacy, however, as an attendee your presence may be recorded verbally. By staying in the meeting, it is assumed your consent is given to your voice being recorded. No visual recording is permitted.

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members

Cr DC White	Shire President
Cr DJ Ridgway	Deputy President
Cr DL Brown	
Cr DW Davis	
Cr CJ Lawlor	
Cr SW Martin	
Cr JR Maxwell	
Cr AFC Sattler	

2.2 Staff

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

2.3 Observers and Visitors

2.4 Apologies and Approved Leave of Absence

2.5 Applications for Leave of Absence

3. DECLARATIONS OF INTEREST

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. CONDOLENCES

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

SEDDON

Sylvia May

23 February 2025

7. CONFIRMATION OF MINUTES

7.1 Minutes of The Ordinary Council Meeting Held 26 February 2025

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Wednesday 26 February 2025 be confirmed.

8. TECHNICAL SERVICES

Nil

9. PLANNING SERVICES

9.1 Proposed Beverley Airshow – Beverley Airfield (Reserve 32745 – Bremner Road)

Submission To:	Ordinary Council Meeting 26 March 2025
Report Date:	17 March 2025
Applicant:	Shire of Beverley
File Reference:	BRE 32745
Author and Position:	Stefan de Beer, Manager of Planning and Jacinta Murray, Tourism Officer
Previously Before Council:	No
Disclosure(s) Of Interest:	None
Attachments:	Draft Airshow Budget (under separate cover), Proposed Site Layout Plan, Proposed Parking Arrangements and Aviat 70 Airshow Program.

SUMMARY

Council will be requested to consider continuing the planning for and execution of the proposed Beverley Airshow scheduled for 11 April 2026 at the Beverley Airfield.

BACKGROUND

Shire staff engaged with the Beverley Soaring Society (BSS) in 2023 regarding hosting an Airshow at the Beverley Airfield to acknowledge and commemorate the rich aviation history of Beverley and to add to the Tourism product of the Shire.

An Airshow committee was subsequently formed (consisting of BSS members, Shire of Beverley Staff, Shire Councillors and others) to take the project forward. This committee is meeting on a monthly basis.

Attached to this report is a draft site layout and extracts from the draft Traffic Management Plan showing proposed parking areas around the Airfield. Anticipated crowd attendance is max 10,000 people, and all logistical and other planning is taking this number into consideration.

The nominated Airshow Service Provider will be responsible for the *Civil Aviation Safety Authority* (CASA) Airshow Application and Approval.

A Workshop was held with Councillors on the 11th March 2025 where the direction was confirmed to prepare a formal Agenda Item for Council's consideration.

The Beverley Airshow is scheduled for Saturday 11 April 2026.

COMMENT

The Beverley Airshow will honour the historic Aviat 70, held at Beverley Airfield in 1970, which drew over 5,000 visitors. Highlights of the event will include a breathtaking aerobatic performance by Paul Bennett Airshows, along with other exciting aerial displays.

On the ground, visitors can enjoy static displays of aircraft including the Airforce and the RFDS, alongside vintage motor vehicles. The event will also feature a variety of food and drink stalls, with a dedicated licensed area.

For those looking to experience flight firsthand, there will be opportunities to book gliding flights with the local club, as well as speak with local and visiting pilots about pathways to becoming a pilot. Visitors can also see displays of other aerial attractions in the Avon Valley, including hot air ballooning and gyrocopter flights.

This family-friendly event will offer a family pass, with plenty of activities for children, including face painting and fun-filled entertainment.

The overall event objectives are:

- Increase visitation to Beverley and the Avon Valley;
- Stimulate economic spend in Beverley, the Avon Valley and Roe Tourism (Pathways to Wave Rock);
- Extend the visitation into quieter season in the Avon Valley;
- Celebrate and showcase the aviation history of Beverley;
- Engage the local community;
- Promotion of the Beverley Airfield and Beverley Soaring Society.

The event is considered unique in relation to the following elements:

- The Beverley Airshow is the only full-scale airshow in Western Australia, making it a one of-a-kind event for aviation enthusiasts and the general public. Other aviation-related events in WA are primarily fly-ins and do not provide the same level of entertainment or static displays for broader audiences.
- This event will feature extreme aerobatics by Paul Bennett Airshows, the high-energy display has not been seen at other events in WA. This differs from the Red Bull Air Races, which are air displays but lack the same level of aerobatic complexity that Paul Bennett's performances provide.
- Unlike fly-ins, which are often limited to aviation communities, the Beverley Airshow includes a wide range of static displays, such as aircraft from the Airforce and RFDS, vintage vehicles and providing an interactive experience for all visitors.
- Located a short trip from Perth, the Beverley Airfield is an ideal setting for the event.

The Shire of Beverley Strategic Community Plan has four pillars including Economy, Community, Environment, Civic Leadership.

Therefore, in running an event of this size will fulfil the priorities of:

- Contributing to local business growth;
- Promotion of Beverley's attractions and experiences;
- Providing high quality arts and cultural experiences;
- Active and healthy community;
- Diverse recreation activities;
- Community and customer focus;

The aim for the event is for it to be viably run in the future in a self-sustainable way that increases the awareness of our destination. This could be measured in the number of visitors through ticket sales and accommodation occupancy.

It is the longer term vision of Shire Staff to expand and grow the offerings around the event in order to establish Beverley as a unique aviation tourist destination. It is envisioned that the event will become a fixture on the calendar in aviation circles around the country and the world.

PUBLIC NOTIFICATION

No Public Consultation was deemed required at this stage. Significant marketing of the event will follow on amongst others, Social Media Platforms.

STATUTORY ENVIRONMENT

Civil Aviation Act 1988 & Part 91 of the Civil Aviation Safety Regulations 1998 (CASR)

FINANCIAL IMPLICATIONS

This proposal is expected to incur the costs as reflected in the attached draft budget (presented under separate cover as a result of commercial-in-confidence considerations).

Grant Funding will be sought from institutional sources including *Tourism WA* as well as corporate/private partners to augment the event ticket sales to cover the entire cost of the Airshow.

STRATEGIC IMPLICATIONS

Strategic Pillar: 1. Economy

4. Civic Leadership

Strategic Priorities: 1.3 Beverley attractions and experiences are promoted

4.3 Responsible planning

POLICY IMPLICATIONS

There are no policy implications relative to this application.

RISK IMPLICATIONS

It is considered that the proposal has *Moderate* risks, which could be the result of amongst others:

- Insufficient Grant & Corporate Funding;
- Insufficient Ticket Sales;
- Adverse weather on Airshow day (cancellation insurance being arranged);
- Traffic congestions;
- Aircraft noise.

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

That Council resolve to:

1. Continue with the planning for and execution of the Beverley Airshow for 2026;
2. Authorise Shire Officers to seek grant funding and partnerships for the Airshow;
and
3. Delegate to the Chief Executive Officer and Shire President the authority to negotiate and execute the relevant agreements with Service Providers for this purpose.



Created: 23 October 2024 from Map Viewer Plus: <https://map-viewer-plus.app.landgate.wa.gov.au>

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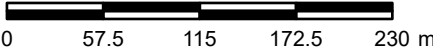
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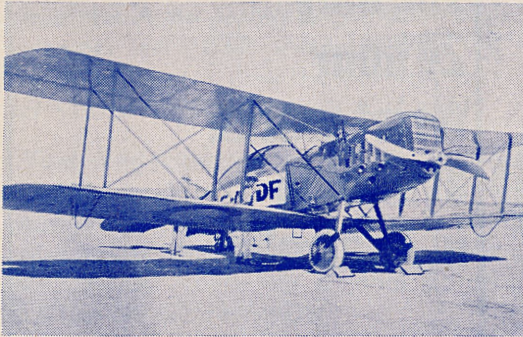
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AVIAT 70



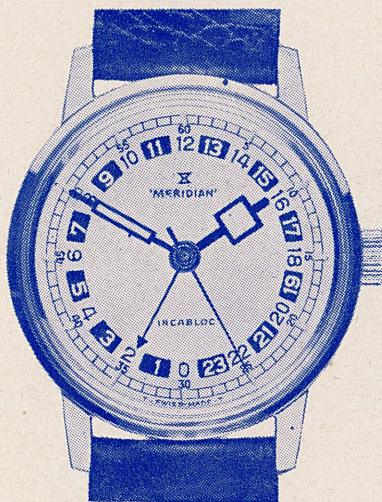
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Beverley Air Pageant

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BRIEF HISTORY OF BEVERLEY

When Ensign Dale and his party explored the Avon Valley in October and November of 1830 they likened the country in what is now the Beverley district to the rolling downs of Yorkshire.

Two Yorkshiremen in the party are believed to have persuaded Captain James Stirling to name the area Beverley—perhaps from nostalgia for their home county where the original Beverley is an important centre.

The first settlers took up land in the district, mainly along the banks of the Avon and Dale Rivers, at the end of 1831. The boundaries of Beverley were surveyed in 1843 and a record of landholders at the time includes names still familiar in the area.

Although the country was rich and productive, progress was slow, and there is no record of any business centre until the late 1850's. A mud-bat store was built near the Seaton Ross bridge (built in 1864 by convict labour) and this was apparently to be the town-site. The historic St. Paul's Church, built in 1858 and still in use, is nearby. A survey carried out in 1867 moved the town to its present site.

