



**26 April 2023**

**ORDINARY MEETING**

**MINUTES**

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## **1. OPENING**

The Presiding Member declared the meeting open at 3:00pm

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 TWT Seed	

### **2.2 Staff in Attendance**

Mr SP Gollan	Chief Executive Officer
Mr BS de Beer	Manager of Planning and Development Services (till 3:04pm)
Mrs A Lewis	Executive Assistant

### **2.3 Observers And Visitors**

Nil

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

Cr MH Norman	Apologies
Cr AFC Sattler	Apologies
Mr SK Marshall	Apologies (Deputy CEO)

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

Cr Lawlor asked for permission to attend the next Ordinary Council Meeting via teleconference. Approved.

## **3. DECLARATIONS OF INTEREST**

Nil

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

Nil

## **5. PUBLIC QUESTION TIME**

Nil

## **6. CONDOLENCES**

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

STRANGE	Frederick Norman	28 March 2023
STRANGE	Valarie Ann	15 April 2023

**7. CONFIRMATION OF MINUTES**

**7.1 Minutes Of The Ordinary Council Meeting Held 28 March 2023**

**OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION**

**M1/0423**

**Moved Cr Davis**

**Seconded Cr Martin**

**That the Minutes of the Ordinary Council Meeting held Tuesday 28 March 2023 be confirmed.**

**CARRIED 7/0**

## **7.2 Minutes Of The Beverley Fire Control Officers Meeting held 12 April 2023**

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

**M2/0423**

**Moved Cr Lawlor**

**Seconded Cr Gogol**

**That the Minutes of the Beverley Fire Control Officers Meeting held Wednesday 12 April 2023 be received.**

**CARRIED 7/0**

Note – A formal item to change the Shire of Beverley Fire Break Order will be presented to Council at the Ordinary Council Meeting in May 2023, when the Community Emergency Services Manager returns from annual leave.

Attachment 7.2

**MINUTES OF A MEETING OF THE SHIRE OF BEVERLEY BUSH FIRE  
ADVISORY COMMITTEE (BFAC) HELD IN THE BEVERLEY COUNCIL  
CHAMBERS 7PM WEDNESDAY 12<sup>TH</sup> APRIL 2023.**

<b>Bill Cleland</b>	Chief Bush Fire Control Officer (CBFCO)
<b>Andrew Shaw</b>	BFCO Avondale BFB
<b>Brett Shaw</b>	BFCO Beverley South East
<b>Rob Fisher</b>	BFCO Dale / Kokeby Brigade
<b>Adam Smith</b>	BFCO North East
<b>Travis Boyle</b>	BFCO Beverley Central
<b>Justin Mann</b>	BFCO Avondale BFB
<b>Jack Barret Lennard</b>	BFCO Dale Kokeby
<b>Troy Granville</b>	BFCO Community Emergency Service Manager
Stephen Gollan	CEO Shire of Beverley

**APOLOGIES:**

Deane Aynsley	Deputy CBFCO
Paul Schilling	BFCO Dale West BFB
David White	President Shire of Beverley
Justin Corrigan	AO Lower Wheatbelt

**CONFIRMATION OF PREVIOUS MINUTES:**

**Moved:** Travis Boyle

**Seconded:** Jack Barrett-Lennard

**That the Minutes of the Fire Control Officers meeting held on the 11<sup>th</sup> October 2022 be confirmed.**  
**CARRIED 9/0**

**MATTERS ARISING FROM MINUTES:**

Permit to Burn application system improvements have worked sufficiently well this season.

**BRIGADE REPORTS:**

**Avondale:** Reasonably quiet season

**Beverley Central:** Relatively quiet season.

**Beverley North East:** Similar to South East.

**Beverley South East:** Ewerts rd fire during Harvest was a concern regarding the actions of the property owner.

**Dale Kokeby:** Dale Kokeby Rd fire in January

**Dale West:** Nil

## Attachment 7.2

### **NOMINATION OF BUSH FIRE CONTROL OFFICERS (BFCO)**

All previously nominated BFCO's were renominated with the exception of Rob Fisher who has decided to step back after many years of FCO service. The Chief along with all other meeting attendees thanked Rob for his many years in the role.

Deane Aynsley was absent from the meeting and his acceptance of his renomination for DCBFCO will be confirmed after the meeting.

### **BUSINESS OF THE MEETING:**

Issues relating to Fire Danger Ratings accuracies arising from the implementation of the Australian Fire Danger Rating System (AFDRS) this season were discussed. It was resolved that the CESM will produce a form letter that FCO's and any other concerned party are encouraged to submit to the AFDRS program via [AFDRS@dfes.wa.gov.au](mailto:AFDRS@dfes.wa.gov.au) in order to elicit some minor improvements for next season.

A discussion was held regarding the need to bring the FCO's qualifications up to the minimum accepted standards prior to the start of the 2023-24 fire season. It was resolved that the CESM will offer some Fire Fighting Skills course dates in the coming weeks and from the last weeks in July into August to complete the Advanced Bush Fire Fighting, Sector Commander and Fire Control Officer courses. The Level 1 Incident Controller course can then be completed in the following year.

An On Road Driving Course will also need to be completed by any drivers of Shire Fire Appliances in order for them to drive under operational conditions using lights and sirens prior to the next season.

Easter Burning Restrictions within the Shire were discussed including the time period of the Restrictions and whether the restrictions should be removed from the Shires's annual Fire Break Order.

**Moved: Bill Cleland**

**Seconded: Andrew Shaw**

**That the Easter Burning Restrictions be removed from the Shire of Beverley's annual Fire Break Order for the 2023-24 season and henceforth be dealt with via a Section 46 Declaration pursuant with the Bush Fires Act 1954 with time periods being decided on an annual needs basis.**

**CARRIED 9/0**

### **GENERAL BUSINESS:**

A WAERN radio installation is required for Jack Barrett Lennard along with a radio relocation for Brett Shaw and an antenna replacement for Adam Smith

Rob Fisher will continue to retain his WAERN radio in his ute until such time that it is required for a new incoming FCO.

### **NEXT MEETING:**

The next meeting is proposed to be set for September 2023.

### **CLOSURE:**

There being no further business the meeting closed at 8.15pm.

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

Presiding Member

Date

## **8. TECHNICAL SERVICES**

Nil



## **9. PLANNING SERVICES**

### **9.1 Proposed Relocated Second-Hand Dwelling – 1057 (Lot 18570) Clulow Road**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 26 April 2023</b>
<b>Report Date:</b>	<b>14 April 2023</b>
<b>Applicant:</b>	<b>W. Van Der Wacht</b>
<b>File Reference:</b>	<b>CLU 51111</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>Nil</b>
<b>Attachments:</b>	<b>Locality Map, Site Plan, Elevation Sketches, Floor Plan and Building Condition Report</b>

---

#### **SUMMARY**

An application has been received to develop a Relocated Second-Hand Dwelling at 1057 (Lot 18570) Clulow Road, Beverley. It will be recommended that the application be approved.

#### **BACKGROUND**

The applicant is proposing to obtain planning approval to relocate and develop a Second-Hand Dwelling at 1057 (Lot 18570) Clulow Road, Beverley.

The subject property is zoned 'Rural' in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3), is 64.7906 ha in extent, and contains a number of Outbuildings.

#### **COMMENT**

The proposal for a Relocated *Second-Hand Dwelling* is a 'D' use in Zoning Table 3 of LPS 3, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

Development of Relocated Second-Hand Dwellings is guided by Council's Local Planning Policy - *Relocated Second-Hand Dwellings & Repurposed Dwellings* (Policy). The objective of the Policy is to ensure that the development of a relocated second-hand dwelling is undertaken to an approved standard which pays regard to local amenity and aesthetics.

To address any possible amenity and aesthetic concerns, should Council resolve approve the application, it will be recommended the dwelling be finished to an acceptable standard as a condition of planning approval. To ensure the dwelling is finished within an acceptable timeframe it will be recommended a bond, in compliance with Council's Policy, is also imposed as a condition of approval.

Council's Policy requires an inspection by the Shire's Building Surveyor of the dwelling prior to relocation into the Shire. A favourable report has been received and is included as an attachment to this report, accompanied by photographs of the transportable dwelling.

Seeing that the proposed siting of the relocated building is within a Bushfire Prone Area, a BAL report was commissioned. A BAL rating of 12.5 was determined for the site. Should Council resolve to approve the application it will be recommended a condition of planning approval be imposed that will require adherence to Australian Standard AS3959 for a BAL of 12.5.

The other recommended conditions of planning approval are consistent with Council's Policy and are anticipated to address any matters of concern. It will be recommended the application be approved.

## STATUTORY ENVIRONMENT

The proposal is to be considered in terms of the Shire of Beverley's Local Planning Scheme No. 3.

## CONSULTATION

No consultation was deemed required.

## FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

## STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

## POLICY IMPLICATIONS

The application complies with Council's Policy on *Relocated Second-Hand Dwellings & Repurposed Dwellings*.

## 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**

**M3/0423**

**Moved Cr Martin**

**Seconded Cr Gogol**

**That Council grant Planning Approval for a Relocated Second-hand Dwelling at 1057 (Lot 18570) Clulow 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 the Manager: Planning & Development Services.**
- 2. Prior to the issue of a Building Permit, a bond of \$5,000 is to be lodged with the Shire of Beverley to ensure all works, including clearing the site of debris, and connecting plumbing and water, are completed to the satisfaction of the Shire Building Surveyor and comply with the relevant provisions of the Building Codes of Australia.**
- 3. All works are to be completed within 12 months from the date of this determination.**
- 4. Prior to occupation, the exterior of the dwelling is to be finished to an acceptable standard which is in harmony with the amenity of the area to the satisfaction of the Shire.**
- 5. As the Water Corporation reticulated sewer is not available the premises are to be connected to an approved wastewater treatment system, which complies with the requirements of the Treatment of Sewage and Disposal of Effluent and Liquid Waste Regulations. The approved system is not to be used for disposal of industrial liquid waste or other non-ablution wastes (refer to Advice Note 5).**
- 6. Suitable arrangements are to be made for connection to a potable water supply for domestic use.**
- 7. The single house construction standard shall adhere to Australian Standard AS3959 for a determined Bushfire Attack Level of 12.5 (refer to Advice Note 6).**

### **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: With regard to Condition 2, in compliance with Council's Relocated Second-Hand Dwellings Policy, the \$5,000 bond is to be lodged with the Shire. Bank or other guarantees are not acceptable.**

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

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

**Note 7: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.**

**CARRIED 7/0**

## Attachment 9.1

### 1057 (Lot 18570) Clulow Road



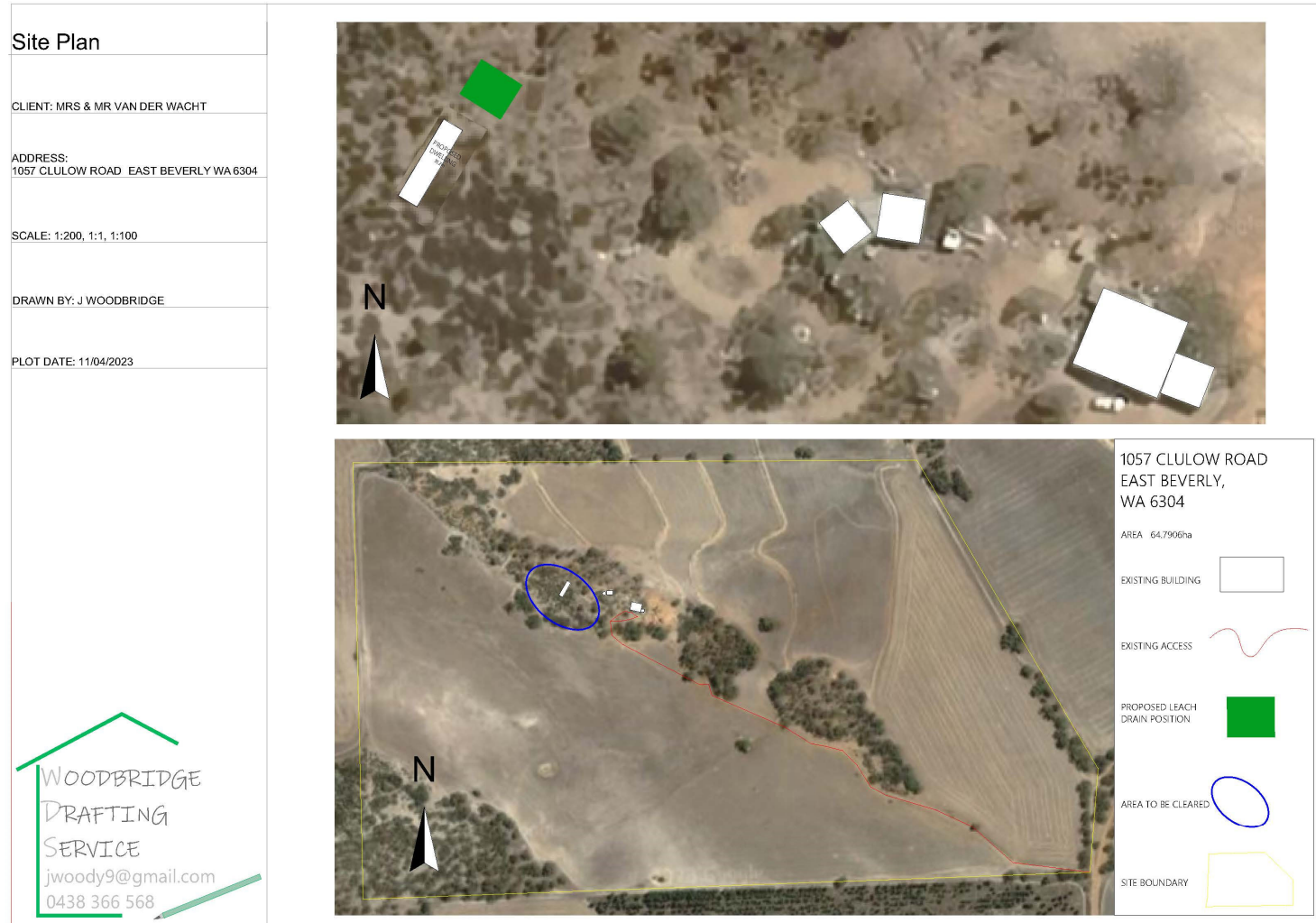
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Please refer to original documentation for all legal purposes.

## Attachment 9.1

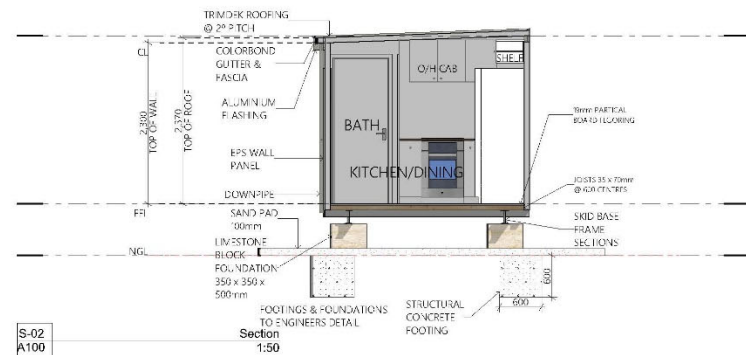
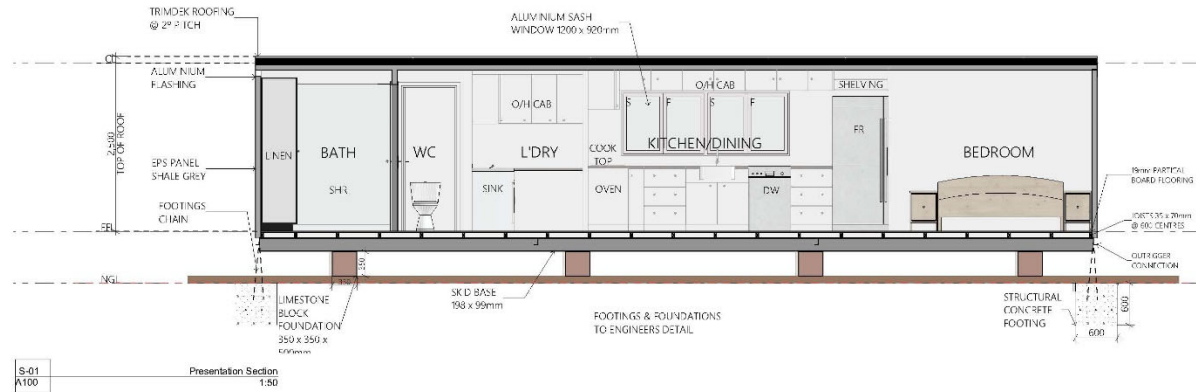