Records show that even by 1870 the town comprised only a store, blacksmith's shop, hotel, police station, post office and two houses.

The hotel, now a private house, was originally called the Settlers' Arms and later, mysteriously, the Dead Finish. It still stands in Hunt Road and is one of the few old buildings left in the town.

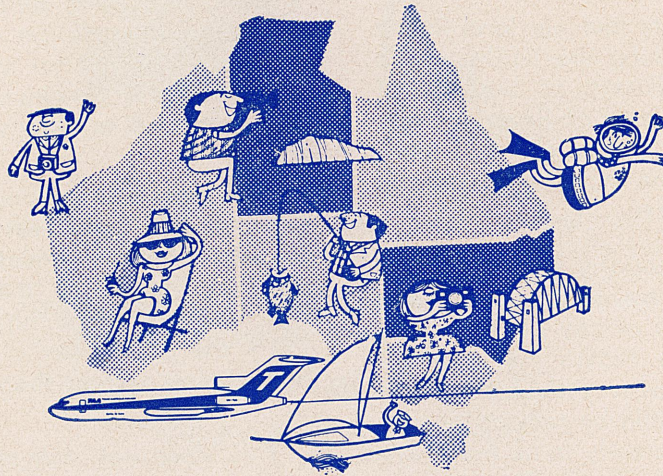
Some impetus to progress was given by the building of the railway to Beverley in 1886 and for several years the town was the terminus until the line was continued to Albany.

Like most country towns in the State real progress came with the discovery of gold. More land was opened up by men returning from the fields and by the time the Great War broke out in 1914 the population of the town and district was greater than it is today.

This does not indicate any lack of progress in recent years, but rather that the economics of modern farming has brought about bigger farms run by fewer people.



FLY T.A.A.



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FOR YOUR INFORMATION:

1. PARKING:

To avoid overcrowding and confusion, you are asked to follow the directions of marshals and attendants.

2. CATERING:

Stalls have been located at various points within the enclosure.

3. FIRST AID AND LOST CHILDREN:

Located at the control centre where the two airstrips cross.

4. JOY FLIGHTS:

Tickets for adults and children are available.

5. BARRIERS:

Have been placed in position for your safety and to ensure that you do not stray into danger. Please watch your children.

6. RAFFLE:

A one day raffle with seven prizes is being held with permission of the Lotteries Commission to help pay the expenses of the show.



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654466

FLYING



Beverley Air Page

a.m.

9.30 Joy Flights

p.m.

12.15 Radio controlled model aircraft

12.30 Glider display

12.45 Formation flying (Royal Aero Club)

1.00 Commuter aircraft fly past

1.20 Official Opening

1.30 Vintage aircraft fly past and vintage
car drive past

1.40 Aerobatic display (Fuji aircraft)

1.50 Parachute drop

**THIS PROGRAMME IS SUBJECT TO WEATHER CONDITIONS AND
SHOULD BE ANY LAST-**



DISPLAY

*giant Programme*_____

p.m.

- 2.00** Radio controlled model aircraft
- 2.15** Flour bombing display (Royal Aero Club)
- 2.25** Aerial agricultural display
- 2.35** Glider display
- 2.45** Women pilots' pylon race
- 3.05** R.A.A.F. aerobatics
- 3.15** Parachute drop
- 3.25** R.A.A.F. formation flying
- 3.40** Flying display finish
- 3.40 onwards:** Joy flights to last light

THE AVAILABILITY OF AIRCRAFT. WE APOLOGISE IF THERE
MINUTE CHANGES.

AVIAT 70

BEVERLEY AIR PAGEANT

Commercial aviation this year celebrates its 50th anniversary in Australia.

But what is perhaps of greater significance today is that Beverley is celebrating the fortieth anniversary of a flight made by a locally designed and built aircraft . . . the Silver Centenary.

On July 1, 1930, Captain C. H. F. NESBIT flew the Silver Centenary for 20 minutes on its trial flight.

The aircraft was designed by Mr. S. A. FORD and built by Mr. FORD and Mr. T. SHACKLES, two local enthusiasts with very little aeronautical knowledge but a great desire to learn.

The aircraft proved so successful that it later made more flights on that day, carrying both Mr. FORD and Mr. SHACKLES aloft, and later their sisters.

Three days after its first flight, the aircraft was flown to Maylands in Perth where it was inspected by Major DeHAVILLAND and Miss Amy JOHNSON.

They expressed a desire to fly the aircraft, but unfortunately, wet weather ruled out any possibility of a flight.

The Silver Centenary could take off and land at thirty-five miles per hour. It had a top speed of one-hundred-and-fifteen miles per hour and could climb at the rate of one-thousand feet per minute. In later years it was piloted by Captain F. S. BRIGGS and Mr. Warren PENNY.

The Silver Centenary is now on display in the Beverley aeronautical museum.

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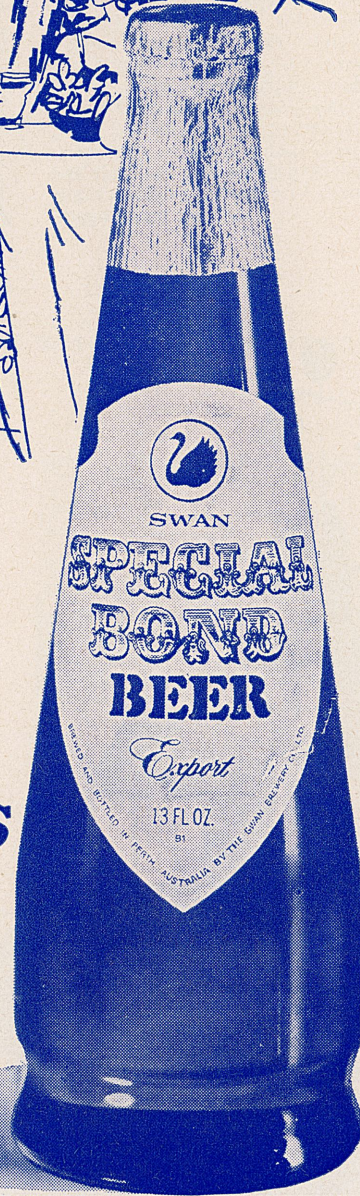


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9.2 Development Application – Rural Pursuit (keeping of horses) & Sea Container Outbuildings (Storage Sheds) - 86 (Lot 375) Brooking Street, Beverley

Submission To:	Ordinary Council Meeting 26 March 2025
Report Date:	17 March 2025
Applicant:	AJ Newburry
File Reference:	BRO 703
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	None
Attachments:	Locality Map, Site Plan and Property Management Plan

SUMMARY

Council has received an Application for Planning Approval for a *Rural Pursuit* (the keeping of 5 horses) and two Sea Container Outbuildings on 86 (Lot 375) Brooking Street, Beverley. It will be recommended the application be approved.

BACKGROUND

The subject property is 1.5846 ha in extent, zoned *Residential R5* pursuant to the *Shire of Beverley Local Planning Scheme No. 3* (LPS3) and contains a Single House, Outbuilding (88m²) and garden sheds.

The proposal is to keep 5 horses as referenced in the submitted Property Management Plan.

Pursuant to Clause 42 in LPS 3 the local government may grant development approval for a *Rural Pursuit* Land Use in the *Residential* Zone, having due regard to any stocking rates applicable.

The two proposed Sea Container Outbuildings (30m² total area) will require departure from Council's Outbuilding Policy on the following matters:

- In terms of the Shire's Outbuilding Policy (Policy), the maximum total area of all Outbuildings in this zone is 100 m² as per the Policy. The combined total area of the existing Outbuilding plus the proposed Sea Container Outbuildings will be approx. 118 m².

The additional Sea Container Storage will be used in conjunction with the *Rural Pursuit* Land Use.

COMMENT

A *Rural Pursuit/Hobby Farm* is defined as follows in LPS3:

"means any premises, other than premises used for agriculture — extensive or agriculture — intensive, that are used by an occupier of the premises to carry out any of the following activities if carrying out of the activity does not involve permanently employing a person who is not a member of the occupier's household —

- (a) the rearing, agistment, stabling or training of animals;*
- (b) the keeping of bees;*

(c) *the sale of produce grown solely on the premises.*”

Subject land:

The subject site is zoned *Residential R5* and is 1.5846 ha in extent. It contains a Single Dwelling, Outbuilding and garden sheds. The proposal is measured against the guidance afforded by Council's *Stocking Rates Policy*.

Stocking Rates Policy:

The purpose of Council's *Stocking Rates Policy* is to provide a guide for the assessment and determination of applications for Planning Approval involving the keeping of livestock on, amongst others, *Rural Residential* zoned properties. It is not the intention of the policy to be applied rigidly, but that each application be examined on its merits, with the objectives and intent of the policy the key for assessment.

The main objectives of the *Stocking Rates Policy* directives are to:

- Ensure that livestock keeping is undertaken in a sustainable manner;
- Ensure that the keeping of livestock does not have a significant negative impact on the natural environment;
- Ensure that the keeping of livestock does not impact detrimentally on the health and/or amenity of adjoining land owners.

Base Stocking Rate:

Council's *Stocking Rate Policy* provides for the calculation of the Dry Sheep Equivalent (DSE) for any particular property which is proposed to be used for the keeping of livestock. From this calculation a determination can be made as to how many animals (stock) of a particular type can be accommodated.