## Attachment 9.1



## Attachment 9.1



### SECTIONS

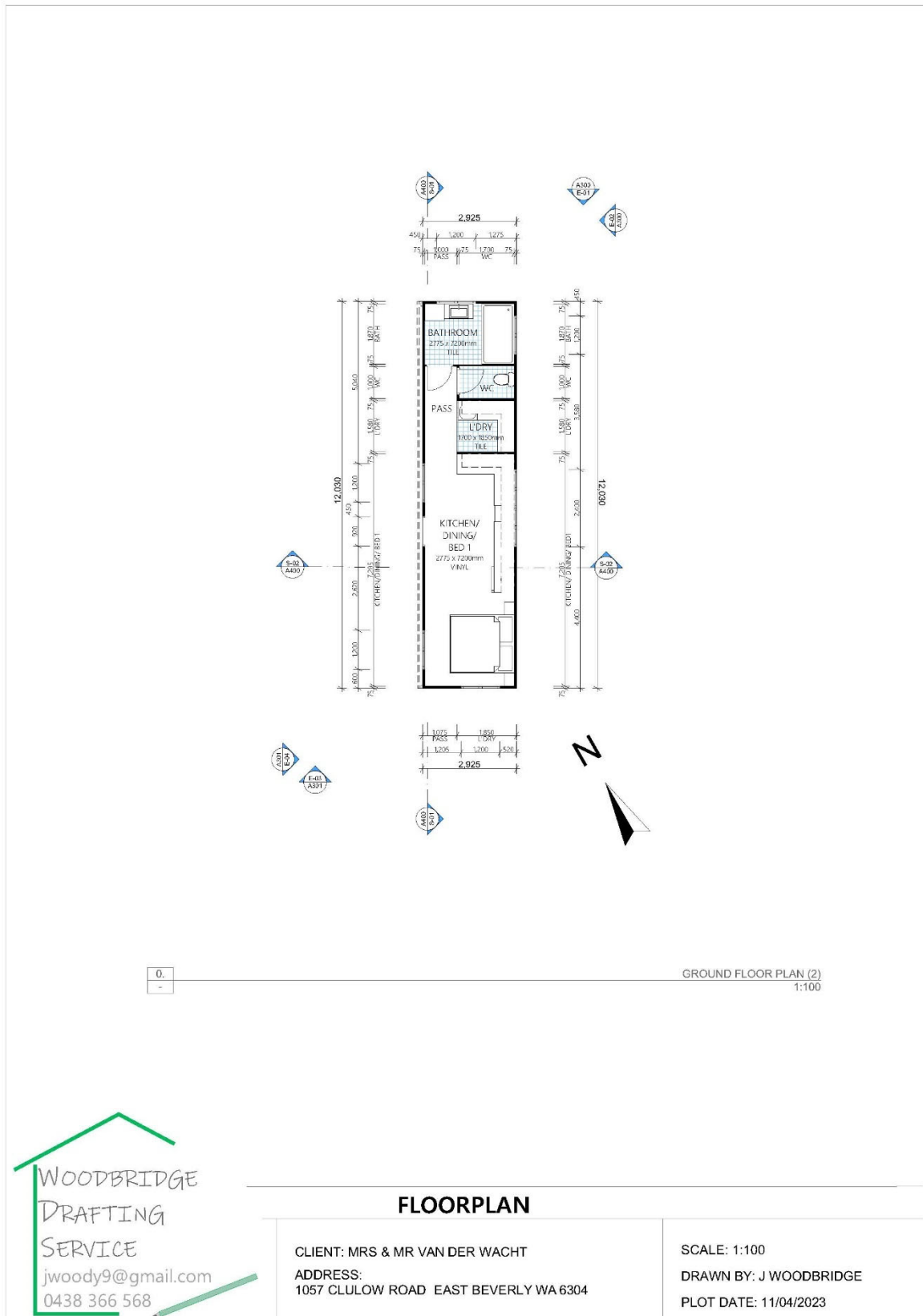
CLIENT: MRS & MR VAN DER WACHT  
ADDRESS:  
1057 CLULOW ROAD EAST BEVERLY WA 6304

SCALE: 1:50  
DRAWN BY: J. WOODBRIDGE  
PLOT DATE: 11/04/2023

WOODBRIDGE  
DRAFTING  
SERVICE  
jwoody9@gmail.com  
0438 366 568



Attachment 9.1



**Acceptance of Late Planning Item**

**COUNCIL RESOLUTION**

**M4/0423**

**Moved Cr Gogol**

**Seconded Cr Maxwell**

**That Council accept a late planning item regarding the Masonry Conservation Works at St Mary's Anglican Church.**

**CARRIED 7/0**

## **9.2 Development Application – Masonry Conservation Works – St. Mary’s Anglican Church - 64 (Lot 39) John Street, Beverley**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 26 April 2023</b>
<b>Report Date:</b>	<b>21 April 2023</b>
<b>Applicant:</b>	<b>Nicolette Whittington</b>
<b>File Reference:</b>	<b>JOH 1135</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>Nil</b>
<b>Attachments:</b>	<b>Conservation Works Drawings, State Heritage Office Assessment &amp; Response</b>

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### **SUMMARY**

An application has been received for Conservation Works at the St. Mary’s Anglican Church. The application will be recommended for approval.

### **BACKGROUND**

The Shire has received a proposal to perform Masonry Conservation Works at the State Heritage Listed St. Mary’s Anglican Church located at 64 (lot 39) John Street, Beverley.

The subject property is Zoned Residential R10/25 pursuant to *Shire of Beverley Local Planning Scheme No. 3* (LPS3), is 1.9 Ha in extent and contains the St. Mary’s Anglican Church and Rectory.

Details of the proposed Masonry Conservation Works are included in the attached documentation and include:

- Carry out structural strengthening and repair work as described in the drawings by the structural engineer dated May 2021.
- Clean moss, lichen, mould, paint coatings and dirt from the tops of all copings and parapets including in cracks. Apply one coat of lime slurry to the tops.
- Whilst there is scaffold access to the apex of east and west parapets inspect cross and wind vane for fixing adequacy.

### **COMMENT**

The application is supported as it is seen as an important and necessary step to conserve the heritage place.

The application was referred to the State Heritage Office which Office has provided the attached assessment and response, with unqualified support for the proposal.

### **CONSULTATION**

Consultation was had with the *Department of Planning, Lands and Heritage (Historic Heritage Conservation)*.

### **STATUTORY ENVIRONMENT**

Shire of Beverley Local Planning Scheme No. 3.

## 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**

**M5/0423**

**Moved Cr Martin**

**Seconded Cr Lawlor**

**That Council grant Planning Approval for Masonry Conservation Works at St. Mary's Anglican Church located at 64 (Lot 39) John Street, Beverley, subject to the following conditions and advice notes: -**

**Conditions:**

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

**Advice Notes:**

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

**Note 2: The applicant is advised a building permit is required prior to commencement of any building works, where applicable.**

**Note 3: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.**

**CARRIED 7/0**

3:04pm – Stefan de Beer, Manager of Planning, left the meeting and did not return.

## Attachment 9.2



### Department of Planning, Lands and Heritage

Your ref: 2023/004  
Our ref: P150-50416  
Enquiries: Karen Jackson (08) 6552 4150

Chief Executive Officer  
Shire of Beverley  
[planner@beverley.wa.gov.au](mailto:planner@beverley.wa.gov.au)

Attention: Stefan de Beer

Dear Sir

### ST MARY'S ANGLICAN CHURCH PRECINCT, BEVERLEY

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

Place Number	P150
Place Name	St Mary's Anglican Church Precinct
Street Address	64 John Street, Beverley
Referral date	20 March 2023
Proposal Description	Masonry Conservation Works

We received the following drawings prepared by Eric Hancock Heritage Professional dated 1 August 2022 (Rev 0):

A15 – Proposed Floor Plan Masonry Works  
A16 – Proposed Roof Plan  
A17 – Proposed South Elevation  
A18 – Proposed North Elevation  
A19 – Proposed West Elevation  
A20 – Proposed East Elevation

The proposal has been considered in the context of the identified cultural heritage significance of *St Mary's Anglican Church Precinct* and the following advice is given:

### Findings

- *St Mary's Anglican Church Precinct* comprising St Mary's Anglican Church constructed in 1892 in the Federation Gothic style of local rendered stone, has cultural heritage significance as the place is indicative of the centralised Parish of Beverley following the arrival of the railway in 1886.
- The proposal is for masonry conservation works comprising cleaning and application of lime slurry to coping and parapets, inspection of the cross and wind-vane, removal of cement renders and repointing with lime mortars, crack repairs, and application of lime wash.

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000  
Tel: (08) 6551 8002 [info@dplh.wa.gov.au](mailto:info@dplh.wa.gov.au) [www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)  
ABN 68 565 723 484  
[wa.gov.au](http://wa.gov.au)

## Attachment 9.2

- Specifications include appropriate reference to heritage materials, including composition of lime mortar and no cement inclusions. A methodology for the repointing is also included.
- The proposed works will be a positive outcome for the cultural heritage significance of *St Mary's Anglican Church Precinct*.

### **Advice**

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

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

Should you have any queries regarding this advice please contact Karen Jackson at [karen.jackson@dph.wa.gov.au](mailto:karen.jackson@dph.wa.gov.au) or on 6552 4150.

Yours faithfully

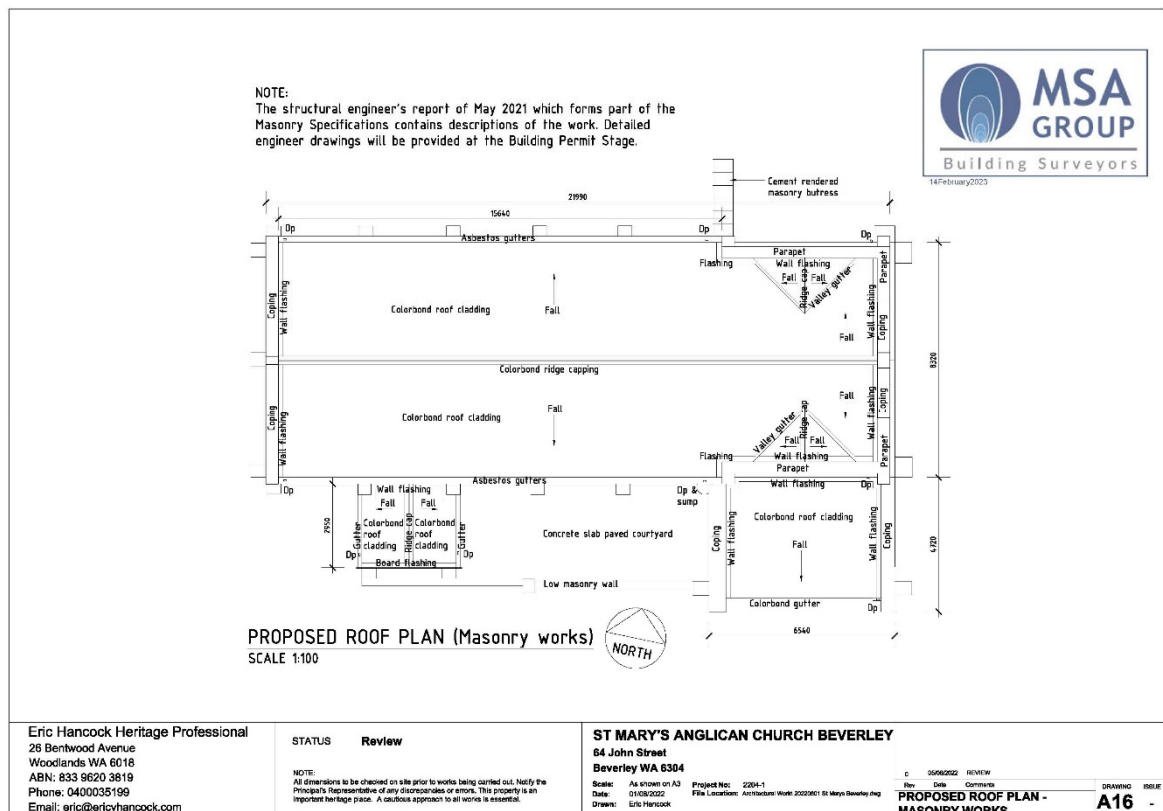
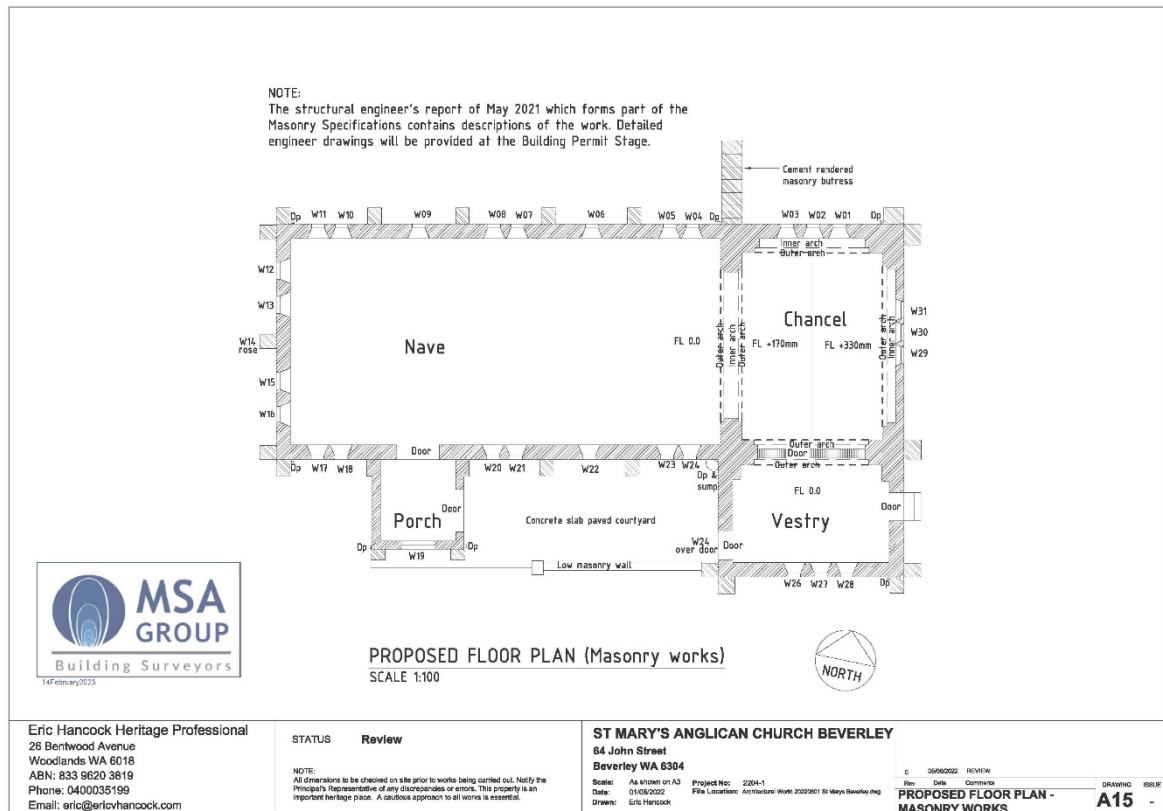