Even though the applicant did not provide a calculated DSE for the property, Shire Planner calculated the DSE for the subject property to be approximately **5.84 DSE** using the following formula:

Base Stocking Rate⁽¹⁾ X usable area⁽²⁾ = **5.84 DSE**

(I.E. 5 X 1.1696 ha = 5.84 DSE)

Where ⁽¹⁾: The Base Stocking Rate for the Shire of Beverley, as per the Policy, is 5 DSE.

And ⁽²⁾: The usable area was calculated by estimating the area, as submitted by the applicant, where the five horses will be kept, as depicted in the accompanying site plan.

Using the animal equivalents table in the Shire's *Stocking Rates Policy* it can be seen that the subject site does not yield a sufficient DSE to be able to accommodate the five horses proposed.

Using the DSE calculations in the Policy as a guideline, a **DSE of 50** would have been required for the subject property to be able to accommodate the 5 horses (10 DSE x 5).

The *Stocking Rates Policy* can permit though, with Council's discretion, proposals for *Rural Pursuit* land uses in excess of the Base Stocking Rate, where applicants submit a **Property Management Plan** which demonstrates that pasture improvement, nutrient and waste management methods are addressed.

Property Management Plan:

The applicant submitted a *Property Management Plan* that addresses areas of concern as required by the Council's *Stocking Rates Policy*. Please refer to the attachment.

Stabling of the animal:

The applicant submitted that there are stabling shelters on site.

Fencing:

The Council's *Stocking Rates Policy* requires certain fencing standards including electric fencing and warning signage. Should Council resolve to approve the application, it will be recommended that the agistment areas be fenced as per the *Stocking Rates Policy*.

Sea Container Outbuildings:

When considering the proposed departure beyond the requirements of Council's Planning Policy on Outbuildings, Shire planner is of the opinion that the following aspects of the development should be taken into consideration:

The specific proposed siting of the Sea Container Outbuildings (Storage Sheds) on the property;

The visually mitigating effects of the existing natural vegetation on the property;

The general character of the immediate area;

The size of the subject property.

It is the opinion that the proposed siting of the Sea Container Outbuildings (Storage Sheds) at the subject property is such that it will not have any negative visual impact on the surrounding area. The existing vegetation & landscaping will effectively screen the development from the road so as to mitigate any perceived negative visual impact that the proposed development might have. It is considered that the proposed development will be in pace with the character of the area.

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

Conclusion:

Shire Planner is of the opinion that with appropriately framed Conditions of Planning Approval and adherence thereto, the proposed development can be well managed, and the application will be recommended for approval.

CONSULTATION

The application was advertised to all immediate surrounding neighbours, with two responses received indicating *no objection* to the proposal.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

No specific financial implications.

STRATEGIC IMPLICATIONS

Strategic Pillar: 4. Civic Leadership
Strategic Priorities: 4.3 Responsible planning

POLICY IMPLICATIONS

No specific policy implications.

RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

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

That Council resolve to grant planning approval for a Rural Pursuit (keeping of horses) and two Sea Container Outbuildings (Storage Sheds) at 86 (Lot 375) Brooking Street, Beverley, subject to the following conditions and advice notes:

Conditions:

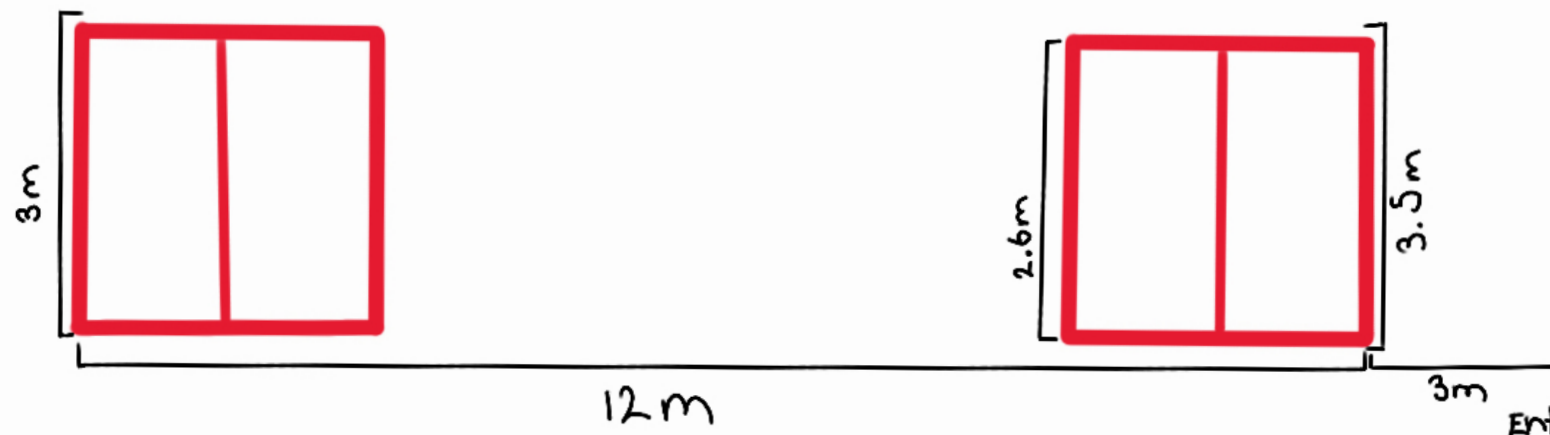
1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
2. The agistment areas shall be appropriately fenced as per the Stocking Rates Policy, including the installation of electric fencing, with appropriate signage, to the satisfaction of the Shire.
3. The number and type of animal shall be limited to 5 horses only.
4. The Rural Pursuit shall be carried out in accordance with the submitted Property Management Plan, to the satisfaction of the Shire.
5. Where an existing animal kept on the property expires, it shall not be replaced without the further approval of the Shire having first being sought and obtained.
6. Every part of the subject site used for the Rural Pursuit land use must be maintained in a hygienic and clean condition, free from odour, flies and vermin.
7. Measures shall be taken to prevent, as far as practicable, stormwater run-off and manure spillage unto neighbouring properties.
8. All manure is to be regularly collected and disposed of to the satisfaction of the Shire's Environmental Health Officer.
9. The Sea Container Outbuildings (Storage Sheds) shall not be used for human habitation, commercial or industrial purposes.

Advice Notes:

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

- Note 5: The carrying on of the development must not cause a dust nuisance to neighbours. Where appropriate and practicable such measures as installation of sprinklers, use of water tanks, mulching or other land management systems should be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and in the manner directed by the Shire's Environmental Health Officer if it is considered that a dust nuisance exists.
- Note 6: The applicant is advised that where in the opinion of Council the livestock keeping is causing adverse environmental, health or amenity impacts, the Council may by written notice (giving clear reasons) require the owner of the land to:
- (a) take action to temporarily or permanently reduce the number of stock kept on the land; or
 - (b) remove all the stock from the land either temporarily or permanently; or
 - (c) rectify the adverse impacts of the livestock keeping.
- Note 7: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