Adelyn Siew  
Director  
Historic Heritage Conservation

21 April 2023

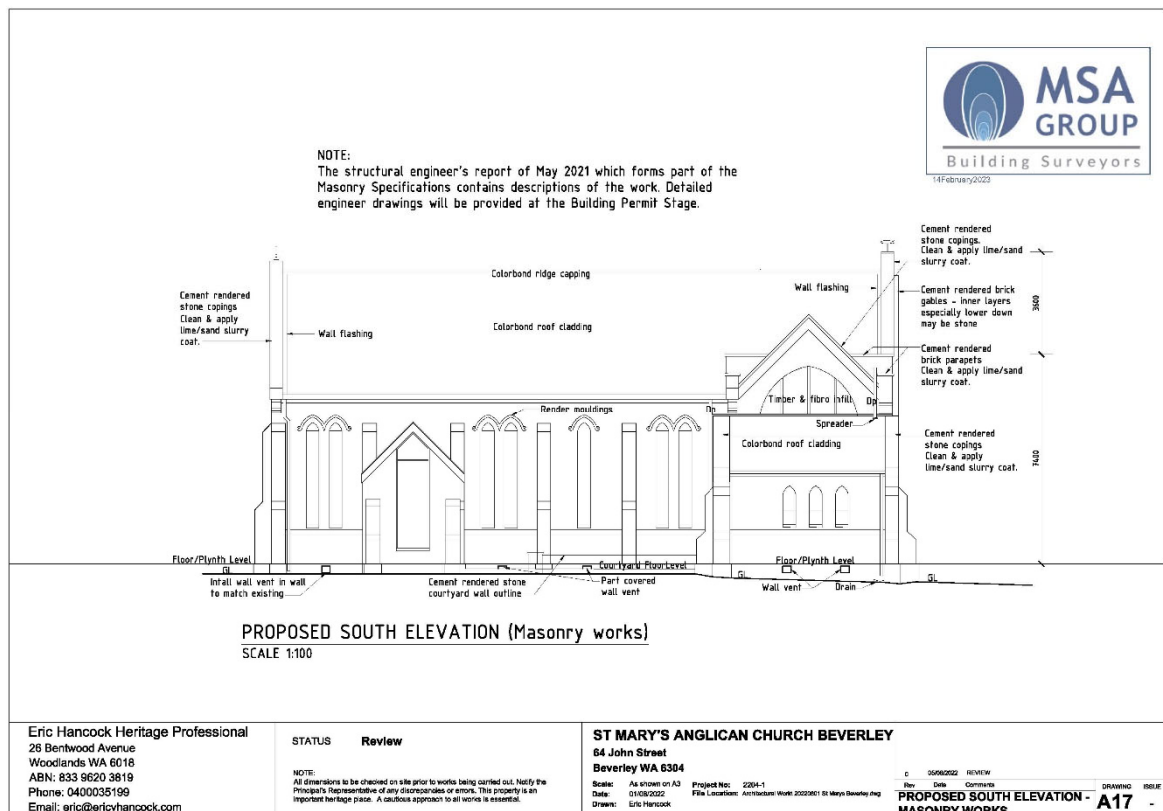
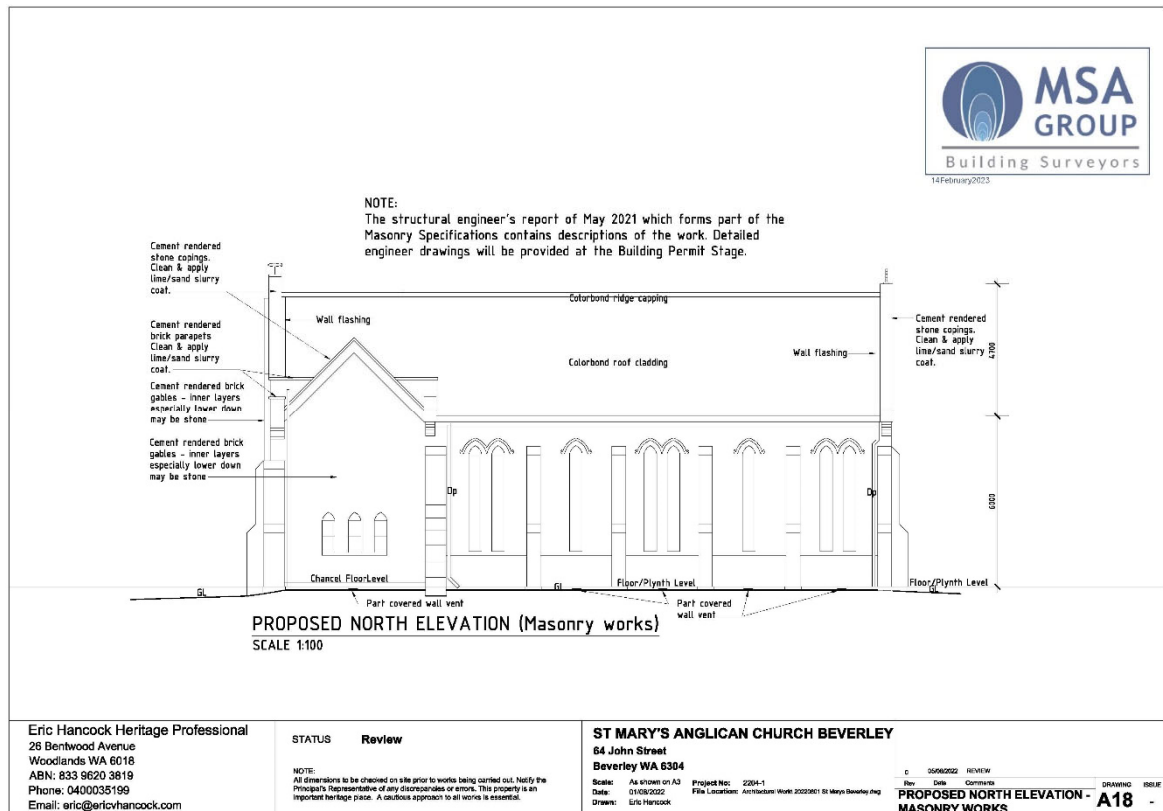
cc: Erik Hancock, [eric@ericvhancock.com](mailto:eric@ericvhancock.com)

## Attachment 9.2

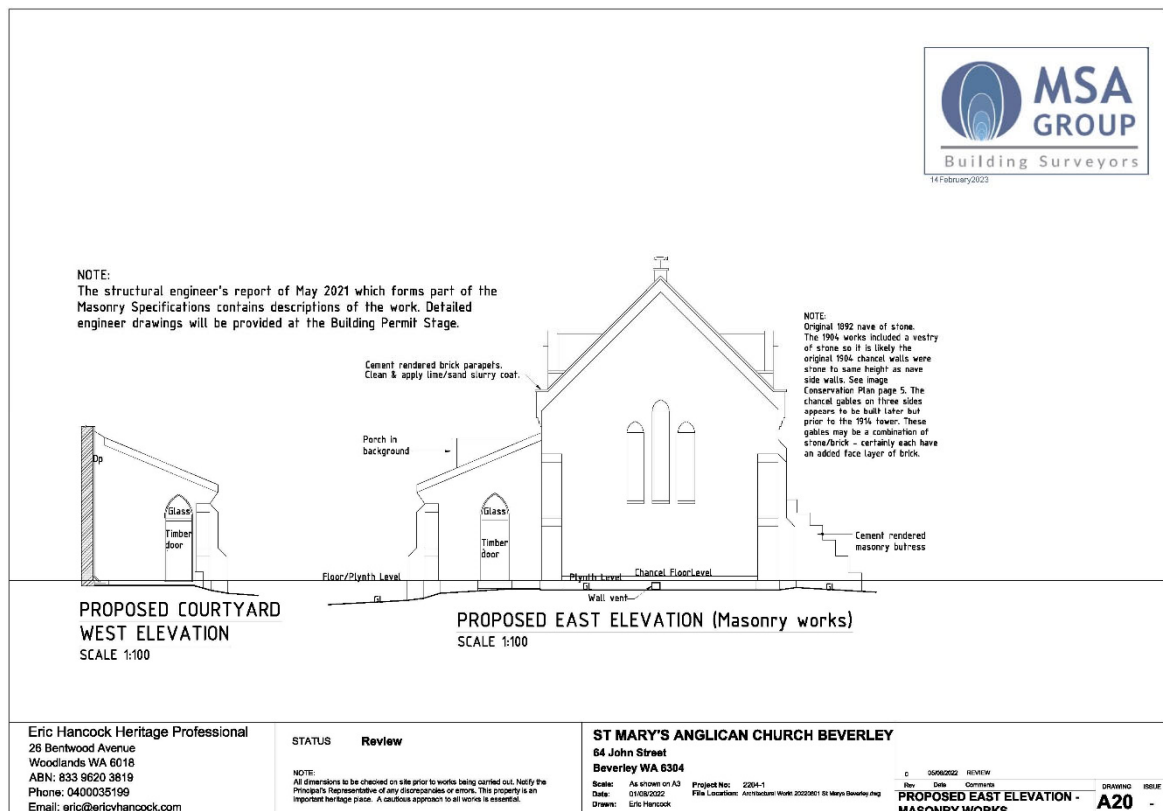
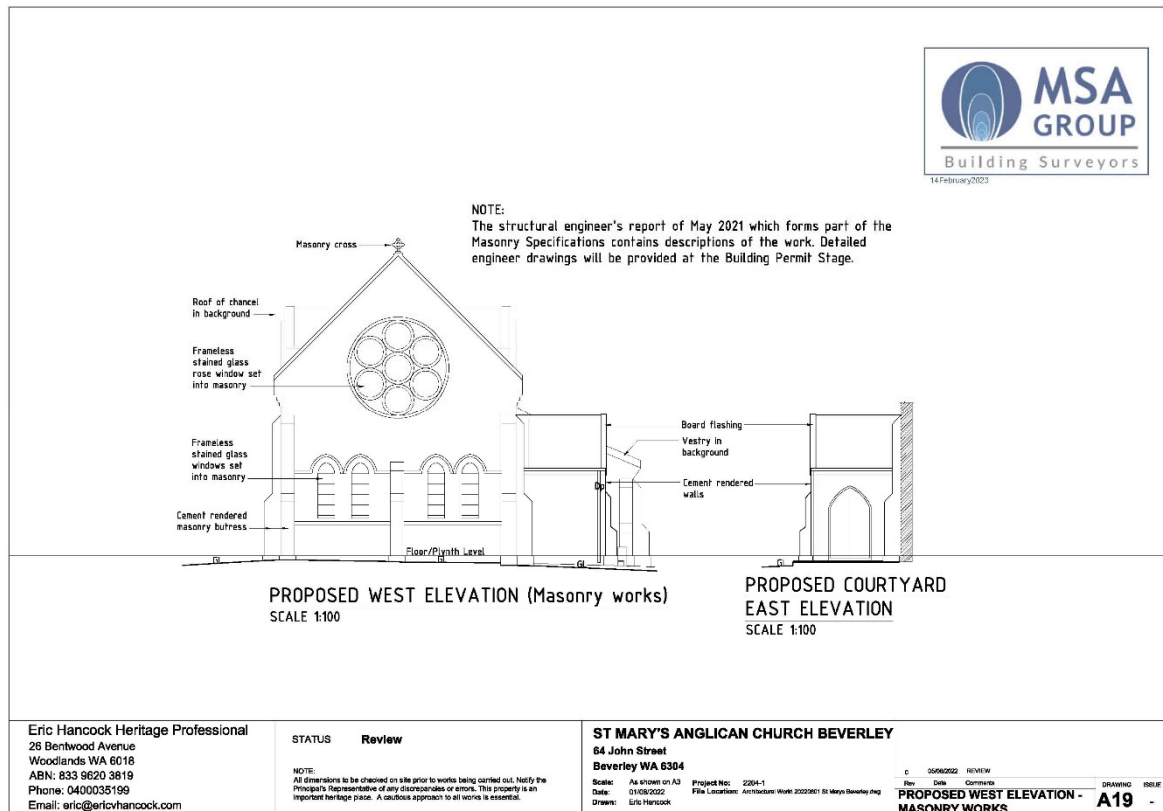




## Attachment 9.2



## Attachment 9.2



## **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 26 April 2023</b>
<b>Report Date:</b>	<b>18 April 2023</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>March 2023 Financial Reports</b>

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#### **SUMMARY**

Council to consider accepting the financial report for the period ending 31 March 2023.

#### **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 31 March 2023 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

**M6/0423**

**Moved Cr Maxwell**

**Seconded Cr Seed**

**That the monthly financial report for the month of March 2023 be accepted and material variances be noted.**

**CARRIED 7/0**

<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>31 March 2023</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	3,091,459.79	5,178.79	
Operating Grants, Subsidies and Contributions	715,395.00	383,658.00	557,310.53	173,652.53	LGGC Financial Assistance and Road Grants \$153,675, Aco Drain Reimbursement \$8,502 and Doctor Hire Vehicle insurance 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	651,711.00	696,457.03	44,746.03	Rates enquiries \$7,250, Town Planning Service fees \$4,892, Cropping land lease income \$13,500, Caravan Park and Cabin charges \$8,014, Building permit fees \$3,060, Refuse Site charges \$2,961, Abi Robinson maternity leave reimbursement timing \$2,113 and Swimming Pool Season Passes \$2,735 greater than anticipated YTD. ILU Lease for Life drawdown (\$3,100) lower than anticipated due to scheme ending.
Interest Earnings	74,687.00	56,590.00	91,689.71	35,099.71	Interest earnings on investments \$34,966 greater than anticipated.
Other Revenue	424,882.00	321,603.00	246,517.06	(75,085.94)	Admin Cost, PWOH & POC allocation timing versus expenditure.
Non-Operating Grants, Subsidies and Contributions	2,030,994.00	1,430,781.00	1,105,038.98	(325,742.02)	Roads to Recovery funding to be carried over to next FY \$331,280.
<b>Total Operating Revenue</b>	<b>7,110,503.00</b>	<b>5,930,624.00</b>	<b>5,788,473.10</b>	<b>(142,150.90)</b>	
<b>Operating Expenditure</b>					
Employee Costs	(2,387,077.00)	(1,710,293.00)	(1,712,479.53)	(2,186.53)	
Materials & Contracts	(2,297,228.00)	(1,040,178.00)	(1,030,299.07)	9,878.93	Timing variance between budgeted and actual expenditure.
Utilities	(198,572.00)	(151,188.00)	(158,467.36)	(7,279.36)	
Depreciation On Non-Current Assets	(2,400,096.00)	(1,800,000.00)	(1,778,398.05)	21,601.95	Depreciation expense lower than anticipated YTD.
Interest Expenses	(86,323.00)	(43,971.00)	(48,792.24)	(4,821.24)	
Insurance Expenses	(236,285.00)	(236,273.00)	(235,956.41)	316.59	
Other Expenditure	(83,975.00)	(52,694.00)	(119,296.36)	(66,602.36)	Budget allocation of Other Expenditure nature lower than required, offset by allocation to Materials & Contracts.
Loss On Asset Disposal	(31,000.00)	0.00	0.00	0.00	
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>(5,034,597.00)</b>	<b>(5,083,689.02)</b>	<b>(49,092.02)</b>	
<b>Net Operating</b>	<b>(610,053.00)</b>	<b>896,027.00</b>	<b>704,784.08</b>	<b>(191,242.92)</b>	
<b>Capital Income</b>					
Self Supporting Loan - Principal Repayment	10,968.00	5,400.00	5,400.94	0.94	
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>5,400.00</b>	<b>5,400.94</b>	<b>0.94</b>	

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY BY NATURE  
FOR THE PERIOD ENDING  
31 March 2023**

Description	Budget 2022/23	YTD Budget 2022/23	YTD Actual 2022/23	YTD Variance	Notes To Material Variances
<b>Capital Expenditure</b>					
Land and Buildings	(787,000.00)	(126,000.00)	(150,563.46)	(24,563.46)	Cornerstone CCTV replacement (\$24,918) unbudgeted.
Plant and Equipment	(681,500.00)	0.00	0.00	0.00	
Office Furniture and Equipment	(40,000.00)	(40,000.00)	(39,670.00)	330.00	
Road Construction	(2,004,829.00)	(1,716,288.00)	(1,484,147.43)	232,140.57	Vincent Street project road portion expense \$229,792 lower than anticipated.
Other Infrastructure	(1,200,858.00)	(837,217.00)	(849,531.78)	(12,314.78)	Vincent Street project footpath portion expense (\$20,780) and Heritage Trail (\$1,888) higher than anticipated. Vincent Street project drainage portion expense \$10,000 lower than anticipated.
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)	(89,503.00)	(89,502.67)	0.33	
<b>Total Capital Expenditure</b>	<b>(4,859,448.00)</b>	<b>(2,809,008.00)</b>	<b>(2,613,415.34)</b>	<b>195,592.66</b>	
<b>Net Capital</b>	<b>(4,654,480.00)</b>	<b>(2,803,608.00)</b>	<b>(2,608,014.40)</b>	<b>195,593.60</b>	
<b>Adjustments</b>					
Depreciation Written Back	2,400,096.00	1,800,000.00	1,778,398.05	(21,601.95)	Depreciation expense lower than anticipated YTD.
Movement in Leave Reserve Cash Balance	0.00	0.00	3,123.37	3,123.37	
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	(2,764.39)	(2,764.39)	
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	224,303.00	219,331.24	(4,971.76)	
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>4,442,418.00</b>	<b>4,416,203.51</b>	<b>(26,214.49)</b>	
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>2,534,837.00</b>	<b>2,512,973.19</b>	<b>(21,863.81)</b>	