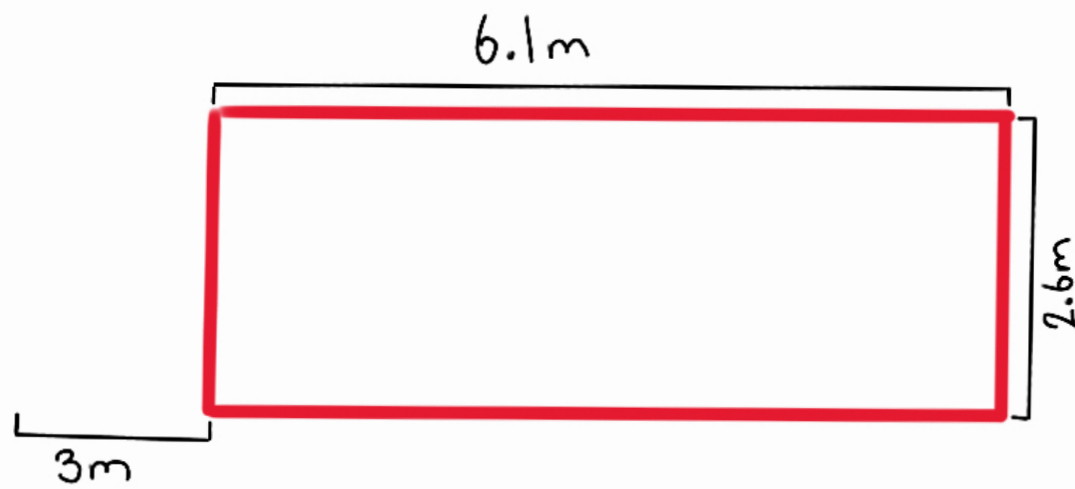
Front View



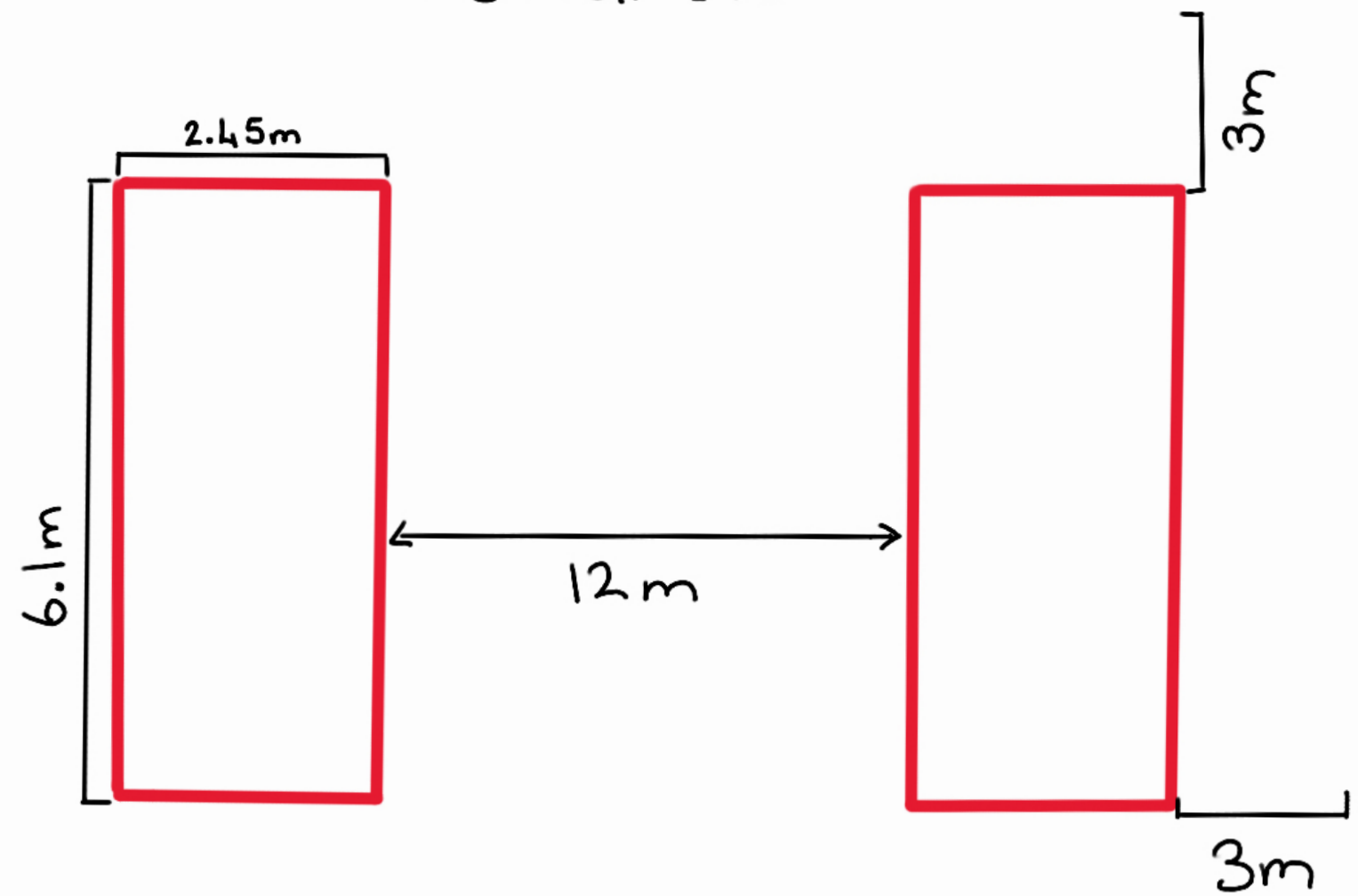
Entire Structure
will be placed 3m
off each Boundary
Fence.

Total Ground Area of 78m²
Attachment for Item 9.2

Side View



Aerial view



[Signature]

20/02/2025



[Handwritten Signature]

20/02/2025



- 20/

20/02/2025

To Whom It May Concern,

I am writing in regards to having my property 86 Brooking St Beverley WA 6304 to be seen as a rural pursuit within the Shire of Beverley WA 6304

The number and type of stock on my property 86 Brooking St Beverley WA 6304 is five horses (Horses 450KG Light)

Stabling practices; Horses are stabled if injured/sick before an upcoming event and nightly basis. Stables are regularly cleaned and maintained.

Collection, storage and disposal of manure, including fly management and odour control. Manure is regularly harrowed or cultivated back into the ground, used within our gardens or given to town locals to be used in their gardens. Once ground cover is reestablished the manure will be picked up bidaily and placed in the designated area and disposed of accordingly.

Pasture Management techniques, including type and condition of pasture, rotation pasture.

The current ground type is sand and in poor condition. The property was overgrown when I moved in and after putting stock on the land, I came to see the ground cover was not sustainable and have been working since 2023 in ways to have a sustainable ground cover established. As of April 2025, I will be seeding the property in hopes to reestablish ground cover to control the dust and stop wind erosion.

Paddocks will be rotated every two-three weeks between the stock on the property as well as the stock rotating on and off the property throughout the year.

Stock is also supplement with oaten hay and straw rolls as well as hard feed that the animals require.

Water availability and use, there is a preexisting bore (located in front paddock near the corner of Vincent St and Brooking St) on the property that we are in the process of restoring for irrigation and stock watering purposes. As well as two water tanks of 22,500L that total in 45,000L to supply stock with water. Three self-filling water troughs approximately 150L each.

Weed control; I use organic measures to control and maintain weeds on the property.

Fencing type; Fences consist of 7 strand ring-lock wire (Cyclone Fencing) standing 900mm high. Electric fencing on stand offs brings the total fence height to 1.2m. Appropriate Electric Fence signage is displayed.

I have four paddocks currently available for day-to-day use consisting of a total area of 10,470.2m²

Paddock one (road frontage of property left-hand side of driveway) is 1610m²

Paddock two (left-hand side of driveway) is 1155m²

Paddock three (Road frontage of property right-hand side of driveway) is 3498.6m²

Paddock four (right-hand side of property) is 4206.6m²

I am currently developing a fifth paddock (located on the left-hand side of the property in front of the house 8m from any infrastructures) also to be used for day-to-day use consisting of a total area of 1225m²

This will bring the total land space available for the livestock to 11,695.2m²

The addition of the fifth paddock will help sustain a rotational grazing upon the property.

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

Submission To:	Ordinary Council Meeting 26 March 2025
Report Date:	20 March 2025
Applicant:	N/A
File Reference:	N/A
Author and Position:	Simon Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	February 2025 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 28 February 2025.

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 2024 Ordinary Meeting, item 11.3.

COMMENT

The monthly financial reports for the period ending 28 February 2025 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 2024/25 Budget.

STRATEGIC IMPLICATIONS

- Strategic Pillar:
1. Economy
 2. Community
 3. Environment
 4. Civic Leadership
- Strategic Priorities:
- 1.1 Safe, efficient and connected transport network
 - 2.3 Active and Healthy Community
 - 3.3 Natural resources are sustainably managed
 - 4.1 Community and customer focus
 - 4.2 Continuous organisational improvement
 - 4.3 Responsible planning

POLICY IMPLICATIONS

AF004 – Investing Surplus Funds

RISK IMPLICATIONS

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the monthly financial report for the month of February 2025 be accepted and material variances be noted.

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING
28 February 2025**

Description	Budget 2024/25	YTD Budget 2024/25	YTD Actual 2024/25	YTD Variance	Favourable ▲ Unfavourable ▼	Notes To Material Variances
Operating Revenue						
Rates	3,410,624.00	3,409,124.00	3,400,524.02	(8,599.98)	▼	
Operating Grants, Subsidies and Contributions	593,892.00	431,266.00	425,822.96	(5,443.04)	▼	
Profit On Asset Disposal	5,050.00	5,050.00	6,414.97	1,364.97	▲	
Fees & Charges	1,124,912.00	825,356.00	873,624.57	48,268.57	▲	Town planning service fees \$15,922, Refuse site dumping charges \$10,691, State library funding for CRC programs \$9,400, Swimming Pool Season fees \$6,057, Property Rate enquiry charges \$7,779 greater than anticipated YTD.
Interest Earnings	147,836.00	106,832.00	177,368.50	70,536.50	▲	Interest earned on investments \$65,505 and Pensioner deferred interest on Rates \$5,973 greater than anticipated.
Other Revenue	373,770.00	215,208.00	215,807.53	599.53	▲	
Non-Operating Grants, Subsidies and Contributions	23,616,776.00	6,902,670.00	6,902,496.10	(173.90)	▼	
Total Operating Revenue	29,272,860.00	11,895,506.00	12,002,058.65	106,552.65		
Operating Expenditure						
Employee Costs	(2,678,612.00)	(1,668,228.00)	(1,668,129.58)	98.42	▲	
Materials & Contracts	(2,430,226.00)	(1,150,119.00)	(1,141,325.90)	8,793.10	▲	
Utilities	(319,668.00)	(157,915.00)	(162,456.72)	(4,541.72)	▼	
Depreciation On Non-Current Assets	(2,478,107.00)	(1,668,016.00)	(1,808,970.35)	(140,954.35)	▼	Depreciation expense higher than anticipated.
Interest Expenses	(87,741.00)	(26,580.00)	(29,130.56)	(2,550.56)	▼	
Insurance Expenses	(326,297.00)	(325,126.00)	(333,618.69)	(8,492.69)	▼	
Other Expenditure	(88,581.00)	(84,097.00)	(74,762.74)	9,334.26	▲	
Loss On Asset Disposal	(10,284.00)	(10,284.00)	(16,665.60)	(6,381.60)	▼	
Total Operating Expenditure	(8,419,516.00)	(5,090,365.00)	(5,235,060.14)	(144,695.14)		
Net Operating	20,853,344.00	6,805,141.00	6,766,998.51	(38,142.49)		
Capital Income						
Proceeds from Sale of Assets	77,880.00	77,880.00	72,830.04	(5,049.96)	▼	
New Loan Raised	4,500,000.00	0.00	0.00	0.00		
Total Capital Income	4,577,880.00	77,880.00	72,830.04	(5,049.96)		
Capital Expenditure						