<b>SHIRE OF BEVERLEY</b> <b>STATEMENT OF NET CURRENT ASSETS</b> <b>FOR THE PERIOD ENDING</b> <b>31 March 2023</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	806,890.90
Cash - Unrestricted Investments	0.00	2,264,097.25
Cash - Restricted Reserves	2,229,365.68	2,010,034.44
Cash on Hand	700.00	700.00
Accounts Receivable	919,384.48	512,734.90
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	10,968.23	5,567.29
Inventory - Fuel	19,124.29	15,805.98
<b>Total Current Assets</b>	<b>6,389,197.21</b>	<b>5,615,830.76</b>
<b>Current Liabilities</b>		
Accounts Payable	(1,466,207.41)	(832,675.26)
Loan Liability - Current	(138,423.45)	(48,920.78)
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>(1,279,488.23)</b>
<b>Adjustments</b>		
Less Restricted Reserves	(2,229,365.68)	(2,010,034.44)
Less Self Supporting Loan Income	(10,968.23)	(5,567.29)
Add Leave Reserves - Cash Backed	140,188.24	143,311.61
Add Loan Principal Expense	138,423.45	48,920.78
<b>Total Adjustments</b>	<b>(1,961,722.22)</b>	<b>(1,823,369.34)</b>
<b>NET CURRENT ASSETS</b>	<b>2,418,115.24</b>	<b>2,512,973.19</b>



**SHIRE OF BEVERLEY**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT**  
**31 March 2023**

Description	Actual 2021/22	YTD Actual 2022/23	Movement
<b>Current Assets</b>			
Cash and Cash Equivalents	5,439,720.21	5,081,722.59	(357,997.62)
Accounts Receivable	379,002.48	512,734.90	133,732.42
Contract Asset - Current	540,382.00	0.00	(540,382.00)
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	10,968.23	5,567.29	(5,400.94)
Inventory	19,124.29	15,805.98	(3,318.31)
<b>Total Current Assets</b>	<b>6,389,197.21</b>	<b>5,615,830.76</b>	<b>(773,366.45)</b>
<b>Current Liabilities</b>			
Accounts Payable	(1,132,647.41)	(649,115.26)	483,532.15
Contract Liability - Current	(333,560.00)	(183,560.00)	150,000.00
Loan Liability - Current	(138,423.45)	(48,920.78)	89,502.67
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>(1,279,488.23)</b>	<b>729,871.52</b>
<b>Non-Current Assets</b>			
Non-Current Debtors	148,045.45	148,045.45	0.00
Non-Current Investments	58,352.75	61,117.14	2,764.39
Land and Buildings	29,725,078.17	29,327,479.65	(397,598.52)
Plant and Equipment	2,178,632.13	2,000,621.13	(178,011.00)
Furniture and Equipment	92,874.24	107,597.17	14,722.93
Infrastructure	64,135,530.18	65,441,931.39	1,306,401.21
Self Supporting Loan - Non Current	0.00	0.00	0.00
<b>Total Non-Current Assets</b>	<b>96,338,512.92</b>	<b>97,086,791.93</b>	<b>748,279.01</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>99,221,713.96</b>	<b>704,784.08</b>

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL POSITION  
AS AT  
31 March 2023**

<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)	(48,915,807.40)	(924,115.32)
Reserves - Cash Backed	(2,229,365.68)	(2,010,034.44)	219,331.24
Reserve - Revaluations	(48,295,872.12)	(48,295,872.12)	0.00
<b>Total Equity</b>	<b>(98,516,929.88)</b>	<b>(99,221,713.96)</b>	<b>(704,784.08)</b>

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 31 March 2023						
Account #	Account Name	Amount Invested (\$)		Term	Interest Rate	Maturation
<b>4146657</b>	<b>Reserve Funds Bendigo</b>					
	Long Service Leave	143,311.61				
	Airfield Emergency	41,171.09				
	Plant	100,323.82				
	Emergency Services	29,445.25				
	Building	493,381.39				
	Recreation Ground	540,222.88				
	Cropping Committee	114,434.92				
	Avon River Development	0.00				
	Annual Leave	0.00				
	Community Bus	40,536.42				
	Infrastructure	220,861.41				
	Senior Housing	183,597.64				
	Mainstreet Development	0.00				
	Avondale Mach Museum	61,837.95				
	ITC Renewal Reserve	40,910.06	2,010,034.44	3 mnths	4.05%	23/06/2023
<b>4218246</b>	<b>Term Deposit Bendigo</b>	504,767.12		5 mnths	4.00%	8/05/2022
<b>4191888</b>	<b>Term Deposit Bendigo</b>	502,157.53		5 mnths	3.85%	14/04/2023
<b>4281844</b>	<b>Term Deposit Bendigo</b>	507,172.60		5 mnths	4.15%	13/06/2023
<b>4200118</b>	<b>Term Deposit Bendigo</b>	250,000.00		6 mnths	4.05%	22/05/2023
<b>4321867</b>	<b>Term Deposit Bendigo</b>	500,000.00	2,264,097.25	3 mnths	4.30%	26/06/2023
	<b>Total</b>		<b>4,274,131.69</b>			

## **11.2 Accounts Paid by Authority**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 26 April 2023</b>
<b>Report Date:</b>	<b>20 April 2023</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>List of Accounts (Public to Contact Shire)</b>

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### **SUMMARY**

Council to consider authorising the payment of accounts.

### **BACKGROUND**

The following list represents accounts paid by authority for the month of March 2023.

### **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	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

**M7/0423**

**Moved Cr Martin**

**Seconded Cr Gogol**

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

### **March 2023:**

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

##### **Cheque vouchers**

07 March 2023 1886-1886 (1) \$ 24,169.34 (authorised by DCEO S Marshall and Cr Peter Gogol)

**Total of cheque vouchers for March 2023 incl \$ 24,169.34 previously paid.**

##### **EFT vouchers**

01 March 2023 EFT 1-39 (39) \$ 62,896.75 (authorised by DCEO S Marshall and Pres D White)

01 March 2023 EFT 9098-9111 (14) \$ 67,831.04 (authorised by DCEO S Marshall and Pres D White)

03 March 2023 EFT 9112-9113 (2) \$ 8,307.46 (authorised by DCEO S Marshall and Pres D White)

08 March 2023 EFT 9115-9130 (16) \$ 97,248.45 (authorised by DCEO S Marshall and Cr P Gogol)

14 March 2023 EFT 9131-9153 (23) \$ 115,040.80 (authorised by DCEO S Marshall and Pres D White)

15 March 2023 EFT 1-40 (40) \$ 62,764.86 (authorised by DCEO S Marshall and Pres D White)

17 March 2023 EFT 9154-9155 (1) \$ 2,995.20 (authorised by DCEO S Marshall and Pres D White)

21 March 2023 EFT 9156-9163 (8) \$ 52,745.35 (authorised by DCEO S Marshall and Pres D White)

24 March 2023 EFT 9164-9167 (4) \$ 500,644.05 (authorised by DCEO S Marshall and Pres D White)

28 March 2023 EFT 9168-9189 (22) \$ 63,632.11 (authorised by DCEO S Marshall and Pres D White)

29 March 2023 EFT 1-40 (40) \$ 69,193.64 (authorised by DCEO S Marshall and Pres D White)

31 March 2023 EFT 9191-9198 (8) \$ 41,277.82 (authorised by DCEO S Marshall and Cr D Davis)

**Total of EFT vouchers for March 2023 incl \$ 1,144,577.53 previously paid**

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

##### **Cheque vouchers**

Nil vouchers

**Total of cheque vouchers for March 2023 incl \$ 0.00 previously paid.**

##### **EFT vouchers**

Nil vouchers

**Total of EFT vouchers for March 2023 incl \$ 0.00 previously paid.**

**(3) Direct Debit Payments totalling \$ 117,994.36 previously paid.**

**(4) Credit Card Payments totalling \$ 808.63 previously paid.**

**CARRIED 7/0**

### **11.3 Tender RFT 03/2223 – Aquatic Centre Management Services**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 26 April 2023</b>
<b>Report Date:</b>	<b>13 April 2023</b>
<b>Applicant:</b>	<b>Administration</b>
<b>File Reference:</b>	<b>ADM 0046</b>
<b>Author and Position:</b>	<b>Ashleigh Fleay, Project Officer</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>CONFIDENTIAL Tender Submission</b>

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#### **SUMMARY**

Council to consider Tender submission received for the Aquatic Centre Management Services for the Beverley Swimming Pool for a term of three years (Nov 2023 – April 2026).