SHIRE OF BEVERLEY STATEMENT OF FINANCIAL ACTIVITY BY NATURE FOR THE PERIOD ENDING 28 February 2025						
Description	Budget 2024/25	YTD Budget 2024/25	YTD Actual 2024/25	YTD Variance	Favourable ▲ Unfavourable ▼	Notes To Material Variances
Land and Buildings	(6,415,000.00)	(207,700.00)	(236,777.42)	(29,077.42)	▼	Civic Centre and Town Square (\$14,411), 59 Smith Street retaining wall works (\$7,106) and Hunt Rd Unit Refurbishment (\$7,206) greater than anticipated. Note: These variances primarily relate the internal staff labour expenses. Budgeted funds are generally based on cash expenses for materials and contractors.
Plant and Equipment	(188,000.00)	(165,000.00)	(155,432.88)	9,567.12	▲	
Office Furniture and Equipment	(78,000.00)	(78,000.00)	(80,328.82)	(2,328.82)	▼	
Road Construction	(11,761,272.00)	(4,685,498.00)	(4,767,411.81)	(81,913.81)	▼	Mawson Rd widen and seal contract works \$39,405, Waterhatch Rd reconstruct and widen contract works \$38,652, Dave Woodward Drv construct and seal contract works \$7,965, Bartram St construct and seal \$3,676 over budget.
Other Infrastructure	(12,166,077.00)	(250,000.00)	(252,408.32)	(2,408.32)	▼	
Leases	(6,648.00)	(6,648.00)	(5,331.03)	1,316.97	▲	
Loans - Principal Repayments	(148,300.00)	(95,238.00)	(95,238.45)	(0.45)	▼	
Total Capital Expenditure	(30,763,297.00)	(5,488,084.00)	(5,592,928.73)	(104,844.73)		
Net Capital	(26,185,417.00)	(5,410,204.00)	(5,520,098.69)	(109,894.69)		
Adjustments						
Depreciation Written Back	2,478,107.00	1,668,016.00	1,808,970.35	140,954.35		
Movement in Leave Reserve Cash Balance	0.00	0.00	3,681.32	3,681.32		
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	5,234.00	5,234.00	10,250.63	5,016.63		
Add Funding From						
Transfer (To)/From Reserves	683,444.00	(5,975.00)	(5,974.86)	0.14		
Opening Surplus/(Deficit)	2,165,288.00	2,165,288.00	2,165,287.77	(0.23)		
Total Adjustments	5,332,073.00	3,832,563.00	3,982,215.21	149,652.21		
CLOSING SURPLUS/(DEFICIT)	0.00	5,227,500.00	5,229,115.03	1,615.03		

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 28 February 2025		
Description	Actual 2023/24	YTD Actual 2024/25
Current Assets		
Cash at Bank	3,363,019.27	1,616,796.36
Cash - Unrestricted Investments	573,194.08	5,325,605.18
Cash - Restricted Reserves	1,893,962.99	1,899,937.85
Cash on Hand	700.00	700.00
Accounts Receivable	1,201,326.09	1,405,246.96
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	0.00	0.00
Inventory - Fuel	12,511.51	12,405.43
Total Current Assets	7,044,713.94	10,260,691.78
Current Liabilities		
Accounts Payable	(2,641,289.55)	(2,791,146.58)
Loan Liability - Current	(148,300.38)	(53,061.93)
Lease Liability - Current	0.00	(0.01)
Annual Leave Liability - Current	(294,386.93)	(294,386.93)
Long Service Leave Liability - Current	(202,078.63)	(202,078.63)
Doubtful Debts	0.00	0.00
Total Current Liabilities	(3,286,055.49)	(3,340,674.08)
Adjustments		
Less Restricted Reserves	(1,893,962.99)	(1,899,937.85)
Less Self Supporting Loan Income	0.00	0.00
Add Leave Reserves - Cash Backed	152,291.93	155,973.25
Add Loan Principal Expense	148,300.38	53,061.93
Total Adjustments	(1,593,370.68)	(1,690,902.67)
NET CURRENT ASSETS	2,165,287.77	5,229,115.03

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
28 February 2025

Description	Actual 2023/24	YTD Actual 2024/25	Movement
Current Assets			
Cash and Cash Equivalents	5,830,876.34	8,843,039.39	3,012,163.05
Accounts Receivable	925,082.09	1,405,246.96	480,164.87
Contract Asset - Current	276,244.00	0.00	(276,244.00)
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	0.00	0.00	0.00
Inventory	12,511.51	12,405.43	(106.08)
Total Current Assets	7,044,713.94	10,260,691.78	3,215,977.84
Current Liabilities			
Accounts Payable	(984,885.55)	(1,134,742.58)	(149,857.03)
Contract Liability - Current	(1,656,404.00)	(1,656,404.00)	0.00
Loan Liability - Current	(148,300.38)	(53,061.93)	95,238.45
Lease Liability - Current	0.00	(0.01)	(0.01)
Annual Leave Liability - Current	(294,386.93)	(294,386.93)	0.00
Long Service Leave Liability - Current	(202,078.63)	(202,078.63)	0.00
Doubtful Debts	0.00	0.00	0.00
Total Current Liabilities	(3,286,055.49)	(3,340,674.08)	(54,618.59)
Non-Current Assets			
Non-Current Debtors	170,910.09	170,910.09	0.00
Non-Current Investments	62,378.13	62,378.13	0.00
Land and Buildings	29,585,060.75	29,317,401.93	(267,658.82)
Plant and Equipment	2,397,779.42	2,296,221.71	(101,557.71)
Furniture and Equipment	111,155.00	191,767.73	80,612.73
Infrastructure	141,937,083.50	145,847,319.63	3,910,236.13
Self Supporting Loan - Non Current	0.00	0.00	0.00
Total Non-Current Assets	174,264,366.89	177,885,999.22	3,621,632.33
Non-Current Liabilities			
Loan Liability - Non Current	(1,826,703.64)	(1,826,703.64)	0.00
Lease Liability - Non Current	0.00	(15,993.07)	(15,993.07)
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(77,174.30)	(77,174.30)	0.00
Total Non Current Liabilities	(1,903,877.94)	(1,919,871.01)	(15,993.07)
Net Assets	176,119,147.40	182,886,145.91	6,766,998.51

SHIRE OF BEVERLEY STATEMENT OF FINANCIAL POSITION AS AT 28 February 2025			
Description	Actual 2023/24	YTD Actual 2024/25	Movement
Equity			
Accumulated Surplus	(48,670,597.47)	(55,431,621.12)	(6,761,023.65)
Reserves - Cash Backed	(1,893,962.99)	(1,899,937.85)	(5,974.86)
Reserve - Revaluations	(125,554,586.94)	(125,554,586.94)	0.00
Total Equity	(176,119,147.40)	(182,886,145.91)	(6,766,998.51)

SHIRE OF BEVERLEY INVESTMENT OF SURPLUS FUNDS AS AT 28 February 2025						
Account #	Account Name	Amount Invested (\$)		Term	Interest Rate	Maturation
4320546	Reserve Funds Bendigo					
	Long Service Leave	155,973.25				
	Plant	201,028.45				
	Emergency Services	32,046.75				
	Building	145,009.49				
	Recreation Ground	704,617.81				
	Cropping Committee	81,600.32				
	Infrastructure	118,645.07				
	Senior Housing	277,882.68				
	Avondale Mach Museum	67,301.36				
	ITC Renewal Reserve	115,832.67	1,899,937.85	6 mnths	5.03%	23/06/2025
4903601	Term Deposit Bendigo	1,000,000.00		6 mnths	5.02%	24/03/2025
5053151	Term Deposit Bendigo	1,020,749.32		1 mnths	4.10%	26/03/2025
4961819	Term Deposit Bendigo	505,961.10		5 mnths	4.95%	22/04/2025
4961826	Term Deposit Bendigo	505,961.10		5 mnths	4.95%	22/04/2025
4939230	Term Deposit Bendigo	253,138.08		6 mnths	4.93%	29/04/2025
5024630	Term Deposit Bendigo	1,016,210.96		4 mnths	4.90%	23/05/2025
4971654	Term Deposit Bendigo	508,593.15		6 mnths	5.05%	29/05/2025
5060661	Term Deposit Bendigo	514,991.47		4 mnths	4.61%	27/06/2025
			5,325,605.18			
	Total		7,225,543.03			

11.2 Accounts Paid by Authority

Submission To:	Ordinary Council Meeting 26 March 2025
Report Date:	18 March 2025
Applicant:	N/A
File Reference:	N/A
Author and Position:	Simon Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	February 2025 List of Reports

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

The following list represents accounts paid by authority for the month of February 2025.

COMMENT

Unless otherwise identified, all payments have been made in accordance with Council's 2024/25 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 2024/25 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Authority to Purchase – All acquisitions should be in accordance with budget provisions or to a maximum specified cost.

RISK IMPLICATIONS

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

February 2025

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

Cheque vouchers

13 Feb 2025 1938-1938 (1) \$ 2,641.19 (authorised by DCEO S Marshall and Pres D White)

Total of cheque vouchers for February 2025 incl \$ 2,641.19 previously paid.

EFT vouchers

05 Feb 2025 EFT 11069-11069 (1) \$ 1,699.50 (authorised by DCEO S Marshall and Cr D Davis)

12 Feb 2025 EFT 1-36 (36) \$ 68,510.28 (authorised by DCEO S Marshall and Pres D White)

13 Feb 2025 EFT 11071-11091 (21) \$ 1,102,229.63 (authorised by DCEO S Marshall and Pres D White)

13 Feb 2025 EFT 11092-11096 (5) \$ 2,422.64 (authorised by DCEO S Marshall and Pres D White)

18 Feb 2025 EFT 11098-11099 (2) \$ 7,339.22 (authorised by DCEO S Marshall and Pres D White)

26 Feb 2025 EFT 1-36 (36) \$ 67,126.45 (authorised by DCEO S Marshall and Pres D White)

Total of EFT vouchers for February 2025 incl \$ 1,249,327.72 previously paid

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

Cheque vouchers

Nil vouchers

Total of cheque vouchers for February 2025 incl \$ 0.00 previously paid.

EFT vouchers

13 Feb 2025 EFT 11097-11097 (1) \$ 200.00 (authorised by DCEO S Marshall and Pres D White)

Total of EFT vouchers for February 2025 incl \$ 200.00 previously paid.

(3) Direct Debit Payments totalling \$ 82,603.86 previously paid.

(4) Credit Card Payments totalling \$ 2,033.98 previously paid.

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - FEBRUARY 2025

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1938	13 Feb 2025	Water Corporation	Water use - Balkuling Rd Standpipe: 20 Nov 24 - 29 Jan 25	(2,641.19)	(2,641.19)
EFT Pymt	EFT 11069	05 Feb 2025	Desert Telephone and Power Services	LBS2502 - Civic Centre Car Park: Relocation of telephone cables	(1,699.50)	(1,699.50)
EFT Pymt	EFT 11071	13 Feb 2025	Avon Waste	2,083 Bin Collection FE 17, 24 Jan 25 inc Recycling Bins & 4 x Recycling Collecti	(5,619.93)	
EFT Pymt	EFT 11072	13 Feb 2025	BSL - DMIRS Dept Mines, Industry Reg	2025-01 Jan 25 Collections x 2 (Lics 24/25: 26, 27)	(205.40)	
EFT Pymt	EFT 11073	13 Feb 2025	Beverley Community Resource Centre	Staff uniforms: Admin	(84.00)	
EFT Pymt	EFT 11074	13 Feb 2025	Beverley Gas and Plumbing Services -	LBS2502 - Civic Centre Car Park: Plumbing works	(679.47)	
EFT Pymt	EFT 11075	13 Feb 2025	Beverley Post News and Gifts (BPNG)	2025-01 Jan Newspaper Subscription & Stationery Purchases	(69.50)	
EFT Pymt	EFT 11076	13 Feb 2025	Bookeasy Australia Pty Ltd	2025-01 Jan Room Manager Online Booking System Subscription	(242.00)	
EFT Pymt	EFT 11077	13 Feb 2025	Copyworld Toshiba	2025-01 Jan 25: Copy fees for Estudio 6525 AC's "Bert & Ernie"	(316.28)	
EFT Pymt	EFT 11078	13 Feb 2025	HC Construction Services Pty Ltd	AGRN1061 Storm & assoc flooding (25-26 Mar 2023): Claim 06 - Jan 2025	(125,301.00)	
EFT Pymt	EFT 11079	13 Feb 2025	Hutton and Northey Sales	Various plant: Parts	(262.37)	
EFT Pymt	EFT 11080	13 Feb 2025	MC Civil Contractors (MCC) Down Soul	AGRN1061 Storm & assoc flooding (25-26 Mar 2023): Claim 06	(900,026.86)	
EFT Pymt	EFT 11081	13 Feb 2025	Node One Pty Ltd	2025-02 Feb NBN Fixed wireless Business FW Plus 75/10 mbps unlimited (5 share	(89.00)	
EFT Pymt	EFT 11082	13 Feb 2025	Onsite Repairs	BE001 (PGRD06): Tyre repair	(232.10)	
EFT Pymt	EFT 11083	13 Feb 2025	Perth Expo Holdings Pty Ltd and Conce	2025 Caravan & Camping Expo - Avon Valley Region: Furniture hire {costs shared	(1,203.32)	
EFT Pymt	EFT 11084	13 Feb 2025	Perth Patio Magic Pty Ltd	LBS2502 - Civic Centre Car Park: Materials instalment	(50,190.00)	
EFT Pymt	EFT 11085	13 Feb 2025	Reap What You Sow	2025-01 Jan Gym Inductions x 4	(100.00)	
EFT Pymt	EFT 11086	13 Feb 2025	Roe Tourism Association Inc	2025 Roe Tourism Assoc Full membership & contribution to Executive Officer posit	(6,000.00)	
EFT Pymt	EFT 11087	13 Feb 2025	Scavenger Supplies Pty Ltd	2L x Class A fire fighting foam concentrate	(4,193.20)	
EFT Pymt	EFT 11088	13 Feb 2025	Surepak (WA) P/L	Fire fighting: Ice bags	(115.15)	
EFT Pymt	EFT 11089	13 Feb 2025	Synergy	Street Lights: ME 24 Jan 25; 8 x self reads 23 Nov 24 - 29 Jan 25	(6,090.81)	
EFT Pymt	EFT 11090	13 Feb 2025	WA Contract Ranger Services Pty Ltd	Ranger Services: 22 & 29 Jan 2025	(924.00)	
EFT Pymt	EFT 11091	13 Feb 2025	York Laundromat	21 - 28 Jan 2025 Onsite Cabins Laundry fees	(285.24)	(1,102,229.63)
EFT Pymt	EFT 11092	13 Feb 2025	Australia Post	2025-01 Jan Postage	(129.63)	
EFT Pymt	EFT 11093	13 Feb 2025	BOC Limited	2025-01 Jan Cylinder Rental: Medical oxygen C size	(7.13)	

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - FEBRUARY 2025

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 11094	13 Feb 2025	Beverley Supermarket & Liquor (IGA)	2025-01 Jan Purchases	(839.65)	
EFT Pymt	EFT 11095	13 Feb 2025	Dormakaba Australia Pty Ltd	Various bldgs: Nov 2024 Silver Maintenance Service of automatic doors	(924.00)	
EFT Pymt	EFT 11096	13 Feb 2025	Repco - Division of GPC Asia Pacific PI	Various plant: Parts	(522.23)	(2,422.64)
EFT Pymt	EFT 11098	18 Feb 2025	Beverley Dome Roadhouse (BDR)	4,000 L Diesel @ \$1.6182/L GST excl	(7,120.00)	
EFT Pymt	EFT 11099	18 Feb 2025	Staff - Jennifer Cameron-Mackintosh	Reimburse - Trellis training at DoT Innaloo (03-07 Feb 2025): Training expenses	(219.22)	(7,339.22)
Direct Debit	DD 4905.01	11 Feb 2025	Shadforth Portfolio Service - Super	Superannuation contributions	(1,200.65)	
Direct Debit	DD 4905.02	11 Feb 2025	National Mutual Retirement Fund	Superannuation contributions	(238.95)	
Direct Debit	DD 4905.03	11 Feb 2025	Mercer Super Trust, The Trustee for	Superannuation contributions	(627.37)	
Direct Debit	DD 4905.04	11 Feb 2025	Macquarie Superannuation Plan	Superannuation contributions	(324.30)	
Direct Debit	DD 4905.05	11 Feb 2025	Australian Super	Superannuation contributions	(1,730.85)	
Direct Debit	DD 4905.06	11 Feb 2025	Aware Super Pty Ltd	Superannuation contributions	(7,446.96)	
Direct Debit	DD 4905.07	11 Feb 2025	Australian Retirement Trust (Super func	Superannuation contributions	(302.89)	
Direct Debit	DD 4905.08	11 Feb 2025	MLC MasterKey Personal Super	Superannuation contributions	(191.53)	
Direct Debit	DD 4905.09	11 Feb 2025	REST	Superannuation contributions	(271.38)	
Direct Debit	DD 4905.10	11 Feb 2025	Colonial First State Super (Gibson Dani	Superannuation contributions	(380.74)	
Direct Debit	DD 4905.11	11 Feb 2025	AMP Lifetime Super	Superannuation contributions	(214.12)	
Direct Debit	DD 4905.12	11 Feb 2025	UniSuper	Superannuation contributions	(314.38)	(13,244.12)
Direct Debit	DD 4917.01	25 Feb 2025	Shadforth Portfolio Service - Super	Superannuation contributions	(1,200.65)	
Direct Debit	DD 4917.02	25 Feb 2025	National Mutual Retirement Fund	Superannuation contributions	(221.12)	
Direct Debit	DD 4917.03	25 Feb 2025	Mercer Super Trust, The Trustee for	Superannuation contributions	(518.77)	
Direct Debit	DD 4917.04	25 Feb 2025	Macquarie Superannuation Plan	Superannuation contributions	(323.38)	
Direct Debit	DD 4917.05	25 Feb 2025	Australian Super	Superannuation contributions	(1,771.50)	
Direct Debit	DD 4917.06	25 Feb 2025	Aware Super Pty Ltd	Superannuation contributions	(7,337.57)	
Direct Debit	DD 4917.07	25 Feb 2025	Australian Retirement Trust (Super func	Superannuation contributions	(311.12)	
Direct Debit	DD 4917.08	25 Feb 2025	MLC MasterKey Personal Super	Superannuation contributions	(247.71)	

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - FEBRUARY 2025

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	DD 4917.09	25 Feb 2025	REST	Superannuation contributions	(271.38)	
Direct Debit	DD 4917.10	25 Feb 2025	Colonial First State Super (Gibson Dani	Superannuation contributions	(470.99)	
Direct Debit	DD 4917.11	25 Feb 2025	AMP Lifetime Super	Superannuation contributions	(214.46)	
Direct Debit	DD 4917.12	25 Feb 2025	UniSuper	Superannuation contributions	(322.21)	(13,210.86)
Direct Debit	114	03 Feb 2025	7 - CBA Merchant Fee	CBA Merchant Fee - Muni	(117.16)	(117.16)
Direct Debit	114	03 Feb 2025	7 - CBA Merchant Fee	CBA Merchant Fee - Trust	(20.00)	(20.00)
Direct Debit	114	06 Feb 2025	12 - ANZ - BPAY	ANZ - BPAY	(77.00)	(77.00)
Direct Debit	114	06 Feb 2025	12 - ANZ - BPAY	ANZ - BPAY	(116.33)	(116.33)
Direct Debit	114	06 Feb 2025	8 - ANZ Transactive	ANZ Transactive	(107.50)	(107.50)
Direct Debit	114	17 Feb 2025	1 - Bank Charges	Bank Charges - Account servicing fee	(22.00)	(22.00)
Direct Debit	114	17 Feb 2025	3 - Payment for DoT	Payment for DoT	(1,728.85)	
Direct Debit	114	21 Feb 2025	3 - Payment for DoT	Payment for DoT	(8,203.90)	
Direct Debit	114	24 Feb 2025	3 - Payment for DoT	Payment for DoT	(5,783.45)	
Direct Debit	114	25 Feb 2025	3 - Payment for DoT	Payment for DoT	(4,686.90)	
Direct Debit	114	26 Feb 2025	3 - Payment for DoT	Payment for DoT	(2,822.20)	
Direct Debit	114	27 Feb 2025	3 - Payment for DoT	Payment for DoT	(1,143.05)	
Direct Debit	114	28 Feb 2025	3 - Payment for DoT	Payment for DoT	(892.40)	(25,260.75)
Direct Debit	EFT 11070	10 Feb 2025	WA Treasury Corporation	Loan 121 (Vincent St Streetscape): Deb 07 of 30 Repayment - Feb 2025	(30,428.14)	(30,428.14)
DIRECT DEB	EFT 11100	24 Feb 2025	Credit Card - Shire of Beverley	2025-01 Jan Credit Card purchases	(2,033.98)	(2,033.98)
PAYMENTS RAISED IN CURRENT MONTH					(1,200,970.02)	(1,200,970.02)

WAGES & SALARIES

EFT Pymt	12 Feb 2025	Wages & Salaries	FE - 11 Feb 2025	(68,510.28)	
EFT Pymt	26 Feb 2025	Wages & Salaries	FE - 25 Feb 2025	(67,126.45)	

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - FEBRUARY 2025

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT						
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT					0.00	0.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
Cheque #	1937	29 Jan 2025	Origin Energy Retail Ltd	5 Short St: 2024-25 LP Gas cylinder rental x 2	(90.00)	
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					(90.00)	(90.00)
OTHER AMENDMENTS/GENERAL JOURNALS						
OTHER AMENDMENTS/GENERAL JOURNALS					0.00	0.00
INVESTMENTS						
					0.00	
TOTAL EXPENDITURE for MUNICIPAL ACCOUNT					(1,336,696.75)	(1,336,696.75)
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT						
CEO - STEPHEN GOLLAN						
Credit card	142312-2	02 Jan 2025	Bev Dome Roadhouse	Fire 01-02 Jan 2025 York Williams Rd & Shaw Rd: Welfare	142.50	142.50
Credit card	42231	15 Jan 2025	Bosch Timber Floors	Town Hall: 2 x 1L Whittlewax Floor care concentrate	110.00	252.50
Credit card	REC22398	17 Jan 2025	Dome Deep Water Point	Hunt Rd Project, meet with Porter Consulting Engineers: Refreshments	86.10	338.60
Credit card	23477597	20 Jan 2025	Midalia Steel	Avondale Machinery Museum & Civic Centre - Building materials	948.75	1,287.35
Credit card	OTR462C- OTR4626C01-19246	22 Jan 2025	OTR Harvey	BE1 (PSDN18) - Diesel 40.24 L @ \$1.979/L GST incl	79.63	1,366.98
Credit card	ANNUAL_FEES_2025	29 Jan 2025	ANZ Bank	2025 Annual Credit Card Fees x 3 (CEO, DCEO, MOW)	150.00	1,516.98
DCEO - SIMON MARSHALL (AVONDALE MACHINERY SHED)						
Credit card	3610537	13 Jan 2025	Hutton Northey Bev	Parts (battery 93OCCA 3/8)	253.00	253.00
MOW - STEPHEN VINCENT						
Credit card	12952	17 Jan 2025	Stratco Malaga	Admin bldg - rectangular tubing for office verandah	264.00	264.00
					0.00	2,033.98
					2,033.98	2,033.98

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - FEBRUARY 2025

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
<i>December 2024 transactions presented on 24 January 2025 (EFT 11064) Shire of Beverley Municipal Bank account</i>						
TRUST ACCOUNT DETAILS						
PAYMENTS RAISED IN CURRENT MONTH						
EFT Pymt	EFT 11097	13 Feb 2025	Timothy Bruce Maxwell Law	Refund of Bonds - Rec Centre Hire, Booking: 06 Feb 2025 - Bev River Care Group	(200.00)	
PAYMENTS RAISED IN CURRENT MONTH					(200.00)	(200.00)
PAYMENTS UNPRESENTED IN CURRENT BANK #						
PAYMENTS UNPRESENTED IN CURRENT BANK #					0.00	0.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					0.00	0.00
OTHER AMENDMENTS / GENERAL JOURNALS						
OTHER AMENDMENTS / GENERAL JOURNALS					0.00	0.00
TOTAL EXPENDITURE for TRUST ACCOUNT						(200.00)
TOTAL EXPENDITURE as reconciled to the FEBRUARY 2025 BANK STATEMENTS						
Municipal Account Expenditure					(1,336,696.75)	
Trust Account Expenditure					(200.00)	
TOTAL EXPENDITURE for FEBRUARY 2025						(1,336,896.75)

12. ADMINISTRATION

12.1 Employee Code of Conduct Annual Review

Submission To:	Ordinary Council Meeting 26 March 2025
Report Date:	14 March 2025
Applicant:	Administration
File Reference:	ADM 0457
Author and Position:	Stephen Gollan, Chief Executive Officer
Previously Before Council:	27 March 2024 (occurs annually)
Disclosure(s) Of Interest:	Shire of Beverley Executive Staff Member
Attachments:	Code of Conduct

SUMMARY

Council to review the Code of Conduct for Employees.

BACKGROUND

The *Local Government (Model Code of Conduct) Regulations 2021*, *Local Government (Administration) Amendment Regulations 2021* and *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021* (collectively the New Regulations) were gazetted on Tuesday 2 February 2021 and took effect on 3 February 2021.

The Code of Conduct for Employees was adopted at the 27 July 2021 Ordinary Council Meeting.

COMMENT

The Shire of Beverley Code of Conduct for Employees remains compliant with the *Local Government (Model Code of Conduct) Regulations 2021* and management suggest no changes be made.

Review of the Code serves as best practise and acts as a reminder to all of appropriate conduct.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Amendment Regulations 2021

CONSULTATION

Shire Staff

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

Strategic Pillar: 4. Civic Leadership

Strategic Priorities: 4.2 Continuous organisational improvement

POLICY IMPLICATIONS

N/A

RISK IMPLICATIONS

Shire of Beverley Council has a long history of successful and effective operation and conduct. Review of the Code of Conduct mitigates and reminds staff of their conduct obligations.

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

That the Shire of Beverley Code of Conduct for Employees be received and the review update be recorded.



Shire of Beverley

Code of Conduct for Employees

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1 Introduction

The Shire of Beverley Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Beverley's commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

- (a) *better decision-making by local governments;*
- (b) *greater community participation in the decisions and affairs of local governments;*
- (c) *greater accountability of local governments to their communities; and*
- (d) *more efficient and effective local government.*

1.1 Statutory environment

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

1.2 Application

For the purposes of the Code, the term employees includes persons employed by the Shire of Beverley or engaged by the Shire of Beverley under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts), does not apply to the CEO.

2 Shire of Beverley Values and Vision

Our Vision: A vibrant and progressive community which values its history in a welcoming and friendly place to live, work and visit. Beverley is the place to BE!

We Value:

- The contributions made by our community towards an inclusive, active, diverse and friendly community

- Our natural resources and our place in the natural environment
- Economic diversity and opportunistic growth
- Forward thinking leadership and good governance

3 Code of Conduct

3.1 Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

5.41. Functions of CEO

The CEO's functions are to:

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) *cause council decisions to be implemented;*
- (d) *manage the day to day operations of the local government;*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the mayor or president agrees;*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government Act 1995

3.2 Principles affecting employment by the Shire of Beverley

The principles set out in section 5.40 of the Act apply to the employment of the Shire of Beverley's employees:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) *employees are to be selected and promoted in accordance with the principles of merit and equity; and*

(b) <i>no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and</i> (c) <i>employees are to be treated fairly and consistently; and</i> (d) <i>there is to be no unlawful discrimination against employees or persons seeking employment by the City on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and</i> (e) <i>employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and</i> (f) <i>such other principles, not inconsistent with this Division, as may be prescribed.</i>	<i>Local Government Act 1995</i>
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3.3 Personal Behaviour

Employees will:

- (a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire of Beverley;
- (b) perform their duties impartially and in the best interests of the Shire of Beverley, uninfluenced by fear or favour;
- (c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Beverley and the community;
- (d) make no allegations which are improper or derogatory (unless true and in the public interest);
- (e) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (f) always act in accordance with their obligation of fidelity to the Shire of Beverley.

3.4 Honesty and Integrity

Employees will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) be frank and honest in their official dealing with each other; and
- (c) report any dishonesty or possible dishonesty on the part of any other employee to their Manager or the CEO in accordance with this Code and the Shire of Beverley's policies.

3.5 Performance of Duties

While on duty, employees will give their whole time and attention to the Shire of Beverley's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire of Beverley.

3.6 Compliance with Lawful and Reasonable Directions, Decisions and Policies

- (a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Manager or the CEO.
- (b) Employees will give effect to the lawful decisions and policies of the Shire of Beverley, whether or not they agree with or approve of them.

3.7 Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

3.8 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Beverley upon its creation unless otherwise agreed by separate contract.

3.9 Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with the Shire of Beverley's Recordkeeping Plan.

3.10 Dealing with Other Employees

- (a) Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
- (b) Employees must be aware of, and comply with their obligations under relevant law and the Shire of Beverley's policies regarding workplace behaviour and occupational safety and health, including policies S001 – Equal Opportunity, S004 – Dress Code and Hygiene, S005 – Protective Clothing, S007 – Injury Management and Rehabilitation, S009 – Occupational Health and Safety, S010 – Discrimination, Harassment and Bullying, S016 – No Smoking, S021 – Grievance, Investigations and Resolutions, S027 – Drug and Alcohol and S028 Social Media.
- (c) Employee behaviour should reflect the Shire of Beverley's values and contribute towards creating and maintaining a safe and supportive workplace.

3.11 Dealing with community

- (a) Employees will treat all members of the community with respect, courtesy and professionalism.
- (b) All Shire of Beverley services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly and equitably.

3.12 Professional Communications

- (a) All aspects of communication by employees (including verbal, written and electronic), involving the Shire of Beverley's activities should reflect the status, values and objectives of the Shire of Beverley.
- (b) Communications should be accurate, polite and professional.

3.13 Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- (b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Shire of Beverley, its Council Members, employees or contractors, which breach this Code. Employees should refer to policies EM003 – Media Statements and S028 – Social Media.
- (c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

3.14 Personal Presentation

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Shire of Beverley's relevant policies S004 – Corporate Uniform, Dress Code and Hygiene at Work, and S005 – Protective Clothing.

3.15 Gifts

- (a) Application

This clause does not apply to the CEO.

- (b) Definitions

In this clause –

activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

activity involving a local government discretion means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

associated person means a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

gift —

- (a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
- (b) does not include —
 - (i) a gift from a relative as defined in section 5.74(1); or
 - (ii) a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or
 - (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
 - (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift means —

- (a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- (b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person

[Section 5.57 of the *Local Government Act 1995*]

relative, in relation to a relevant person, means any of the following —

- (a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
- (b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

[Section 5.74(1) of the *Local Government Act 1995*]

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

prohibited gift, in relation to a local government employee, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

reportable gift means:

- (i) a gift worth more than \$50.00 but less than \$300.00; or
- (ii) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than \$50.00 but less than \$300.

threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO's determination under subclause (c);

threshold amount, for a prohibited gift, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

(c) Determination

In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996* the CEO has determined \$300.00 as the threshold amount for prohibited gifts is \$300.00

- (d) Employees must not accept a prohibited gift from an associated person.
- (e) An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.
- (f) The notification of the acceptance of a reportable gift must be in writing and include:

- (i) the name of the person who gave the gift; and
- (ii) the date on which the gift was accepted; and
- (iii) a description, and the estimated value, of the gift; and
- (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
- (v) if the gift is one of two or more accepted from the same person within a period of one year:
 - (1) a description;
 - (2) the estimated value; and
 - (3) the date of acceptance,
 of each other gift accepted within the one year period.
- (g) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
- (h) The CEO will arrange for the register maintained under subclause (g) to be published on the Shire of Beverley's official website.
- (i) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

3.16 Conflict of Interest

- (a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Beverley, without first disclosing the interest to the CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire of Beverley, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- (d) Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.
- (e) Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

3.17 Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

3.18 Disclosure of Financial Interests

- (a) All employees will apply the principles of disclosure of financial interest as contained within the Act.
- (b) Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

3.19 Disclosure of Interests Relating to Impartiality

- (a) In this clause, **interest** has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (b) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (c) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (d) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
- (e) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not know and could not reasonably be expected to know:
 - (i) that they had an interest in the matter; or
 - (ii) that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.
- (f) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:

- (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.
- (g) If:
- (i) to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (e)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (f)(ii), a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting,
- the nature of the interest is to be recorded in the minutes of the meeting.

3.20 Use and Disclosure of Information

- (a) Employees must not access, use or disclose information held by the Shire of Beverley except as directly required for, and in the course of, the performance of their duties.
- (b) Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire of Beverley's policies and procedures.
- (c) Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire of Beverley.
- (d) Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
- (e) Nothing in this section prevents an employee from disclosing information if the disclosure:
 - (i) is authorised by the CEO or the CEO's delegate; or
 - (ii) is permitted or required by law.

3.21 Improper or Undue Influence

- (a) Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- (b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- (c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

3.22 Use of Shire of Beverley Resources

- (a) In this clause –

Shire of Beverley resources includes local government property and services provided or paid for by the Shire of Beverley;

local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

[Section 1.4 of the *Local Government Act 1995*]

- (b) Employees will:

- (i) be honest in their use of the Shire of Beverley resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (ii) use the Shire of Beverley resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
- (iii) not use the Shire of Beverley's resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so under policy S019 – Staff Use of Shire Equipment, with the appropriate forms are completed and any relevant payments are made (as determined by the policy) and/or policy S014 – Council Vehicles.

3.23 Use of Shire of Beverley Finances

- (a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire of Beverley's finances.
- (b) Employees will use Shire of Beverley finances only within the scope of their authority, as defined in their Position Descriptions, Delegated Authorisations and policy AF 007 – Purchasing and Procurement.
- (c) Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.
- (d) Employees exercising purchasing authority will comply with the Shire of Beverley's Purchasing and Procurement Policy AF 007, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
- (e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.

- (f) Employees will ensure that any use of Shire of Beverley finances is appropriately documented in accordance with the relevant policy and procedure, including the Shire of Beverley's Recordkeeping Plan.

3.24 Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code to any Manager or the Deputy CEO, in accordance with the Shire of Beverley's Grievance, Investigations and Resolutions Policy.

3.25 Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire of Beverley's Grievance, Investigations and Resolutions Policy, depending on the nature of the suspected breach.

3.26 Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

- (a) Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their supervisor, Manager, or the CEO in accordance with Shire of Beverley's Staff Induction Manual.
- (b) In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
 - (i) the Corruption and Crime Commission, in the case of serious misconduct; or
 - (ii) the Public Sector Commissioner, in the case of minor misconduct.
- (a) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
- (d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, using the Shire of Beverley's Public Interest Disclosure Procedures, published on the Shire of Beverley's website.

3.27 Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire of Beverley's policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

Document Control Box							
Document Responsibilities:							
Owner:	Executive Assistant			Owner Business Unit:			
Reviewer:	Chief Executive Officer			Decision Maker:	CEO		
Compliance Requirements:							
Legislation:	Local Government Act 1995 Local Government (Administration) Regulations 1996						
Other:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Annual	Next Due:	March 2024	Records Ref:	ADM
Version #	Decision Reference:		Synopsis:				
1.	27 July 2021		Adopted by Council				
2.	28 March 2023		Annual Review by Council – No changes made				
3.	27 March 2024		Annual Review by Council – No changes made				

13. ELECTED MEMBERS' MOTIONS WHERE NOTICE HAS BEEN GIVEN

Nil.

14. NEW BUSINESS ARISING BY ORDER OF THE MEETING

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

15. CLOSURE

The Chairman to declare the meeting closed.