#### **BACKGROUND**

The Beverley Swimming Pool contract with Contract Aquatic Services expired in April 2023 (at the completion of the 2022/23 pool season).

As per Council's policy, Tender submissions were called for the Aquatic Centre Management Services of the Beverley Swimming Pool in early April 2023. The Tender was advertised in The West Australian Local Government Tenders section on Wednesday 15<sup>th</sup> March 2023.

#### **COMMENT**

Council received one Tender submission from Contract Aquatic Services.

Contract Aquatic Services have managed the Beverley Swimming pool for the past 15 years. A strong working relationship already exists between Council and Contract Aquatic Services. The company provides a suitably qualified manager who oversees the operation of the pool including managing visitors, maintaining water quality and maintaining swimming pool plant, buildings and grounds.

The Swimming Pool is a vital piece of community infrastructure providing an essential social and recreational service to the people of Beverley.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

3.57 Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

#### **CONSULTATION**

Not required.

## FINANCIAL IMPLICATIONS

\$77,000 (ex gst) per annum fixed management expense, with additional hours (early morning swimming) charged in addition to contract.

Rental charge of \$100 per week, payable to the Shire of Beverley, while Shire property is tenanted by Contract Aquatic Services Staff.

All utilities, except water (to encourage maintenance of garden and surrounds), to be paid by Contract Aquatic Services while Shire property is tenanted by Contract Aquatic Services Staff

## STRATEGIC IMPLICATIONS

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

## POLICY IMPLICATIONS

AF 007 (Policy manual)

## RISK IMPLICATIONS

Low (4) - It is considered that the proposed tender acceptance follows all regulations and there is minimal risk associated with the acceptance of the officer's recommendation. The proposed contractor has a successful history managing the Beverley Swimming Pool.

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

Absolute Majority

## OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M8/0423

Moved Cr Davis

Seconded Cr Seed

That Council accept the Tender presented by Contract Aquatic Services and contract them to manage the Shire of Beverley Swimming Pool for a period of three years (1 November 2023 to 30 March 2026), at a contract rate of \$77,000 (ex gst) per annum fixed.

CARRIED BY ABSOLUTE MAJORITY 7/0



## **11.4 Request for Discount – Assessment 1509**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 26 April 2023</b>
<b>Report Date:</b>	<b>19 April 2023</b>
<b>Applicant:</b>	<b>Assessment 1509</b>
<b>File Reference:</b>	<b>ADM 0439</b>
<b>Author and Position:</b>	<b>Natalie Ashworth, Finance Officer</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Email from Ratepayer</b>

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### **SUMMARY**

Council to consider allowing the discount on Assessment 1509.

### **BACKGROUND**

The annual rate notice was sent 03 August 2022, and the due date was the 29 August 2022. The ratepayer paid on the 12 September, being the cut-off date for payments.

The Ratepayer has since paid A51000 in full and now owes \$144.36 on A1509 being the discount amount for this assessment.

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

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

### **COMMENT**

The ratepayer has asked for the discount to be allowed due to her having pre-paid a majority of her rates and believes that the allocation of monies between her two assessments was the cause of her missing the discount.

*“I have received overdue notices for assessment number A51000 and A1509. Reason being they were not paid before the due date to receive the early payment discount. (my fault I know). However, I prepaid \$2,500 towards my rates in May 2022, which was more than enough to pay even the more expensive of the two, therefore I am requesting to have the overdue fee for A1509 waived, as this could have been fully paid if the money was apportioned differently.”*

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995, Section 6.46:*

Discounts

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may, when imposing a rate or service charge, resolve\* to grant a discount or other incentive for the early payment of any rate or service charge.

\* Absolute majority required.

### **CONSULTATION**

Council

## FINANCIAL IMPLICATIONS

\$144.36 discount amount not allowed.

## STRATEGIC IMPLICATIONS

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

## POLICY IMPLICATIONS

N/A

## RISK IMPLICATIONS

Allowing the discount after the cut off date opens the door for discount claims and completely negates the incentive. It is also highly likely to aggrieve all previous applicants whose discount application was declined.

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

M9/0423

Moved Cr Lawlor

Seconded Cr Davis

That Council do not allow the discount, but on this occasion write off any Penalty Interest applicable to Assessment 1509.

CARRIED BY ABSOLUTE MAJORITY 7/0

## Attachment 11.4

**From:** [REDACTED]  
**Sent:** Friday, March 24, 2023 9:46 PM  
**To:** Natalie Ashworth <natalie.ashworth@beverley.wa.gov.au>  
**Subject:** A51000 & A1509

Hello,

I have received overdue notices for assessment numbers A51000 and A1509. Reason being they were not paid before the due date to receive the early payment discount. (my fault I know)

However, I prepaid \$2500 towards my rates in May 2022, which was more than enough to pay even the more expensive of the two, therefore I am requesting to have the overdue fee for A1509 waived, as this could have been fully paid if the money was apportioned differently.

Kind regards,  
[REDACTED]

## **12. ADMINISTRATION**

Nil

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

Nil

## **14. CONFIDENTIAL ITEMS**

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

Council to consider the confidential item – Chief Executive Officer Salary Determination in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995.

This matter is considered to be confidential under Section 5.23(2)a of the Local Government Act 1995 and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees.

#### **RECOMMENDATION & COUNCIL RESOLUTION**

**M10/0423**

**Moved Cr Martin**

**Seconded Cr Gogol**

**That the meeting be closed to the public and staff for Council to discuss the Chief Executive Officer Salary Review.**

**CARRIED 7/0**

3:13pm – Stephen Gollan, Chief Executive Officer, left the meeting.

## **14.2 Chief Executive Officer Salary Determination**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 26 April 2023</b>
<b>Report Date:</b>	<b>17 April 2023</b>
<b>Applicant:</b>	<b>N/A</b>
<b>File Reference:</b>	<b>Personnel</b>
<b>Author and Position:</b>	<b>CEO Performance Review Committee</b>
<b>Previously Before Council:</b>	<b>Occurs Annually</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Confidential</b>

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### **SUMMARY**

Council to review and determine the Chief Executive Officer remuneration.

### **BACKGROUND**

Council appointed the Chief Executive Officer Performance Review Committee in April 2022. A review and appraisal was accepted by Council in December 2022.

This item was presented at the 28 February 2023 Ordinary Council Meeting, however it was resolved to lay on the table until the CEO returned in April 2023.

Council are now required to review and determine the Chief Executive Officer remuneration taking into consideration the Salaries and Allowances Tribunal Determination; the CEO Appraisal; and Shire Policy S012 – Chief Executive Officer Annual Performance Review.

### **COMMENT**

Confidential

### **STATUTORY ENVIRONMENT**

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

*Salaries and Allowances Tribunal*

### **FINANCIAL IMPLICATIONS**

Confidential

### **STRATEGIC IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

S012 – Chief Executive Officer Annual Performance Review

### **VOTING REQUIREMENTS**

Absolute Majority

**COUNCIL RESOLUTION**

**M11/0423**

**Moved Cr Davis**

**Seconded Cr Lawlor**

**That the Chief Executive Officer salary package will comprise of an increase in the cash component of 4.6% backdated to the 23<sup>rd</sup> January 2023, and an increase in superannuation to 11% plus 7.5% from the 1<sup>st</sup> July 2023.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**



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

#### **RECOMMENDATION & COUNCIL RESOLUTION**

**M12/0423**

**Moved Cr Martin**

**Seconded Cr Seed**

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

**CARRIED 7/0**

3:21pm – Cr Seed left the meeting to ask the Chief Executive Officer to return.

3:22pm – Cr Seed and Stephen Gollan, Chief Executive Officer, re-joined the meeting.

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

Nil

**16. CLOSURE**

The Chairman declared the meeting closed at 3:22pm.

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

PRESIDING MEMBER:

DATE: