



SHIRE OF BEVERLEY NOTICE OF MEETING

Notice is hereby given that the next Ordinary Meeting of Council will be held in the Council Chambers, 136 Vincent Street Beverley, on Tuesday 31 October 2023.

Program

3.00pm – 5.00pm Ordinary Meeting

A handwritten signature in grey ink, appearing to read "S. Marshall", is positioned above the printed name.

Simon Marshall
Acting Chief Executive Officer

26 October 2023

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.



31 October 2023

ORDINARY MEETING

AGENDA

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1. OPENING

The Presiding Member to declare the meeting open.

The meeting will be digitally recorded. All reasonable care is taken to maintain visitors privacy, however, as a visitor your presence may be recorded verbally. By staying in the public gallery, it is assumed your consent is given to your voice being recorded.

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

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	

2.2 Staff

Mr SK Marshall	Acting Chief Executive Officer
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

Mr SP Gollan	Chief Executive Officer	Approved Leave
Mr SP Vincent	Manager of Works	Approved Leave
Cr AFC Sattler		Apologies

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:

EDWARDS

Grant George

13 October 2023

7. CONFIRMATION OF MINUTES

7.1 Minutes of The Ordinary Council Meeting Held 28 September 2023

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Thursday 28 September 2023 be confirmed.

7.2 Minutes of The Special Council Meeting Held 26 October 2023

OFFICER'S RECOMMENDATION

That the Minutes of the Special Council Meeting held Thursday 26 October 2023 be confirmed.



26 OCTOBER 2023

SPECIAL MEETING of COUNCIL

MINUTES

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1. OPENING

The Acting Chief Executive Officer declared the meeting open at 9:30am.

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members

Cr DW Davis
Cr SW Martin
Cr J Maxwell
Cr A Sattler
Cr DC White (Elected as President)

2.2 Councillors' Elect

Mrs Dee Ridgway (Elected as Deputy President)
Mr Chris Lawlor
Mr Darryl Brown

2.3 Staff In Attendance

Mr SK Marshall Acting Chief Executive Officer
Mrs A Lewis Executive Assistant

2.4 Apologies and Approved Leave of Absence

Mr SP Gollan Chief Executive Officer
Mr BS de Beer Manager of Planning

2.5 Observers And Visitors

Mr Fred Bremner J.P
Father Philip Raymont

3. DECLARATION OF OFFICE OF COUNCILLOR

The successful candidates, Cr's Lawlor, Brown and Ridgway, made and subscribed the Declaration of Office of Councillor before Mr Fred Bremner, J.P.

4. ELECTION OF PRESIDENT

The Acting Chief Executive Officer advised he had received three written nominations:

Cr Martin nominated Cr White
Cr Lawlor nominated Cr White
Cr White self-nominated

Cr White accepted the nomination and was duly elected.
Cr White made and subscribed the Declaration of Office of President before Mr Fred Bremner, J.P.

The Shire President resumed the Chair.

5. ELECTION OF DEPUTY PRESIDENT

The President advised there were five nominations for the position of Deputy President.

Cr White nominated Cr Lawlor
Cr Sattler nominated Cr Lawlor
Cr Martin nominated Cr Ridgway
Cr Davis nominated Cr Ridgway
Cr Ridgway self-nominated

Cr Lawlor and Cr Ridgway both accepted the nominations. The Shire President declared a ballot would be held.

Ballot 1 - declared a tie 4 votes each.

Ballot 2 - declared a tie 4 votes each.

Ballot 3 - 5 votes to Cr Ridgway, 3 votes to Cr Lawlor. Cr Ridgway was declared Deputy President.

Cr Ridgway made and subscribed the Declaration of Office of Deputy President before Mr Fred Bremner, J.P.

6. APPRECIATION

At 9:56am Mr Fred Bremner congratulated Cr White and Cr Ridgway on their elected positions. He thanked Cr Lawlor for his previous two years as Deputy President.

Shire President, Cr David White thanked Mr Bremner for his attendance and contribution. He then thanked Council and the public gallery for their attendance and contribution to the community.

7. OFFICER REPORTS

7.1 Appointment of Councillors to Various Committees

Submission To:	Special Council Meeting 24 October 2023
Report Date:	6 October 2023
Applicant:	Administration
File Reference:	ADM 0102
Author and Position:	Simon Marshall, Acting Chief Executive Officer
Previously Before Council:	February 2022
Disclosure(s) Of Interest:	None
Attachments:	Nil

SUMMARY

Councillors to nominate to various committees for the 2023-2025 term.

BACKGROUND

In accordance with Section 5.8 of the *Local Government Act 1995*, Council may convene committees of 3 or more persons.

COMMENT

Below are the previous committees that Councillors were elected as representatives to, in February 2022 (after the extraordinary election):

Committees of Council	Elected Members
Audit and Risk Committee	Cr Norman, Cr White, Cr Lawlor
Corporate Strategy Committee	All members
Works Committee	Cr Davis, Cr Sattler, Cr Lawlor, Cr Seed
Cropping Committee	Cr Seed, Cr White, Cr Sattler
Legislative Committees	
WALGA – Central Country Zone (CCZ) (President & Deputy President)	Cr White and Cr Lawlor Proxy: Cr Seed
Fire Control Officer's (BFAC) Meeting (President + 1 councillor)	Cr White and Cr Maxwell
Local Emergency Management Committee (President + 1 councillor)	Cr White and Cr Lawlor
Council Working Groups	
Vincent Street Streetscape Project	Cr White, Cr Martin
Reconciliation Action Plan Working Group	Cr White and Cr Davis
Community (Councillor rep requested)	
Early Child Years Network	Cr Martin
Avondale Museum Committee (min. 2)	Cr Davis, Cr Maxwell, Cr Sattler
Tourism Advisory Group	Cr Maxwell
Hotham Dale Sub Group	Cr Davis and Cr White
Local Health Advisory Group	Cr Gogol and Cr Maxwell
Alex Miles Frail Aged Lodge Committee	Cr Gogol
Beverley 2022 Working Group	Cr Martin and Cr Lawlor

Committees of Council

Audit and Risk Committee
Corporate Strategy Committee
Cropping Committee

At the first meeting of each Council Committee, the Committee will elect a Chairperson.

Legislative Committees

Central Country Zone of WALGA – 2 Councillors (President and Deputy President)
Fire Control Officers Meeting – President + 1 Councillor
Local Emergency Management Committee – President + 1 Councillor

Should a non-Council Committee (ie Community as above) want a Councillor on their Committee, they write to Council requesting a representative. All the above community committees in the table have written requesting Councillor involvement.

If and when a Councillor attends a Community Committee they should provide the Executive Assistant with a short typed update to be included in the Information Bulletin.

A brief guide of the roles and discussion points for each Committee of Council:

Audit & Risk Committee

- Financial Reporting
- Internal Control & Risk Management Systems
- Annual Business Plans
- Internal Audits
- External Audits

Corporate Strategy Committee

- Strategic Planning
- Budget
- Asset Management (including Capital Works, Roads, Plant)
- Policies
- Integrated Planning (eg Workforce Plan, Strategic Community Plan etc)

Cropping Committee

- Evaluate Lease rates with Department to determine if lease is viable
- Advertise Cropping Leases
- Make recommendation to Council to award leases

Works Committee

- Visit and evaluate potential machinery for tender process
- Complete annual roads inspection prior to new budget preparations
- Asset Management (including Capital Works, Roads, Plant)

For the benefit of new Councillors, a previous Committee called Economic & Community Development Committee was in place but has not been convened for over three years as smaller working groups became more effective e.g. Long Term Financial Plan Committee, Tourism Advisory Group and Vincent Street Streetscape Project Committee.

Previous items covered by E & C Committee:

- Community Development (eg opportunities and initiatives as referred by government, business or community)
- Economic Development (eg business / promotion of Beverley)
- Industrial Development
- Land Use Planning
- Tourism

STATUTORY ENVIRONMENT

Part 5, Division 2, Section 5.8, 5.9 and 5.10 of the *Local Government Act 1995*:

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

** Absolute majority required.*

5.9. Committees, types of

(1) In this section —

other person means a person who is not a council member or an employee.

(2) A committee is to comprise —

- (a) council members only; or
- (b) council members and employees; or
- (c) council members, employees and other persons; or
- (d) council members and other persons; or
- (e) employees and other persons; or
- (f) other persons only.

5.10. Committee members, appointment of

(1) A committee is to have as its members —

- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council

member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
 - (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

FINANCIAL IMPLICATIONS

Nil

CONSULTATION

Council

STRATEGIC IMPLICATIONS

Council Leadership - Support volunteers and encourage community involvement

POLICY IMPLICATIONS

EM008 – Standing Committees

RISK IMPLICATIONS

Low (4) – The risk of appointing Councillors to committees is minimal.

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 RECOMMENDATION & COUNCIL RESOLUTION

MSM1/1023

Moved Cr White

Seconded Cr Sattler

That Councillors self-nominate to the following Committees:

Committees of Council	Elected Members
Audit and Risk Committee	Cr Lawlor, Cr Maxwell, Cr Ridgway & Cr White
Corporate Strategy Committee	All Councillors
Works Committee (3-5 Councillors)	Cr Brown, Cr Davis, Cr Lawlor & Cr Sattler,
Cropping Committee (3-5 Councillors)	Cr Lawlor, Cr Martin, Cr Maxwell & Cr White
Legislative Committees	
WALGA – Central Country Zone (CCZ) (President & Deputy President)	Pres: Cr White, Deputy: Cr Ridgway Proxy: Cr Lawlor
Fire Control Officer's (BFAC) Meeting (President + 1 councillor)	Pres: Cr White, Deputy: Cr Ridgway + Cr Brown
Local Emergency Management Committee (President + 1 councillor)	Pres: Cr White + Cr Davis
WALGA RoadWise (2 Councillors)	Cr Ridgway and Cr White
Council Working Groups	
Reconciliation Action Plan Working Group	Cr Brown, Cr Ridgway & Cr White
Long Term Financial Plan Working Group	Audit Committee
Community (Councillor rep requested)	
Early Child Years Network	Cr Martin
Avondale Museum Committee (min. 2)	Cr Brown, Cr Davis, Cr Maxwell, Cr Ridgway & Cr Sattler
Tourism Advisory Group	Cr Maxwell & Cr Ridgway
Hotham Dale Sub Group	Pres: Cr White, Proxy: Cr Davis
Local Health Advisory Group	Cr Brown and Cr Maxwell
Alex Miles Frail Aged Lodge Committee	Cr Brown

CARRIED BY ABSOLUTE MAJORITY 8/0

7. NEW BUSINESS

Short phone and internet service discussion.

8. CLOSURE

The Chairperson declared the meeting closed at 10:19am

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

PRESIDING MEMBER:

DATE:

7.3 Minutes of Audit and Risk Committee Meeting Held 31 October 2023

OFFICER'S RECOMMENDATION

That the Minutes of the Audit and Risk Committee Meeting held 31 October 2023 be received.

To be distributed prior to the commencement of the Council meeting.

Please refer to items 11.4, 11.5, 11.6 and 11.7

7.4 Minutes of Local Emergency Management Committee Meeting Held 3 October 2023

OFFICER'S RECOMMENDATION

That the Minutes of the Local Emergency Management Committee Meeting held 3 October 2023 be received.

Refer to Agenda Item 12.5 for the LEMA Adoption.



3 OCTOBER 2023

**LOCAL EMERGENCY
MANAGEMENT COMMITTEE**

MINUTES

1. MEETING COMMENCEMENT

Shire of Beverley President, Cr David White, opened the meeting at 2:32pm.

2. ATTENDANCE AND APOLOGIES

Attendance

Representative

Cr David White
Mr Terry O'Dea
Mr Simon Marshall
Mr Troy Granville
Mrs Yvette Grigg
Mr Lionel Rudd
Mr Ian Dawson
Ms Ali Lewis

Organisation

Shire of Beverley President (Chair of Meeting)
WAPOL Beverley (Deputy Chair)
Acting Chief Executive Officer, Shire of Beverley
CESM Beverley/York
DFES District EM Advisor
SJA Beverley
SJA Beverley Community Paramedic Wheatbelt
Executive Assistant, Shire of Beverley

Apologies

Mr Justin Corrigan	DFES AO Lower Wheatbelt
Ms Jo Spadaccini	Department of Communities – Wheatbelt DESO

Observers

Nil

3. CONFIRMATION OF MINUTES OF MEETING HELD 22 February 2023

Moved: Simon Marshall

Seconded: Ian Dawson

That the Minutes of the Local Emergency Management Advisory Committee Meeting held in the Council Chambers on Tuesday 22 February 2023, be confirmed.

CARRIED

4. MATTERS ARISING FROM PREVIOUS MINUTES

Nil

5. CORRESPONDENCE

- DEMA LEMC Report August September 2023

Yvette Grigg spoke to the DRF Funding (in the DEMA Report) and advised if agencies had funding ideas to liaise with the SEMC and if suitable they will assist with the application.

6. AGENCY UPDATES

St John Ambulance Beverley

Introducing BushTalk communication in paramedic vehicles and then possibly the ambulances. Portable mass casualty trailer has been requested to use between York and Beverley.

WAPOL Beverley

WAPOL introducing Starlink vehicle mounted communication to alleviate deadspots.

Beverley Health Service

Nil

Beverley Bush Fire Brigade

Undergoing training. Everything else is prepped and ready to go.

Beverley Volunteer Fire and Rescue Service

Nil

District Emergency Management Advisor

Function for CEO's and Presidents 18 November 2023 – good opportunity for networking with other Councils in the emergency space.

Department of Communities

Nil

Beverley District High School

Nil

Shire of Beverley

DFES coming on Wednesday to review Disaster Emergency Funding.
Simon asked about the supply of beds – Yvette responded Department of Communities supply beds and blankets in the case of an emergency.

Department of Fire and Emergency Services

Expecting a high fire season threat and expected that it will be earlier than usual.

7. BUSINESS OF THE MEETING

Five yearly revision and update of the Local Emergency Management Arrangements (LEMA) for review and endorsement by the LEMC.

Moved: Terry O'Dea

Seconded: Ian Dawson

That the reviewed Local Emergency Management Arrangement be endorsed by the Local Emergency Management Committee and presented to the Shire of Beverley Council for adoption at the 31 October 2023 Ordinary Council Meeting.

CARRIED UNANIMOUSLY

8. **GENERAL BUSINESS**

Nil

9. **NEXT MEETING**

Tuesday 12 March 2024 at 2:30pm

Exercise to go through the modules in the LEMA.

10. **CLOSURE**

There being no further business, the Chairperson declared the meeting closed at 3:13pm

8. TECHNICAL SERVICES

Nil

9. PLANNING SERVICES

9.1 Proceeding with Local Planning Policy – Beverley Airfield Precinct

Submission To:	Ordinary Council Meeting 31 October 2023
Report Date:	24 October 2023
Applicant:	Shire of Beverley
File Reference:	ADM 0219
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	27 June 2023
Disclosure(s) Of Interest:	None
Attachments:	Modified Planning Policy – Beverley Airfield Policy

SUMMARY

Council initiated public notification of a draft *Local Planning Policy – Beverley Airfield Precinct*. It will be recommended the policy be proceeded with, now that public notification of the policy has concluded.

BACKGROUND

Council at its 27 June 2023 meeting resolved as follows:

‘That Council resolve to proceed to advertising of the Draft Local Planning Policy – Beverley Airfield Precinct pursuant to Clause 4 of Schedule 2, Part 2, of the Planning and Development (Local Planning Schemes) Regulations 2015.’

The draft *Local Planning Policy – Beverley Airfield Precinct* was subsequently advertised as prescribed in the abovementioned legislation. A summary of submission received are recorded in the table of submissions listed further in this report.

COMMENT

The objectives of the Local Planning Policy are as follows:

- The Beverley Airfield Precinct Local Planning Policy aims to set the strategic framework for future spatial development of land uses within the Beverley Airfield Precinct;
- To provide for orderly and proper development within the Beverley Airfield Precinct;
- To provide guidance and development provisions for applicants seeking to construct aviation related infrastructure like hangars, etc;
- To provide guidance to Council and Council’s officers when considering applications made under this policy.

Clauses 4 of Schedule 2, Part 2, of the *Planning and Development (Local Planning Schemes) Regulations 2015*, read as follows (*Procedure for making/amending local planning policy*):

‘(1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows –

(a) Publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of –

- (i) the subject and nature of the proposed policy; and*
- (ii) the objectives of the proposed policy; and*

- (iii) *where the proposed policy may be inspected; and*
- (iv) *to whom, in what form and during what period submissions in relation to the proposed policy may be made'.*

During public consultation comments were received from a neighbouring landowner to the airfield (Ian Edwards) as well as the Beverley Soaring Society Inc. (BSS). A subsequent meeting with both parties was facilitated by the Shire which resulted in negotiated changes to the proposed future development areas referenced in the initial draft policy. It will require Council to consider an amended lease area on the Airfield Reserve Land as well as a portion of privately owned land that will be leased to the BSS by Mr. Edwards.

The above update was presented to the 22 August 2023 Council Briefing Forum. An updated modified version of the final *Local Planning Policy – Beverley Airfield Precinct* is attached to this report, which reflects the negotiated outcomes described above and which now requires Council's formal Resolution.

CONSULTATION

The draft policy was advertised as prescribed. A summary of the submissions received and Shire Planner's response are detailed in the table below.

	Respondent	Comment	Shire Planner's Response
1	Beverley Soaring Society Inc.	I have received your draft policy document and we are happy with it as proposed	Noted
2	Ian and Lois Edwards	<p>I would like to present a submission toward the Beverley Airfield Precinct Planning Policy.</p> <p>Our family owns all the freehold land around the Beverley airfield, which means we are the most affected by any policy decision around it. This relates particularly to any buildings alongside our boundary fences. It will be very difficult to spray pesticides near hangars built alongside our boundary fence without getting chemical drift over the hangars and their occupants. The people around these hangars would also have an impact on lambing ewes nearby by creating mis-mothering of lambs. This would create an unnecessary impediment to our business.</p>	<p>The concerns regarding the adverse effects of aircraft noise are noted.</p> <p>During the compilation of the Shire of Beverley Local Planning Strategy in 2014, Council designated the broader precinct (incorporating the Airfield, Ulinga MotoX site, and the BORMSA site) as being located within a 'Noisy Activity Precinct'.</p> <p>As a result of the concerns raised regarding hangars and other buildings in close proximity to farm boundary fences, a revision of 'development areas' were considered and the attached modified policy reflects this.</p>

		<p>In general, we are adversely affected by plane noise. We are concerned that shire council, under the Local Planning Policy brief, describes the “economic development and tourism opportunities presented by the airfield should form a primary focus”. Any further airfield activity will have a minimal economic benefit to our community. It will, however, have a greater negative impact with noise pollution for the town. It is extremely unfortunate that the airstrip was built on the town’s boundary during World War 2. The government certainly didn’t show a lot of foresight!</p> <p>The greatest advantage of living in a country town is the quiet peaceful lifestyle. Is the economic benefit of such that we ignore the negative impacts?</p> <p>With these comments in mind, our family would greatly appreciate a council decision to not increase activity at the airfield. It is imperative for our business to not allow any more buildings on our boundary fences. There are several other sites where these hangars can be built.</p> <p>We have always welcomed genuine dialogue and negotiation concerning airstrip use and have been accommodating where possible. However we do request we be approached when any plans are to be considered, as this may impinge on our farm operation.</p> <p>We thank you for the opportunity to address the Beverley Airfield Precinct Planning Policy.</p>	
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	<p><u><i>The following additional comments were received:</i></u></p> <p>We are looking for protection for our farm operation alongside the Beverley airfield.</p> <p>We think a good way of achieving that is to place a paragraph in the draft Airfield Strategic Plan clause 5.3 as follows;</p> <p><i>“There will be no building structures allowed along the airfield neighbouring farm boundary due to them impinging on farm operation’s.”</i></p> <p>This would not impact any existing buildings.</p> <p>Under clause 5.1 -Storage of Equipment. Previously, all glider trailers at the airfield had to be parked in the trailer Parking Area. Currently there are some glider trailers instead parked alongside their owners hangars. This adds to visual clutter at the airfield.</p> <p>Could it be possible to add this to the Strategic Plan ;</p> <p><i>“All trailers to be parked in existing Trailer area, “</i></p> <p>I submit these two alterations for your consideration.</p>	<p>After due consideration of the additional submission it is respectfully submitted that in changing and limiting the future ‘development areas’ in the modified policy this aspect had been sufficiently addressed in the modified planning policy. These newly demarcated development areas also serve to inform the Lease Agreement between the Shire and the BSS and limits future development of hangars to only those areas. This has taken into consideration the neighbouring farming areas towards the east of the Airfield where no future development is permitted under this policy.</p> <p>Although this is deemed to be more of an operational matter (as opposed to a strategic planning matter), the draft Policy was modified under Paragraph 5.1 to include the following wording: <i>‘Where practicable, all trailers are to be parked in the existing trailer area’.</i></p>
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STATUTORY ENVIRONMENT

Council has the power to make Local Planning Policies pursuant to Clause 4 of Schedule 2, Part 2, of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

FINANCIAL IMPLICATIONS

Council will be required to pay the required advertising costs.

STRATEGIC IMPLICATIONS

There are no specific strategic implications relative to this application.

POLICY IMPLICATIONS

The outcome of this exercise will result in a new Local Planning Policy – Beverley Airfield Precinct.

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

That Council resolve to:

1. Proceed with the Local Planning Policy – Beverley Airfield Precinct, **with modification**;
2. Publish a notice to this effect pursuant to Clause 4(4) of Schedule 2, Part 2, of the *Planning and Development (Local Planning Schemes) Regulations 2015*.



LOCAL PLANNING POLICY: BEVERLEY AIRFIELD PRECINCT

PURPOSE

- The Beverley Airfield Precinct Local Planning Policy aims to set the strategic framework for future spatial development of land uses within the Beverley Airfield Precinct;
- To provide for orderly and proper development within the Beverley Airfield Precinct;
- To provide guidance and development provisions for applicants seeking to construct aviation related infrastructure like hangars, etc;
- To provide guidance to Council and Council's officers when considering applications made under this policy.

1. AUTHORITY TO PREPARE AND ADOPT A LOCAL PLANNING POLICY

This Policy has been prepared in accordance with Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows the local government to prepare local planning policies relating to planning and development within the Local Planning Scheme area.

2. APPLICATION

This policy applies to the Beverley Airfield Precinct, described by the following land parcels:

- Reserve 32745 (Lot 29705) – in extent 33.3021 Ha
- Lot 16 on D79708 – in extent 11.4723 Ha
- Portion of Lot 13 on D79707 – in extent approx. 0.9165 Ha

3. STRATEGIC PLANNING CONTEXT

The present *Shire of Beverley Local Planning Strategy* designates the Beverley Airfield Precinct as a 'Noisy Activity Precinct'.

The contribution to economic development and tourism opportunities presented by the Beverley Airfield Precinct are acknowledged and should form a primary focus when considering applications for development approval.

4. PRESENT LEASE AGREEMENT

This Planning Policy is intended to inform and acknowledges the ongoing Lease Agreement between the Shire of Beverley and the Beverley Soaring Society Inc.



5. POLICY STATEMENT

5.1 Hangar Development

Siting

Located only within the *Development Zones* as notated in the attached mapping.

Building materials, colour scheme and height

All hangars are to be clad in Colorbond in a colour which is in harmony with the established development in the Airfield Precinct, in the opinion of the Council, with the following default type, colour and style preferred:

Wall sheeting and doors: Colourbond Pale Eucalypt;

Roof: Gabled roof in Colourbond Pale Eucalypt or Colourbond Surfmist.

Maximum Height: Walls – 4m, Roof at Apex 4.5m

Car Parking

All vehicles are to be parked entirely within the Airfield Precinct only and in such fashion as to not be detrimental to Airfield operations.

Fuel Storage

Aviation fuel and combustible chemicals are to be stored in accordance with established relevant guidelines and regulations.

Storage of Equipment

Storage of all equipment used in the operation of the hangars is to be contained within the hangars at all times. Where practicable, all trailers are to be parked in the existing trailer area.

Maintenance of Buildings and Surrounds

The owners of hangars shall maintain the hangar in a neat and tidy manner and ensure the surrounding lease area is kept free of disused materials and rubbish.

Signage

Prior to any signage being erected a signage application is to be submitted to and approved by the Shire.

5.2 Other Development Proposals

All other development proposals within the Beverley Airfield Precinct will be considered by Council on a case-by-case basis having due regard to the purpose of this Policy.

5.3 Consideration for all development proposals

Amongst others, the following matters should be considered when assessing development applications in the Airfield Precinct:

- Unless otherwise approved, no structure shall be used for human habitation, commercial or industrial use;



- No trees are to be removed without the prior approval of the Shire and other appropriate Authorities;
- All development shall comply with all other relevant written laws;
- All development shall have due regard of the location of the Range Danger Area of the adjacent Beverley Rifle Club located at 75 (Lot 15) Nicholas Street;
- Ensuring that proposed development does not detrimentally impact environmental assets, where applicable;
- Ensure fire management is appropriately addressed in development proposals.

6. Annexures to this Policy

- Beverley Soaring Society lease area;
- Beverley Soaring Society Strategic Plan extracts;
- Beverley Airfield Northern Development Area;
- Beverley Airfield Southern Development Area;
- Beverley Airfield Central Development Area;
- Beverley Soaring Society Private Lease Area;
- Future Hangar Locations;
- Beverley Rifle Club Range Danger Areas

Beverley Soaring Society Inc. Lease Area





The Beverley Soaring Society

Strategic Business Plan

2023 to 2028

SUPPLEMENTARY INFORMATION

24 October 2023

Table of Contents

- 1: Introduction
- 2: Site Survey
- 3: Base Mapping
- 4: Future Redevelopment Opportunities
- 5: Future development Areas
- 6: Design Guidelines for future structures
- 7: Review of ablution facilities
- 8: Review of Water supply facilities
- 9: Review of Electrical supply facilities
- 10: Future Accommodation proposals
- 11: Future Runway requirements
- 12: CASA Classification of the Airfield

1: INTRODUCTION

The information included in this document is in addition to and complementary with the Strategic Business Plan presented to Council on 16th February 2023.

It supplies the additional information requested by the Manager of Planning and Development Services, Stefan de Beer in an email to Immediate Past President Geoff Overheu dated 16 February 2023.

2: SITE SURVEY

The Site Survey has identified the following existing structures which are shown on the Base maps presented in Section 2

- 1974 Single seat glider hangar 22m x 22m capable of storing seven single seat gliders
- 1981 The Clubhouse 15m x 15m consisting of two demountable units separated by an additional central section
This Clubhouse replaced the Nissan Hut which served the Club from 1974 to 1981
- 1975 The original ablution block consisting of two separate facilities for males and females
- 1989 Twin seat glider hangar 22m x 22m capable of storing four twin seat gliders
- 1994 The first Workshop
- 1998 The 1300L fuel tank installation
- 1998 The new ablution facility consisting of two separate units with wheelchair access
- 2013 The new Towplane Hangar capable of holding three Piper Pawnee Towplanes 30 m x 15m replaced an earlier towplane hangar located north of the twin seat glider hangar
- 2022 The new Workshop 18m x 12m
- 2023 The new Training Facility 27m x 8.4 m plus 4m veranda
- One overhead water tank and reticulation facilities
- 34 privately owned hangars
- 50 privately owned accommodation caravans
- Two Launch Area shelters at RWY 18 and RWY 34
- Two 30,000 L water tanks and pumping facilities owned and maintained by FESA/Parks and Wildlife
- One privately owned power hangar on the south side of RWY 08/26
- A glider trailer parking area

3: BASE MAPPING

Three Base maps have been compiled.

Attachment 1 The southern section is presented at a scale of 4000:1

Attachment 2 Similarly the northern section is also presented at a scale of 4000:1

Attachment 3 The Buildings area shows more detail at a scale of 800:1

4: FUTURE REDEVELOPMENT OPPORTUNITIES

The main area of possible redevelopment is the former Clubhouse which might be developed to provide additional accommodation.

The Club is currently restricted to 50 caravans on site under the terms of the 21 year Lease signed in 2011 and now has a full complement of 50 caravans on site.

This generates the need for additional accommodation some of which may be available in the former Clubhouse.

The Club does not foresee the replacement on any of the current structures in the decade.

The sealing of the floors in the two Club glider hangars and the installation of doors to provide protection and security has been on the Wish List for many years.

The collection and re-use of rainwater has been identified as an area for future development.

The current owner of the land to the west of the former clubhouse has agreed to lease this area to the Club to use to facilitate less crowding of the 50 caravans allowed under the terms of the Lease.

5: FUTURE DEVELOPMENT AREAS

Three areas of future development have been identified on the Base Maps.

On the Southern Region base map, the area on the southern side at the eastern end of Runway 08/26 has recently been added to the Lease by council which will allow the construction of two sets of three Shed type hangars each holding two gliders.

On the Southern Region base map two areas of possible development have been identified, one for 4 to 6 Tee hangars and another for a large Club hangar on the former Neptune hangar site. However, it is important to note that no Tee hangars have been built in the last decade as the trend has been towards Shed type hangars with two gliders sharing the cost.

Further the construction of a new large hangar on the former Neptune hangar site has never progressed due to the prohibitive cost and access problems.

6: GUIDELINES FOR FUTURE STRUCTURES

The Committee has implemented the following Guidelines for future Shed Type hangars to hold two 18 metre gliders:

Dimensions: 21 m x 9 m x 3 m

Wall sheeting and Doors: Colourbond Pale Eucalypt

Roof: Gabled roof in Colourbond Eucalypt or Colourbond Surfmist

There have been no Tee hangars built in the last decade, thus no Guidelines exist.

Not all Club members can afford these large Shed Type hangars with an expensive concrete floor, insulation and complex doors.

Consequently there could be an interest in a lower cost unsealed tee hangar with a gravel floor at some time in the future.

7: REVIEW OF ABLUTION FACILITIES

The original 1975 ablution block was supplemented by a new ablution block built in 1978:

The facilities include:

Four seated toilets one of which has wheelchair access

One Urinal

Four separate showers

Two large septic tanks and associated leach drains

One of the shower/toilet facilities is dedicated to female only use.

It is also important to note that over the past decade there have been a number of new or near new caravans brought on site to replace older vans and at least 20% now have their own showers which has reduced the usage of the Club facilities.

8: REVIEW OF WATER SUPPLY FACILITIES.

Scheme water is supplied by the Water Corporation passing through a meter at the northern boundary. The meter is invoiced through the Shire of Beverley.

The water is piped through a Blueline DN25 PN16 polyethylene which is buried about 5 metres east of the eastern edge of the roadway and leads to a float in the overhead tank near the ablution blocks.

There is a Tee off the incoming line to fill the two 30,000 L tanks used by the Water Bombers and a number of tees to the hangars in the northern area.

There is also a Tee off to the southern hangars passing under RWY 08/26.

Water from the overhead tank is fed to a pressure pump which reticulates the kitchens, the ablution blocks and the caravans.

The water supply is adequate for the Club's needs and there are no plans to upgrade the water supply.

There are short term problems during the three yearly State Competitions when many gliders need to fill their gliders with water ballast but this is overcome nowadays by using water tanks, pumps and manifolds.

9: REVIEW OF ELECTRICAL SUPPLIES

In contrast to the water supplies which are adequate, the Club has found that the 100 amps maximum that was provided in the 1970s is far from adequate in the 2020s with more members, more gliders and more caravans. At times of high occupancy and especially during the three yearly State Competitions power rationing and blackouts have been suffered.

At least six club members now own Electric or Hybrid vehicles and this number is likely to increase in the future. Expanding the club's power will also allow future on-site charging of EVs which is not currently possible or permitted given the current power limitations. EV owners now rely on the single high capacity outlet at the showgrounds to charge their vehicles.

The Club has an incoming 12.7 kV single phase line feeding a 25 kVa single phase transformer with a capacity of only 100 amps. The line continues on to supply the motorcycle facility and possibly the Water Authority treatment pumps.

The Club has two banks of 5 kW of solar panels feeding into the grid (upto 5kW max). Some excess energy is exported mid-week but totally consumed on site when the club is operating (which is at least Friday, Saturday and Sunday each week).

Discussions are currently being held with Western Power to determine the options and costs to double the power supply capacity. We will keep the Shire informed of our progress in this regard.

The Shire might be able to help in some way, yet to be determined.

10: FUTURE ACCOMMODATION PROPOSALS

As mentioned in Section 4 above “The Club is now severely restricted in available area for redevelopment and the construction of any future cabins, similar to those recently built by the Shire, would be contingent on the Club gaining access to the privately owned land west of the former clubhouse. Council may be able to facilitate this at some time in the future.”

In the absence of that land it is hard to see where the Club might locate additional cabins on the site currently Leased.

11: FUTURE RUNWAY REQUIREMENTS

The Club had access to the main runway RWY 16/34 and both arms of the RWY 08/26 for 31 years from its formation in 1974 until September 2005.

Loss of the eastern arm has meant that the Club is unable to launch gliders when strong westerly winds prevails and reduces the options for safe landings when westerly winds prevail.

Access to the eastern arm would improve operations and safety.

The RFDS lights which were first activated in 2015, being above ground fixed lights, have been an ongoing area of concern. Damage to glider wings has been substantial and the lights have to be removed every operational day. The Club understands that funding has been approved to replace the lights with hard wired flush to the ground lights.

The Shire increased the area of sealed runway in 2022. At some time in the future the rest of the runway might be sealed to parallel the airstrips used by the gliding clubs at Cunderdin and Narrogin.

12: CASA CLASSIFICATION OF THE AIRFIELD

CASA has only two Aerodrome categories specified in Part 139 of CASR

Certified aerodromes and Aircraft landing areas (uncertified aerodromes)

YBEV is in the latter category, Aircraft landing areas (uncertified aerodromes)

There is no requirement for an Aerodrome Manual nor a Safety Management System

There is no requirement for a technical inspection nor a trained reporting officer.

The Club has elected to have the aerodrome details published in ERSA in 2022 to improve safe operations at YBEV.

The operator is not required to monitor obstacles, it is the responsibility of the pilot.

Compiled by Owen Jones and Kevin Shackleton

On behalf of the Beverley Soaring Society

Beverley Airfield Northern Region

Legend

Point Features

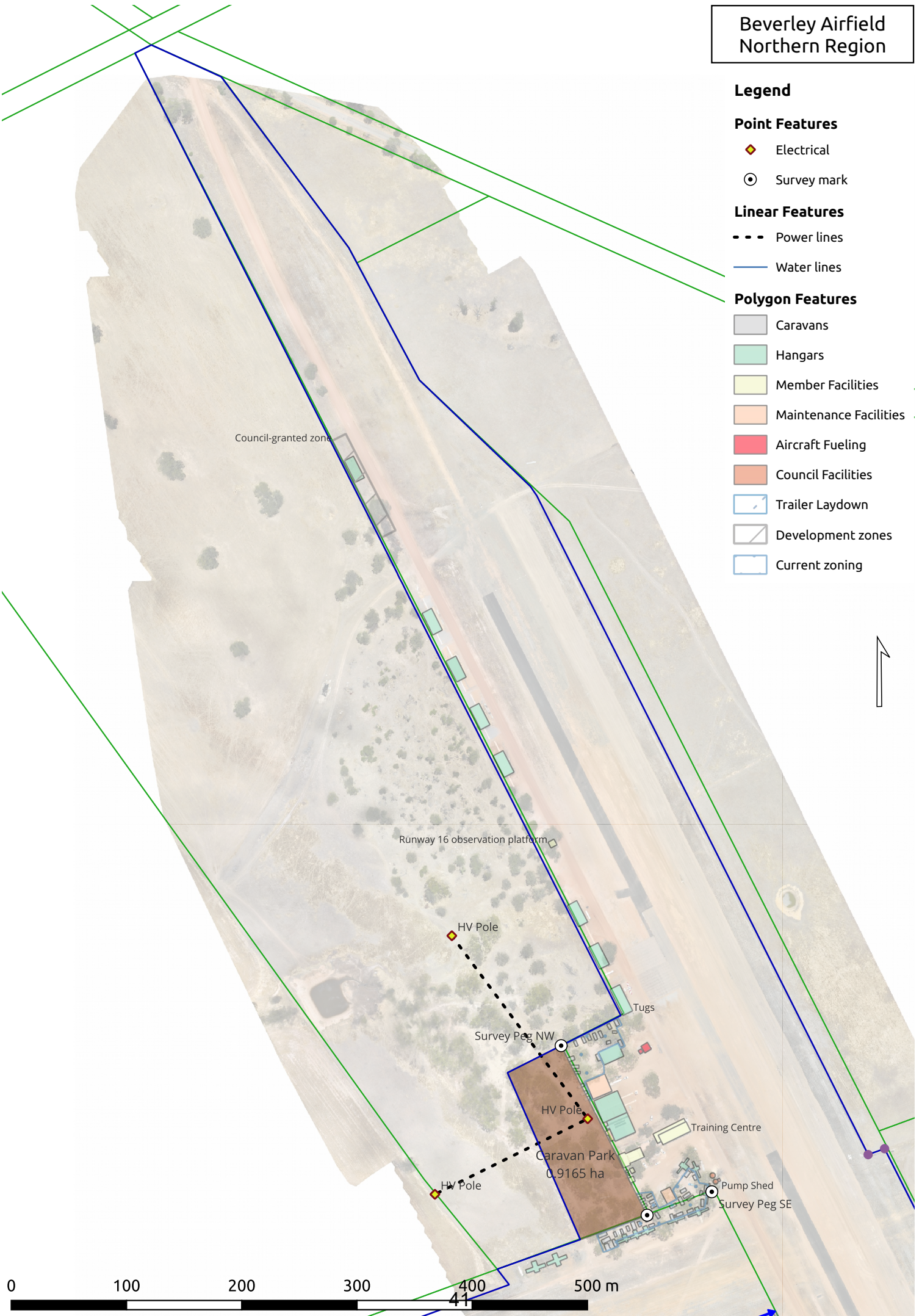
- Electrical
- Survey mark

Linear Features

- Power lines
- Water lines

Polygon Features

- Caravans
- Hangars
- Member Facilities
- Maintenance Facilities
- Aircraft Fueling
- Council Facilities
- Trailer Laydown
- Development zones
- Current zoning



Beverley Airfield Southern Region

Legend

Point Features

- Electrical
- Survey mark

Linear Features

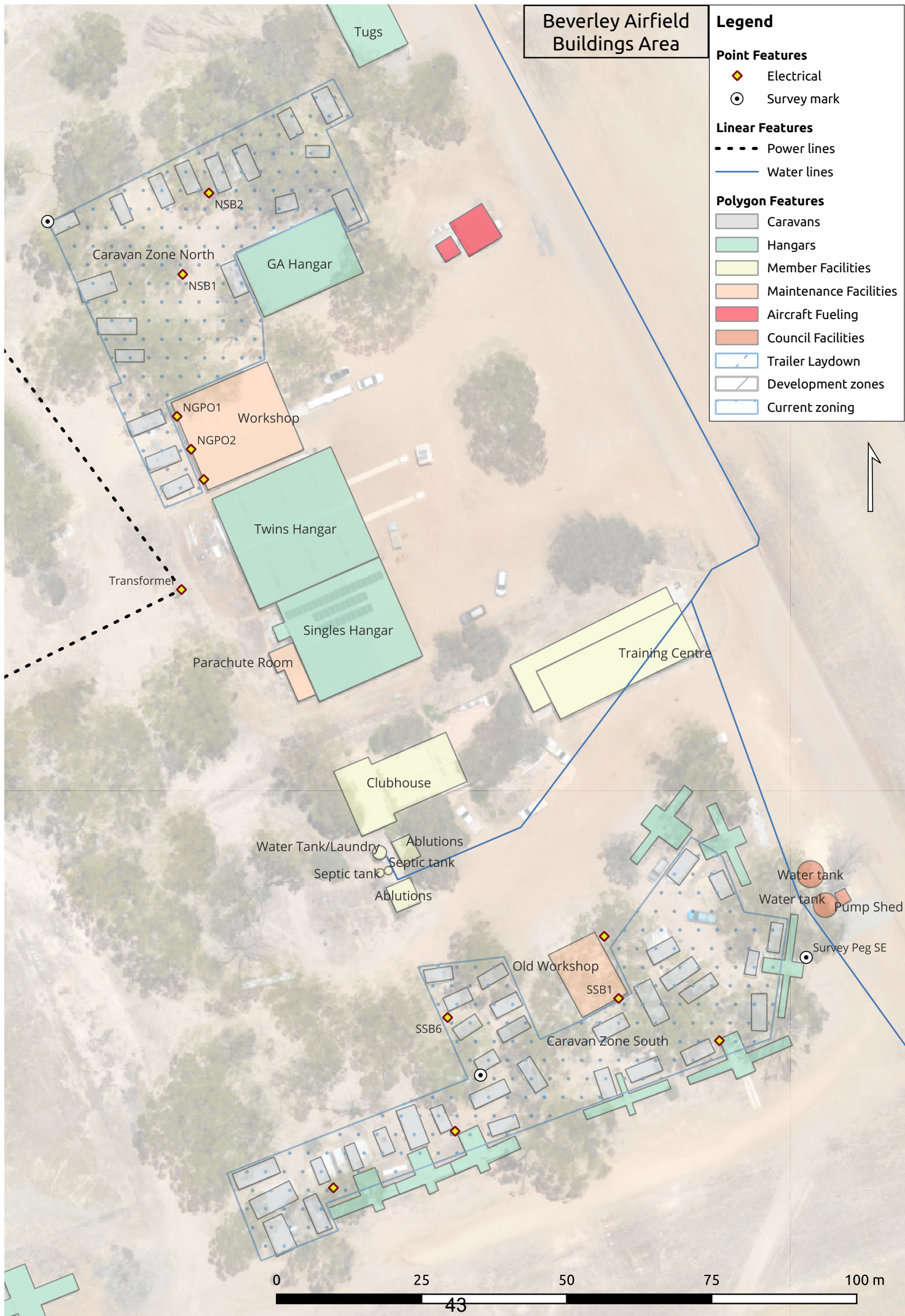
- Power lines
- Water lines

Polygon Features

- Caravans
- Hangars
- Member Facilities
- Maintenance Facilities
- Aircraft Fueling
- Council Facilities
- Trailer Laydown
- Development zones
- Current zoning



0 100 200 300 400 500 m



Beverley Airfield

Proposed Caravan Park Zone

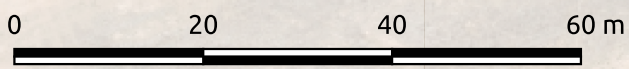


Survey Peg NW

HV Pole

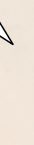
Caravan Park
0.9165 ha

Survey Peg SW



Beverley Airfield

Future Hangar Locations



Clubhouse
Water Tank/Laundry
Septic tank
Ablutions
Septic tank
Ablutions

Caravan Park
0.9165 ha

Old Workshop

Caravan Zone South

Water tank
Water tank
Pump Shed

Survey Peg SE

Not to
exceed
40 m

Survey Peg Forest

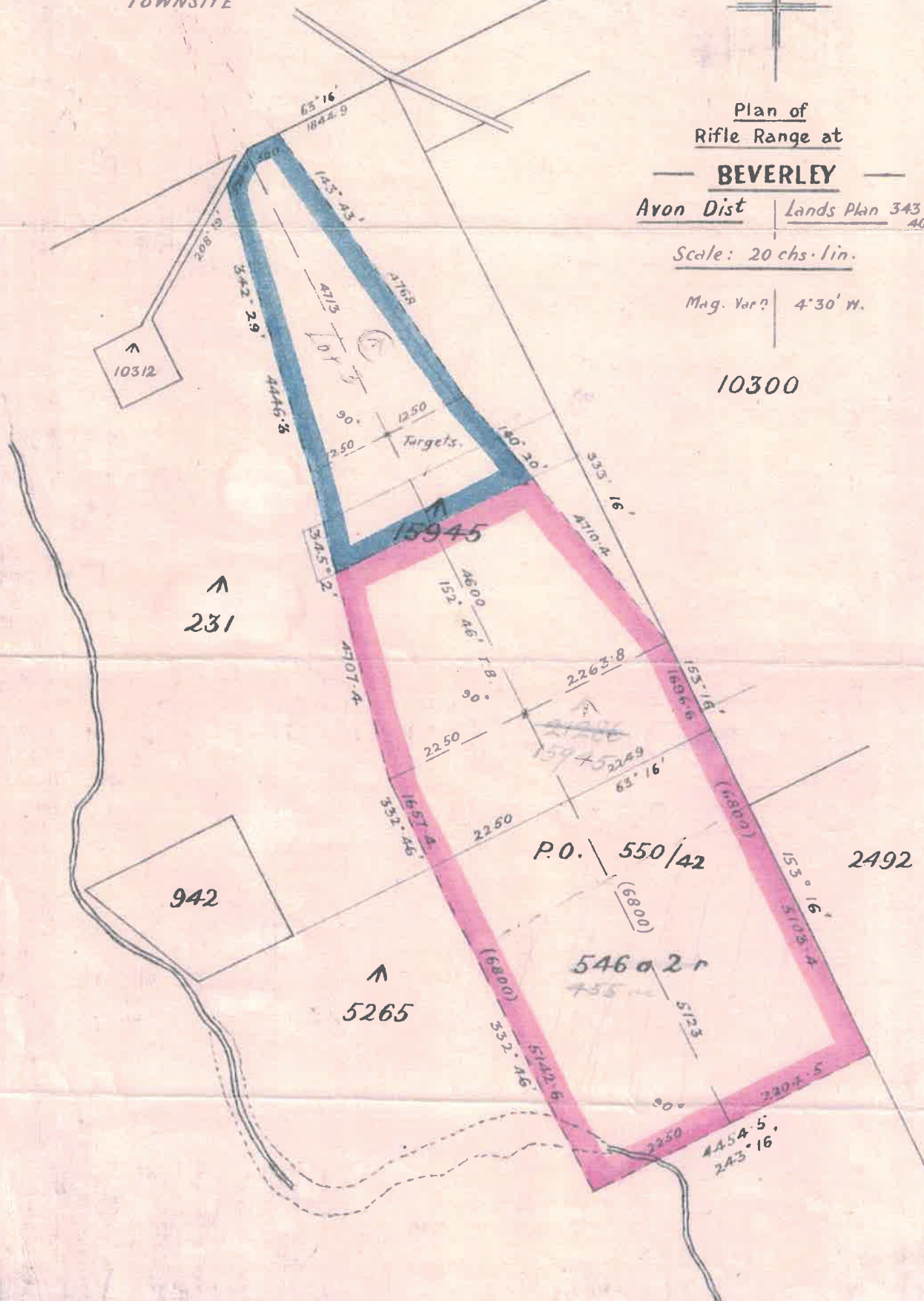
Reserved area for development

0 20 40 60 80 100 m

45

TOWNSITE

10300



Reed. Ahlstrom
Inspector of Rifle Ranges
5th. Mil. Dist.

9.2 Subdivision Application WAPC 164081: Lot 79 Lennard Road

Submission To:	Ordinary Council Meeting 31 October 2023
Report Date:	9 October 2023
Applicant:	FM Surveys – on behalf Trevor Speedy
File Reference:	PL 164081
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	Applicant is a Shire of Beverley employee.
Attachments:	Site Subdivision Plan & Application Letter

SUMMARY

An application had been received for the subdivision of Lot 79 Lennard Road Beverley. The application will be recommended for conditional approval.

BACKGROUND

An application has been received from the Western Australian Planning Commission (WAPC) for a Homestead Lot Subdivision. The subject lot is Zoned 'Rural' in terms of the Shire of Beverley Local Planning Scheme No. 3.

The subject property contains a variety of agricultural related infrastructure (storage sheds) and a Homestead. Lot 79 is 48.3599 ha in extent.

COMMENT

The Homestead Lot is proposed to be excised from Lot 79.

The Shire of Beverley *Local Planning Scheme No. 3* pursuant to Clause 34 (2) determines that:

Subdivision of Rural land shall be in accordance with State planning policy, with the exception of the creation of homestead lots which will only be supported where the parent lot is greater than 100ha in area.

This is evidently not the case as the parent Lot 79 is less than 100ha. The LPS3 does not afford any discretionary ability to the Council to vary this departure, and therefore the recommendation to the WAPC would be that the subdivision application can only be supported if a parent Lot of bigger than 100ha can be created (through amalgamation with an adjacent lot/s) prior to excision of the Homestead Lot.

STATUTORY ENVIRONMENT

Subdivision and amalgamation are determined by the Western Australian Planning Commission in compliance with state policies and the Shire of Beverley's planning framework. Council's recommendation is considered when determining the application.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 164081 for the subdivision of Lot 79 Lennard Road, Beverley, be supported on the following condition:

The Shire of Beverley *Local Planning Scheme No. 3* pursuant to Clause 34 (2) determines that:

Subdivision of Rural land shall be in accordance with State planning policy, with the exception of the creation of homestead lots which will only be supported where the parent lot is greater than 100ha in area.

The subdivision application is supported on the condition that a parent lot of bigger than 100ha be created (through amalgamation with an adjacent lot/s) prior to excision of the Homestead Lot.

Our ref: 2062

The Secretary
Western Australian Planning Commission
PO Box J747
PERTH WA 6001

Dear Sir/ Madam

**RE: PROPOSED HOMESTEAD SUBDIVISION OF LOT 79 321 LENNARD ROAD
BEVERLEY**

FM Surveys act on the behalf of the owner of the above land holding.

1. Background

The proposal involves the creation of the homestead lot. So, the owners can continue to live on the property and sell off the rural land. The client's request is to have an area of land less than 5 Acres (2.023 ha). The reason for this is due to the laws owning land and pension eligibility. The client is preparing for retirement.

2. The lot layout

The proposal involves creating a lot with access to the road frontage. Due to the length of the accessway and the constraint of being less than 2.023Ha the driveway had to be kept to a minimum to allow for a suitable area around the lot. The area of the accessway has many trees in this region which they do not want to disturb. There is a current accessway that will be maintained and will be used for a right of carriageway once sold.

3. Bushfire

The lots are within the bushfire prone areas as per the Diagram Below. The current land is maintained with fire breaks as per the Shire of Beverley recommendations. There is not going to be any change to the current land use of a dwelling and farming. The land is going to remain as rural as per the zoning.



4. Services

The dwelling is not located near available power and water supplies.

Power to the dwelling is powered by

- 21 Solar Panels producing 5.25kw
- Wind turbine producing 3kw
- Battery bank of 2200amp hours
- 12 kw backup generator.

Water is supplied by

- 150000 litres of water storage

Below are some photos.





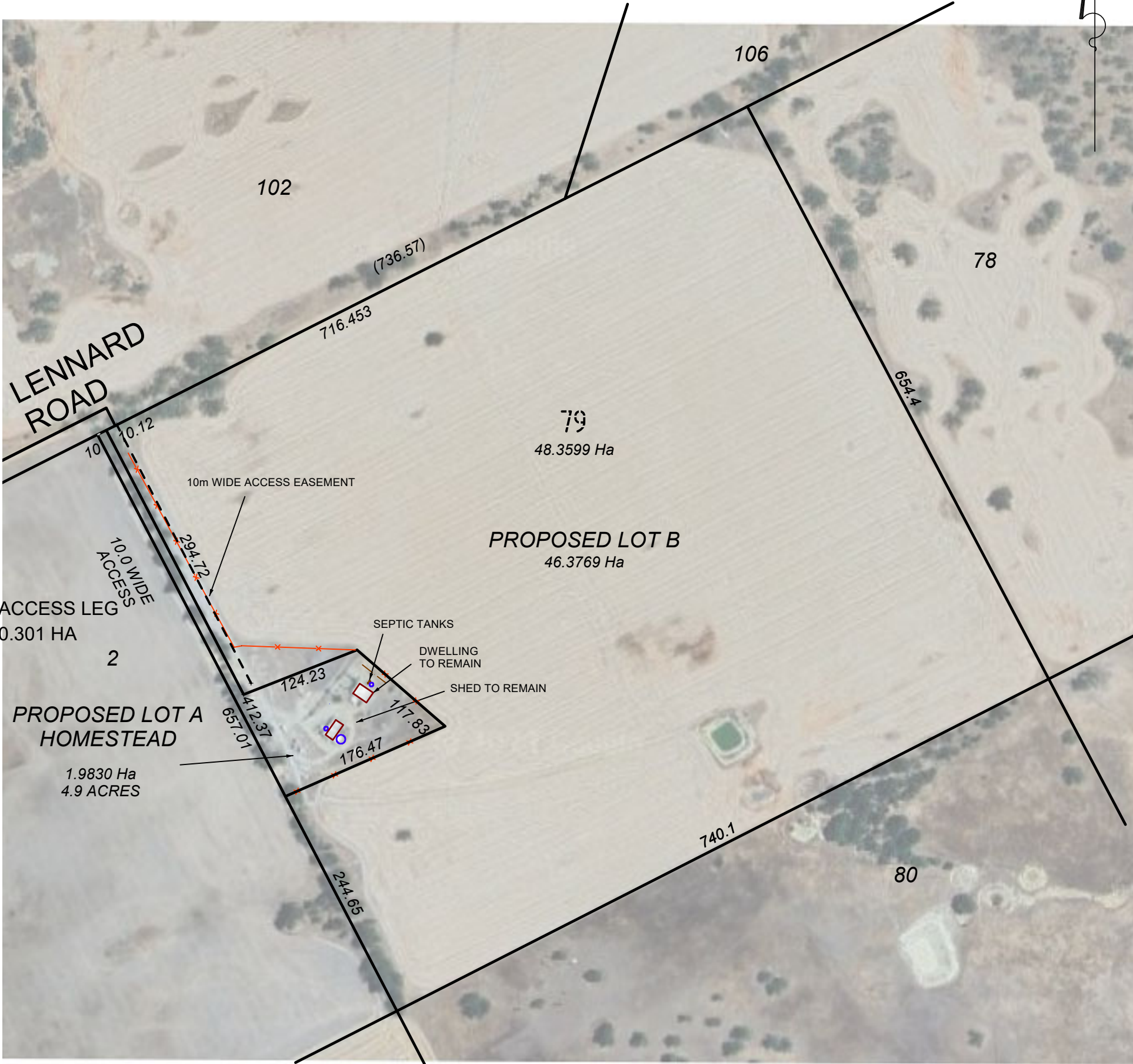
Should you have any enquiries regarding this matter or require additional information from our office, please do not hesitate to contact me via email or by phone

Yours faithfully,

A handwritten signature in black ink, which appears to read 'Mark Spencer'.

Mark Spencer
Project Manager
Surveying

DEPARTMENT OF PLANNING, LANDS AND HERITAGE	
DATE	FILE
22-Sep-2023	164081

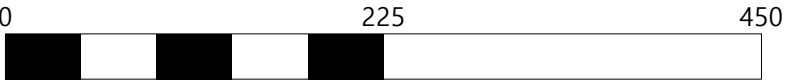


ORIGINAL AREAS
Lot 79 48.3599ha

No of existing lots 1
No of proposed lots 2

NO SERVICES ARE AVAILABLE
EXISTING DWELLINGS AND SHEDS ARE OFF GRID AND
HAVE THEIR OWN POWER AND WATER

NOTES
This survey does not guarantee the correct position of fences or found pegs.
For the location of underground utility services see "Dial Before You Dig" plans
All units are in metres
Contour interval 20m
Vertical datum is the A.H.D.
Check title for easements, encumbrances and ownership etc.
Lot dimensions and areas are subject to final survey
Cadastral information has been sourced from Landgate and has been positioned by fences.



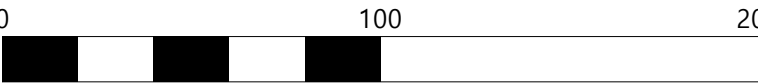
SHEET 1 OF 2 SHEETS

PLAN OF PROPOSED HOMESTEAD SUBDIVISION OF LOT 79 321 LENNARD ROAD BEVERLEY	METADATA		JOB NUMBER 2062	F.M. SURVEYS PTY LTD P.O. Box 81 NORTHAM WA 6401 Ph. 0400 781 694 Email: mark@fmsurveys.com.au
	LOCAL AUTHORITY	SHIRE OF BEVERLEY		
	DATE OF SURVEY	15-3-2023		
	SCALE	1:4500 AT A3		
			VERSION 1	Drawn Mark Spencer



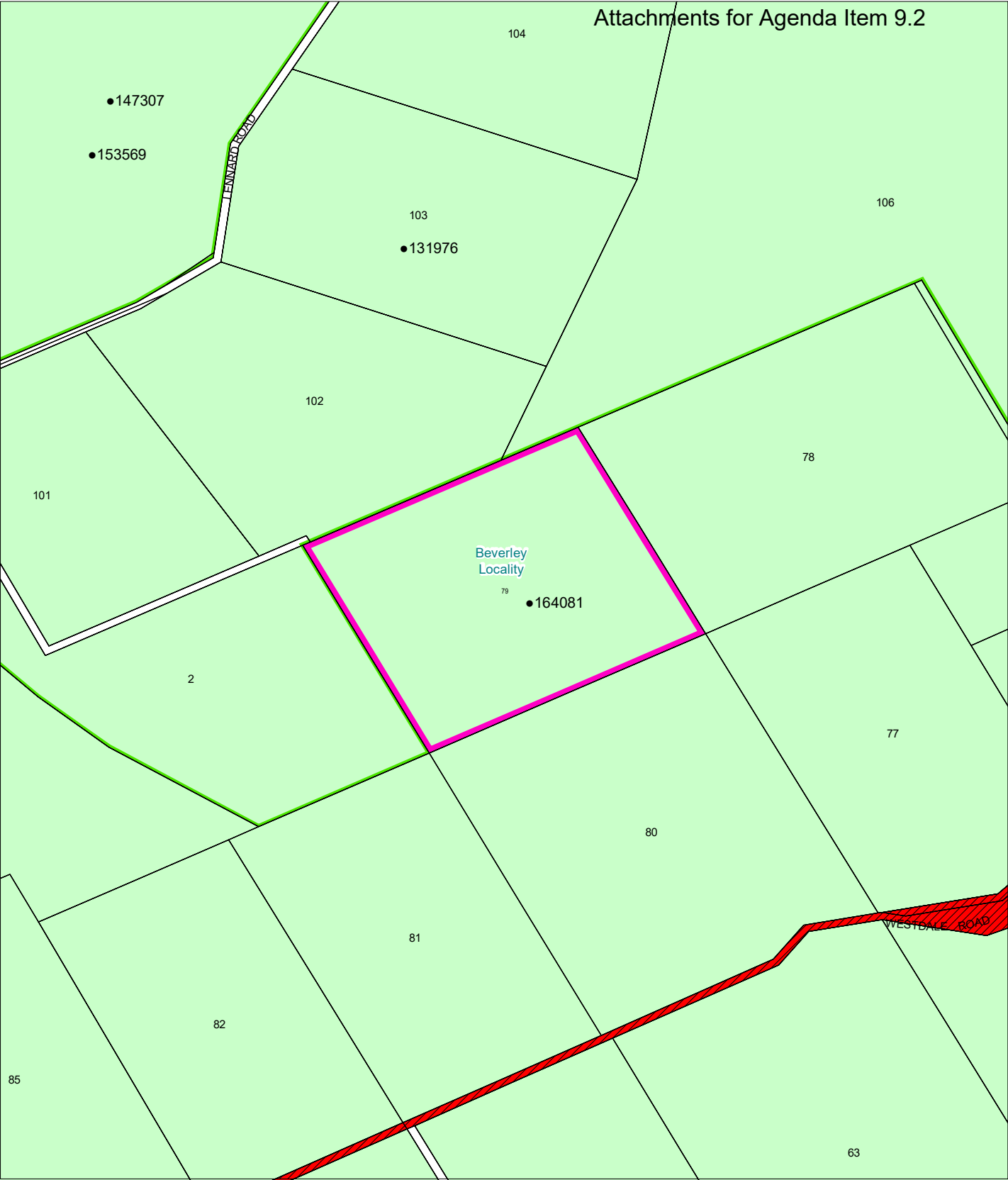
NOTES
This survey does not guarantee the correct position of fences or found pegs.
For the location of underground utility services see "Dial Before You Dig" plans
All units are in metres
Contour interval 20m
Vertical datum is the A.H.D.
Check title for easements, encumbrances and ownership etc.
Lot dimensions and areas are subject to final survey
Cadastral information has been sourced from Landgate and has been positioned by fences.

NO SERVICES ARE AVAILABLE
EXISTING DWELLINGS AND SHEDS ARE OFF GRID AND
HAVE THEIR OWN POWER AND WATER



SHEET 2 OF 2 SHEETS

PLAN OF PROPOSED HOMESTEAD SUBDIVISION OF LOT 79 321 LENNARD ROAD BEVERLEY	METADATA		JOB NUMBER 2062 VERSION 1	F.M. SURVEYS PTY LTD P.O. Box 81 NORTHAM WA 6401 Ph. 0400 781 694 Email: mark@fmsurveys.com.au Drawn Mark Spencer
	LOCAL AUTHORITY	SHIRE OF BEVERLEY		
	DATE OF SURVEY	15-3-2023		
	SCALE	1:2000 AT A3		



**Location Plan for:
Subdivision Application**

This data is to be used only for the processing of a
Subdivision Application

Application Number: **164081**
Decision: **Outstanding**
Printed: **22/09/2023**



Produced by Data Analytics,
Department of Planning, Lands and Heritage, Perth WA

Base information supplied by
Western Australian Land Information Authority SLIP 1180-2020-1

Application Status

- Approved
- Outstanding

Existing LPS Zones and Reserves

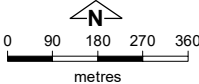
- Local road
- Primary distributor road
- Rural

Easements and Referrals

Region Scheme Reserves

Localities & Local Government Boundaries

- Local government boundary
- Locality



9.3 Development Assessment Panels – Local Government Nominations

Submission To:	Ordinary Council Meeting 31 October 2023
Report Date:	9 October 2023
Applicant:	Department of Planning, Lands and Heritage
File Reference:	ADM 0286
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	24/2/2015, 23/2/2016, 29/10/2019
Disclosure(s) Of Interest:	Nil
Attachments:	Nil

SUMMARY

Council is requested to nominate four members to the Local Government Development Assessment Panels (two members, and two alternate members).

BACKGROUND

On 1 July 2011, fifteen Development Assessment Panels (DAP) came into operation in order to determine development applications that meet a certain threshold value.

Post Local Government Elections new nominations are now required.

The previous members (nominated 2019, appointed in 2020) were:

Cr Chris Pepper (Member 1)

Cr Don Davies (Member 2)

Cr David White (Alternate Member 1)

Cr Tim Seed (Alternate Member 2)

COMMENT

Representation of local interests is a key part of the Development Assessment Panel (DAP) system. In accordance with this premise, under Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, Councils are required to nominate, as soon as possible following elections, four elected members to sit as DAP members.

In addition to the above, all existing local government DAP members are currently appointed for a term ending 26 January 2024. Prior to this expiry date, the local government is required to nominate four (4) DAP members for appointment by the Minister for Planning.

The Director General of DPLH is encouraging Local Governments to consider diversity of representation when putting forward nominations.

In accordance with regulation 30 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, all DAP members are required to undertake mandatory training prior to performing functions as a DAP member, which will be provided by the Department.

STATUTORY ENVIRONMENT

Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, Council is requested to nominate four elected members of the Council.

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 to make nominations:

Member 1: Cr

Member 2: Cr

Alternate Member 1: Cr

Alternate Member 2: Cr



Our ref: PLH2023P1487 DG-2023-2773
Enquiries: DAP Secretariat 6551 9919

Mr Steve Gollan
Chief Executive Officer
Shire of Beverley
Via email to: ceo@beverley.wa.gov.au

Dear Mr Gollan

DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

As you are aware, representation of local interests is a key part of the Development Assessment Panel (DAP) system. In accordance with this premise, under Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, Councils are required to nominate, as soon as possible following elections, four elected members to sit as DAP members.

In addition to the above, all existing local government DAP members are currently appointed for a term ending 26 January 2024. Prior to this expiry date, your local government is required to nominate four (4) DAP members for appointment by the Minister for Planning.

Given the upcoming local government elections on 21 October 2023, both requirements can be met by using the attached form and submitting it and a copy of the Council resolution, via email to the DAP Secretariat at daps@dplh.wa.gov.au, no later than Friday 24 November 2023.

If you are unable to provide nominations by the above date, please contact the DAP Secretariat to discuss alternative arrangements and implications.

The WA Government has launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government Boards and Committees along with the total number of women appointed.

I encourage you to consider diversity of representation when putting forward your nominations in supporting this important commitment. Further Information about OnBoardWA can be found at [OnBoardWA | Welcome to OnBoardWA \(jobs.wa.gov.au\)](https://www.onboard.wa.gov.au).

The WA Government is committed to continue implementing the Action Plan for Planning reform to ensure the planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system, identified as part of the reform initiatives, aim to provide a more robust DAP process that promotes consistency and transparency in decision-making.

Please note that the local government membership configuration on DAPs will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact Ashlee Kelly at the DAP Secretariat on (08) 6551 9919 or email daps@dph.wa.gov.au. Further information is available online at [Development Assessment Panels \(www.wa.gov.au\)](http://www.wa.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Anthony Kannis', with a long, sweeping horizontal stroke extending to the right.

Anthony Kannis PSM
Director General
28 September 2023

Att. Local Government Development Assessment Panel Member Nomination Form



DEVELOPMENT ASSESSMENT PANELS LOCAL GOVERNMENT MEMBER NOMINATION

Please complete the form and submit to daps@dplh.wa.gov.au. Please include a copy of the Council Resolution.

Local Government	
DAP Name	

	Member 1	Member 2
Name		
Address		
Phone		
Email		
Date of Birth		
Sex		
*Employer Name/s		
*Position/s		
*Employment Status	Full Time Part Time/Casual - Specify hours per week	Full Time Part Time/Casual - Specify hours per week
*Eligibility for Payment	Yes No	Yes No

	Alternate Member 1	Alternate Member 2
Name		
Address		
Phone		
Email		
Date of Birth		
Sex		
*Employer Name/s		
*Position/s		
*Employment Status	Full Time Part Time/Casual - Specify hours per week	Full Time Part Time/Casual - Specify hours per week
*Eligibility for Payment	Yes No	Yes No

** The employment details refer only to external employment and does not include your role as a Local Government member. Eligibility for DAP sitting fees is determined in accordance with the [Premier's Circular 2022/02](#).*

LOCAL GOVERNMENT CONTACT DETAILS – MINUTE TAKER			
Name			
Phone		Email	

9.4 Development Application – Neon/LED Cross on Church – 50 Hunt Road

Submission To:	Ordinary Council Meeting 31 October 2023
Report Date:	13 October 2023
Applicant:	Professor Cheong Eng Gan
File Reference:	HUN 1141
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	None
Attachments:	Locality Map, Image of proposal, Extract from LHS.

SUMMARY

An application has been received to install a neon or LED lit Cross on the front facade of the Church located at 50 (Lot 51) Hunt Road. The application will be recommended for approval.

BACKGROUND

The subject property is Zoned *Rural Townsite* pursuant to *Shire of Beverley Local Planning Scheme No. 3 (LPS3)*, is 860 m² in extent and contains the *Beverley Real Life Church* building (formerly Beverley Uniting Church).

The property is recorded on the Shire's *Local Heritage Survey* (Place No. 29) as having Cultural Heritage Significance – see attached extract.

The applicant submitted the following justification:

There is no cross on the front facade of the Church. The artistic feature on top of the building does not resemble a cross. The cross will convey the use of the building for church use.

The cross will be just illuminated, not flashing.

We would like to have white light but because the background is white, it will obscure the cross. If available, it will be a warm red light to stand out as the covering of the blood of Jesus Christ for Beverley.

COMMENT

The proposal is supported as it is seen as complementary to the primary use of the building as a Christian Church. The proposed Cross is discreet in its dimensions.

The proposal is likely to have a positive impact on the cultural heritage significance of the building and its use. The Cross is a powerful symbol in the Christian Faith and integral to any Christian place of worship.

CONSULTATION

No consultation was deemed required.

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

That Council grant Planning Approval for installation of a neon/LED Cross on the façade of the Church at 50 (Lot 51) Hunt Road, Beverley, subject to the following conditions and advice notes: -

Conditions:

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

Advice Notes:

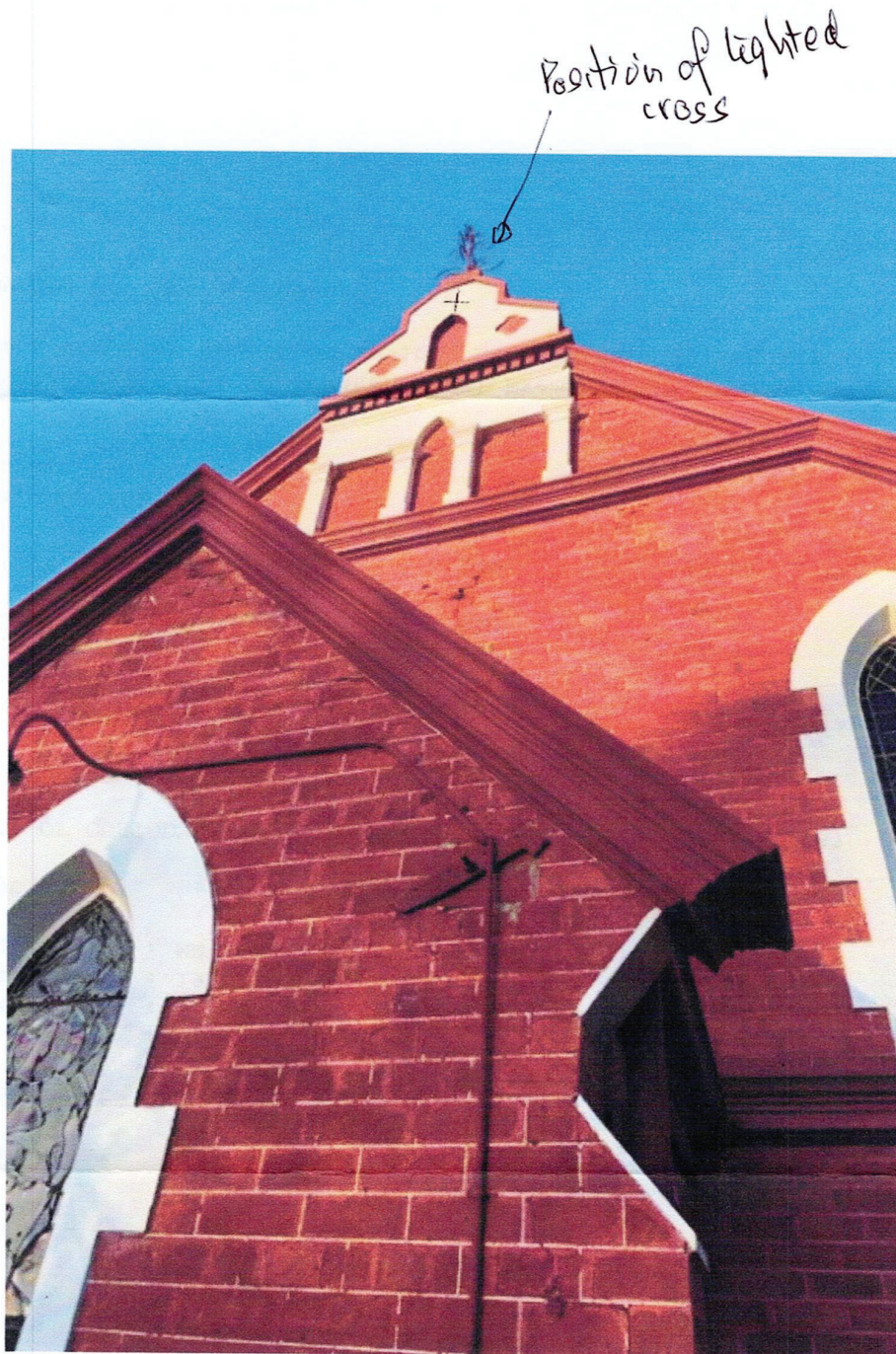
- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- Note 2: The applicant is advised a building permit is required prior to commencement of any building works, where applicable.
- Note 3: 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: 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.

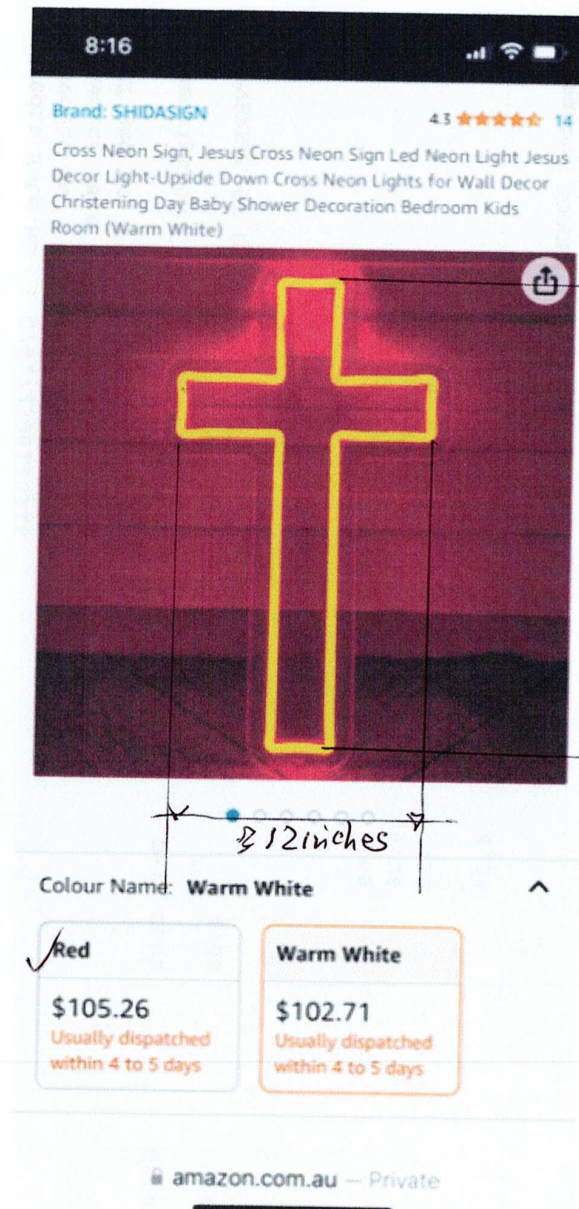
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SHIRE OF BEVERLEY
LOCAL HERITAGE SURVEY

**LOCAL HERITAGE SURVEY: PLACE NO. 29****INHERIT: NO. 00149**

NAME OF PLACE	BEVERLEY UNITING CHURCH		
Place Type	Individual Building		
Other names	Methodist Church		
Address	50 (Lot 51) Hunt Road		
Suburb/Town	Beverley		
Reserve No:			
GPS:	Lat: -32.110322 Long: 116.92388		
CONSTRUCTION DATE	1907		
Original Use	Uniting Church		
Present Use	Church		
Other Use			
CONSTRUCTION MATERIALS			
Walls	Brick		
Roof	Iron		
Other			
ARCHITECTURAL STYLE	Federation Gothic		

SHIRE OF BEVERLEY
LOCAL HERITAGE SURVEY

DESCRIPTION

This building, erected in 1907, was built on the site of the first church erected in 1893. The building measure 12m by 8m by 4.8m high and has a distinctive decoration above the porch. It seats 160-180 people. A church hall was added in 1955.

The predominant features of the place included the moulded parapet gable apex, the pointed arched (gothic) windows with 'stained glass', the buttressing, the high pitched roof, the window reveal quoining, the parapeted gables and the brickwork. The place is Federation Gothic Style. The moulded parapeted gable apex displays a mannerist quality.

CONDITION: Good

INTEGRITY: All Intact

AUTHENTICITY: Hall added at the rear

HISTORIC THEME & SUBTHEME

Social & Civic Activities: Religion

STATEMENT OF SIGNIFICANCE

The place is typical of other places of worship erected in WA during the same period.

MANAGEMENT RECOMMENDATION

Level of Significance - Category: 2

HISTORICAL NOTES

This was the only Methodist Church in the Beverley District. It is in continued use as a church.

LISTINGS

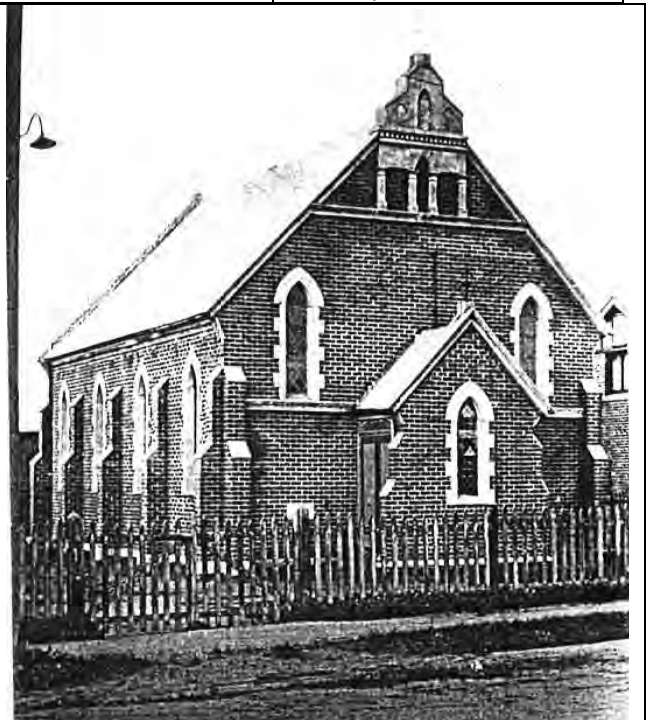
Inherit: No 00149

SUPPORTING INFORMATION/BIBLIOGRAPHY

Uniting Church Inventory

DOCUMENT TYPE

Inventory 1996



10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

Submission To:	Ordinary Council Meeting 31 October 2023
Report Date:	10 October 2023
Applicant:	N/A
File Reference:	N/A
Author and Position:	Simon Marshall, Acting Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	September 2023 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 30 September 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 2023 Ordinary Meeting, item 11.4.

COMMENT

The monthly financial reports for the period ending 30 September 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 2023/24 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 Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

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

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING
30 September 2023**

Description	Budget 2023/24	YTD Budget 2023/24	YTD Actual 2023/24	YTD Variance	Notes To Material Variances
Operating Revenue					
Rates	3,241,771.00	3,237,271.00	3,251,353.18	14,082.18	Rates Discount expense \$16,823 lower than anticipated. Rates raised (\$1,976) lower than anticipated.
Operating Grants, Subsidies and Contributions	569,235.00	187,469.00	185,582.91	(1,886.09)	
Profit On Asset Disposal	27,900.00	10,900.00	6,386.71	(4,513.29)	
Service Charges	0.00	0.00	0.00	0.00	
Fees & Charges	798,854.00	355,043.00	355,573.81	530.81	
Interest Earnings	166,267.00	38,123.00	42,170.72	4,047.72	
Other Revenue	592,112.00	24,060.00	23,231.53	(828.47)	
Non-Operating Grants, Subsidies and Contributions	6,597,684.00	181,936.00	179,098.00	(2,838.00)	
Total Operating Revenue	11,993,823.00	4,034,802.00	4,043,396.86	8,594.86	
Operating Expenditure					
Employee Costs	(2,448,524.00)	(601,152.00)	(630,132.17)	(28,980.17)	Workers Compensation expense \$44,213 greater than expected offset by insurance reimbursement.
Materials & Contracts	(2,275,089.00)	(387,675.00)	(383,239.94)	4,435.06	
Utilities	(222,075.00)	(46,505.00)	(44,474.86)	2,030.14	
Depreciation On Non-Current Assets	(2,455,402.00)	(613,830.00)	(673,040.43)	(59,210.43)	Depreciation expense higher than anticipated due to 22/23 Infrastructure revaluation.
Interest Expenses	(67,594.00)	(7,212.00)	2,435.75	9,647.75	22/23 Accrual Reversals.
Insurance Expenses	(286,484.00)	(140,547.00)	(147,200.33)	(6,653.33)	
Other Expenditure	(84,001.00)	(12,997.00)	(13,815.57)	(818.57)	
Loss On Asset Disposal	(6,300.00)	(1,371.00)	0.00	1,371.00	
Loss on Revaluation of Non-Current Assets	0.00	0.00	0.00	0.00	
Total Operating Expenditure	(7,845,469.00)	(1,811,289.00)	(1,889,467.55)	(78,178.55)	
Net Operating	4,148,354.00	2,223,513.00	2,153,929.31	(69,583.69)	
Capital Income					
Self Supporting Loan - Principal Repayment	0.00	0.00	0.00	0.00	
Proceeds from Sale of Assets	264,400.00	45,400.00	40,454.54	(4,945.46)	
New Loan Raised	1,000,000.00	0.00	0.00	0.00	
Total Capital Income	1,264,400.00	45,400.00	40,454.54	(4,945.46)	
Capital Expenditure					

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING
30 September 2023

Description	Budget 2023/24	YTD Budget 2023/24	YTD Actual 2023/24	YTD Variance	Notes To Material Variances
Land and Buildings	(3,343,000.00)	0.00	(909.09)	(909.09)	
Plant and Equipment	(637,500.00)	(92,000.00)	(91,315.02)	684.98	
Office Furniture and Equipment	(33,000.00)	(25,000.00)	(20,109.33)	4,890.67	
Road Construction	(5,382,773.00)	0.00	(52,980.00)	(52,980.00)	AGRN1061 Project Management expenses.
Other Infrastructure	(2,041,855.00)	(45,000.00)	(47,973.51)	(2,973.51)	
Land Under Control	0.00	0.00	0.00	0.00	
Leases	(6,837.00)	(6,837.00)	(6,836.60)	0.40	
Loans - Principal Repayments	(117,135.00)	(21,093.00)	(21,093.10)	(0.10)	
Total Capital Expenditure	(11,562,100.00)	(189,930.00)	(241,216.65)	(51,286.65)	
Net Capital	(10,297,700.00)	(144,530.00)	(200,762.11)	(56,232.11)	
Adjustments					
Depreciation Written Back	2,455,402.00	613,830.00	673,040.43	59,210.43	Depreciation expense higher than anticipated due to 22/23 Infrastructure revaluation.
Movement in Leave Reserve Cash Balance	0.00	0.00	1,784.68	1,784.68	
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	(21,600.00)	(10,900.00)	(6,386.71)	4,513.29	
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
Add Funding From					
Transfer (To)/From Reserves	1,089,240.00	(28,000.00)	(28,144.53)	(144.53)	
Opening Surplus/(Deficit)	2,626,304.00	2,626,304.00	2,626,304.21	0.21	
Total Adjustments	6,149,346.00	3,201,234.00	3,266,598.08	65,364.08	
CLOSING SURPLUS/(DEFICIT)	0.00	5,280,217.00	5,219,765.28	(60,451.72)	

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 30 September 2023		
Description	Actual 2022/23	YTD Actual 2023/24
Current Assets		
Cash at Bank	1,627,645.56	1,733,533.77
Cash - Unrestricted Investments	1,271,666.73	3,014,708.45
Cash - Restricted Reserves	2,280,553.31	2,308,697.84
Cash on Hand	700.00	700.00
Accounts Receivable	663,428.06	1,112,796.33
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	0.00	0.00
Inventory - Fuel	9,932.34	17,374.01
Total Current Assets	5,853,926.00	8,187,810.40
Current Liabilities		
Accounts Payable	(652,689.79)	(366,753.27)
Loan Liability - Current	(117,135.16)	(96,042.06)
Lease Liability - Current	(6,836.60)	(6,836.60)
Annual Leave Liability - Current	(234,280.71)	(234,280.71)
Long Service Leave Liability - Current	(197,874.12)	(197,874.12)
Doubtful Debts	0.00	0.00
Total Current Liabilities	(1,208,816.38)	(901,786.76)
Adjustments		
Less Restricted Reserves	(2,280,553.31)	(2,308,697.84)
Less Self Supporting Loan Income	0.00	0.00
Add Leave Reserves - Cash Backed	144,612.74	146,397.42
Add Loan Principal Expense	117,135.16	96,042.06
Total Adjustments	(2,018,805.41)	(2,066,258.36)
NET CURRENT ASSETS	2,626,304.21	5,219,765.28

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
30 September 2023

Description	Actual 2022/23	YTD Actual 2023/24	Movement
Current Assets			
Cash and Cash Equivalents	5,180,565.60	7,057,640.06	1,877,074.46
Accounts Receivable	465,875.06	942,562.33	476,687.27
Contract Asset - Current	197,553.00	170,234.00	(27,319.00)
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	0.00	0.00	0.00
Inventory	9,932.34	17,374.01	7,441.67
Total Current Assets	5,853,926.00	8,187,810.40	2,333,884.40
Current Liabilities			
Accounts Payable	(527,898.79)	(241,962.27)	285,936.52
Contract Liability - Current	(124,791.00)	(124,791.00)	0.00
Loan Liability - Current	(117,135.16)	(96,042.06)	21,093.10
Lease Liability - Current	(6,836.60)	0.00	6,836.60
Annual Leave Liability - Current	(234,280.71)	(234,280.71)	0.00
Long Service Leave Liability - Current	(197,874.12)	(197,874.12)	0.00
Doubtful Debts	0.00	0.00	0.00
Total Current Liabilities	(1,208,816.38)	(894,950.16)	313,866.22
Non-Current Assets			
Non-Current Debtors	161,234.90	161,234.90	0.00
Non-Current Investments	61,117.14	61,117.14	0.00
Land and Buildings	29,149,181.97	28,965,618.28	(183,563.69)
Plant and Equipment	2,369,732.12	2,361,474.10	(8,258.02)
Furniture and Equipment	98,756.30	111,897.19	13,140.89
Infrastructure	140,931,963.00	140,616,822.51	(315,140.49)
Self Supporting Loan - Non Current	0.00	0.00	0.00
Total Non-Current Assets	172,771,985.43	172,278,164.12	(493,821.31)
Non-Current Liabilities			
Loan Liability - Non Current	(2,001,137.54)	(2,001,137.54)	0.00
Lease Liability - Non Current	0.00	0.00	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(52,492.51)	(52,492.51)	0.00
Total Non Current Liabilities	(2,053,630.05)	(2,053,630.05)	0.00
Net Assets	175,363,465.00	177,517,394.31	2,153,929.31

SHIRE OF BEVERLEY STATEMENT OF FINANCIAL POSITION AS AT 30 September 2023			
Description	Actual 2022/23	YTD Actual 2023/24	Movement
Equity			
Accumulated Surplus	(47,528,324.75)	(49,654,109.53)	(2,125,784.78)
Reserves - Cash Backed	(2,280,553.31)	(2,308,697.84)	(28,144.53)
Reserve - Revaluations	(125,554,586.94)	(125,554,586.94)	0.00
Total Equity	(175,363,465.00)	(177,517,394.31)	(2,153,929.31)

SHIRE OF BEVERLEY INVESTMENT OF SURPLUS FUNDS AS AT 30 September 2023						
Account #	Account Name	Amount Invested (\$)		Term	Interest Rate	Maturation
4320546	Reserve Funds Bendigo					
	Long Service Leave	146,397.42				
	Airfield Emergency	42,057.59				
	Plant	102,484.01				
	Emergency Services	30,079.27				
	Building	590,835.19				
	Recreation Ground	612,125.44				
	Cropping Committee	178,190.88				
	Community Bus	41,409.26				
	Infrastructure	225,617.01				
	Senior Housing	234,541.37				
	Avondale Mach Museum	63,169.46				
	ITC Renewal Reserve	41,790.94	2,308,697.84	5 mnths	4.70%	22/02/2024
4465609	Term Deposit Bendigo	252,864.02		4 mnths	5.00%	8/12/2023
4473950	Term Deposit Bendigo	500,000.00		5 mnths	5.10%	17/01/2024
4446835	Term Deposit Bendigo	500,000.00		3 mnths	5.00%	24/10/2023
4515073	Term Deposit Bendigo	511,844.43		2 mnths	4.14%	27/11/2023
4481942	Term Deposit Bendigo	500,000.00		6 mnths	5.15%	23/02/2024
4481943	Term Deposit Bendigo	500,000.00		7 mnths	5.15%	25/03/2024
4481944	Term Deposit Bendigo	250,000.00	3,014,708.45	8 mnths	5.15%	24/04/2024
	Total		5,323,406.29			

11.2 Accounts Paid by Authority

Submission To:	Ordinary Council Meeting 31 October 2023
Report Date:	25 October 2023
Applicant:	N/A
File Reference:	N/A
Author and Position:	Simon Marshall, Acting Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	September 2023 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 September 2023.

COMMENT

Unless otherwise identified, all payments have been made in accordance with Council's 2023/24 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.

13A. Payments by employees via purchasing cards

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment;
 - (d) sufficient information to identify the payment.
- (2) A list prepared under subregulation (1) must 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 2023/24 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:

September 2024:

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

Cheque vouchers

05 September 2023 1897-1897 (1) \$ 8,761.99 (authorised by CEO S Gollan and DCEO S Marshall)
22 September 2023 1898-1898 (1) \$ 50.05 (authorised by DCEO S Marshall and Pres D White)
28 September 2023 1899-1899 (1) \$ 466.60 (authorised by DCEO S Marshall and Pres D White)

Total of cheque vouchers for September 2023 incl 9,278.64 previously paid

EFT vouchers

01 September 2023 EFT 9631-9644 (14) \$ 251,596.75 (authorised by CEO S Gollan and DCEO S Marshall)
04 September 2023 EFT 9645-9646 (2) \$ 769.03 (authorised by CEO S Gollan and DCEO S Marshall)
12 September 2023 EFT 1-38 (38) \$ 66,807.97 (authorised by DCEO S Marshall and Pres D White)
13 September 2023 EFT 9647-9704 (58) \$ 227,616.38 (authorised by DCEO S Marshall and Pres D White)
15 September 2023 EFT 9705-9709 (5) \$ 17,587.99 (authorised by DCEO S Marshall and Pres D White)
22 September 2023 EFT 9710-9722 (13) \$ 112,533.64 (authorised by DCEO S Marshall and Pres D White)
26 September 2023 EFT 1-38 (38) \$ 64,066.81 (authorised by DCEO S Marshall and Pres D White)
28 September 2023 EFT 9727-9741 (15) \$ 29,913.29 (authorised by DCEO S Marshall and Pres D White)

Total of EFT vouchers for September 2023 incl \$ 770,891.86 previously paid

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

Cheque vouchers

Nil vouchers

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

EFT vouchers

22 September 2023 EFT 9723-9723 (1) \$ 200.00 (authorised by DCEO S Marshall and Pres D White)
25 September 2023 EFT 9725-9726 (2) \$ 250.00 (authorised by DCEO S Marshall and Pres D White)

Total of EFT vouchers for September 2023 incl \$ 450.00 previously paid.

(3) Direct Debit Payments totalling \$ 82,116.02 previously paid.

(4) Credit Card Payments totalling \$ 2,744.04 previously paid.

CHEQUE DETAIL - Municipal and Trust Accounts - SEPTEMBER 2023

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1897	05-Sep-2023	Water Corporation	2023-08 Aug Water accounts	(8,761.99)	(8,761.99)
Cheque #	1898	22-Sep-2023	Water Corporation	Water use - Mens Shed (Vincent St): Sep - Oct 23	(50.05)	(50.05)
Cheque #	1899	28-Sep-2023	Shire of Beverley	BE1 & BE464 - Vehicle registration (6 mths) to 31 Mar 2024	(466.60)	(466.60)
EFT Pymt	EFT 9631	01-Sep-2023	Avon Valley Toyota	Purchase of Asset 27019 (VP2303, PUTE18) - BE020	(31,365.11)	
EFT Pymt	EFT 9632	01-Sep-2023	Bakers Creek Pty Ltd (ATF The M&N J	58 John St: Kitchen cabinetry - 50% deposit	(7,221.50)	
EFT Pymt	EFT 9633	01-Sep-2023	Beverley Dome Fuel and Hire (BDF)	4,798 L Diesel @ \$2.036/L GST incl	(9,768.72)	
EFT Pymt	EFT 9634	01-Sep-2023	Bunnings Building Supplies P/L	Various bldgs: Hardware purchases	(1,479.75)	
EFT Pymt	EFT 9635	01-Sep-2023	Focus Networks	2023-08 Aug Computer Support	(4,743.57)	
EFT Pymt	EFT 9636	01-Sep-2023	IRIS Consulting Group Pty Ltd	Training - Record Keeping: A Robinson	(1,177.00)	
EFT Pymt	EFT 9637	01-Sep-2023	JLT Risk Solutions Pty Ltd	2023/24 Salary Continuance Insurance	(7,080.04)	
EFT Pymt	EFT 9638	01-Sep-2023	LGIS (LGISWA)	2023/24 Insurances: 1 of 2 instalments	(151,986.96)	
EFT Pymt	EFT 9639	01-Sep-2023	McLeods Barristers and Solicitors	49A & 49B Dawson St: Removal of the retirement village memorial from the property titl	(407.36)	
EFT Pymt	EFT 9640	01-Sep-2023	Snap Osborne Park	Printing of the 2023/24 Rates brochure & Tip passes	(1,528.52)	
EFT Pymt	EFT 9641	01-Sep-2023	Synergy	Power use - 59 Smith St & Caravan Park: 17 Jun - 16 Aug 23	(1,962.48)	
EFT Pymt	EFT 9642	01-Sep-2023	The Lifting Company Pty Ltd (TLC)	Sundry Plant (PSP99): 4 leg chain sling	(570.90)	
EFT Pymt	EFT 9643	01-Sep-2023	Western Australian Local Government	/ 2023/24 Subscriptions x 6	(32,077.91)	
EFT Pymt	EFT 9644	01-Sep-2023	York Laundromat	29 Aug 2023 Onsite Cabins Laundry fees	(226.93)	(251,596.75)
EFT Pymt	EFT 9645	04-Sep-2023	Beverley Supermarket & Liquor (IGA)	2023-07 Jul Purchases	(307.32)	
EFT Pymt	EFT 9646	04-Sep-2023	Telstra Limited	2023-08 Aug Telephone accounts	(461.71)	(769.03)
EFT Pymt	EFT 9647	13-Sep-2023	AITS Specialists Pty Ltd	2023-08 Aug Fuel Credits	(803.33)	
EFT Pymt	EFT 9648	13-Sep-2023	ATO - Australian Tax Office	2023-08 Aug BAS Obligation	(22,148.00)	
EFT Pymt	EFT 9649	13-Sep-2023	Afgri Equipment Australia Pty Ltd	BE008 (PTRA04): Parts	(147.96)	
EFT Pymt	EFT 9650	13-Sep-2023	Australia Post	2023-08 Aug Postage	(1,792.94)	
EFT Pymt	EFT 9651	13-Sep-2023	Avon Trading Pty Ltd	2023-08 Aug Hardware purchases	(3,567.89)	
EFT Pymt	EFT 9652	13-Sep-2023	Avon Valley Windscreens	BE028 (PTRK09): Windscreen replacement	(719.40)	
EFT Pymt	EFT 9653	13-Sep-2023	Avon Waste	4,140 Bin Collection 18, 25 Aug 23 inc Recycling Bins & 8 x Recycling Collections	(10,978.26)	

CHEQUE DETAIL - Municipal and Trust Accounts - SEPTEMBER 2023

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 9654	13-Sep-2023	BGC Quarries	Various rural roads: 18.22 T coarse dust	(84.17)	
EFT Pymt	EFT 9655	13-Sep-2023	BOC Limited	2023-08 Aug Cylinder Rental: Medical oxygen C size	(6.47)	
EFT Pymt	EFT 9656	13-Sep-2023	BSL - DMIRS Dept Mines, Industry Reg	2023-08 Aug 23 Collections x 1 (Lics 23/24: 01, 06, 07, 08, BAC 01, BAC 02)	(1,090.61)	
EFT Pymt	EFT 9657	13-Sep-2023	Beverley Agricultural Society	2023 Beverley Agricultural Show Pearl Barley Sponsorship	(350.00)	
EFT Pymt	EFT 9658	13-Sep-2023	Beverley Electrical Services - BES	Various bldgs: Electrical repairs	(3,679.11)	
EFT Pymt	EFT 9659	13-Sep-2023	Beverley Farm Services (BFS)	Noxious Weed Control: Chemicals	(853.05)	
EFT Pymt	EFT 9660	13-Sep-2023	Beverley Gas and Plumbing Services -	Unit 8 Hunt Rd Village: Blocked drain	(100.00)	
EFT Pymt	EFT 9661	13-Sep-2023	Beverley Playgroup Inc	2023-24 Donation for operating contribution	(1,650.00)	
EFT Pymt	EFT 9662	13-Sep-2023	Beverley Post News and Gifts (BPNG)	2023-07 Jul Newspaper Subscription & Stationery Purchases	(1,069.48)	
EFT Pymt	EFT 9663	13-Sep-2023	Beverley Steel Fabrication	Various: Parts	(510.04)	
EFT Pymt	EFT 9664	13-Sep-2023	Beverley Supermarket & Liquor (IGA)	2023-08 Aug Purchases	(795.04)	
EFT Pymt	EFT 9665	13-Sep-2023	Bluejay Ag Solutions	2023-08 Aug (Ed 466) Compilation of the Blarney	(2,000.00)	
EFT Pymt	EFT 9666	13-Sep-2023	Cemeteries & Crematoria Assoc WA	2022/23 Ordinary Membership Fee	(130.00)	
EFT Pymt	EFT 9667	13-Sep-2023	Country Copiers Northam (DA Gardner	Copy Charges; Staples & 2 x printers	(1,109.26)	
EFT Pymt	EFT 9668	13-Sep-2023	D and A Plumbing and Gas Services	Various bldgs: Cleaning of grease arrestors x 3	(1,540.00)	
EFT Pymt	EFT 9669	13-Sep-2023	Dawsons Concrete and Reinforcing	22/23 Footpath Renewal (FC2301): Hunt Rd	(28,792.00)	
EFT Pymt	EFT 9670	13-Sep-2023	Dead Tree Carpentry (K Blechynden)	58 John St: Kitchen renovation	(5,115.00)	
EFT Pymt	EFT 9671	13-Sep-2023	Department of Planning Lands and Heri	23/24 Leases M252204 & M355805: Aug 2023	(779.14)	
EFT Pymt	EFT 9672	13-Sep-2023	Dept of Fire & Emergency Services (DF	2023/24 ESL (Option B) 1st quarterly payment	(41,919.90)	
EFT Pymt	EFT 9673	13-Sep-2023	Dormakaba Australia Pty Ltd	Various bldgs: May 2022 Silver Maintenance Service of automatic doors	(728.26)	
EFT Pymt	EFT 9674	13-Sep-2023	Farmarama Pty Ltd	Various gardens: Fertiliser	(1,790.80)	
EFT Pymt	EFT 9675	13-Sep-2023	Filters Plus	Various plant: Filters	(1,153.68)	
EFT Pymt	EFT 9676	13-Sep-2023	Focus Networks	2023-07 Jul Additional Support	(165.00)	
EFT Pymt	EFT 9677	13-Sep-2023	Fulton Hogan Industries Pty Ltd	Various rural roads: Ezstreet Bioblend	(1,795.20)	
EFT Pymt	EFT 9678	13-Sep-2023	Garrards P/L	Mosquito Control: Chemicals	(644.84)	
EFT Pymt	EFT 9679	13-Sep-2023	HC Construction Services Pty Ltd	AGRN1061 Storm Damage: Project Management Services - Progress pymt 3	(21,318.00)	

CHEQUE DETAIL - Municipal and Trust Accounts - SEPTEMBER 2023

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 9680	13-Sep-2023	Herseys Safety Pty Ltd	Various supplies	(1,340.17)	
EFT Pymt	EFT 9681	13-Sep-2023	Isweep Town and Country	Town Street Sweeping: Aug 2023	(2,464.00)	
EFT Pymt	EFT 9682	13-Sep-2023	J & K Hopkins P/L	Office Furniture: 3 x Sit/Stand desks	(3,985.00)	
EFT Pymt	EFT 9683	13-Sep-2023	Kleen West Distributors	Various bldgs: Cleaning products	(2,879.92)	
EFT Pymt	EFT 9684	13-Sep-2023	McIntosh and Son WA	Various plant: Parts	(650.22)	
EFT Pymt	EFT 9685	13-Sep-2023	Michael Wilson	2023-09 Sep (Ed 467) Blarney: Printing & delivery	(250.00)	
EFT Pymt	EFT 9686	13-Sep-2023	Milbridge Services	Local Laws Review - Progress pymt 1	(7,144.50)	
EFT Pymt	EFT 9687	13-Sep-2023	Node One Pty Ltd	2023-09 Sep NBN Fixed wireless Business FW Plus 75/10 mbps unlimited (5 shares)	(89.00)	
EFT Pymt	EFT 9688	13-Sep-2023	Perth Patio Magic P/L	LBS2405 - Cpark Picnic Shelter: Progress payment 1	(1,000.00)	
EFT Pymt	EFT 9689	13-Sep-2023	RJ Jas - All Mechanical and Electronics	Various plant: Parts & supplies	(1,472.70)	
EFT Pymt	EFT 9690	13-Sep-2023	Reap What You Sow	2023-08 Aug Gym Inductions x 1	(25.00)	
EFT Pymt	EFT 9691	13-Sep-2023	Redfish Technologies Pty Ltd	Memorial Park (OF2403): CCTV cameras & installation	(22,120.26)	
EFT Pymt	EFT 9692	13-Sep-2023	Resonline Pty Ltd	2023-08 Aug Room Manager Online Booking System	(242.00)	
EFT Pymt	EFT 9693	13-Sep-2023	Snap Osborne Park	Printing: DLX envelopes	(1,295.15)	
EFT Pymt	EFT 9694	13-Sep-2023	Staff - Brett Davenport	Reimbursement for license upgrade to HR	(59.90)	
EFT Pymt	EFT 9695	13-Sep-2023	Staff - Simon Marshall	Reimbursement: Study fees CPA Aust	(580.00)	
EFT Pymt	EFT 9696	13-Sep-2023	Staff - Stefan de Beer	Reimbursement: Mobile screen protector	(29.95)	
EFT Pymt	EFT 9697	13-Sep-2023	State Library of Western Australia	2023/24 Better Beginnings Program (Births) packs x 16	(77.00)	
EFT Pymt	EFT 9698	13-Sep-2023	Team Global Express Pty Ltd (nee Toll	Freight Charges: 23 Jun - 25 Aug 2023	(444.54)	
EFT Pymt	EFT 9699	13-Sep-2023	The Arbor Centre (Arbor Centre Group	Consultancy: Development of an Arboricultural Management Plan: Progress pymt	(2,002.00)	
EFT Pymt	EFT 9700	13-Sep-2023	Tredwell Management Services Pty Ltd	Consultancy - Trails Master Plan Review & Redevelopment: Progress pymnt 1	(10,538.00)	
EFT Pymt	EFT 9701	13-Sep-2023	Tyre Storage & Recovery WA	Refuse Site: Tyre Removal 30 Aug 2023	(4,669.85)	
EFT Pymt	EFT 9702	13-Sep-2023	Unique Strokes WA	58 John St: Painting of repaired ceiling	(2,560.00)	
EFT Pymt	EFT 9703	13-Sep-2023	WA Contract Ranger Services Pty Ltd	Ranger Services: 01 - 21 Aug 2023	(2,090.00)	
EFT Pymt	EFT 9704	13-Sep-2023	York Laundromat	04 - 07 Sep 2023 Onsite Cabins Laundry fees	(280.39)	(227,616.38)
EFT Pymt	EFT 9705	15-Sep-2023	Bakers Creek Pty Ltd (ATF The M&N Jc	58 John St: Kitchen cabinetry - final payment	(7,221.50)	

CHEQUE DETAIL - Municipal and Trust Accounts - SEPTEMBER 2023

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 9706	15-Sep-2023	Beverley Bowling and Croquet Club Inc	Community Grant (Jul 2023 rnd); Security and safety upgrades at Clubhouse	(1,000.00)	
EFT Pymt	EFT 9707	15-Sep-2023	Beverley Dome Fuel and Hire (BDF)	3,998 L Diesel @ \$2.0756/L GST incl	(8,298.24)	
EFT Pymt	EFT 9708	15-Sep-2023	Staff - Stefan de Beer	Reimbursements: Aug - Sep 2023 Landline & Internet costs	(68.25)	
EFT Pymt	EFT 9709	15-Sep-2023	Wayne Phipps Smash Repairs	BE541(PUTE09): Excess fee on insurance claim MO-0065420	(1,000.00)	(17,587.99)
EFT Pymt	EFT 9710	22-Sep-2023	Allington Agri	Rural road verges: Spray for weed control	(28,616.50)	
EFT Pymt	EFT 9711	22-Sep-2023	Avon Waste	2,070 Bin Collection FE 01, 08 Sep 23 inc Recycling Bins & 4 x Recycling Collections	(5,489.13)	
EFT Pymt	EFT 9712	22-Sep-2023	Beverley Tyre Service - BTS	2023-08 Aug Tyre services	(650.00)	
EFT Pymt	EFT 9713	22-Sep-2023	Dallcon Concrete Pty Ltd	BC2201 (Bdg 3203 Kokeby East Rd): Materials (see credit note 3327270)	(49,822.08)	
EFT Pymt	EFT 9714	22-Sep-2023	Fleet Fitness - O'Shaughnessy Family	Gym Equipment: Annual service	(517.00)	
EFT Pymt	EFT 9715	22-Sep-2023	LGIS (LGISWA)	2022-23 Workers Comp variation (Actual vs estimated)	(2,089.42)	
EFT Pymt	EFT 9716	22-Sep-2023	Linton Brett Hutchinson	Rates refund (overpayment) for Ass 51745 - 241 Westdale Road, Beverley 6304	(17,517.01)	
EFT Pymt	EFT 9717	22-Sep-2023	Node One Pty Ltd	2023-10 Oct NBN Fixed wireless Business FW Plus 75/10 mbps unlimited (5 shares)	(89.00)	
EFT Pymt	EFT 9718	22-Sep-2023	Norm Reynolds Electrical & Furniture	(F Depot: 221 L Refrigerator	(560.00)	
EFT Pymt	EFT 9719	22-Sep-2023	Officeworks Ltd	Stationery: 45 x A3 copy paper	(832.50)	
EFT Pymt	EFT 9720	22-Sep-2023	Synergy	Street Lights: 25 Jul - 24 Aug 23	(2,653.44)	
EFT Pymt	EFT 9721	22-Sep-2023	Wirtgen Australian Pty Ltd	BE026 (PROL04):1,000 hr service	(3,116.32)	
EFT Pymt	EFT 9722	22-Sep-2023	York Laundromat	11 - 18 Sep 2023 Onsite Cabins Laundry Fees	(581.24)	(112,533.64)
EFT Pymt	EFT 9727	28-Sep-2023	ASB Marketing P/L	Uniforms: Admin staff	(683.65)	
EFT Pymt	EFT 9728	28-Sep-2023	Avon Valley Ag Pty Ltd	Weed Control: Chemicals	(709.50)	
EFT Pymt	EFT 9729	28-Sep-2023	Beverley Community Resource Centre	Jul - Sep 2023 Qtrly Management Fees	(13,692.30)	
EFT Pymt	EFT 9730	28-Sep-2023	Country Copiers Northam (DA Gardner	Copy Charges - DX 8795 & DX C3730: 06 Aug - 07 Sep 2023	(482.89)	
EFT Pymt	EFT 9731	28-Sep-2023	Dead Tree Carpentry (K Blechynden)	Relief Maintenance 04 - 26 Sep 2023	(7,262.50)	
EFT Pymt	EFT 9732	28-Sep-2023	Focus Networks	Library: Reconfigure library computer	(594.00)	
EFT Pymt	EFT 9733	28-Sep-2023	Grants Empire	Development of CSRFF (Annual/ Forward Planning) grant application: 1 of 2 payments	(1,980.00)	
EFT Pymt	EFT 9734	28-Sep-2023	Landgate	Valuation Fees - Various: 10 Jun - 18 Aug 2023	(148.30)	
EFT Pymt	EFT 9735	28-Sep-2023	Sealite Pty Ltd	Aerodrome: Batteries for runway emergency lighting	(2,904.00)	

CHEQUE DETAIL - Municipal and Trust Accounts - SEPTEMBER 2023

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 9736	28-Sep-2023	Services Australia (Child Support - D J	Payroll deductions	(422.24)	
EFT Pymt	EFT 9737	28-Sep-2023	Staff - Stefan de Beer	Reimbursement: BE1 50.54L @\$1.897/L	(95.88)	
EFT Pymt	EFT 9738	28-Sep-2023	Synergy	Power use - Race Course: 12 Jul - 07 Sep 23	(141.79)	
EFT Pymt	EFT 9739	28-Sep-2023	WA Contract Ranger Services Pty Ltd	Ranger Services: 29 Aug, 04 Sep 2023	(627.00)	
EFT Pymt	EFT 9740	28-Sep-2023	York Laundromat	21 Sep 2023 Onsite Cabins Laundry fees	(48.29)	
EFT Pymt	EFT 9741	28-Sep-2023	Zircodata Pty Ltd	2023-08 Aug: Storage of Archives 155 x A1 Storage Boxes (Std Ctn)	(120.95)	(29,913.29)
Direct Debit	DD 4321.01	12-Sep-2023	Shadforth Portfolio Service - Super	Superannuation contributions	(1,102.89)	
Direct Debit	DD 4321.02	12-Sep-2023	National Mutual Retirement Fund	Superannuation contributions	(273.12)	
Direct Debit	DD 4321.03	12-Sep-2023	Cbus Super Fund	Superannuation contributions	(215.46)	
Direct Debit	DD 4321.04	12-Sep-2023	Mercer Super Trust, The Trustee for	Superannuation contributions	(576.15)	
Direct Debit	DD 4321.05	12-Sep-2023	Australian Super	Superannuation contributions	(1,934.71)	
Direct Debit	DD 4321.06	12-Sep-2023	Aware Super Pty Ltd	Superannuation contributions	(7,083.69)	
Direct Debit	DD 4321.07	12-Sep-2023	Australian Retirement Trust (Super func	Superannuation contributions	(425.09)	
Direct Debit	DD 4321.08	12-Sep-2023	MLC MasterKey Personal Super	Superannuation contributions	(157.74)	
Direct Debit	DD 4321.09	12-Sep-2023	Colonial First State Super (Gibson Dani	Superannuation contributions	(317.51)	
Direct Debit	DD 4321.10	12-Sep-2023	AMP Lifetime Super	Superannuation contributions	(232.87)	
Direct Debit	DD 4321.11	12-Sep-2023	UniSuper	Superannuation contributions	(257.66)	
Direct Debit	DD 4321.12	12-Sep-2023	Prime Super P/L	Superannuation contributions	(275.96)	(12,852.85)
Direct Debit	DD 4335.01	26-Sep-2023	Shadforth Portfolio Service - Super	Superannuation contributions	(1,102.89)	
Direct Debit	DD 4335.02	26-Sep-2023	National Mutual Retirement Fund	Superannuation contributions	(266.49)	
Direct Debit	DD 4335.03	26-Sep-2023	Cbus Super Fund	Superannuation contributions	(152.62)	
Direct Debit	DD 4335.04	26-Sep-2023	Mercer Super Trust, The Trustee for	Superannuation contributions	(578.47)	
Direct Debit	DD 4335.05	26-Sep-2023	Australian Super	Superannuation contributions	(1,739.44)	
Direct Debit	DD 4335.06	26-Sep-2023	Aware Super Pty Ltd	Superannuation contributions	(6,993.17)	
Direct Debit	DD 4335.07	26-Sep-2023	Australian Retirement Trust (Super func	Superannuation contributions	(447.70)	
Direct Debit	DD 4335.08	26-Sep-2023	MLC MasterKey Personal Super	Superannuation contributions	(138.91)	

CHEQUE DETAIL - Municipal and Trust Accounts - SEPTEMBER 2023

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	DD 4335.09	26-Sep-2023	Colonial First State Super (Gibson Dani Superannuation contributions		(317.51)	
Direct Debit	DD 4335.10	26-Sep-2023	AMP Lifetime Super	Superannuation contributions	(219.12)	
Direct Debit	DD 4335.11	26-Sep-2023	UniSuper	Superannuation contributions	(257.66)	
Direct Debit	DD 4335.12	26-Sep-2023	Prime Super P/L	Superannuation contributions	(275.96)	(12,489.94)
Direct Debit	97	04-Sep-2023	7 - CBA Merchant Fee	CBA Merchant Fee - Muni	(4,294.20)	(4,294.20)
Direct Debit	97	04-Sep-2023	7 - CBA Merchant Fee	CBA Merchant Fee - Trust	(20.00)	(20.00)
Direct Debit	97	06-Sep-2023	8 - ANZ Transactive	ANZ Transactive	(147.90)	(147.90)
Direct Debit	97	06-Sep-2023	12 - ANZ - BPAY	ANZ - BPAY	(512.33)	(512.33)
Direct Debit	97	06-Sep-2023	12 - ANZ - BPAY	ANZ - BPAY	(77.00)	(77.00)
Direct Debit	97	01-Sep-2023	3 - Payment for DoT	Payment for DoT	(1,093.05)	
Direct Debit	97	04-Sep-2023	3 - Payment for DoT	Payment for DoT	(2,404.75)	
Direct Debit	97	05-Sep-2023	3 - Payment for DoT	Payment for DoT	(2,905.80)	
Direct Debit	97	06-Aug-2023	3 - Payment for DoT	Payment for DoT	(3,681.00)	
Direct Debit	97	08-Sep-2023	3 - Payment for DoT	Payment for DoT	(2,229.00)	
Direct Debit	97	11-Sep-2023	3 - Payment for DoT	Payment for DoT	(4,231.35)	
Direct Debit	97	12-Sep-2023	3 - Payment for DoT	Payment for DoT	(1,585.30)	
Direct Debit	97	13-Sep-2023	3 - Payment for DoT	Payment for DoT	(1,664.40)	
Direct Debit	97	14-Sep-2023	3 - Payment for DoT	Payment for DoT	(305.65)	
Direct Debit	97	15-Sep-2023	3 - Payment for DoT	Payment for DoT	(371.45)	
Direct Debit	97	18-Sep-2023	3 - Payment for DoT	Payment for DoT	(2,773.35)	
Direct Debit	97	19-Sep-2023	3 - Payment for DoT	Payment for DoT	(1,651.45)	
Direct Debit	97	20-Sep-2023	3 - Payment for DoT	Payment for DoT	(2,255.00)	
Direct Debit	97	21-Sep-2023	3 - Payment for DoT	Payment for DoT	(3,411.35)	
Direct Debit	97	22-Sep-2023	3 - Payment for DoT	Payment for DoT	(4,667.85)	
Direct Debit	97	26-Sep-2023	3 - Payment for DoT	Payment for DoT	(9,764.55)	
Direct Debit	97	27-Sep-2023	3 - Payment for DoT	Payment for DoT	(2,893.75)	

CHEQUE DETAIL - Municipal and Trust Accounts - SEPTEMBER 2023

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	97	29-Sep-2023	3 - Payment for DoT	Payment for DoT	(3,832.75)	(51,721.80)
Direct Debit	EFT 9724	25-Sep-2023	Credit Card - Shire of Beverley	2023-08 Aug Credit Card Purchases	(2,744.04)	(2,744.04)
PAYMENTS RAISED IN CURRENT MONTH					(734,155.78)	(734,155.78)
WAGES & SALARIES						
EFT Pymt		13-Sep-2023	Wages & Salaries	FE - 12 September 2023	(66,807.97)	
EFT Pymt		27-Sep-2023	Wages & Salaries	FE - 26 September 2023	(64,066.81)	
WAGES & SALARIES					(130,874.78)	(130,874.78)
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT						
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT					0.00	0.00

CHEQUE DETAIL - Municipal and Trust Accounts - SEPTEMBER 2023

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
				<i>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</i>	<i>0.00</i>	<i>0.00</i>
OTHER AMENDMENTS/GENERAL JOURNALS						
				<i>OTHER AMENDMENTS/GENERAL JOURNALS</i>	<i>0.00</i>	<i>0.00</i>
INVESTMENTS						
				<i>INVESTMENTS</i>	<i>0.00</i>	
TOTAL EXPENDITURE for MUNICIPAL ACCOUNT						(865,030.56)

CHEQUE DETAIL - Municipal and Trust Accounts - SEPTEMBER 2023

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT						
CEO - STEPHEN GOLLAN						
Credit card	1067515047	27-Jul-2023	WIX .com	Caravan Park WIX website subscription for 2 years	477.71	
Credit card	#0010321130356	30-Jul-2023	Atlas Fuel Ascot	BE1 (PSDN17) - 40,000km service	91.34	
Credit card	44582330	31-Jul-2023	SurveyMonkey	2023/24 Subscription - Standard plan	292.15	
Credit card	#0040121530182	03-Aug-2023	Atlas Fuel Sawyers Valley	BE1 (PSDN17) - 40.26 L @ \$1.743/L GST incl	70.17	
Credit card	916587251939337279	07-Aug-2023	Weebly (Square AU Pty Ltd)	Beverleywa.com website pro subscription	190.34	
Credit card	#0040122030742	08-Aug-2023	Atlas Fuel Sawyers Valley	BE1 (PSDN17) - 56.90 L @ \$1.757/L GST incl	99.97	
Credit card	#049648	10-Aug-2023	Red Vault	Local Laws Review Meeting - Lunch for 8 councillors and staff	108.00	
Credit card	REC 00317057	14-Aug-2023	X Convenience Erskine	BE1 (PSDN17) - 62.93 L @ \$1.793/L GST incl	112.83	
Credit card	503430136	15-Aug-2023	ACMA	Land mobile Appart Lic Renewal Lic 252882/1 Exp: 31 Jul 2024	114.00	
Credit card	4225670	16-Aug-2023	DoT	Temporary movement permit for the Bedford truck for Bev Show	23.35	
Credit card	#0040122930040	17-Aug-2023	Atlas Fuel Sawyers Valley	BE1 (PSDN17) - 38.19 L @ \$1.835/L GST incl	70.08	
Credit card	MZCS395685	23-Aug-2023	Cannington Mazda	BE1 (PSDN17) - 40,000km service	644.10	
Credit card	#0040123630019	24-Aug-2023	Atlas Fuel Sawyers Valley	BE1 (PSDN17) - 65.89 L @ \$1.845/L GST incl	121.57	
Credit card	CRM-SIN-030433	25-Aug-2023	Crommelins	Sundry plant (PSP99): Parts for Wacka Packa	31.13	2,446.74
DCEO - SIMON MARSHALL (AVONDALE MACHINERY SHED)						
Credit card	475510	31-Jul-2023	Avon Trading	Supplies: V belt C38 (on inv 45510) EFTPOS error, deducted \$30.75, then refunded (\$10)., GST	30.75	
Credit card	181055071468	17-Aug-2023	Bev Dome Fuel Hire	Fuel: 34.2L @ \$2.039 ULP	69.73	100.48
MOW - STEPHEN VINCENT						
Credit card	BE020/AUG23.01	15-Aug-2023	DoT	BE020 (PUTE14): Retention of plates BE020 (BE020 ->1HWH783)	31.10	
Credit card	CRM-SIN-030329	22-Aug-2023	Crommelins	Sundry plant (PSP99): Parts for Wacka Packa plate	115.72	
Credit card	BE020/AUG23.02	22-Aug-2023	DoT	BE020 (PUTE18): Change of plates BE020 (1HYV14 -> BE020)	18.90	
Credit card	BE70327/AUG23	24-Aug-2023	DoT	BE70181 (PTRL13): Replacement of stolen plate (BE70181 -> BE70327)	31.10	196.82
August 2023 transactions presented on 25 September 2023 (EFT 9724), Shire of Beverley Municipal Bank account						2,744.04

CHEQUE DETAIL - Municipal and Trust Accounts - SEPTEMBER 2023

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
TRUST ACCOUNT DETAILS						
PAYMENTS RAISED IN CURRENT MONTH						
Direct Debit	EFT 9723	22-Sep-2023	Russell Lloyd Miller	Refund of Bonds - Rec Centre Hire, Booking: 10 Sep 2023 (Rec 38960)	(200.00)	(200.00)
Direct Debit	EFT 9725	25-Sep-2023	Courtney Stone	Refund of Bonds - Rec Centre Hire, Booking: 23 Jan 2023 (Rec 36581)	(200.00)	
Direct Debit	EFT 9726	25-Sep-2023	Tamara Nixon	Refund of Key Bond Light Tower (Rec 37413)	(50.00)	(250.00)
PAYMENTS RAISED IN CURRENT MONTH					(450.00)	(450.00)
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						(450.00)
TOTAL EXPENDITURE as reconciled to the AUGUST 2023 BANK STATEMENTS						
Municipal Account Expenditure					(865,030.56)	
Trust Account Expenditure					(450.00)	
TOTAL EXPENDITURE for AUGUST 2023						(865,480.56)

11.3 Refuse Site Contractor – Increase in Contract Charge

Submission To:	Ordinary Council Meeting 31 October 2023
Report Date:	24 October 2023
Applicant:	Wheatbelt Arborist Service Professionals (M Heavey)
File Reference:	ADM 0188
Author and Position:	Stephen Vincent, Manager of Works
Previously Before Council:	Nil
Disclosure(s) Of Interest:	Nil
Attachments:	Nil

SUMMARY

Council to consider an increase to the fees charged for the Beverley Refuse Site contractor, Wheatbelt Arborist Service Professionals (WASP).

BACKGROUND

Mick Heavy of Wheatbelt Arborist Service Professionals has been informally contracted to manage the Beverley Refuse Site since May 2022. In that time, he and his wife Jen have made significant improvements to the site through recycling of various materials; ensuring that non-Beverley residents and ratepayers are not dumping their waste; and with successful use of Shire machinery.

COMMENT

The improvements made by WASP are essentially extending the life of the Beverley Refuse Site. If the Refuse Site is not managed effectively and the site runs out of space, a transfer station option will need to be explored. To date, the Manager of Works is very pleased with WASP's management of the site.

The Chief Executive Officer and Manager of Works met with Mick and Jen Heavey on Tuesday 12 September 2023 to develop a formal contract to operate the Beverley Refuse Site. In the meeting they requested an increase in the hourly rate from \$36.50 to \$50.00. The increase is to cover a second person (Jen); personal liability insurance and general cost of living expenses. WASP are responsible for their own superannuation, workers compensation and personal liability insurance.

The CEO and MOW are supportive of the increase in charges. The request for an increase was not presented to Council in September due to the Electoral Caretaker period.

The increase, if agreed to, will be backdated to 16 September 2023.

STATUTORY ENVIRONMENT

N/A

CONSULTATION

CEO – Stephen Gollan

MOW – Steve Vincent

FINANCIAL IMPLICATIONS

The increase in charges request is an unbudgeted expense.

2023/24 budget \$65,770 (*materials and contractors*).

Approximate additional cost \$13,500 unbudgeted (based on 100hrs per month, extra \$13.50 p/hr)

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

N/A

RISK IMPLICATIONS

Medium (9) - There is a medium to high risk to Council if the Refuse Site is not managed effectively. If the site runs out of space a transfer station option will need to be explored.

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

That Council, noting the unbudgeted expense, agree to pay Wheatbelt Arborist Service Professionals a rate of \$50 per hour for the management of the Beverley Refuse Site, backdated to 16 September 2023.

11.4 2022/23 Management Letter

Submission To:	Ordinary Council Meeting 31 October 2023
Report Date:	25 October 2023
Applicant:	N/A
File Reference:	ADM 0231
Author and Position:	Simon Marshall, Acting Chief Executive Officer
Previously Before Council:	Annually
Disclosure(s) Of Interest:	Nil
Attachments:	Audit Findings for Management Letter

SUMMARY

Council to consider receiving the Management Letter.

BACKGROUND

The final audit was conducted by AMD Chartered Accountants between 18 – 20 September 2023 and authorised by the OAG on 25 October 2023.

COMMENT

The 2022/23 Management Letter containing three moderate findings with Shire Management comment are attached for the Council's reference.

The Audit and Risk Committee will meet on 31 October 2023 prior to the Council meeting. The recommendation listed below is subject to the Committee's final resolution.

STATUTORY ENVIRONMENT

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

7.12A. Duties of local government with respect to audits

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

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

RISK IMPLICATIONS

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

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

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

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

PROPOSED AUDIT AND RISK COMMITTEE RECOMMENDATION

That the Management Letter be received.

Attachment 11.4 – Audit Findings

ATTACHMENT

SHIRE OF BEVERLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Index of findings	Potential impact on audit opinion	RATING			Prior year finding
		Significant	Moderate	Minor	
1. Fair value assessment – Land and Buildings	No		✓		
2. Employee entitlements	No		✓		
3. Purchase orders	No		✓		✓

KEY TO RATINGS

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

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

The ratings included are preliminary ratings and could be modified pending other findings being identified, rated and the consideration of them collectively on the ratings and any potential impact on the audit opinion.

Attachment 11.4 – Audit Findings

ATTACHMENT

SHIRE OF BEVERLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. FAIR VALUE ASSESSMENT – LAND AND BUILDINGS

Finding

The Shire of Beverley has not performed an assessment to determine whether its land and building assets represent fair value.

Rating: Moderate

Implication

Without a robust assessment of fair value of the Shire's land and building assets, there is a risk that the fair value of these assets may not have been assessed adequately and in compliance with *AASB 13 Fair Value Measurement*, as well as Regulation 17A(4)(b) of the Local Government (Financial Management) Regulations 1996 (the Regulations).

Recommendation

The Shire consider implementing as part of the preparation of financial statements a formal robust process to determine whether indicators exist annually, that would trigger a requirement to perform a formal revaluation of land and building assets. Where indicators exist a robust fair value assessment should be performed capturing the requirements of *AASB 13 Fair Value Measurements*. This process is to ensure that the Shire's land and building are recorded at fair value in compliance with *AASB 13 Fair Value Measurement* and the Regulations.

This may entail obtaining relevant input from an independent valuer as to whether or not they consider there are any prevailing market factors which may indicate that the fair value of relevant assets are likely to have been impacted to any significant / material extent from the prior year. Where a fair value assessment has been performed internally the Shire may consider having this assessment peer reviewed by an independent valuer to obtain assurance over the valuation methodology applied, inputs and the reasonableness of the valuation model applied.

Management comment

A memorandum of Councils approach to considering land and building values was presented to the Auditor during the audit process.

Land and building assets, as well as Infrastructure assets, are required to be revalued by a qualified valuer every five years.

The Shire of Beverley does not employ anyone who has the skills or qualifications to provide an opinion on whether our reported fair values are fair or not. To this end we revert to our most recent valuation report undertaken (2021 in this instance), as required in compliance with the *Local Government (Financial Management) Regulations 1996*, to provide guidance.

The Department of Local Government, Sport and Cultural Industries has recently announced that they are investigating to amending *the Regulations* to address this issue of justifying valuations outside of revaluation years.

Further, the cost to receive a qualified opinion on the validity of reported asset values is in the range of \$5,000-6,000. Management cannot justify spending this amount given the risks associated with this particular method of reporting which are very low.

Responsible officer: Deputy CEO

Completion date: As required.

Attachment 11.4 – Audit Findings

ATTACHMENT

SHIRE OF BEVERLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

2. EMPLOYEE ENTITLEMENTS

Finding

Testing of employee leave entitlement balances identified an instance where the balance of long service leave hours for a staff member was not reduced by the long service leave taken during the year.

In addition, 4 employees had an annual leave balance in excess 8 weeks as at 30 June 2023 which is non-compliant with the Shire's documented Annual and Long Service Leave Policy (AF002).

Rating: Moderate

Implication

The absence of review and approval of employee leave provision calculations and leave taken, could result in invalid transactions and incorrect amounts being recorded.

Excessive accrued annual leave balances increases the risk of an adverse impact through excessive liabilities. In addition, fraud can also be more easily concealed by staff who do not take leave.

Recommendation

The Shire to review the employee leave provision calculations to ensure the correct leave taken is utilised for the reconciliation.

The Shire should continue to manage and monitor the excessive annual leave balances to reduce the liability, risk of business interruption and potential fraud.

Management comment

Staff are directed to take leave to maintain leave balances below 8 weeks. Various factors, including availability of suitable relief, may see the reduction in leave taking longer, all the while staff are still accruing leave.

It is an on going challenge.

The long service leave reporting error is an administration issue and the responsible staff member has been directed to ensure we are recording leave entitlements correctly.

Responsible officer: HR Officer & Direct Supervisor

Completion date: On Going

Attachment 11.4

ATTACHMENT

SHIRE OF BEVERLEY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

3. PURCHASE ORDERS

Finding

Our sample testing of 25 payments identified 1 instance where a purchase order was raised after the date of the corresponding invoice.

Rating: Moderate (2022: Moderate)

Implication

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

Recommendation

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

Management comment

All purchases are to be accompanied by a purchase order.

Responsible officer: Senior Finance Officer

Completion date: On Going

11.5 Draft 2022/23 Independent Auditor's Report

Submission To:	Ordinary Council Meeting 31 October 2023
Report Date:	25 October 2023
Applicant:	N/A
File Reference:	ADM 0047
Author and Position:	Simon Marshall, Acting Chief Executive Officer
Previously Before Council:	Annually
Disclosure(s) Of Interest:	Nil
Attachments:	Draft 2022/23 Audit Report

SUMMARY

Council to consider that the draft 2022/23 Independent Auditor's Report from the Office of the Auditor General be received.

BACKGROUND

The audit of the 2022/23 Financial Report was conducted by AMD Chartered Accountants in September 2023.

The Independent Auditor's Report was received on 25 October 2023.

COMMENT

Please see attached draft 2022/23 Independent Auditor's Report.

The Audit and Risk Committee will meet on 31 October 2023 prior to the Council meeting. The recommendation listed below is subject to the Committee's final resolution.

STATUTORY ENVIRONMENT

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

7.12A. Duties of local government with respect to audits

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

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

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

RISK IMPLICATIONS

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

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

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

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

PROPOSED AUDIT AND RISK COMMITTEE RECOMMENDATION

That the Independent Auditor's Report be received.

Attachment 11.5



Auditor General

INDEPENDENT AUDITOR'S REPORT 2023 Shire of Beverley

To the Council of the Shire of Beverley

Opinion

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

- the Statement of Financial Position as at 30 June 2023, and the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows and Statement of Financial Activity for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2023 and its financial position at the end of that period
- in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Basis for opinion

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

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

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2023, but not the financial report and my auditor's report.

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

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

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to

Page 1 of 3

Attachment 11.5

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

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

The Chief Executive Officer (CEO) of the Shire is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

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

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

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

Auditor's responsibilities for the audit of the financial report

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

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

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

My independence and quality management relating to the report on the financial report

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

Attachment 11.5

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Beverley for the year ended 30 June 2023 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.

Jordan Langford-Smith
Senior Director Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
31 October 2023

11.6 2022/23 Councillors' Declaration

Submission To:	Ordinary Council Meeting 31 October 2023
Report Date:	26 October 2023
Applicant:	N/A
File Reference:	ADM 0047
Author and Position:	Simon Marshall, Acting Chief Executive Officer
Previously Before Council:	Annually
Disclosure(s) Of Interest:	Nil
Attachments:	2022/23 Councillor's Declaration

SUMMARY

Council to consider that the 2022/23 Councillors' Declaration be signed and received.

BACKGROUND

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

COMMENT

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

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

The Audit and Risk Committee will meet on 31 October 2023 prior to the Council meeting. The recommendation listed below is subject to the Committee's final resolution.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

RISK IMPLICATIONS

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

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

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

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

PROPOSED AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council authorise the President and Deputy President to sign the 2022/23 Councillors' Declaration and include the Declaration in the 2022/23 Annual Report.

Attachment 11.6

Councillors' Declaration

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

1. In the opinion of the Councillors:
 - 1.1 the financial statements and notes of the Shire of Beverley are in accordance with the Local Government Act 1995 and Regulations, including:
 - (a) giving a true and fair view of the Shire of Beverley's financial position as at 30 June 2023 and of its performance for the year ended on that date; and,
 - (b) complying with applicable Australian Accounting Standards; and
 - 1.2 there are reasonable grounds to believe that the Shire of Beverley will be able to pay its debts as and when they become due and payable.

On behalf of the Council:

Cr DC White
President

Cr DJ Ridgway
Deputy President

Dated this 31st day of October 2023

11.7 Draft 2022/23 Annual Report

Submission To:	Ordinary Council Meeting 31 October 2023
Report Date:	25 October 2023
Applicant:	N/A
File Reference:	ADM 0199
Author and Position:	Simon Marshall, Acting Chief Executive Officer
Previously Before Council:	Annually
Disclosure(s) Of Interest:	Nil
Attachments:	Draft 2022/23 Annual Report

SUMMARY

Council to consider that the 2022/23 Annual Report be accepted.

BACKGROUND

The 2022/23 Annual Financial Report has been produced in-house by the Deputy Chief Executive Officer and was audited by AMD Chartered Accountants in September 2023.

COMMENT

The draft 2022/23 Annual Report is attached for Council's consideration. The document will have a final format on adoption.

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

The Audit and Risk Committee will meet on 31 October 2023 prior to the Council meeting to review the Annual Report. The recommendation listed below is subject to the Committee's final resolution.

STATUTORY ENVIRONMENT

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

5.53. Annual reports

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

- (ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*; and
- (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - (i) the number of complaints recorded in the register of complaints; and
 - (ii) how the recorded complaints were dealt with;
 and
 - (iii) any other details that the regulations may require;
 and such other information as may be prescribed.

5.54. Acceptance of annual reports

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

* Absolute majority required.

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

5.55. Notice of annual reports

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

Local Government (Financial Management) Regulations 1996 provide:

51. Completion of financial report

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

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

RISK IMPLICATIONS

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

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

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

PROPOSED AUDIT AND RISK COMMITTEE RECOMMENDATION

That the 2022/23 Annual Report be accepted.

VINCENT STREET HERITAGE WALK

Vincent Street
HERITAGE
Walk

Vincent Street Heritage Walk

A PLACE FOR COMMUNITY CONNECTIONS

'In the spirit of reconciliation the Shire of Beverley acknowledges the Traditional Custodians of the land on which this heritage walk is located. We pay our respect to their Elders past and present.'

Step back in time with the Vincent Street Heritage Walk. All the unique places that you will see and experience on this Heritage Walk has cultural heritage significance to the Community of Beverley.

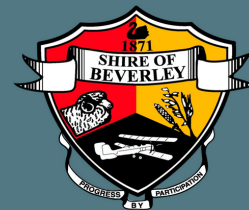
Individual interpretive signage pedestals are placed throughout Vincent Street.

Download our unique Augmented Reality App 'Vincent Street Heritage Walk' to view the following significant places:



You are here

- | | | |
|------------------------------|-----------------------------|-----------------------|
| 1. Beverley Town Hall | 13. Charles Edwards' Store | 23. Back of New South |
| 2. Beverley School (Site) | 14. Freemasons Hotel | 24. White Hotel |
| 3. Beverley Post Office | 15. Power's Building (Site) | 25. Central Buildings |
| 4. National Bank | 16. Beverley District Road | 26. James Building |
| 5. Pharmacy (Site) | 17. Bank Office | 27. Roper Building |
| 6. Beverley Firemen's | 18. Police Cottages | 28. Roper Building |
| 7. Co-operative Company | 19. Beverley Courthouse | 29. Roper Building |
| 8. Beverley Railway Station | 20. Beverley Municipal | 30. Roper Building |
| 9. Post Office (Site) | 21. Council Chambers | 31. Roper Building |
| 10. War Memorial | 22. Police Station | 32. Roper Building |
| 11. Police Building | 23. Roper Building | 33. Roper Building |
| 12. Blacksmith's Shop (Site) | 24. Roper Building | 34. Roper Building |



SHIRE OF BEVERLEY

ANNUAL REPORT 2022/23

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STATEMENT BY SHIRE PRESIDENT

This has been a year of consolidation for the Council after all the work and disruption that was incurred during the reconstruction of Vincent Street. With the 12-month warranty period concluding, management are preparing a report for the contractors to make-good the defects that have been identified.

While no further major infrastructure projects have been undertaken, there remain a number that are in the pipeline. These projects are entirely dependent upon grant funding as the Shire has little room to move in terms of borrowing to fund these projects.

The most pressing is the swimming pool. I have written on this in a number of Blarney reports but it is worth repeating. A full-scale redevelopment plan was drafted by consultants at the direction of the Shire some years ago. This was done after Councillors conducted a field trip to neighbouring Shires to view the work they had undertaken on their swimming pools.

The original estimate on the Beverley plan was \$5,000,000. This cost was considered to be a significant hurdle to completing the project so it was deferred while grant funding was sought. In 2021 the project was again put out for a cost assessment and the estimate came back at \$11,000,000. Today, that cost we estimate to have increased to something in excess of \$13,000,000.

Despite this, Council recognises that, with the facilities being over 60 years of age, an attempt must be made to at least attend to some of the basic functions. The first stage considered to be most pressing is the pump room, plumbing, and filtration system. Installation of a wet deck and disabled access is also required. Shire will borrow a further \$1,000,000 and seek grant funding for the balance to commence this.

This loan will extend Shire borrowings to their limit as Council set a preferred target for a limit on borrowings some years ago to be no more than 75% of the total rate revenue in a calendar year. Due to pressures experienced, borrowings have now exceeded this target and will reach about 90% of total rate revenue in a calendar year.

Excess borrowings for any organisation put pressure on the solvency of the organisation and this has been demonstrated through some Local Governments having Administrators being appointed to rectify the financial situation.

While facilities within the town are important to make Beverley a desirable place to live and visit, The Council recognises that the roads and particularly bridges within Shire boundaries are vital to the safety of all who travel. Farming is also bringing pressure to bear with ever larger and heavier road trains and machinery requiring wider roads and safer bridges. This is now receiving the priority it deserves and we are working closely with Main Roads to achieve these improvements. Of great concern though is the costs of these projects which have blown out. An example is the small bridge on the West Talbot road which is now quoted at a price in excess of \$6,000,000.



All this has been impacted by the severe storm in March which caused severe damage to many of the roads in the district. The damage was such that the Shire recognised that the cost of repairs was going to be beyond Shire resources. An application was made to DFES to have the area declared a disaster area to enable an application for disaster funding. The total cost of these repairs is estimated to be in excess of \$3,000,000. Frustratingly, the time taken to go through the process is long and trying. The declaration has now been made but further delays will occur as an actual estimate needs to be made by a consultant before tenders are called.

All of this may sound depressing but I can assure the community that the Council retains a positive attitude and working with management we know we can achieve much.

And on a positive note, I would like to remind the community that as part of the Vincent Street redevelopment, a Heritage Trail was established along Vincent Street to highlight the various heritage buildings. This project was nominated for the Western Australian Heritage Awards for 2022.

At a ceremony on Perth on Friday 25th November I attended the presentation of awards with Stefan de Beer, Manager of Planning and Development Services, and Ashleigh Fleay, Project Officer, at the WA Museum. We were delighted when the Beverley project was announced the winner. It was a privilege to be able to accept this award on behalf of the Shire and community, and heartening to have positive feedback from the judges who considered this project of an outstanding quality.

By the time of publication of the Annual Report, three Council positions will have been filled at the elections. This is a reduction of one under the new legislation. Three Councillors are retiring this year and they are Peter Gogol, Tim Seed, and Matt Norman. Peter has served 16 years as Councillor and provided significant input during his time. Tim has served 8 years and is finding work commitments too demanding to continue while Matt is experiencing the same pressures after 2 years.

To these gentlemen I offer the Shire and Community's sincere thanks for taking on these roles and for their various contributions during their tenure.

I would also like to conclude by acknowledging the commitment and work by all the staff at the Shire during a year that has proved challenging. To the CEO, Stephen Gollan, I commend his leadership and commitment to Beverley.

Cr David White
Shire President



STATEMENT BY THE CHIEF EXECUTIVE OFFICER

I am pleased to present the 2022/23 Annual Report to elected members, ratepayers and residents.

The 22/23 financial year was another busy year. Councillors and staff continued to plan, manage and implement initiatives that invest in the sustainable future of Beverley on behalf of our community.

In 2022/23 rate levels increased a modest 5% as interest rates and CPI began increasing. Shire staff are constantly seeking external funding to lessen the burden on ratepayers whilst still moving forward with capital projects and improving facilities.

The Shire was very pleased to support, both financially and in-kind, the 'Spring Back to Beverley' community event in September 2022. Also used as a soft opening for the Vincent Street re-development, the event was a celebration of the 150 year anniversary of the Beverley Road Board and the Dead Finish Museum. The weekend event was opened by the Minister for Local Government Hon. John Carey MLA and was attended by past and present residents and visitors alike. I would like to thank all the volunteers and staff who joined the working group to make the event a great success.

The Vincent Street Streetscape Project was officially completed in October 2022. Unfortunately the project was significantly delayed and I acknowledge the patience of local businesses and the community as Council pushed to the finish line. The street is now aesthetically pleasing with new plantings, lighting, safe crossings, level footpaths and underground power.

As part of the announced Local Government Reforms in September 2022, Council were forced to conduct a "Review of System of Representation" in November and December. Outcomes from Council's review and the Minister for Local Governments reforms will now see the introduction of recorded Council meetings and Beverley reducing from nine councillors to seven councillors over the next two election cycles. The Shire of Beverley would have preferred to remain with nine Councillors for reasons such as being in a smaller Community, there is a high probability to have issues reaching a quorum if there is illness, declarations of interest, leave of absence or other work/community commitments amongst the Councillors. Council also believe that nine Councillors increases a better representation of the spread of ratepayers across the Shire. Nonetheless, Council will still work hard with a decreased number in the future to achieve the best outcomes for the Community.

Council are still active in reducing the Shire's environmental footprint and in doing so installed solar panels at the Beverley Swimming Pool. Not only is it more sustainable but it is significantly reducing some costs associated with the pool.

Another highlight to benefit the Beverley Community was the completion of the Cemetery Record Digitisation Project for our towns site cemeteries. Drone aerial surveying and the input of manual records created high resolution images so that families, friends and visitors are able to conduct real time research on the Chronicle database.



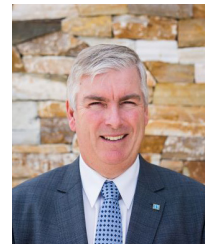
Throughout the financial year, the Shire outside crew activities include infrastructure works, construction programs, maintenance programs and gardening. Staffing was an issue throughout 22-23 due to retirements, long term injuries and direct wage competition from the mining sector, however the Shire managed to eventually fill all positions and I thank the outside team for their work to catch up on the various programs when numbers were low.

Background planning throughout 22-23 included the Beverley Swimming Pool; Headworks cost & construction for land to install workers accommodation; redevelopment of the Old School Building; and accession of the Old Nurses Quarters. All these planning initiatives will be dependent on external funding.

In May 2023, Council commenced a major review of the Strategic Community Plan 2017-2027 including a whole of community review and workshop. Whilst attendance at the workshop was low, I am very pleased that many clubs and individuals participated via the survey. This vital document guides planning, direction and grant funding applications for the services and facilities and ongoing advancement of our community.

Thank you to the Shire President Cr David White, Elected Members and Shire Staff for their commitment to the community. The 2022-23 year was difficult in periods due to the delay completing the main street, imposed Local Government reforms, ever increasing capital costs and decreasing government grants, however the positives of an activated main street, successful large scale community events and a positive community spirit make Beverley a great place to live, work and advocate.

Mr Stephen Gollan
Chief Executive Officer



YOUR COUNCIL



Elected Council 2021-2023 (Standing Back Row L to R): Cr Don Davis, Cr Chris Lawlor (Deputy President), Mr Stephen Gollan (CEO) Cr David White (Shire President), Cr Alan Sattler, Cr John Maxwell and Mr Simon Marshall (Deputy CEO). (Seated Front Row L to R): Cr Peter Gogol, Cr Matt Norman, Cr Susan Martin and Cr Tim Seed.

COUNCIL MEETINGS

An Ordinary meeting of Council is held on the fourth Tuesday of each month excluding January (11 in total). There were no Special Meetings of Council in 2022/23.

Council has four active Committees:

The **Audit and Risk Committee** met three times during the financial year. Cr's Norman, White and Lawlor are members of the Audit and Risk Committee. The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to Financial Reporting, Internal Control & Risk Management Systems, Annual Business Plans, Internal Audits, External Audits and Other Investigations.

The **Corporate Strategy Committee** met once during the financial year. All Council members are members of the Corporate Strategy Committee. The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to Strategic Planning, Budget, Asset Management, Policies and Integrated Planning.

The **Works Committee** met once during the financial year. Cr's Sattler, Davis, Lawlor and Seed are members of the Works Committee. The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to Roads, Plant and Equipment, Footpaths, Community Spaces and Environmental matters.

The **Cropping Committee** was not required to meet this financial year. Cr's Seed, Sattler and White are members of the Cropping Committee. The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to the Community Cropping Program.

2022/23 MEETING ATTENDANCE

COUNCILLOR	ORDINARY MEETINGS	COMMITTEE MEETINGS
Cr David White (P)	11	4
Cr Chris Lawlor (DP)	11	5
Cr Don Davis	11	4
Cr Peter Gogol	11	4
Cr Susan Martin	11	2
Cr John Maxwell	11	4
Cr Matt Norman	9	4

(P) - President

(DP) – Deputy President

COUNCILLOR TRAINING REPORT 2022/23

From October 2019 all newly and re-elected Councillors are required to complete Council Member Essentials.

WALGA's Council Member Essentials encompasses all five of the required training courses. This training has been specifically developed to deliver the essential skills and knowledge required by an Elected Member to perform their role as defined in the Local Government Act 1995.

The five courses are:

- Understanding Local Government;
- Conflicts of Interest;
- Serving on Council;
- Understanding Financial Reports and Budgets; and
- Meeting Procedures

All nine Shire of Beverley Councillors have completed the five courses.

Council has adopted a Councillor Training and Professional Development Policy and through this policy, Councillors are encouraged to request additional training if they so wish.

Stephen Gollan
Chief Executive Officer

ACHIEVEMENTS

During the 2022/23 Financial Year Council achieved the following:

STRATEGIC ACTIVITIES	OUTCOME
1. Maintain Moderate Rate Increases	<p>Council resolved to increase Rates by 5% in 2022/23 reflecting increasing costs due to COVID-19 lead supply shortages.</p> <p>Further, Council maintained its 10% discount for Rates paid by the discount date. The Shire of Beverley is the only Local Government Authority that continues to offer such an incentive in the State.</p>
2. Vincent Street Streetscape	<p>Construction of the Vincent St Streetscape project concluded in October 2022 drawing to a close one of the biggest undertakings Council has progressed in recent times.</p> <p>The project was funded through the Building Better Regions program (\$1.5M), Local Roads and Community Infrastructure (\$954,000), Roads to Recovery (\$300,000) and RAC (\$200,000).</p> <p>Council also raised a loan of \$1M (2022/23) and the utilised Reserve funds to ensure adequate financial resources were available to deliver the project.</p> <p>The final result has delivered a pedestrian focused streetscape allowing safe and easy access to our Mainstreet businesses. The reintroduction of street trees and garden beds will create vibrancy in years to come as the plantings mature.</p> <p>Also incorporated with the development was the Vincent St Heritage Interactive Walk which was awarded the winner of the 2022 WA Heritage Award for the Heritage Tourism Product category.</p>
3. Road Construction	<p>Council invested \$1.00 Million in road construction works (excluding the Vincent St works) during 2022/23.</p> <p>This represents 32% of Councils capital expenditure for the year.</p> <p>Road construction works for 2022/23 covered 20.4 Km.</p>
4. Closing Surplus Position	<p>Council achieved a closing surplus position for the 2022/23 financial year of \$2.63 Million.</p> <p>This includes an advanced payment of \$1.43M in financial assistance grants.</p>
5. Maintain Acceptable Debt Levels	<p>Council did not raise any loans during the 2022/23 financial year.</p> <p>Council's overall debt as at 30 June 2023 was \$2.12M.</p> <p>Council's debt servicing ratio, which compares operating surplus to principal and interest expenses, strengthened to 8.84.</p> <p>Council's internal ratio of Rates to Debt, which expresses Rates raised as a multiple of debt levels was 1.46.</p> <p>Council intends to raise \$1M in loan funds in 2023/24 to partially fund Swimming Pool upgrades.</p>

KEY STRATEGIC ACTIVITIES FOR 2023/24

The following are the key activities funded in the 2023/24 Annual Budget and these will contribute in achieving the strategic vision, goals and outcomes detailed in the Shire's Strategic Community Plan.

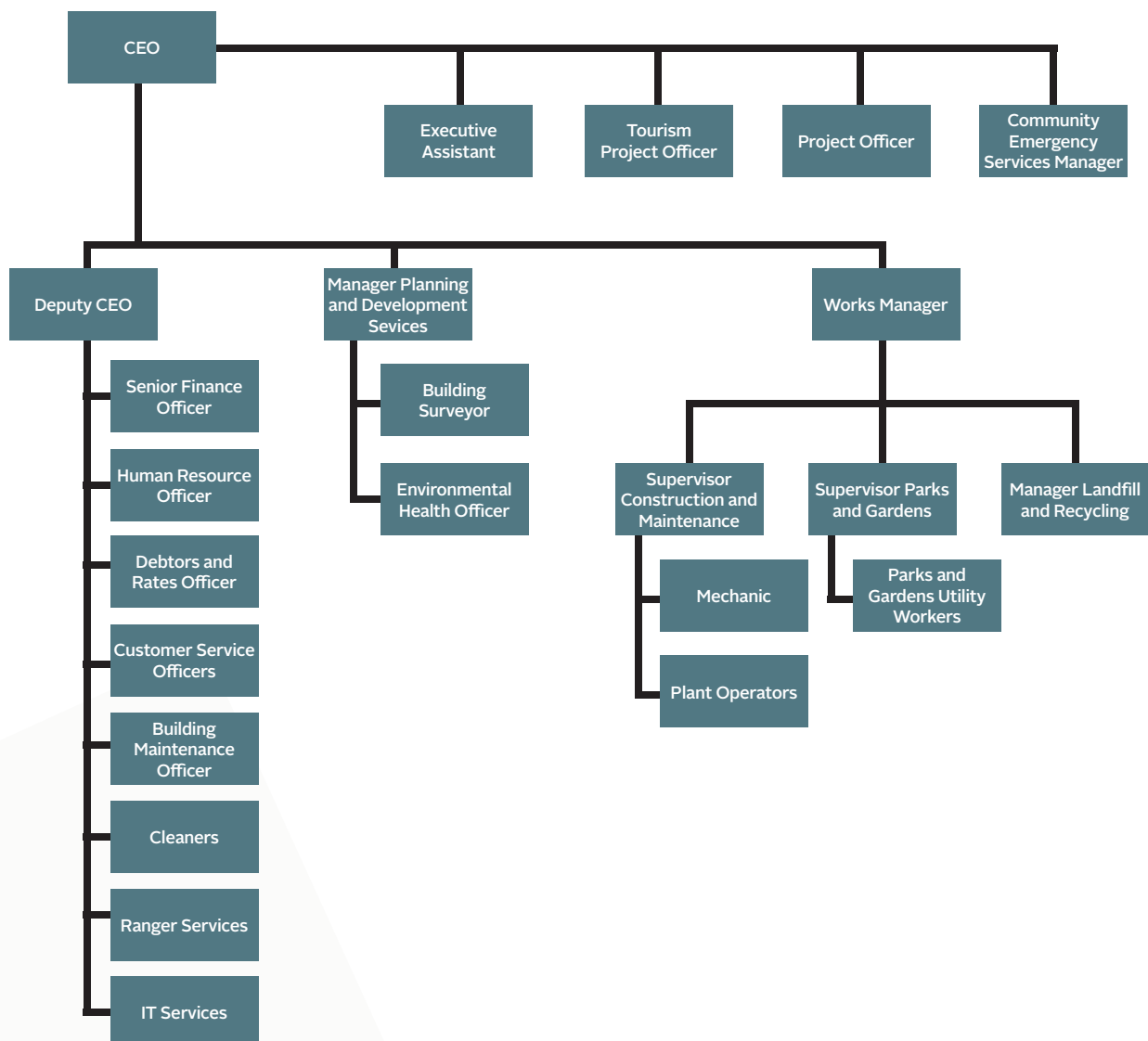
STRATEGIC ACTIVITIES	PLANNED WORKS	TIMELINE
Swimming Pool Upgrade – Stage 1	Completion of upgrade works to the swimming pool including renewal of plant room and filtration infrastructure, access ramp and steps, renewal of diving blocks, paving renewal and general landscaping works.	Complete by October 2024.
Old School Building – Civic Centre Upgrade	Completion of upgrade works to the Old School Building including relocation of toilet block and general internal renovation works to allow the relocation of the Council Chambers and the creation of a dedicated civic ceremony space.	Complete by June 2024.
Electric Vehicle (EV) Fast Charger	Install an EV fast charger at the Cornerstone to attract EV visitors to Town. It is planned to leverage State Government funding as it becomes available.	Complete by June 2024.
Bridge Works	Work on Bridge 3203 Kokeby East Road scheduled to be undertaken in 2022/23 have been carried over, in addition, work on Bridge 3205 Bremner Road has been included in the 23/24 Capital works program.	Complete by June 2024.
Road Construction	Ongoing upgrade and renewal works across the Shire including Waterhatch, Edison Mill and Mawson Roads and a continued 2nd seal, gravel resheeting, roadside spraying and tree lopping program.	Complete by June 2024.



ORGANISATIONAL STRUCTURE

The Shire of Beverley staff members are part of the corporate structure headed by the Chief Executive Officer. This corporate approach ensures that staff members work towards achieving common goals.

The Shire's staff are organised across four Divisions, Community Services, Corporate Services, Infrastructure Services and Technical Services. Whilst the Chief Executive Officer is responsible for the overall management of the organisation, each Division has its own Senior Officer who oversees the functioning of their respective Division. The Corporate Management Team implements and administers the policies of the Elected Members.



LEGISLATIVE COMPLIANCE

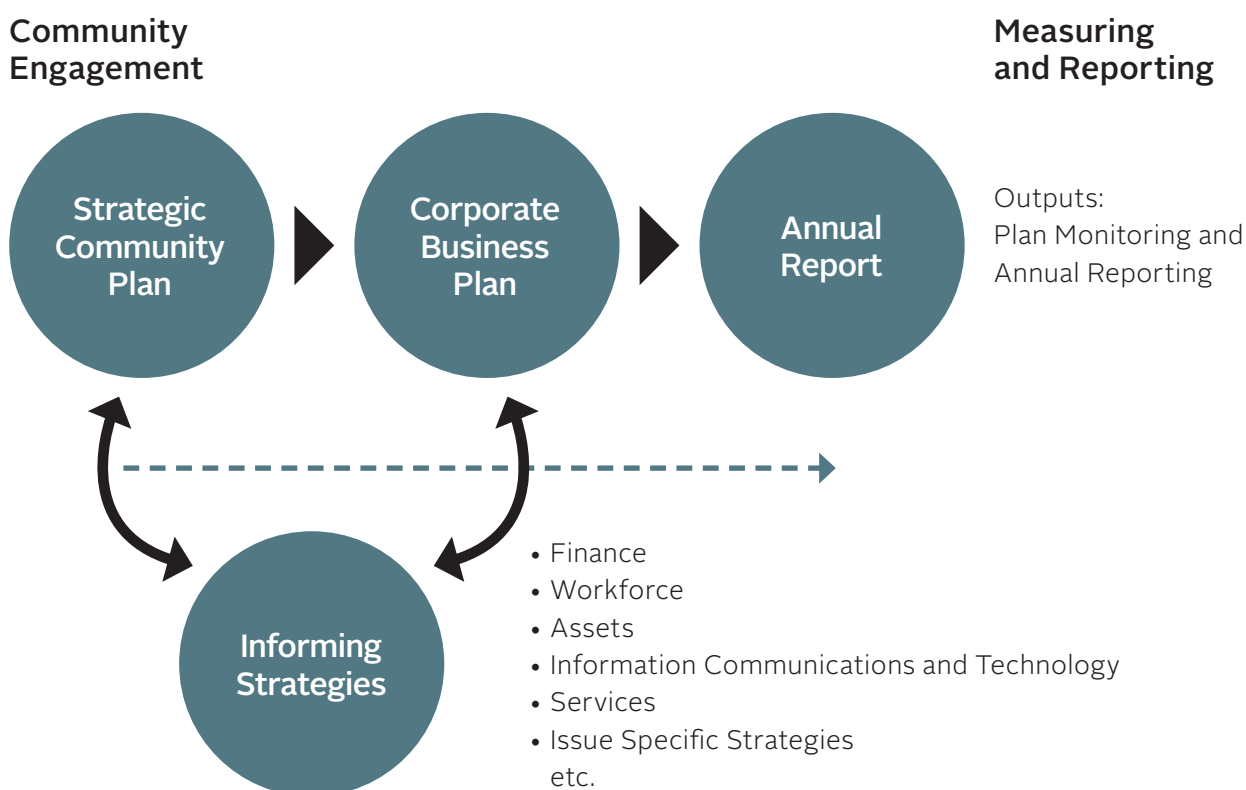
INTEGRATED PLANNING AND REPORTING (IPR) FRAMEWORK

The IPR framework is designed to establish community priorities and linking this information into different parts of a local government's functions.

The IPR framework requirements are outlined in the Local Government (Administration) Regulations Division 3 – Planning for the Future.

The minimum requirements of the Regulations stipulate that the Local Government is to produce a Strategic Community Plan covering a period of no less than 10 years and a Corporate Business Plan covering a period of at least four years.

The diagram below illustrates the different elements of the IPR:



ELEMENTS OF INTEGRATED PLANNING AND REPORTING FRAMEWORK



STRATEGIC COMMUNITY PLAN

Our Strategic Community Plan 2017-2027 is a Council visionary forward planning document based on community feedback, our current position and desired position.

REVIEW

Council completed a Minor Review of the Strategic Community Plan in June 2021. A full review commenced in May 2023 with a Council Workshop. Community Consultation was then open for an 8 week period with a workshop held on 8 June 2023. Council are expected to adopt the reviewed plan in November 2023.

Throughout 2022-23, Council's vision, values, priorities and goals remain as:

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

COUNCIL PRIORITIES:

1. Our investments support or facilitate employment and local business growth.
2. Our people, the community and quality of life are important to our success.
3. Our relationships bring financial, social, health and environmental benefits to the organisation and residents.

GOALS:

The Strategic Plan has 12 goals covering Infrastructure, Economic Development, Our People, Our Location and Governance.

Achievements of the 2021/22 financial year are listed on the following pages.

2022/23 STRATEGIC COMMUNITY PLAN ACHIEVEMENTS

The following objectives as outlined in the Shire of Beverley's Strategic Community Plan were achieved during the 2022/23 financial year:

INFRASTRUCTURE – GOAL 1

- **Shire infrastructure is prepared for economic gains and increase in our population:** Council invested \$1.00M in road construction which covered 20.4km of roads. \$430,000 was invested in plant renewal which included a new Grader.

INFRASTRUCTURE – GOAL 2

- **Community infrastructure of significance, economic value and history adds to our identity:** The Shire installed a Heritage Trail Walk on Vincent Street. The trail includes a trail head marker, place signage and an interactive QR App. The Heritage Trail Walk was the 2022 Winner of the WA Heritage Awards in the Heritage Tourism Product Category.

ECONOMIC DEVELOPMENT – GOAL 3

- **To have land available for domestic and commercial growth:** Council are preparing a grant application to complete headworks on available land on Hunt Road for the purpose of providing Workers Accommodation.

ECONOMIC DEVELOPMENT – GOAL 4

- **Vincent Street is activated and aesthetically improved:** The Vincent Street Streetscape Project was completed in late 2022. The street has been beautified with new street lighting, footpaths, underground power, seating, safe pedestrian crossings and the inclusion of a heritage trail.



ECONOMIC DEVELOPMENT – GOAL 5

- **Existing businesses can grow in Beverley and new business are attracted:** Council continues to support new business through approval of Planning Applications and Building Licences (where applicants meet all required conditions).

Council continues to support CRISP Wireless in their grant funding applications to enable better internet connectivity for the Shire of Beverley. Three new mobile towers have been installed to support business which includes primary producers, and residents. Fast and secure internet connectivity cannot be understated. Improving connectivity will see business remain and grow in Beverley.

ECONOMIC DEVELOPMENT – GOAL 6

- **Beverley has a unique identity in the region and is well visited:** Council supported the “Spring Back to Beverley 2022” event, both financially and in-kind, which celebrated 150 years of the Dead Finish Museum and 150 years of the Beverley Roads Board. The event was attended by the Minister for Local Government, many visitors, ex-residents and current residents.

Council continues to support and sponsor community events including the annual Beverley Agricultural Show and Beverley Rose Show.

OUR PEOPLE – GOAL 7

- **Increase all forms of club participation:** the Shire allocated \$25,000 to two rounds of Community Grants that are open to all incorporated groups. In 2022/23, the entire allocation was distributed to nine community groups and clubs.

OUR PEOPLE – GOAL 8

- **Beverley continues to be an inclusive, friendly and caring community:** Council continues to work towards providing universal access to all Council facilities where possible. In 2022/23 Vincent Street was redeveloped and includes new disabled parking bays close to facilities and level footpaths.

Further upgrades to the footpath around Beverley District High School were completed.

OUR PEOPLE – GOAL 9

- **We have a healthy and safe community:** Council has a representative on the Early Years Network Committee, the Alex Miles Lodge Committee and the Local Health Advisory Group. Each Councillor reports back to Council on the various Committee's progress.

The Community Emergency Services Manager has held training to ensure our Bush Fire Control Officers, Bush Fire Volunteers and Shire Staff meet the minimum required standards to attend a fire ground.

The Local Emergency Management Group meets quarterly and is represented by Council, Fire Control Officers, Beverley Police, Beverley Hospital, Beverley District High School and the Beverley CWA. The Local Emergency Plan is updated at each meeting.

OUR LOCATION – GOAL 10

- **Rivers, lakes and reserves are an attraction for locals and visitors:** The Brooking St Reserve and Dale River Reserve are managed by the Shire and now complete with tables and chairs for locals and visitors to enjoy.

OUR LOCATION – GOAL 11

- **We aim to protect, manage and preserve our natural environment:** Solar power has been installed at the Beverley Swimming Pool reducing Council's use of non-renewable power sources and at the same time reducing operating expenses.

The Shire continues mitigation works along the Avon River to clear vital paths in case of fire or other disasters.

Water captured by Council's Storm Water Harvesting Dams and treated water provided by the Water Corporation is continuing to sustain the Town Oval and the main street gardens.



GOVERNANCE – GOAL 12

- **Council leads the organisation and engages with the community in an accountable and professional manner:**
Community consultation was held for the review of the Strategic Community Plan.
Council works closely with its Auditors to ensure all legislative requirements are met and that the Annual Report and Annual General Meeting with the Beverley Ratepayers are held in a timely manner.

INFORMING STRATEGIES**CORPORATE BUSINESS PLAN**

The Shire of Beverley's Corporate Business Plan demonstrates how Council is going to achieve the Communities aspirations as identified in the Strategic Community Plan covering a medium term, four year time frame.

The Corporate Business Plan was adopted in 2014 and provides direction to the CEO regarding medium term operational and capital investment parameters.

A desktop review of the Corporate Business Plan is completed annually as part of the annual budgeting process.

There were no modifications made to the Shire of Beverley's Corporate Business Plan in the 2022/23 financial year. A full review has begun and is running concurrently with the Strategic Community Plan.

10 YEAR LONG TERM FINANCIAL PLAN (LTFP)

The LTFP reflects detailed financial workings based on achieving the objectives of the Strategic Community Plan and incorporating elements of workforce planning and asset management. The LTFP 2020 - 2030 was revised and adopted in 2019.

4 YEAR WORKFORCE PLAN (WFP)

The WFP, first adopted in 2013 and reviewed in 2019, provides a detailed management plan of Council's workforce which reflects the staffing requirements required to achieve the objectives of the Strategic Community Plan. The WFP was reviewed as part of the LTFP review process.

10 YEAR INFRASTRUCTURE ASSET MANAGEMENT PLAN (IAMP)

The IAMP, first adopted in 2013, reflects the renewal requirements of Council's infrastructure assets.

The 10 Year Infrastructure Asset Management Plan was reviewed in 2019/20 to assist in informing the review of the 10 year Long Term Financial Plan.

10 YEAR BUILDINGS ASSET MANAGEMENT PLAN (BAMP)

The BAMP, first adopted in 2012, reflects the renewal requirements of Council's building assets.

The 10 Year Building Asset Management Plan was reviewed in 2019/20. The BAMP assists in informing the review of the 10 Year Long Term Financial Plan.

10 YEAR PLANT REPLACEMENT PROGRAM (PRP)

The PRP, first adopted in 2015 and reviewed annually by Council reflects Council's Plant replacement requirements.



NATIONAL COMPETITION POLICY

The introduction of the National Competition Policy requires all local governments to include in the Annual Report, statements relating to the following:

THE STRUCTURAL REFORM OF PUBLIC MONOPOLIES

The intention of the Structural Reform of Public Monopolies, is that:

- There is a separation of regulatory and commercial functions of Public Monopolies.
- There is a separation of natural monopolistic operations and potentially competitive activities of Public Monopolies.
- There is a separation of potential competitive activities into a number of smaller, essentially independent business units.

The Shire of Beverley is not considered a natural monopoly, nor does it conduct any business activity that can be considered a Public Monopoly. Therefore the principle of structural reform of Public Monopolies does not apply to the Shire of Beverley.

COMPETITIVE NEUTRALITY

For significant local government business enterprises, which are classified as 'Public Financial Enterprises', local government will, where appropriate:

- Adopt a corporatisation model for those local government business enterprises.
- Impose on significant business enterprises:
 - Full Commonwealth, State and Territory taxes on tax equivalent systems;
 - Debt guarantee fees directed towards off-setting the competitive advantages provided by government guarantees; and
 - Those regulations to which private sector businesses are normally subject, such as those relating to the protection of the environment and planning and approval processes, on an equivalent basis to private sector competitors.

These principles have been designed to ensure that a local government has no unfair advantage over any competitor in the market place.

These principles only apply to business activities that receive more than \$200,000 in annual income, of which the Shire of Beverley has none, and therefore do not apply to the Shire of Beverley.

Council has not received any allegations of non compliance with Competitive Neutrality Principles from the private sector.

LEGISLATION REVIEW

In accordance with the National Competition Policy, all Local Laws are currently being reviewed.

DISABILITY ACCESS AND INCLUSION PLAN

The Disability Services Act 1993 was amended in December 2004, creating a requirement of public authorities to develop and implement Disability Access and Inclusion Plans (DAIPs). These Plans had to be fully developed by July 2007, and replaced and built on the achievements of Disability Service Plans (DSPs).

A complete review of the 2013-2018 plan was completed in November 2018 with Council adopting the DAIP 2018-2023 in December 2018.

Planning for the new 2023 – 2028 DAIP has commenced and will be finalised in December 2023.

A DAIP progress report is completed annually and forwarded to the Disability Services Commission. The 2022/23 progress report was completed and submitted in June 2023.

The following overarching strategies have been developed to address each of the seven desired outcome areas of the Disability Services Act from feedback gained in the consultation process.

OUTCOME 1

People with disability have the same opportunities as other people to access the services of, and any events organised by the Shire of Beverley.

STRATEGY
Ensure that people with Disability are consulted on their needs for services and the accessibility of current services.
Monitor Shire services to ensure equitable access and inclusion.
Develop links between the DAIP and other Shire Integrated plans.
Shire organised or funded events are accessible to people with Disability.
Promote Disability Services and programs available within our Shire and neighbouring Shires.

OUTCOME 2

People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Beverley.

STRATEGY
Ensure that all Shire buildings and facilities are physically accessible to people with Disability.
Ensure that all new or redevelopment work to public buildings and applications incorporates universal access and meets BCA standards.
Improvements to the accessibility and safe crossing on the main roads (Vincent Street) in Beverley.
Advocate to local businesses the requirements for and benefits flowing from the provision of accessible venues.
Ensure that all recreational areas are accessible.
Ensure that ACROD parking meets the needs of people with disability in terms of visibility, quantity and location.

OUTCOME 3

People with disability receive information from the Shire of Beverley in a format that will enable them to access the information as readily as other people are able to access it.

STRATEGY
Improve community awareness of Shire information being available in alternative formats.
Improve employee awareness of accessible information needs and how to provide information in other formats.
Ensure that the Shire's website meets accessibility guidelines.

OUTCOME 4

People with disability receive the same level and quality of service from the employees of a public authority as other people receive from the employees of the Shire of Beverley.

STRATEGY
Ensure that all employees, current and new, are aware of disability and access issues and have the skills to provide appropriate service and information.
Ensure that all elected members are aware of the Disability Access and Inclusion Plan and Shire's commitment to it.



OUTCOME 5

People with disability have the same opportunities as other people to make complaints to a public authority.

STRATEGY

Ensure that feedback and grievance mechanisms are known and accessible for people with Disability and are acted upon.

OUTCOME 6

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

STRATEGY

Ensure that people with disability are actively consulted about the DAIP and any other significant Shire planning processes.

Ensure that all Shire public consultations, forums, workshops and meetings are inclusive and accessible and people with disability are aware of them.

OUTCOME 7

People with disability have the same opportunities as other people to maintain employment with the Shire of Beverley.

STRATEGY

Ensure that inclusive recruitment practices are undertaken when advertising all employment positions.

Improve methods of attracting, recruiting and retaining people with disability.

PUBLIC INTEREST DISCLOSURE

PUBLIC INTEREST

The Public Interest Disclosure Act 2003 (the Act), aims to facilitate and encourage the disclosure of public interest information, and to provide protection for those who have made disclosures, and for those about whom disclosures are made.

The Shire of Beverley does not tolerate corrupt or other improper conduct, including mismanagement of public resources, and the exercise of the public functions of the Shire and its officers, employees and contractors.

The Shire is committed to the aims and objectives of the Act, and recognises the value and importance of contributions of staff to enhance administrative and management practices, and supports disclosures being made by staff regarding corrupt or other improper conduct.

During the 2022/23 Financial Year there were no disclosures made under the Act.



RECORD KEEPING PLAN

The State Records Act 2000 requires that the Shire maintains and disposes of all records in the prescribed manner.

Principal 6 - Compliance: Government Organisations ensure their employees comply with the Record Keeping Plan.

RATIONALE

An Organisation and its employees must comply with the Organisation's Record Keeping Plan. Organisations should develop and implement strategies for ensuring that each employee is aware of the compliance responsibilities.

MINIMUM COMPLIANCE REQUIREMENTS

The Record Keeping Plan is to provide evidence to adduce that:

1. The efficiency and effectiveness of the organisation's record keeping system is evaluated not less than once every 5 years.
2. The Organisation conducts a record keeping program.
3. The efficiency and effectiveness of the record keeping training program is reviewed from time to time.
4. The Organisation's induction program addresses employee roles and responsibilities in regards to their compliance with the Organisation's Record Keeping Plan.

The Shire of Beverley has complied with items 1 to 4.

In the updated Plan 2020-25, the Shire of Beverley has committed to increasing staff awareness of the disposal program for records kept offsite, including understanding and awareness on how to access offsite records; and the development of a Records Disaster Recovery Plan, to include the following strategies:

- Centralised storage location of Vital Records for easy removal or recovery.
- A Register of Vital Records, listing where vital records are stored in hardcopy and electronically and how they would be recovered after a disaster.
- Coordinating details for the salvaging and documenting of damaged records, along with planning an alternative work area.
- Installation of a Records Disaster Recovery Bin.

In 2021-22 the Shire of Beverley developed its Vital Record Register and Records Disaster Recovery Plan.

In 2022-23 the Shire contracted an external contractor to assist with ongoing archiving and to review the efficiency and effectiveness of our record keeping program. Several recommendations were made and staff are working towards implementation.

REGISTER OF MINOR COMPLAINTS

Section 5.121 of the Local Government Act 1995 (Register of Certain Complaints of Minor Breaches), requires the Complaints Officer for each local government to maintain a Register of Complaints which records all complaints that result in action under Section 5.110(6) (b) or (c) of the Act (Conduct of Certain Officials).

Section 5.53 (2) (hb) of the Local Government Act 1995 requires disclosure in the Annual Report of details of entries made under Section 5.121 during the financial year in the Register of Complaints, including:

- i. The number of complaints recorded on the register of complaints;
- ii. How the recorded complaints were dealt with; and
- iii. Any other details that the Regulations may require.

In accordance with these requirements, it is advised that no complaints or minor breaches under the Local Government Act 1995 were received during 2022/23.



FREEDOM OF INFORMATION

Section 96 of the Freedom of Information Act requires local governments to publish an Information Statement.

In summary, the Shire of Beverley's Statement indicates that the Shire of Beverley is responsible for the good governance of the Shire, and carries out functions as required, including statutory compliance and provision of services and facilities.

All Council meetings are open to the public, and meeting dates and venues are advertised on a regular basis. Members of the public are invited to ask questions during Public Question Time, shortly after the commencement of each meeting.

The Shire of Beverley maintains records relating to the function and administration of the Shire, each property within the Shire, and includes such documents as the Minutes of Meetings, Rate Book, Town Planning Scheme, Local Laws, Codes of Conduct, Register of Financial Interests, Register of Delegated Authority, Financial Statements, and Electoral Rolls. These documents can be inspected free of charge at the Shire Office, 136 Vincent Street, Beverley, during office hours.

No Freedom of Information requests were received in 2022/23.



SHIRE OF BEVERLEY
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

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The Shire of Beverley conducts the operations of a local government with the following community 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!

Principal place of business:
136 Vincent Street
BEVERLEY WA 6304

**SHIRE OF BEVERLEY
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

The accompanying financial report of the Shire of Beverley has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2023 and the financial position as at 30 June 2023.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the 17th day of August 2023



CEO

Stephen P Gollan
Name of CEO

SHIRE OF BEVERLEY
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2023

	NOTE	2023 Actual \$	2023 Budget \$	2022 Actual \$
Revenue				
Rates	28,2(a)	3,082,199	3,087,781	2,932,607
Grants, subsidies and contributions	2(a)	2,196,711	715,395	2,074,783
Fees and charges	2(a)	883,449	714,764	812,987
Interest revenue	2(a)	160,270	74,687	35,081
Other revenue	2(a)	283,364	424,882	487,763
		6,605,993	5,017,509	6,343,221
Expenses				
Employee costs	2(b)	(2,357,170)	(2,387,077)	(2,188,326)
Materials and contracts		(1,624,980)	(2,297,228)	(1,474,120)
Utility charges		(208,500)	(198,572)	(234,835)
Depreciation		(2,373,032)	(2,400,096)	(2,379,431)
Finance costs	2(b)	(93,459)	(86,323)	(85,247)
Insurance		(235,956)	(236,285)	(229,584)
Other expenditure	2(b)	(131,192)	(83,975)	(113,757)
		(7,024,289)	(7,689,556)	(6,705,300)
		(418,296)	(2,672,047)	(362,079)
Capital grants, subsidies and contributions	2(a)	1,555,691	2,030,994	3,096,186
Profit on asset disposals		50,000	62,000	64,207
Loss on asset disposals		0	(31,000)	(17,959)
Loss on revaluation of Infrastructure assets	9(a)	(1,599,573)	0	0
		6,118	2,061,994	3,142,434
Net result for the period		(412,178)	(610,053)	2,780,355
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	19	77,258,712	0	0
Total other comprehensive income for the period	19	77,258,712	0	0
Total comprehensive income for the period		76,846,534	(610,053)	2,780,355

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2023

	NOTE	2023 \$	2022 \$
CURRENT ASSETS			
Cash and cash equivalents	3	5,180,566	5,731,785
Trade and other receivables	5	479,417	440,031
Inventories	6	9,932	19,124
Other assets	7	204,187	540,517
TOTAL CURRENT ASSETS		5,874,102	6,731,457
NON-CURRENT ASSETS			
Trade and other receivables	5	161,235	148,045
Other financial assets	4	61,117	58,365
Property, plant and equipment	8	31,617,666	31,996,579
Infrastructure	9	140,931,964	64,135,531
TOTAL NON-CURRENT ASSETS		172,771,982	96,338,520
TOTAL ASSETS		178,646,084	103,069,977
CURRENT LIABILITIES			
Trade and other payables	14	548,074	1,194,835
Other liabilities	15	124,789	333,560
Lease liabilities	11(a)	6,837	6,837
Borrowings	16	117,135	138,425
Employee related provisions	17	432,155	397,892
TOTAL CURRENT LIABILITIES		1,228,990	2,071,549
NON-CURRENT LIABILITIES			
Trade and other payables	14	0	280,078
Lease liabilities	11(a)	0	6,837
Borrowings	16	2,001,138	2,118,273
Employee related provisions	17	52,493	76,311
TOTAL NON-CURRENT LIABILITIES		2,053,631	2,481,499
TOTAL LIABILITIES		3,282,621	4,553,048
NET ASSETS		175,363,463	98,516,929
EQUITY			
Retained surplus		47,528,330	47,991,699
Reserve accounts	31	2,280,551	2,229,360
Revaluation surplus	19	125,554,582	48,295,870
TOTAL EQUITY		175,363,463	98,516,929

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF BEVERLEY
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2023

	NOTE	RETAINED SURPLUS \$	RESERVE ACCOUNTS \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2021		44,609,993	2,830,711	48,295,870	95,736,574
Comprehensive income for the period					
Net result for the period		2,780,355	0	0	2,780,355
Other comprehensive income for the period	19	0	0	0	0
Total comprehensive income for the period		2,780,355	0	0	2,780,355
Transfers from reserve accounts	31	1,107,806	(1,107,806)	0	0
Transfers to reserve accounts	31	(506,455)	506,455	0	0
Balance as at 30 June 2022		47,991,699	2,229,360	48,295,870	98,516,929
Comprehensive income for the period					
Net result for the period		(412,178)	0	0	(412,178)
Other comprehensive income for the period	19	0	0	77,258,712	77,258,712
Total comprehensive income for the period		(412,178)	0	77,258,712	76,846,534
Transfers from reserve accounts	31	548,201	(548,201)	0	0
Transfers to reserve accounts	31	(599,392)	599,392	0	0
Balance as at 30 June 2023		47,528,330	2,280,551	125,554,582	175,363,463

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF BEVERLEY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2023

	NOTE	2023 Actual \$	2022 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Rates		3,082,199	2,932,608
Operating grants, subsidies and contributions		2,196,711	2,074,783
Fees and charges		883,449	812,985
Interest revenue		160,270	35,082
Other revenue		160,363	(125,643)
		6,482,992	5,729,815
Payments			
Employee costs		(2,346,726)	(2,172,057)
Materials and contracts		(2,409,133)	(1,474,120)
Utility charges		(208,500)	(234,835)
Finance costs		(93,459)	(78,024)
Insurance paid		(235,956)	(229,584)
Other expenditure		(131,192)	573,064
		(5,424,966)	(3,615,556)
Net cash provided by (used in) operating activities	20(b)	1,058,026	2,114,259
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for financial assets at amortised cost - bonds		(292,066)	(11,988)
Payments for purchase of property, plant & equipment		(624,401)	(1,123,988)
Payments for construction of infrastructure		(2,507,012)	(5,238,520)
Capital grants, subsidies and contributions		1,555,691	3,096,186
Proceeds from financial assets at amortised cost - contract assets		342,837	0
Proceeds from financial assets at amortised cost - self supporting loans		10,968	14,284
Proceeds from sale of property, plant & equipment		50,000	564,826
Net cash provided by (used in) investing activities		(1,463,983)	(2,699,200)
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings	30(a)	(138,425)	(122,529)
Payments for principal portion of lease liabilities	30(d)	(6,837)	(6,837)
Proceeds from new borrowings	30(a)	0	1,000,000
Net cash provided by (used in) financing activities		(145,262)	870,634
Net increase (decrease) in cash held		(551,219)	285,693
Cash at beginning of year		5,731,785	5,446,092
Cash and cash equivalents at the end of the year	20(a)	5,180,566	5,731,785

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2023

	NOTE	2023 Actual \$	2023 Budget \$	2022 Actual \$
OPERATING ACTIVITIES				
Revenue from operating activities				
Rates	28	3,082,199	3,087,781	2,932,607
Grants, subsidies and contributions		2,196,711	715,395	2,074,783
Fees and charges		883,449	714,764	812,987
Interest revenue		160,270	74,687	35,081
Other revenue		280,612	424,882	484,765
Profit on asset disposals		50,000	62,000	64,207
Fair value adjustments to financial assets at fair value through profit or loss	4	2,752	0	2,998
		6,655,993	5,079,509	6,407,428
Expenditure from operating activities				
Employee costs		(2,357,170)	(2,387,077)	(2,188,326)
Materials and contracts		(1,624,980)	(2,297,228)	(1,474,120)
Utility charges		(208,500)	(198,572)	(234,835)
Depreciation		(2,373,032)	(2,400,096)	(2,379,431)
Finance costs		(93,459)	(86,323)	(85,247)
Insurance		(235,956)	(236,285)	(229,584)
Other expenditure		(131,192)	(83,975)	(113,757)
Loss on asset disposals		0	(31,000)	(17,959)
Loss on revaluation of non-current assets		(1,599,573)	0	0
		(8,623,862)	(7,720,556)	(6,723,259)
Non-cash amounts excluded from operating activities	29(a)	3,887,262	2,369,097	2,295,362
Amount attributable to operating activities		1,919,393	(271,950)	1,979,531
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions		1,555,691	2,030,994	3,096,186
Proceeds from disposal of assets		50,000	194,000	564,827
Proceeds from financial assets at amortised cost - self supporting loans		10,968	10,968	14,285
		1,616,659	2,235,962	3,675,298
Outflows from investing activities				
Purchase of property, plant and equipment	8(a)	(624,401)	(1,508,500)	(1,123,988)
Purchase and construction of infrastructure	9(a)	(2,507,012)	(3,205,687)	(5,238,520)
		(3,131,413)	(4,714,187)	(6,362,508)
Amount attributable to investing activities		(1,514,754)	(2,478,225)	(2,687,210)
FINANCING ACTIVITIES				
Inflows from financing activities				
Proceeds from borrowings	30(a)	0	0	1,000,000
Transfers from reserve accounts	31	548,201	967,070	1,107,806
		548,201	967,070	2,107,806
Outflows from financing activities				
Repayment of borrowings	30(a)	(138,425)	(138,424)	(122,529)
Payments for principal portion of lease liabilities	30(d)	(6,837)	(6,837)	(6,837)
Transfers to reserve accounts	31	(599,392)	(489,749)	(506,455)
		(744,654)	(635,010)	(635,821)
Amount attributable to financing activities		(196,453)	332,060	1,471,985
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year	29(c)	2,418,115	2,418,115	1,653,810
Amount attributable to operating activities		1,919,393	(271,950)	1,979,531
Amount attributable to investing activities		(1,514,754)	(2,478,225)	(2,687,210)
Amount attributable to financing activities		(196,453)	332,060	1,471,985
Surplus or deficit after imposition of general rates	29(c)	2,626,301	0	2,418,116

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF BEVERLEY
FOR THE YEAR ENDED 30 JUNE 2023
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SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required The Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The local government reporting entity

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 32 of the financial report.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

Initial application of accounting standards

During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.

- AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments
- AASB 2020-6 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current - Deferral of Effective Date
- AASB 2021-7a Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [general editorials]
- AASB 2022-3 Amendments to Australian Accounting Standards - Illustrative Examples for Not-for-Profit Entities accompanying AASB 15

These amendments have no material impact on the current annual financial report

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current
- AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates
- This standard will result in a terminology change for significant accounting policies
- AASB 2021-7c Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-5 Amendments to Australian Accounting Standards - Lease Liability in a Sale and Leaseback
- AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants
- AASB 2022-7 Editorial Corrections to Australian Accounting Standards and Repeal of Superseded and Redundant Standards
- AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities

The amendment may result in changes to the fair value of non-financial assets. The impact is yet to be quantified.

Except as described above these amendments are not expected to have any material impact on the financial report on initial application.

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of revenue recognition
Rates	General rates	Over time	Payment dates adopted by Council during the year	None	When rates notice is issued
Grants, subsidies or contributions for the construction of non-financial assets.	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed term transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Grants, subsidies or contributions with no contractual commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Payment in full in advance or part payments made periodically	None	When assets are controlled
Fees and charges-licences, registrations, approvals	Building, planning, development and animal management, having the same nature as a licence	Single point in time	Full payment prior to issue	None	On payment of the licence, registration or approval
Fees and charges-Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annual fee	None	After inspection complete based on a four year cycle
Fees and charges-Other inspections	Regulatory food, health and safety	Single point in time	Full payment prior to inspection	None	After inspection complete
Fees and charges-Waste management	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Output method based on regular weekly and fortnightly periods as proportionate to collection service
Fees and charges-Property hire	Use of Halls and other facilities	Single point in time	Payment in full in advance	Refund if event cancelled	On entry or at conclusion of hire
Fees and charges-Commercial lease	Lease of office facilities	Over time	Fixed term transfer of funds based on agreed lease terms	None	Output method over lease term matched to access right
Fees and charges-Memberships	Community Gym and Pool Memberships	Over time	Payment in full in advance	None	Output method over 12 months matched to access right
Fees and charges-Other goods and services	Cemetery services, Library fees, private works	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works
Fees and charges-Fines	Fines issued for breaches of local laws	Single point in time	Payment in full within defined time	None	When fine notice is issued
Other Revenue-Commissions	Commissions on transport licencing and building levies	Single point in time	Payment in full on sale	None	When assets are controlled
Other Revenue-Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	When claim is agreed
Fees and charges - sale of scrap	Sale of excess items no longer required for operations	Single point in time	In full in advance	None	At point of sale
Other revenue - private works	Contracted private works	Single point in time	Monthly in arrears	None	At point of service

Consideration from contracts with customers is included in the transaction price.

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

For the year ended 30 June 2023

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	3,082,199	0	3,082,199
Grants, subsidies and contributions	183,367	0	1,999,935	13,409	2,196,711
Fees and charges	841,589	0	41,860	0	883,449
Interest revenue	136,078	0	0	24,192	160,270
Other revenue	7,909	0	65,377	210,078	283,364
Capital grants, subsidies and contributions	0	1,555,691	0	0	1,555,691
Total	1,168,943	1,555,691	5,189,371	247,679	8,161,684

For the year ended 30 June 2022

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	2,932,607	0	2,932,607
Grants, subsidies and contributions	134,031	0	1,801,149	139,603	2,074,783
Fees and charges	768,512	0	44,475	0	812,987
Interest revenue	11,374	0	0	23,707	35,081
Other revenue	68,033	0	66,660	353,070	487,763
Capital grants, subsidies and contributions	0	3,096,186	0	0	3,096,186
Total	981,950	3,096,186	4,844,891	516,380	9,439,407

Note	2023 Actual	2022 Actual
	\$	\$
Assets and services acquired below fair value		
The Shire has not received any contributed assets nor does it utilise any volunteer services.		
Interest revenue		
Interest on reserve account funds	72,108	7,972
Trade and other receivables overdue interest	24,192	3,447
Other interest revenue	63,970	3,402
	160,270	14,821
The 2023 original budget estimate in relation to: Trade and other receivables overdue interest was \$2,500.		
Fees and charges relating to rates receivable		
Charges on instalment plan	2,820	3,560
The 2023 original budget estimate in relation to: Charges on instalment plan was \$4,000.		
(b) Expenses		
Auditors remuneration		
- Audit of the Annual Financial Report	28,000	22,810
- Other services – Grant acquittals	2,700	400
- Other services – Deferred Pensioner Rates Certification	500	400
- Other services – Financial Mangement Systems Review	7,894	0
	39,094	23,610
Employee Costs		
Employee benefit costs	2,347,724	2,183,885
Other employee costs	9,446	4,441
	2,357,170	2,188,326
Finance costs		
Interest and financial charges paid/payable for lease liabilities and financial liabilities not at fair value through profit or loss	93,459	85,247
	93,459	85,247
Other expenditure		
Sundry expenses	131,192	113,757
	131,192	113,757

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

3. CASH AND CASH EQUIVALENTS

Cash at bank and on hand
Term deposits
Total cash and cash equivalents

Held as
- Unrestricted cash and cash equivalents
- Restricted cash and cash equivalents

Note	2023	2022
	\$	\$
	1,628,346	2,876,799
	3,552,220	2,854,986
20(a)	5,180,566	5,731,785
	2,900,013	2,876,799
20(a)	2,280,553	2,854,986
	5,180,566	5,731,785

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Term deposits are presented as cash equivalents if they have a maturity of three months or less from the date of acquisition and are repayable with 24 hours notice with no loss of interest.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted financial assets

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement and for which no liability has been recognised.

4. OTHER FINANCIAL ASSETS

Non-current assets

Financial assets at fair value through profit or loss

Financial assets at fair value through profit or loss

Units in Local Government House Trust - opening balance
Movement attributable to fair value increment
Units in Local Government House Trust - closing balance

2023	2022
\$	\$
61,117	58,365
61,117	58,365
58,365	55,367
2,752	2,998
61,117	58,365

Fair value of financial assets at fair value through profit or loss is determined from the net asset value of the units held in the Trust at balance date as compiled by WALGA.

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierarchy.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

Financial assets at fair value through profit or loss

The Shire has elected to classify the following financial assets at fair value through profit or loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which The Shire has elected to recognise as fair value gains and losses through profit or loss.

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

5. TRADE AND OTHER RECEIVABLES

Note	2023	2022
	\$	\$
Current		
Rates and statutory receivables	372,352	324,975
Trade receivables	86,890	53,893
Other receivables	0	10,968
GST receivable	20,175	50,195
	479,417	440,031
Non-current		
Pensioner's rates and ESL deferred	161,235	148,045
	161,235	148,045

The carrying amounts of the trade and other receivables include receivables which are subject to a factoring arrangement. Under the factoring arrangement, the Shire of Beverley has transferred the relevant receivables to the factor in exchange for cash and is prevented from selling or pledging the receivables, late payment and credit risk remains with the Shire of Beverley, therefore the Shire continues to recognise the transferred assets in their entirety. The amount repayable under the factoring arrangement is presented as a secured borrowing under other loans at Note 16. The Shire considers that the held to collect business model remains appropriate for these receivables and continues measuring them at amortised cost.

Disclosure of opening and closing balances related to contracts with customers

Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

Note	30 June 2023 Actual	30 June 2022 Actual	1 July 2021 Actual
	\$	\$	\$
Trade and other receivables from contracts with customers	93,523	64,996	72,771
Contract assets	197,553	540,382	100,000
Total trade and other receivables from contracts with customers	291,076	605,378	172,771

SIGNIFICANT ACCOUNTING POLICIES

Rates and statutory receivables

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

Trade receivables

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations as part of the ordinary course of business.

Other Receivables

Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers including grants for the construction of recognisable non financial assets.

Measurement

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

6. INVENTORIES

Note	2023	2022
	\$	\$
Current		
Fuel and materials	9,932	19,124
	9,932	19,124
The following movements in inventories occurred during the year:		
Balance at beginning of year	19,124	10,282
Inventories expensed during the year	(180,988)	(208,473)
Additions to inventory	171,796	217,315
Balance at end of year	9,932	19,124

SIGNIFICANT ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

7. OTHER ASSETS

Other assets - current

Accrued income

Contract assets

2023	2022
\$	\$
6,634	135
197,553	540,382
204,187	540,517

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Non-current assets held for sale

Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

Contract assets

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.

Impairment of assets associated with contracts with customers are detailed at Note 2(b) .

Non-current assets held for sale (Continued)

Non-current assets classified as held for sale are valued at the lower of the carrying amount and fair value less costs to sell.

The fair value of land and buildings was determined using the sales comparison approach using comparable properties in the area. This is a level 2 measurement as per the fair value hierarchy set out in Note 8(i).

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Note	Land	Buildings - non- specialised	Buildings - specialised	Total land and buildings	Furniture and equipment	Plant and equipment	Total property, plant and equipment
		\$	\$	\$		\$	\$	\$
Balance at 1 July 2021		2,457,196	8,931,794	18,985,273	30,374,263	124,356	1,902,262	32,400,881
Additions		0	47,783	266,094	313,877	0	810,111	1,123,988
Disposals		(23,000)	(207,883)	(5,418)	(236,301)	0	(282,276)	(518,577)
Depreciation	10(a)	0	(203,834)	(522,930)	(726,764)	(31,481)	(251,468)	(1,009,713)
Transfers		0	0	0	0	0	0	0
Balance at 30 June 2022		2,434,196	8,567,860	18,723,019	29,725,075	92,875	2,178,629	31,996,579
Comprises:								
Gross balance amount at 30 June 2022		2,434,196	10,108,803	25,829,550	38,372,549	222,896	4,165,783	42,761,228
Accumulated depreciation at 30 June 2022		0	(1,540,939)	(7,106,535)	(8,647,474)	(130,021)	(1,987,154)	(10,764,649)
Accumulated impairment loss at 30 June 2022		0	0	0	0	0	0	0
Balance at 30 June 2022		2,434,196	8,567,864	18,723,015	29,725,075	92,875	2,178,629	31,996,579
Additions		0	105,335	49,396	154,731	39,670	430,000	624,401
Disposals		0	0	0	0	0	0	0
Revaluation increments / (decrements) transferred to revaluation surplus		0	0	0	0	0	0	0
Assets classified as held for sale		0	0	0	0	0	0	0
Depreciation	10(a)	0	(203,226)	(527,400)	(730,626)	(33,788)	(238,900)	(1,003,314)
Transfers		0	0	0	0	0	0	0
Balance at 30 June 2023		2,434,196	8,469,973	18,245,011	29,149,180	98,757	2,369,729	31,617,666
Comprises:								
Gross balance amount at 30 June 2023		2,434,196	10,214,137	25,878,945	38,527,278	262,566	4,240,783	43,030,627
Accumulated depreciation at 30 June 2023		0	(1,744,165)	(7,633,936)	(9,378,101)	(163,809)	(1,871,051)	(11,412,961)
Accumulated impairment loss at 30 June 2023		0	0	0	0	0	0	0
Balance at 30 June 2023		2,434,196	8,469,972	18,245,009	29,149,177	98,757	2,369,732	31,617,666

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Land and buildings					
Land	2	Market approach using recent observable market data for similar properties / income approach using discounted cashflow methodology	Independent registered valuer	June 2021	Price per hectare / market borrowing rate
Buildings - non-specialised	2	Market approach using recent observable market data for similar properties / income approach using discounted cashflow methodology	Independent registered valuer	June 2021	Price per square metre / market borrowing rate
Buildings - specialised	3	Cost approach using current replacement cost	Independent registered valuer	June 2021	Construction costs and current condition, residual values and remaining useful life assessments inputs
<p>Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.</p> <p>During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.</p>					
(ii) Cost					
Furniture and equipment		N/A	Cost	Not applicable	N/A
Plant and equipment		N/A	Cost	Not applicable	N/A

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

9. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Note	Infrastructure - Roads	Infrastructure - Bridges	Infrastructure - Footpaths	Infrastructure - Drainage	Infrastructure - Parks and Ovals	Total Infrastructure
		\$	\$	\$	\$	\$	\$
Balance at 1 July 2021		26,975,013	29,129,674	667,938	2,032,909	1,461,195	60,266,729
Additions		2,925,543	0	1,960,321	352,656	0	5,238,520
Revaluation increments / (decrements) transferred to revaluation surplus		0	0	0	0	0	0
Revaluation (loss) / reversals transferred to profit or loss		0	0	0	0	0	0
Depreciation	10(a)	(822,389)	(385,142)	(37,944)	(49,658)	(74,585)	(1,369,718)
Balance at 30 June 2022		29,078,167	28,744,532	2,590,315	2,335,907	1,386,610	64,135,531
Comprises:							
Gross balance at 30 June 2022		41,797,483	42,227,546	3,853,629	3,055,856	2,034,941	92,969,455
Accumulated depreciation at 30 June 2022		(12,719,316)	(13,483,014)	(1,263,314)	(719,949)	(648,331)	(28,833,924)
Balance at 30 June 2022		29,078,167	28,744,532	2,590,315	2,335,907	1,386,610	64,135,531
Additions		1,508,474	67,939	918,800	11,799	0	2,507,012
Revaluation increments / (decrements) transferred to revaluation surplus		91,484,521	(15,722,229)	(538,682)	1,397,227	637,875	77,258,712
Revaluation (loss) / reversals transferred to profit or loss		0	0	(1,599,573)	0	0	(1,599,573)
Depreciation	10(a)	(822,389)	(385,142)	(37,944)	(49,658)	(74,585)	(1,369,718)
Balance at 30 June 2023		121,248,773	12,705,100	1,332,916	3,695,275	1,949,900	140,931,964
Comprises:							
Gross balance at 30 June 2023		146,218,680	26,426,529	1,813,884	5,421,254	3,121,127	183,001,474
Accumulated depreciation at 30 June 2023		(24,969,907)	(13,721,429)	(480,968)	(1,725,979)	(1,171,227)	(42,069,510)
Balance at 30 June 2023		121,248,773	12,705,100	1,332,916	3,695,275	1,949,900	140,931,964

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

9. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Infrastructure - Roads	3	Cost approach using current replacement cost	Independent registered valuer	June 2023	Construction costs and current condition, residual values and remaining useful life assessments inputs
Infrastructure - Bridges	3	Cost approach using current replacement cost	Independent registered valuer	June 2023	Construction costs and current condition, residual values and remaining useful life assessments inputs
Infrastructure - Footpaths	3	Cost approach using current replacement cost	Independent registered valuer	June 2023	Construction costs and current condition, residual values and remaining useful life assessments inputs
Infrastructure - Drainage	3	Cost approach using current replacement cost	Independent registered valuer	June 2023	Construction costs and current condition, residual values and remaining useful life assessments inputs
Infrastructure - Parks and Ovals	3	Cost approach using current replacement cost	Independent registered valuer	June 2023	Construction costs and current condition, residual values and remaining useful life assessments inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

10. FIXED ASSETS

(a) Depreciation

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	25 to 50 years
Furniture and equipment	3 to 10 years
Plant and equipment	5 to 50 years
Sealed roads and streets	
formation	not depreciated
pavement	40 years
seal	
- bituminous seals	15 years
- asphalt surfaces	15 years
Gravel roads	
formation	not depreciated
pavement	40 years
Footpaths - slab	48 years
Bridges	100 years
Water supply piping and drainage systems	54 years
Parks and Ovals	25 years

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

10. FIXED ASSETS (Continued)

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value (as indicated), less any accumulated depreciation and impairment losses.

Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost, the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for indicators of impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings, infrastructure and investment properties acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next revaluation date consistent with *Financial Management Regulation 17A(4)*.

Revaluation

The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by The Shire.

At the end of each period, the carrying amount for each asset class is reviewed and, where appropriate, the fair value is updated to reflect current market conditions consistent with *Financial Management Regulation 17A(2)* which requires land, buildings infrastructure, investment properties and vested improvements to be shown at fair value.

Revaluation (continued)

For property, plant and equipment and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss. Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Depreciation on revaluation

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset.
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Amortisation

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within depreciation in the Statement of Comprehensive Income and in Note 10(a).

Impairment

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains or losses on disposal

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

11. LEASES

	2023 Actual \$	2022 Actual \$
(a) Lease Liabilities		
Current	6,837	6,837
Non-current	0	6,837
30(d)	6,837	13,674

The Shire has one lease relating to the provision of a photocopier. The lease term is 3 years with fixed repayments.

Secured liabilities and assets pledged as security

Lease liabilities are effectively secured, as the rights to the leased assets recognised in the financial statements revert to the lessor in the event of default.

SIGNIFICANT ACCOUNTING POLICIES

Leases

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Details of individual lease liabilities required by regulations are provided at Note 30(d).

Right-of-use assets - measurement

Right-of-use assets are measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not recognised in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 10 under revaluation for details on the significant accounting policies applying to vested improvements.

Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shorter. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

11. LEASES (Continued)

(b) Lessor - Property, Plant and Equipment Subject to Lease

The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.

	2023 Actual \$	2022 Actual \$
Less than 1 year	44,791	101,554
1 to 2 years	20,977	58,304
2 to 3 years	18,377	20,977
3 to 4 years	18,377	20,503
4 to 5 years	18,377	18,377
> 5 years	10,594	28,971
	131,493	248,686

Amounts recognised in profit or loss for Property, Plant and Equipment Subject to Lease

Rental income	101,975	99,769
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The Shire leases cropping land, office space and houses to staff and aged persons with rentals payable at varying frequency. These leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to the ownership of the assets.

The staff houses are not considered investment property as they are leased for use in the supply of services to the community.

The aged persons housing are not considered investment property as the primary purpose is provision of community housing.

Lease payments for some contracts include CPI increases, but there are no other variable lease payments that depend on an index or rate. Although the Shire is exposed to changes in the residual value at the end of the current leases, the Shire group typically enters into new operating leases and therefore will not immediately realise any reduction in residual value at the end of these leases.

Expectations about the future residual values are reflected in the fair value of the properties.

SIGNIFICANT ACCOUNTING POLICIES

The Shire as Lessor

Upon entering into each contract as a lessor, the Shire assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (eg legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the Shire applies AASB 15 to allocate the consideration under the contract to each component.

**SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

12. INTANGIBLE ASSETS

The Shire had no intangible assets to report during the reporting period.

**SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

13. INVESTMENT PROPERTY

The Shire had no investment property to report during the reporting period.

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

14. TRADE AND OTHER PAYABLES

Current

Sundry creditors
 Prepaid rates
 Accrued payroll liabilities
 Bonds and deposits held

Non Current

Bonds and deposits held

	2023	2022
	\$	\$
	366,481	1,016,831
	121,219	114,369
	60,374	51,647
	0	11,988
	548,074	1,194,835
	0	280,078
	0	280,078

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises income for the prepaid rates that have not been refunded.

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

15. OTHER LIABILITIES

Current

Contract liabilities

Reconciliation of changes in capital grant/contribution liabilities

Opening balance

Additions

Revenue from capital grant/contributions held as a liability at the start of the period

Expected satisfaction of capital grant/contribution liabilities

Less than 1 year

	2023	2022
	\$	\$
Contract liabilities	124,789	333,560
	124,789	333,560
Opening balance	333,560	462,862
Additions	45,420	297,310
Revenue from capital grant/contributions held as a liability at the start of the period	(254,191)	(426,612)
	124,789	333,560
Less than 1 year	124,789	333,560
	124,789	333,560

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

SIGNIFICANT ACCOUNTING POLICIES

Contract liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Capital grant/contribution liabilities

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as income when the obligations in the contract are satisfied.

Fair values for non-current capital grant/contribution liabilities, not expected to be extinguished within 12 months, are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate.

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

16. BORROWINGS

	Note	2023			2022		
		Current	Non-current	Total	Current	Non-current	Total
Secured		\$	\$	\$	\$	\$	\$
Debentures		117,135	2,001,138	2,118,273	138,425	2,118,273	2,256,698
Total secured borrowings	30(a)	117,135	2,001,138	2,118,273	138,425	2,118,273	2,256,698

Secured liabilities and assets pledged as security

Debentures are secured by a floating charge over the assets of the Shire of Beverley.

The Shire of Beverley has complied with the financial covenants of its borrowing facilities during the 2023 and 2022 years.

SIGNIFICANT ACCOUNTING POLICIES

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 28(i)) due to the unobservable inputs, including own credit risk.

Risk

Details of individual borrowings required by regulations are provided at Note 30(a).

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

17. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

	2023	2022
	\$	\$
Current provisions		
Employee benefit provisions		
Annual Leave	234,281	254,683
Long Service Leave	197,874	143,209
	432,155	397,892
Total current employee related provisions	432,155	397,892
Non-current provisions		
Long Service Leave	52,493	76,311
	52,493	76,311
Total non-current employee related provisions	52,493	76,311
Total employee related provisions	484,648	474,203

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	Note	2023	2022
		\$	\$
Amounts are expected to be settled on the following basis:			
Less than 12 months after the reporting date		432,155	397,892
More than 12 months from reporting date		52,493	76,311
		484,648	474,203

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

18. OTHER PROVISIONS

The Shire had no other provisions to report during the reporting period.

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

19. REVALUATION SURPLUS

	2023 Opening Balance	Total Movement on Revaluation	2023 Closing Balance	2022 Opening Balance	Total Movement on Revaluation	2022 Closing Balance
	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land and Buildings	17,916,211	0	17,916,211	17,916,211	0	17,916,211
Revaluation surplus - Plant and equipment	436,388	0	436,388	436,388	0	436,388
Revaluation surplus - Infrastructure - roads	0	91,484,523	91,484,523	0	0	0
Revaluation surplus - Infrastructure - footpaths	538,684	(538,684)	0	538,684	0	538,684
Revaluation surplus - Infrastructure - bridges	25,921,379	(15,722,229)	10,199,150	25,921,379	0	25,921,379
Revaluation surplus - Infrastructure - drainage	1,798,258	1,397,227	3,195,485	1,798,258	0	1,798,258
Revaluation surplus - Infrastructure - parks and ovals	1,684,950	637,875	2,322,825	1,684,950	0	1,684,950
	48,295,870	77,258,712	125,554,582	48,295,870	0	48,295,870

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

20. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	Note	2023 Actual \$	2022 Actual \$
Cash and cash equivalents	3	5,180,566	5,731,785
Restrictions			
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	3	2,280,553	2,854,986
- Financial assets at amortised cost	4	61,117	58,365
		2,341,670	2,913,351
The restricted financial assets are a result of the following specific purposes to which the assets may be used:			
Restricted reserve accounts	31	2,280,551	2,229,360
Capital grant liabilities	15	124,789	333,560
Total restricted financial assets		2,405,340	2,562,920

(b) Reconciliation of Net Result to Net Cash Provided By Operating Activities

Net result		(412,178)	2,780,355
Non-cash items:			
Depreciation/amortisation		2,373,032	2,379,431
(Profit)/loss on sale of asset		(50,000)	(46,248)
Loss on revaluation of fixed assets		1,599,573	0
Changes in assets and liabilities:			
(Increase)/decrease in trade and other receivables		(123,001)	(597,340)
(Increase)/decrease in inventories		9,190	(8,841)
Increase/(decrease) in trade and other payables		(793,343)	686,819
Increase/(decrease) in employee related provisions		10,444	16,269
Capital grants, subsidies and contributions		(1,555,691)	(3,096,186)
Net cash provided by/(used in) operating activities		1,058,026	2,114,259

(c) Undrawn Borrowing Facilities
Credit Standby Arrangements

Credit card limit	15,500	15,500
Credit card balance at balance date	(1,595)	(2,865)
Total amount of credit unused	13,905	12,635

Loan facilities

Loan facilities - current	117,135	138,423
Loan facilities - non-current	2,001,138	2,118,273
Total facilities in use at balance date	2,118,273	2,256,696

Unused loan facilities at balance date

Nil Nil

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

21. CONTINGENT LIABILITIES

In compliance with the *Contaminated Sites Act 2003*,
 The Shire has listed sites to be possible sources of contamination.
 Details of those sites are:

Nil

22. CAPITAL COMMITMENTS

	2023	2022
	\$	\$
Contracted for:		
- capital expenditure projects	0	1,530,000
- plant & equipment purchases	175,000	0
	175,000	1,530,000
Payable:		
- not later than one year	175,000	1,530,000

The capital expenditure projects outstanding at the end of the current reporting period represent the purchase of four passenger vehicles where restricted supply has lead to a delay in orders being completed (the prior year commitment was for the Vincent Street Redvelopment project).

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

23. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

Fees, expenses and allowances to be paid or reimbursed to elected council members.

Note	2023 Actual	2023 Budget	2022 Actual
	\$	\$	\$
President's annual allowance	5,500	5,500	5,500
Deputy President's annual allowance	1,375	1,375	1,375
Meeting attendance fees	40,900	40,900	38,200
Annual allowance for ICT expenses	23,369	22,360	32,729
Travel and accommodation expenses	0	5,000	306
23(b)	71,144	75,135	78,110

(b) Key Management Personnel (KMP) Compensation

The total of compensation paid to KMP of the Shire during the year are as follows:

Note	2023 Actual	2022 Actual
	\$	\$
Short-term employee benefits	515,840	486,199
Post-employment benefits	66,868	61,710
Employee - other long-term benefits	78,654	75,176
Employee - termination benefits	0	0
Council member costs	71,144	78,110
23(a)	732,506	701,195

Short-term employee benefits

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent annual leave and long service leave entitlements accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

Council member costs

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

23. RELATED PARTY TRANSACTIONS (Continued)

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:

	2023 Actual \$	2022 Actual \$
Sale of goods and services	19,604	17,698
Purchase of goods and services	0	0
Short term employee benefits - other related parties	0	0
Payment of Council member costs (Refer to Note 23(a))	0	0
Amounts outstanding from related parties:		
Trade and other receivables	279	0
Amounts payable to related parties:		
Trade and other payables	0	0

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any council member, are considered key management personnel and are detailed in Notes 23(a) and 23(b).

ii. Other Related Parties

During the previous year, a business controlled by a related party of a Key management personnel, leased commercial space at the the Cornerstone building.

The lease charges payable to the Shire amounted to \$19,604 in the current year (\$17,698 in the prior year).

Outside of normal citizen type transactions with the Shire, there were no other related party transactions involving key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

iii. Entities subject to significant influence by the Shire

There were no such entities requiring disclosure during the current or previous year.

**SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

24. JOINT ARRANGEMENTS

The Shire had no joint arrangements in place during the reporting period.

**SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

25. INVESTMENT IN ASSOCIATES

The Shire had no investment in associates detail to report during the reporting period.

**SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

26. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There are no events subsequent to the reporting date that materially impact on this financial report.

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

27. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial report is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which The Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest revenue

Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, The Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

j) Impairment of assets

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

28. RATING INFORMATION

(a) General Rates

General Rates				2022/23 Actual Rateable Value	2022/23 Actual Rate Revenue	2022/23 Actual Interim Rates	2022/23 Actual Total Revenue	2022/23 Budget Rate Revenue	2022/23 Budget Interim Rate	2022/23 Budget Total Revenue	2021/22 Actual Total Revenue
RATE TYPE		Rate in \$	Number of Properties	\$	\$	\$	\$	\$	\$	\$	\$
Rate Description	Basis of valuation										
Residential	Gross rental valuation	0.12070	506	5,902,900	712,480	662	713,142	712,480	1,000	713,480	677,286
Rural	Unimproved valuation	0.07443	437	29,525,500	2,197,583	(2,887)	2,194,696	2,197,583	1,000	2,198,583	2,208,560
Mining	Unimproved valuation	0.07443	0	0	0	0	0	0	0	0	0
Total general rates			943	35,428,400	2,910,063	(2,225)	2,907,838	2,910,063	2,000	2,912,063	2,885,846
Minimum payment											
				\$							
Residential	Gross rental valuation	941	157	599,233	147,737	0	147,737	147,737	0	147,737	143,360
Rural	Unimproved valuation	941	294	2,916,360	276,654	0	276,654	276,654	0	276,654	144,256
Mining	Unimproved valuation	941	18	212,625	16,938	0	16,938	16,938	0	16,938	16,128
Total minimum payments			469	3,728,218	441,329	0	441,329	441,329	0	441,329	303,744
Total general rates and minimum payments			1,412	39,156,618	3,351,392	(2,225)	3,349,167	3,351,392	2,000	3,353,392	3,189,590
Ex-gratia Rates											
CBH	Unimproved valuation	0.07443	0	0	3,621	0	3,621	3,000	0	3,000	3,621
Total amount raised from rates (excluding general rates)			0	0	3,621	0	3,621	3,000	0	3,000	3,621
Discounts							(270,455)			(268,111)	(258,213)
Concessions							(134)			(500)	(2,391)
Total Rates							3,082,199			3,087,781	2,932,607
Rate instalment interest							2,466			4,000	3,281
Rate overdue interest							21,726			14,500	20,260

The rate revenue was recognised from the rate record as soon as practicable after the Shire resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

29. DETERMINATION OF SURPLUS OR DEFICIT

		2022/23 Budget (30 June 2023)	2021/22 (30 June 2022)
	2022/23 (30 June 2023) Carried Forward)	2022/23 Budget (30 June 2023) Carried Forward)	2021/22 (30 June 2022) Carried Forward)
Note	\$	\$	\$
(a) Non-cash amounts excluded from operating activities			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .			
Adjustments to operating activities			
Less: Profit on asset disposals	(50,000)	(62,000)	(64,207)
Less: Fair value adjustments to financial assets at fair value through profit or loss	(2,752)	0	(2,998)
Add: Loss on disposal of assets	0	31,000	17,959
Add: Loss on revaluation of fixed assets	9(a) 1,599,573	0	0
Add: Depreciation	10(a) 2,373,032	2,400,097	2,379,431
Non-cash movements in non-current assets and liabilities:			
Pensioner deferred rates	(13,197)	0	(13,217)
Employee benefit provisions	(19,394)	0	(21,606)
Non-cash amounts excluded from operating activities	3,887,262	2,369,097	2,295,362
(b) Non-cash amounts excluded from investing activities			
The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .			
Adjustments to investing activities			
Nil			
(c) Surplus or deficit after imposition of general rates			
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.			
Adjustments to net current assets			
Less: Reserve accounts	31 (2,280,551)	(1,752,045)	(2,229,360)
Add: Employee Leave Reserve Balance	144,608	140,183	140,183
Less: Restricted Bond Monies	0	0	(280,071)
Less: Financial assets at amortised cost - self supporting loans	0	0	(10,968)
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	16 117,135	117,135	138,423
Total adjustments to net current assets	(2,018,808)	(1,494,727)	(2,241,793)
Net current assets used in the Statement of Financial Activity			
Total current assets	5,874,102	3,149,240	6,731,457
Less: Total current liabilities	(1,228,990)	(1,654,513)	(2,071,549)
Less: Total adjustments to net current assets	(2,018,808)	(1,494,727)	(2,241,793)
Surplus or deficit after imposition of general rates	2,626,304	0	2,418,115

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

30. BORROWING AND LEASE LIABILITIES

(a) Borrowings

Purpose	Note	Actual				Budget			
		Principal at	New Loans	Principal	Principal at 30	New Loans	Principal	Principal at	Principal at
		1 July 2021	During 2021-22	Repayments	June 2022	During 2022-23	Repayments	30 June 2023	30 June 2023
		\$	\$	\$	\$	\$	\$	\$	\$
Recreation Centre		698,712	0	(47,102)	651,610	0	(49,335)	602,275	651,608
Cornerstone Community Centre		671,468	0	(45,904)	625,564	0	(47,525)	578,039	625,563
Vincent Street Streetscape		0	1,000,000	(20,476)	979,524	0	(41,565)	937,959	979,524
Total		1,370,180	1,000,000	(113,482)	2,256,698	0	(138,425)	2,118,273	2,256,695
Self Supporting Loans									
Bowling Greens		9,047	0	(9,047)	0	0	0	0	0
Total Self Supporting Loans		9,047	0	(9,047)	0	0	0	0	0
Total Borrowings	16	1,379,227	1,000,000	(122,529)	2,256,698	0	(138,425)	2,118,273	2,256,695

Self supporting loans are financed by payments from third parties. These are shown in Note 4 as other financial assets at amortised cost.

All other loan repayments were financed by general purpose revenue.

Borrowing Finance Cost Payments

Purpose	Note	Loan Number	Institution	Interest Rate	Date final payment is due	Actual for year ending 30 June 2023	Budget for year ending 30 June 2023	Actual for year ending 30 June 2022
						\$	\$	\$
Recreation Centre		118	WATC*	4.68%	10/05/2033	36,642	34,491	36,994
Cornerstone Community Centre		120	WATC*	3.50%	12/04/2033	27,559	25,869	27,460
Vincent Street Streetscape		121	WATC*	1.99%	10/08/2041	29,057	25,963	20,308
Total						93,258	86,323	84,762
Total Finance Cost Payments						93,258	86,323	84,762

* WA Treasury Corporation

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

30. BORROWING AND LEASE LIABILITIES (Continued)

(b) New Borrowings - 2022/23

Council did not borrow any funds during the financial year.

(c) Unspent Borrowings

Council did not have any unspent borrowings at the balance date.

(d) Lease Liabilities

Purpose	Note	Actual							Budget			
		Principal at 1 July 2021	New Leases During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022	New Leases During 2022-23	Principal Repayments During 2022-23	Principal at 30 June 2023	Principal at 1 July 2022	New Leases During 2022-23	Principal Repayments During 2022-23	Principal at 30 June 2023
Photocopier lease		\$ 20,511	\$ 0	\$ (6,837)	\$ 13,674	\$ 0	\$ (6,837)	\$ 6,837	\$ 13,674	\$ 0	\$ (6,837)	\$ 6,837
Total Lease Liabilities	11(a)	20,511	0	(6,837)	13,674	0	(6,837)	6,837	13,674	0	(6,837)	6,837

Lease Finance Cost Payments

Purpose	Note	Lease Number	Institution	Interest Rate	Date final payment is due	Actual for year ending 30 June 2023	Budget for year ending 30 June 2023	Actual for year ending 30 June 2022	Lease Term
Photocopier lease		1072021	Canon Finance	2.60%	1/07/2023	\$ 183	\$ 0	\$ 183	36 months
Total Finance Cost Payments						183	0	183	

SHIRE OF BEVERLEY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

31. RESERVE ACCOUNTS

	2023 Actual Opening Balance	2023 Actual Transfer to	2023 Actual Transfer (from)	2023 Actual Closing Balance	2023 Budget Opening Balance	2023 Budget Transfer to	2023 Budget Transfer (from)	2023 Budget Closing Balance	2022 Actual Opening Balance	2022 Actual Transfer to	2022 Actual Transfer (from)	2022 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by council												
(a) Annual Leave Reserve	140,188	3,123	(143,311)	0	140,188	2,804	(142,992)	0	139,689	499	0	140,188
(b) Avon River Development Reserve	0	0	0	0	0	0	0	0	25,960	34	(25,994)	0
(c) Building Reserve	511,430	101,645	(29,443)	583,632	511,431	39,069	(255,500)	295,000	290,321	321,109	(100,000)	511,430
(d) Community Bus Reserve	39,653	1,251	0	40,904	39,653	1,943	0	41,596	38,016	1,637	0	39,653
(e) Cropping Committee Reserve	212,372	65,647	(102,000)	176,019	212,372	48,907	(110,000)	151,279	190,703	45,669	(24,000)	212,372
(f) Emergency Services Reserve	28,804	908	0	29,712	28,804	576	0	29,380	28,701	103	0	28,804
(g) LSL and Gratuity Reserve	0	144,613	0	144,613	0	142,992	0	142,992	0	0	0	0
(h) ITC Renewal Reserve	20,018	21,263	0	41,281	20,018	20,400	0	40,418	0	20,018	0	20,018
(i) Plant Replacement Reserve	244,870	56,364	(200,000)	101,234	244,868	54,897	(247,500)	52,265	418,970	50,900	(225,000)	244,870
(j) Recreation Development Reserve	584,534	93,576	(73,447)	604,663	584,535	83,897	(150,000)	518,432	577,460	7,074	0	584,534
(k) Infrastructure Reserve	167,138	55,728	0	222,866	167,138	53,343	0	220,481	551,030	1,108	(385,000)	167,138
(l) Airfield Emergency Lighting Reserve	40,273	1,272	0	41,545	40,273	805	(41,078)	0	40,130	143	0	40,273
(m) Senior's Housing Reserve	179,590	52,093	0	231,683	179,596	38,906	(20,000)	198,502	162,054	57,536	(40,000)	179,590
(n) Mainstreet Redevelopment Reserve	0	0	0	0	0	0	0	0	307,402	410	(307,812)	0
(o) Avondale Machinery Museum Reserve	60,490	1,909	0	62,399	60,490	1,210	0	61,700	60,275	215	0	60,490
	2,229,360	599,392	(548,201)	2,280,551	2,229,366	489,749	(967,070)	1,752,045	2,830,711	506,455	(1,107,806)	2,229,360
	2,229,360	599,392	(548,201)	2,280,551	2,229,366	489,749	(967,070)	1,752,045	2,830,711	506,455	(1,107,806)	2,229,360

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of reserve account	Purpose of the reserve account
(a) Annual Leave Reserve	to be used to fund annual leave requirements.
(b) Avon River Development Reserve	to be used to develop the Avon River pool and surrounding environment.
(c) Building Reserve	to be used to fund the construction of new and renovation of existing Council buildings.
(d) Community Bus Reserve	to be used for the replacement of the Community Bus.
(e) Cropping Committee Reserve	to be used to fund Community Based projects and assist Community Groups.
(f) Emergency Services Reserve	to be used to acquire Emergency Service support equipment.
(g) LSL and Gratuity Reserve	to be used to fund Long Service Leave and Gratuity payment obligations.
(h) ITC Renewal Reserve	to be used for the replacement or upgrade of information technology and communication infrastructure and software.
(i) Plant Replacement Reserve	to be used for the purchase of major plant.
(j) Recreation Development Reserve	to be used to fund capital projects to enhance recreational pursuits.
(k) Infrastructure Reserve	to be used to fund infrastructure construction and maintenance projects including Roads, Bridges, Footpaths & Drainage.
(l) Airfield Emergency Lighting Reserve	to be used for the upgrade and maintenance of the Airfield runway lighting.
(m) Senior's Housing Reserve	to be used for the future development and current maintenance of Senior's Housing.
(n) Mainstreet Redevelopment Reserve	to be used for the future development of Vincent Street.
(o) Avondale Machinery Museum Reserve	to be used to fund Avondale Machinery Museum upgrades and special projects.

SHIRE OF BEVERLEY
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32. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2022	Amounts Received	Amounts Paid	30 June 2023
	\$	\$	\$	\$
Unclaimed Monies	319	0	0	319
Nomination Deposits	0	0	0	0
Second Hand Housing Deposits	5,000	10,000	0	15,000
Hunt Road Village Bonds	5,502	1,200	(1,044)	5,658
Subdivision Bonds	10,000	0	0	10,000
Key Bonds	1,720	750	(1,110)	1,360
Cleaning Bonds	1,950	2,202	(1,752)	2,400
Housing Rental Bonds	500	2,250	(500)	2,250
Funds Held On Behalf Of Community	0	0	0	0
Cat Trap Bonds	50	0	0	50
Project Retention Fee	180,537	11,077	(95,807)	95,807
Cornerstone Commercial Tenancy Bond	5,328	720	0	6,048
	210,906	28,199	(100,213)	138,892

12. ADMINISTRATION

12.1 Annual Electors Meeting

Submission To:	Ordinary Council Meeting 31 October 2023
Report Date:	25 October 2023
Applicant:	Shire of Beverley
File Reference:	ADM 0047
Author and Position:	Simon Marshall, Acting Chief Executive Officer
Previously Before Council:	Occurs Annually
Disclosure(s) Of Interest:	Nil
Attachments:	Nil

SUMMARY

Council to select a suitable date to hold the Annual Electors Meeting subject to the approval of the Annual Report at the Audit and Risk Committee Meeting scheduled for 10:30am, 31 October 2023.

BACKGROUND

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

COMMENT

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

Should the Annual report be received at this Council meeting, the last date on which the Annual Electors Meeting can be held is Tuesday 26 December 2023.

In December 2022 the Shire held the meeting at 10am, which saw an increase in numbers (however, this may have been due to the main street construction?).

2022 – 26 people **morning**

2022 – 8 people **morning**

2021 – 5 people (for 19/20 year) **evening**

2020 – (no meeting)

2019 – 7 people **evening**

2018 – 11 people **evening**

2017 – 13 people **evening**

Management propose that a meeting be held on Tuesday 12 December 2023, 10am at the Cornerstone. This will allow for an adequate advertising period.

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

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

STATUTORY ENVIRONMENT

5.27. Electors' general meetings

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

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK IMPLICATIONS

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That;

1. Council advertise and hold the Annual Electors Meeting on Tuesday 12 December commencing at 10am; and
2. the availability of the 2022/23 Annual Report be advertised in the November issues of the Beverley Bulletin; on Facebook; and in the December issue of the Beverley Blarney.

12.2 2024 Ordinary Council Meeting Schedule

Submission To:	Ordinary Council Meeting 31 October 2023
Report Date:	2 October 2022
Applicant:	Administration
File Reference:	ADM 0102
Author and Position:	Simon Marshall, Acting Chief Executive Officer
Previously Before Council:	Presented annually
Disclosure(s) Of Interest:	Acting CEO attends Council meetings
Attachments:	Nil

SUMMARY

Council to set the dates and times for the 2024 Council Meetings to advertise and distribute.

BACKGROUND

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

The current timing of the Council Meeting is:

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

COMMENT

Council are welcome to discuss and amend the meeting times based on a group consensus. Staff would like Council to consider changing the monthly meeting from a Tuesday to either a Wednesday or Thursday.

The proposed options for the 2024 Ordinary Council Meetings are:

Option 1 – 4th Wednesday 2024	Option 2 – 4th Thursday 2024
Wednesday 28 February	Thursday 22 February
Wednesday 27 March	Thursday 28 March
Wednesday 24 April	Wednesday 24 April (25 April – ANZAC Day)
Wednesday 22 May	Thursday 23 May
Wednesday 26 June	Thursday 27 June
Wednesday 24 July	Thursday 25 July
Wednesday 28 August	Thursday 22 August
Wednesday 25 September	Thursday 26 September
Wednesday 23 October	Thursday 24 October
Wednesday 27 November	Thursday 28 November
Wednesday 18 December	Thursday 19 December (day before closing)

Reasoning for moving the meeting to a Wednesday or Thursday - allows staff to prepare and research any answers that may arise from Councillors prior to the

meeting; there are slightly more options for local catering on Wednesday and Thursday; and the administration office has more staff available on a Wednesday and Thursday than it does on a Tuesday.

If Council agree to change the meeting day to either Wednesday or Thursday, the agenda availability will change from the Thursday to Friday the week before.

Wednesday is potentially the better option in the fact that it allows staff two working days to begin actioning the outcomes after the briefing forum and Council meeting.

Neighbouring shire meeting days and times:

Brookton – 3rd Thursday, 6pm

Pingelly – 3rd Wednesday, 2pm

Quairading – 4th Thursday, 2pm

York – 4th Tuesday, 5pm

STATUTORY ENVIRONMENT

Section 5.3 of the *Local Government Act 1995*:

5.3. Ordinary and special council meetings

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

5.4. Calling council meetings

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

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

5.5. Convening council meetings

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

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

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

CONSULTATION

Council and Staff

POLICY IMPLICATIONS

EM001 – Ordinary Meetings of Council

RISK IMPLICATIONS

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

Consequence 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;

1. Set the Ordinary Council Meeting as the 4th _____ of the month, from February to November 2024 and the 3rd _____ in December 2024.
2. Set the start time for the Council Briefing as __:__ am/pm, and the Ordinary Council Meeting as __:__ am/pm

12.3 Shire Administration Opening Days Christmas/New Year Period

Submission To:	Ordinary Council Meeting 31 October 2023
Report Date:	23 October 2023
Applicant:	Administration
File Reference:	ADM 0468
Author and Position:	Simon Marshall, Acting Chief Executive Officer
Previously Before Council:	Annually
Disclosure(s) Of Interest:	Staff member who will need to take annual leave
Attachments:	Nil

SUMMARY

Council to consider the closure of the Administration Centre from close of business Friday 22 December 2023 until 8:30am Tuesday 2 January 2024.

BACKGROUND

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

COMMENT

Most Administration Staff have been surveyed in regards to using their annual leave and are happy that the Administration Centre be closed from 4:00pm Friday 22 December and all day Wednesday 27 December, Thursday 28 December and Friday 29 December.

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

Friday	22 nd December 2023	–	Administration Centre Open
Monday	25 th December 2023	–	Public Holiday (Christmas Day)
Tuesday	26 th December 2023	–	Public Holiday (Boxing Day Holiday)
Wednesday	28 th December 2023	–	Administration Centre Closed
Thursday	29 th December 2023	–	Administration Centre Closed
Friday	30 th December 2023	–	Administration Centre Closed
Monday	1 st January 2024	–	Public Holiday (New Years Day)
Tuesday	2 nd January 2024	–	Administration Centre Open

The closure of the Administration Centre will allow staff to have an extended period of leave in addition to the public holidays. Annual Leave of up to 3 days will be utilised by staff to compensate for the additional days off, this is one day less than the last four years where 4 days leave were required.

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

STATUTORY ENVIRONMENT

N/A

CONSULTATION

Shire Staff

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

N/A

RISK IMPLICATIONS

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

Consequence 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

That Council endorse the closure of the Administration Centre from close of business, 4pm Friday 22 December 2023 to 8:30am Tuesday 2 January 2024.

12.4 Annual Council and Staff Christmas Function and Gift

Submission To:	Ordinary Council Meeting 31 October 2023
Report Date:	23 October 2023
Applicant:	Administration
File Reference:	ADM 0316
Author and Position:	Simon Marshall, Acting Chief Executive Officer
Previously Before Council:	Annually
Disclosure(s) Of Interest:	Staff Member potentially attending Christmas event and receiving gift.
Attachments:	Nil

SUMMARY

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

BACKGROUND

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

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

COMMENT

Function

Last years event was held at the Golf Club with a casual sit down meal which was enjoyed by all. The Golf Club have indicated they are able to host and cater again if Council is agreeable. An advantage of holding the function at the Golf Club is that it allows staff to work throughout the day as they do not have to set up, purchase food and drink, or clean the venue.

Three date options are presented to Council for consideration, Thursday 14 December; Friday 15 December; or Tuesday 19 December 2023.

Gift

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

STATUTORY ENVIRONMENT

N/A

CONSULTATION

Council

FINANCIAL IMPLICATIONS

2023/24 Budget - Allocated

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

N/A

RISK IMPLICATIONS

Medium (9) – Reputational. There is risk that a member of the community may be aggrieved by the use of ratepayer funding for Christmas gifts and event.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

1. approve a Council and Staff Christmas Function and hold it on _____ December 2023 at the Beverley Golf Club; and
2. approve the purchase of gift cards and chocolates for staff.

12.5 Local Emergency Management Arrangements 2023

Submission To:	Ordinary Council Meeting 31 October 2023
Report Date:	26 October 2023
Applicant:	Local Emergency Management Committee (LEMC)
File Reference:	ADM 0316
Author and Position:	Troy Granville, Community Emergency Services Manager
Previously Before Council:	December 2017
Disclosure(s) Of Interest:	Nil
Attachments:	Nil

SUMMARY

Council to consider ratifying the Shire of Beverley Local Emergency Management Arrangements (LEMA) 2023 document for subsequent endorsement by the District Emergency Management Committee and State Emergency Management Committee.

BACKGROUND

The Local Emergency Management Arrangements for the Shire of Beverley are a statutory responsibility under the Emergency Management Act 2005 and as such are due for review every five years.

The LEMA document as presented has been completely reviewed and produced in a format which is compliant with the current framework requirements as confirmed by the Wheatbelt District Emergency Management Advisor.

COMMENT

At the most recent LEMC meeting on 3 October 2023, the LEMA was approved for adoption by Council. The LEMA is a working document and contact details will continually be updated.

STATUTORY ENVIRONMENT

Emergency Management Act 2005

CONSULTATION

Wheatbelt District Emergency Management Advisor
Local Emergency Management Committee

FINANCIAL IMPLICATIONS

Emergency Incident funding dependent upon a compliant LEMA

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

N/A

RISK IMPLICATIONS

High (15) – The document assists Council, Staff and the Community in an event of an emergency.

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 ratify the Shire of Beverley Local Emergency Management Arrangements 2023 for subsequent endorsement by District and State Emergency Management Committees.



Local Emergency Management Arrangements

The aim of the Shire of Beverley Local Emergency Management Arrangements (LEMA) is to ensure there is a written understanding between agencies and stakeholders involved in managing emergencies within the Local Government to ensure the community is prepared to deal with emergencies should they arise.

Document Control			
Document ID		Version	3.0
LEMC Endorsement date	3 October 2023	Last Review	
Current Review		Next Review Date	
Prepared by	Troy Granville CESM Beverley/York		
Documents maintained by	Troy Granville CESM Beverley/York		

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AUTHORITY

These arrangements have been produced and issued in compliance with s(41)(1) and (2) of the [Emergency Management Act 2005](#) ('the Act'), endorsed by the Shire of Beverley Local Emergency Management Committee (LEMC) and Council, the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

These arrangements have been developed by personnel within the Shire of Beverley and by the Local Emergency Management Committee. Consultation has been sought from the wider community.

These arrangements should be read in conjunction with the Emergency Management Act 2005 and the State Emergency Management Plans, State Hazard Plans (SHP), State Support Plans, State Emergency Management Policy Statements and the Department of Communities' Local Emergency Management Plan for the Provision of Welfare Support.

Endorsed by:

Chairperson, LEMC

Date

President Shire of Beverley
Resolution Number:

Date

Document Review

Date

AMENDMENT HISTORY

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NUMBER	DATE		NAME
1.0	November 2011	First Draft	Justin Corrigan CESM
1.1	May 24, 2012	Final Draft	Justin Corrigan CESM
1.2	December 2012	Update details	Justin Corrigan CESM
1.3	November 2016	Update details	Troy Granville CESM
2.0	October 2017	Five Yearly Review Update	Troy Granville CESM
2.1	June 2019	Update details	Troy Granville CESM
2.2	May 2023	Update details	Troy Granville CESM
3.0	August 2023	Five Yearly Review Update	Troy Granville CESM
3.1			

Suggestions and Comments from the Community and Stakeholders can help improve these arrangements and subsequent amendments.

To forward feedback, please copy the relevant section, mark the proposed changes and forward to;

The Chairperson
Local Emergency Management committee
Shire of Beverley
136 Vincent Street
BEVERLEY WA 6304

Or email to: troy.granville@dfes.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval. Amendments promulgated are to be certified in this document when updated.

For further detail on the WA State Emergency Management Arrangements, please refer to the following documents that can be found on the SEMC website: <https://www.wa.gov.au/organisation/state-emergency-management-committee>

- State Emergency Management Policy
- State Emergency Management Plan
- State Emergency Management Procedure
- State Emergency Management Guidelines
- State Emergency Management Glossary

Commented [GY1]: Inserted paragraph and SEMC website.
Previous links not working.

DISTRIBUTION LIST

Organisation	Electronic or Hard Copy	No Copies
<i>Local Emergency Management Committee</i>		
<i>District Emergency Management committee</i>		
<i>State Emergency Management Committee</i>		
An email will be sent to the following organisations advising that the new LEMA has been posted onto the Shire website		
• Shire of York		
• Shire of Armadale		
• Shire of Mundaring		
• Shire of Brookton		
• Shire of Quairading		

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SECTION ONE

INTRODUCTION

1.0 Glossary of Terms

Australasian Inter-Service Incident Management System (AIIMS): A nationally adopted structure to formalise a coordinated approach to emergency incident management.

Combat Agency: As prescribed under Section 6(2) of the *Emergency Management Act 2005*, a combat agency is to be a public authority, or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

Comprehensive Approach: The development of emergency and disaster arrangements to embrace the aspects of Prevention, Preparedness, Response and Recovery (PPRR). PPRR are aspects of emergency management, not sequential phrases. (Synonyms: disaster cycle, disaster phases and PPRR)

Command: The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. (See also *Control* and *Coordination*)

Control: The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. (See also *Command* and *Coordination*)

Controlling Agency: An agency nominated to control the response activities to a specified type of emergency.

Coordination: The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination related primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. (See also *Control* and *Command*)

District Emergency Management Committee: A committee established under Section 31(1) of the *Emergency Management Act 2005*

Emergency: The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response

Emergency Coordination Centre: A facility established to coordinate and organise emergency provision of services.

Emergency Management: The management of the adverse effects of an emergency including

- A. prevention: the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.
- B. Preparedness: preparation for response to an emergency
- C. Response: the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed up the recovery process.

D. Recovery: the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Emergency Management Agency: A hazard management agency (HMA), a combat agency or a support organisation.

Hazard: An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruct of; or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.

Hazard Management Agency (HMA): A public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard for a part of the whole of that State.

Incident: the occurrence or imminent occurrence of a hazard.

Incident Controller: The person designated by the Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. (Note: Agencies may use different terminology, however, the function remains the same).

Incident Support Group: A group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

Local Emergency Coordinator: The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

Local Emergency Management Committee: A committee established under Section 38 of the *Emergency Management Act 2005*.

Operational Area: The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

Preparedness: Preparation for response to an emergency.

Prevention: The mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Public Authority: An agency as defined in the *Public Sector Management Act 1994*;

- A body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established;
- A local government or regional local government;
- The Police Force of Western Australia;
- A member or officer of a body referred to in one of the above; or
- A person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition.

Recovery: The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

Response: The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

Risk: A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood;
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.

Standard Operating Procedure: A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.

State Emergency Management Committee: A committee established under Section 13 of the *Emergency Management Act 2005*.

Vulnerability:

The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

Welfare: The provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.

1.1 General Acronyms used in these Arrangements:

AIMS	Australasian Inter Agency Incident Management System
BFS	Bush Fire Service
BFB	Bush Fire Brigade
BRMP	Bushfire Risk Management Plan
CA	Controlling Agency
CEO	Chief Executive Officer
DC	Department of Communities
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	(Volunteer) Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordination
LRCC	Local Recovery Coordinating Committee
MOU	Memorandum of Understanding
NGO	Non-governmental organisation
PaW	Parks and Wildlife Service (Department of Biodiversity, Conservation and Attractions)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	State Emergency Warning Signal
SHC	State Health Coordinator
SJA	St John Ambulance
WA HEALTH	Department of Health
WAPOL	WA Police Force

1.2 Disclaimer

The Shire of Beverley makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided with no warranty of any kind to the extent permitted by law. The Shire of Beverley hereby disclaims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purpose, title and non-infringement. In no event shall the Shire of Beverley be liable for any special, indirect or consequential damages resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortious action, arising out of or in connection with the use of information

available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

1.3 Document Availability:

A copy of this document is available on the Shire of Beverley website. Address: www.beverley.wa.gov.au

A print copy of this document (public version) will be made available to the public at the Shire of Beverley administration building at 136 Vincent Street Beverley

An electronic copy of this document (confidential version) is available to all Local Emergency Management Committee members.

1.4 Aim:

To detail emergency management arrangements and ensure understanding between agencies and stakeholders involved in managing emergencies within the Shire.

1.5 Purpose:

To set out;

- The Shire of Beverley policies for emergency management
- The roles and responsibilities for public authorities and other persons involved in emergency management.
- Provisions about the coordination of the emergency operations by performed by the public authorities and other persons.
- Description of emergencies likely to occur within the Shire of Beverley
- Strategies and priorities for emergency management in the district
- Other matters about emergency management in the Shire of Beverley that the Shire of Beverley considers appropriate.

1.6 Scope:

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs individual plans.

- This document applies to the local government district of the Shire of Beverley
- This document covers areas where the Shire of Beverley provides support to HMAs in the event of an incident.
- This document details the Shire of Beverley capacity to provide resources in support of an emergency, while still maintaining business continuity, and the Shire of Beverley responsibilities in relation to recovery management.

The arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

1.7 Area Covered:

The Shire of Beverley is located 138kms from Perth in the Central Wheatbelt and encompasses the towns of Beverley and localities of East Beverley, Morbinning, Bally Bally, Kokeby, Dale, Westdale, and Talbot West. The Shire is 2,310km² in size, mainly agricultural, with 945 dwellings and currently has a population of 1,745.

The following assets/infrastructure is included in this area –

- Beverley Townsite
- Kokeby Townsite
- Police/Fire Communications Tower
- Ambulance Tower
- Water Corp / Telstra
- Beverley Hospital
- Great Southern Highway
- Avon River
- Railway Line North towards York and South towards Brookton
- Beverley Airstrip
- Local Government infrastructure
- CBH (Westdale Road)
- Water Catchment (Great Southern Highway)

Commented [GY2]: Not sure that this list needs to be there Troy, a complete list of critical infrastructure to be included in the Appendices?

1.8 Adjoining Shires

- Shire of York – to the north
- Shire of Mundaring – to the west
- City of Armadale – to the west
- Shire of Quairading – to the east
- Shire of Brookton – to the south

1.9 Access

The major access road to the Shire of Beverley is Great Southern Highway via York to the north and via Brookton to the south. Secondary access roads are Talbot West into Waterhatch Road, Westdale Road, Morbinning Road and Mawson Road.

1.10 Topography

The Shire of Beverley is made up of pockets of bushland and farmland with terrain ranging from gentle slope to steep rocky inclines of varied aspects.

The Avon River passes through the centre of Beverley in a north/south direction.

There are a significant number of bushland reserves within the shire. In addition to this there are a number of privately owned pockets of bushland with significant fuel loading.

1.11 Exercising, Reviewing and Reporting:

Exercising:

Exercising is the simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to enable people to practice working together. The different types of exercises include Discussion, Field, Tabletop and Tactical Exercise without Troops.

Testing and Exercising is important for a number of reasons, including ensuring that the Emergency Management Arrangements are workable, current and effective, as well as ensuring that individuals and organisations remain aware of what is required of them during an emergency response situation.

The Shire of Beverley Local Emergency Management Committee exercises its arrangements once a year as per State Emergency Management Policy 4.8 and State Emergency Management Plan 4.7.

Hazard Management Agencies are responsible to exercise their response to an incident, but this could be incorporated into a LEMC exercise.

In alignment with section 4.7 of the State Emergency Management Plan, an exercise report should be developed as soon as practical at the completion of the exercise and sent to the Wheatbelt DEMC executive officer for tabling at the next meeting.

Reviewing:

An entire review of the emergency management arrangements should be undertaken

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination.
- Every five years and;
- Whenever the local government considers it appropriate.

The Contacts and Resources list should be reviewed and updated as needed but at a minimum quarterly.

Reporting:

The annual LEMC Report should be submitted to the District Emergency Management Committee (DEMC) as directed each year by the SEMC.

Commented [GY3]: Removed reference to the capability survey.

1.9 Local Roles and Responsibilities

Local Role	Description of Responsibilities
Local Government	<p>The responsibilities of the Shire of Beverley are defined in s.36 of the Emergency Management Act 2005</p> <p>It is a function of a local government – subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and to manage recovery following an emergency affecting the community in its district; and to perform other functions given to the local government under this Act</p>
Local Emergency Coordinator	<p>The responsibilities of the LEC are defined in s37(4) of the <i>Emergency Management Act 2005</i></p> <p>a) The Local Emergency Coordinator for a local government district has the following functions –</p> <p>b) to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district;</p> <p>c) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district;</p> <p>d) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator</p> <p>The Local Emergency Coordinator is the Officer in Charge of Beverley Police Station</p>
Local Recovery Coordinator	<p>To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.</p> <p>The Local Recovery Coordinator is the Deputy Chief Executive Officer of the Shire of Beverley</p>

Local Government Welfare Liaison Officer	<p>During an evacuation assist Dept. Communities by providing advice information and resources</p> <p>(a) open and establish a welfare centre at the nominated facility until the arrival of DC;</p> <p>(b) establish the registration process of evacuees until the arrival of DC;</p> <p>(c) provide advice, information and resources in support of the facility; and</p> <p>(d) assist with maintenance requirements for the facility.</p> <p><i>The Local Welfare Liaison is the Chief Executive Officer of the Shire of Beverley (or Shire staff as delegated)</i></p>
Local Government Liaison Officer (to ISG/IMT)	<p>During a major emergency the liaison officer attended ISG meetings to represent the local government, provides local government knowledge input and provides details contained in the LEMA.</p> <p><i>The Local Liaison Officer is the Deputy CEO of the Shire of Beverley</i></p>
Local Government – Incident Management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the IMT/ISG and provide local support • Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

1.10 LEMC Roles and Responsibilities

The Shire of Beverley has established a Local Emergency Management Committee (LEMC) as per section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community. The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The Shire of Beverley LEMC meets tri-annually, generally on the third Tuesday of every April, July and October.

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Commented [GY4]: Beverley should be meeting at least 3 times per year, pre and post season and once in the middle to exercise.

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LEMC Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	<p>Provide executive support to the LEMC by: Facilitating the provision of secretariat support including:</p> <ul style="list-style-type: none"> • Meeting agenda; • Minutes and action lists; • Correspondence; • Maintain committee membership contact register <p>Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:</p> <ul style="list-style-type: none"> • Annual Report • Annual Business Plan • Maintain Local Emergency Management Arrangements; <p>Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</p> <ul style="list-style-type: none"> • Participate as a member of sub-committees and working groups as required

1.11 LEMC Membership

Members of the Shire's LEMC include representatives from DFES, Shire of Beverley councillors and staff, the Local Recovery Coordinator, WA Police, Essential services, Dept of Health, Dept of Communities, the Dept of Education, as well as business and community representatives. The LEMC also facilitates training and exercises for emergency management.

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For current LEMC membership names and contacts please see [LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACTS](#) Section – this is only available to LEMC members and Emergency Management professionals.

1.12 Agency Roles and Responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles:

Agency Roles	Description of Responsibilities:
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident • During Recovery the Controlling Agency will ensure effective transition to recovery
Hazard Management Agency	<p>A HMA is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed"</p> <p>A HMA's function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects • Appointment of Hazard Management Officers • Declare/Revoke Emergency Situation • Coordinate the development of the Westplan for that hazard • Ensure effective transition to recovery by Local Government
Combat Agency	<p>A combat agency as prescribed under Subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A Public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.</p> <p>These can include but are not limited to;.....</p>

• Water Corporation	Responsible for managing water supply in times of emergency
• Western Power	Responsible for managing power lines and power supply in times of emergency
• Department of Health (DOH)	Responsible for managing human epidemic and health issues in times of emergency
• Department of Communities (DC)	Responsible for managing welfare in times of emergency
• Department of Food & Agriculture WA (DAFWA)	Responsible for managing animal/plant epidemic and biosecurity in times of emergency
• Department of Transport (DOT)	Responsible for managing public transport in times of emergency
• Department of Water (DOW)	Responsible for managing natural waterways and sources in times of emergency
• Main Roads WA	Responsible for managing major arterial traffic routes in times of emergency
• Civil Aviation Safety Authority (CASA)	Responsible for investigating aircraft safety in times of emergency
• Environmental Protection Authority (EPA)	Responsible for managing pollution in times of emergency
• Telstra	Responsible for managing communication in times of emergency

1.13 Related Documents and Arrangements

Local Emergency Management Policies:

As per section 41(2)(a) of the *Emergency Management Act 2005*, the local emergency management arrangements need to specify "the local government policies for emergency management". At this point in time, the Shire of Beverley has no local emergency management policies in place.

Existing Plans and Arrangements:

Document	Owner	Location	Date of
Bushfire Risk Management Plan	Shire of Beverley	Shire Office	Annual
Local Airfield Plan (2011)	Beverley Police	Police Station	Annual
Local Road Crash Plan (2011)	Beverley Police	Police Station	Annual
Local Land Search & Rescue Plan (2011)	Beverley Police	Police Station	Annual
Local Emergency Welfare Plan	Dept of Communities	Shire Office	Annual

Local Agreements, Understanding and Commitments

The Shire of Beverley is continuing to work towards provision of Mutual Aid during Emergencies and Post Incident Recovery. *(examples only in table below)*

Type of Agreement	Between Parties	Between	Date
MOU for Emergency Support	Shire of Beverley	Central Country Zone	
MOU for Emergency Support. Including preparedness, response, and recovery.	Shire of Beverley	Shires of Brookton, Pingelly and Wandering	March 2021

1.14 Community Consultation

These arrangements have been developed by the Shire of Beverley in consultation with the Shire of Beverley Local Emergency Management Committee.

- Community representatives are encouraged to become members of the LEMC.
- The LEMC seeks community leaders to assist with consultations.
- Through utilisation of the Shire Facebook and website pages

1.15 Community Awareness

The Shire of Beverley LEMC makes every effort to increase community awareness of emergency management.

- EM news including raising awareness of risks and preparedness measure provided in local newspapers/newsletters and social media platforms. (ie storm season preparedness, bush fire awareness)
- invites to major exercises.
- emergency management days
- workshops and information days
- Encourage LEMC members to share learnings with family, friends, and colleagues and to disseminate information through their agencies.



COORDINATION OF EMERGENCIES

AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

In a multi-agency system, incident management comprises command, control, and coordination.

Control maintains the overall direction of emergency response. To effectively control an emergency, incidents should be managed by a single person. (The Incident Controller)

Command is the direction of resources within the agencies whose resources are committed to the emergency.

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

In order to work together effectively, emergency management agencies need a common framework of roles, responsibilities, and processes. In Australia, AIIMS is the nationally recognised system of incident management. AIIMS is founded on five key principles, with eight key functions identified within the structure.

The five key principles of AIIMS:

Unity of Command	Each individual should report to only one Supervisor. There is only one Incident Controller, one set of objectives, one plan for the management of the incident.
Span of Control	Refers to the number of groups or individuals that can be successfully supervised by one person. Up to five reporting groups/individuals is considered desirable, occasionally more.
Functional Management	Functions are performed and managed by Incident Controller or his/her delegates. Eight key areas of functional management; Incident Controller and heads of the functional sections are collectively the Incident Management Team (IMT).
Management by Objectives	The Incident Controller, in consultation with the IMT, determines the desired outcomes of the incident.
Flexibility	AIIMS can be applied to any incident or emergency event, so a flexible approach is essential.

The eight possible functions of AIIMS:

Control	Management of all activities required to resolve the incident.
Planning	Development of objectives, strategies and plans for the resolution of the incident.
Intelligence	Collecting and analysing information or data, which is distributed as intelligence to support decision making and planning.
Public Information	Provisions of warnings, information and advice to the public, liaison with the media and community.
Operations	Tasking and application of resources.

Investigation	Investigating to determine the cause of and/or the factors contributing to the impact of the incident.
Logistics	Acquisition and provision of human and physical resources, facilities, services, and materials.
Finance	Managing accounts for purchases of supplies, hire of equipment, etc. Insurance and compensation for personnel, property, and vehicles. Collection of cost data and provision of cost-effect analyses and providing cost estimates for the incident.

2.0 Coordination of Emergency Operations.

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire of Beverley is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

The Local government liaison officer will attend the IMT and ISG as required to provide the link between operations and the local government.

2.1 Incident Management Team (IMT)

An IMT is made up of incident management personnel comprising the Incident Controller and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. An Incident is controlled by a Controlling Agency, which will nominate an Incident Controller who has delegated authority to manage the control of the incident. The team is led by the Incident Controller and is responsible for the overall control of the response to the incident. As an incident scales up and down in size, so does the size of the IMT.

2.2 Incident Support Group (ISG)

The role of an ISG is to provide support to the Incident Management Team (IMT). The ISG is a group of people represented by the different agencies who may have involvement in the incident and who provide support to the Controlling Agency.

2.3 Triggers for AN ISG

An ISG is triggered when the incident is a "Level 2" or higher and when multiple agencies need to be coordinated.

Classification of Incidents:

Level	Description	Local Response Required
Level One	Usually resolved through local or initial response resources	Provide support to resolve the incident at the local level
Level Two	Require deployment of resources beyond initial response, functional sections established due to complexity	Provide support to resolve the incident at a local level, provide a Local Government Liaison Officer to the ISG. Make facilities available to the HMA as evacuation centres.

Level Three	Complexity may require divisions for effective management to be established, usually involves delegation of all functions	Provide support to resolve the incident at a local level, provide Local Government Liaison Officers to the ISG and /or OASG. Make facilities available to the HMA as evacuation centres.
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2.4 Membership of An ISG

The recovery coordinator should be a member of the ISG from the outset to ensure consistency of information flow, situational awareness, and handover to recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved, and the consequences caused by the incident.

Agencies supplying staff/liaison officers for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

2.5 Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will depend of the nature and complexity of the incident. As a minimum there should be at least one meeting per incident.

2.6 Location of Incident Control Centres

<i>Location</i>	<i>Address</i>
Shire of Beverley Co located Fire Shed	Forrest Street Beverley
Cornerstone Building	Vincent Street Beverley

2.7 Locations of ISG Meetings

Location of ISG meetings will be determined by the Incident Controller but should not be held in the midst of the incident, nor should they be held at the same location as meetings of the incident management team.

The following locations can be used for ISG meetings:

<i>Location</i>	<i>Address</i>
Shire of Beverley Administration Centre	136 Vincent St Beverley
Shire of Beverley Co-located Fire Shed	Forrest Street Beverley

For a list of contacts in order to open these locations for ISG meetings, please refer to [INCIDENT SUPPORT GROUPS MEETING LOCATIONS AND CONTACTS](#) in the Contacts and Resources Section.

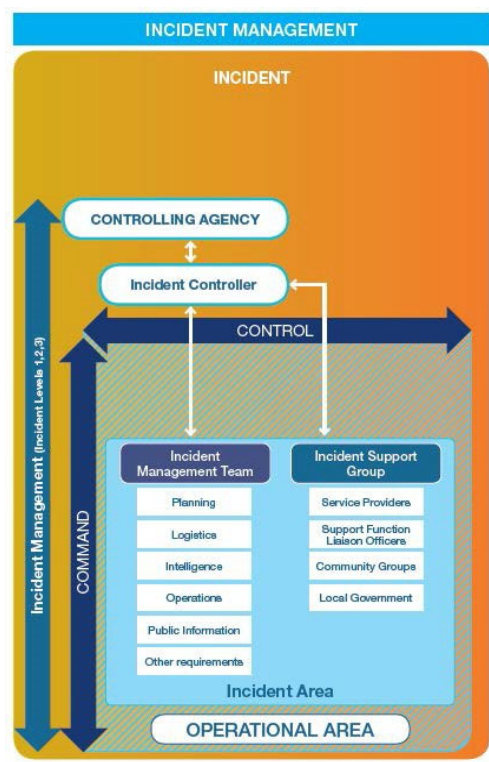


Figure 1: A diagram illustrating Incident Management

2.8 Financial Arrangements

The Shire of Beverley is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately if an emergency event requiring resourcing by the Shire of Beverley occurs to ensure the desired level of support is achieved.

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SECTION THREE

RISK

3.0 Risk Management

Risk Management is a vital part of the emergency management process. It is vital that we understand the hazards and risks likely to impact the Shire of Beverley.

The Shire of Beverley LEMC has taken into account that there are a number of special considerations to be given attention when considering risks affecting our community. They are listed below.

3.1 Special Considerations

Consider the following:

- *Beverley Easter Tennis Carnival in April*
- *Beverley Agricultural Show in August*
- *Wildflower and Canola Crop Tourists in August/September*
- *Annual Harvest in October - January*

3.2 Critical Infrastructure:

The following assets/infrastructure are located within the Shire of Beverley have been classified as critical infrastructure:

3.3 Risk Register:

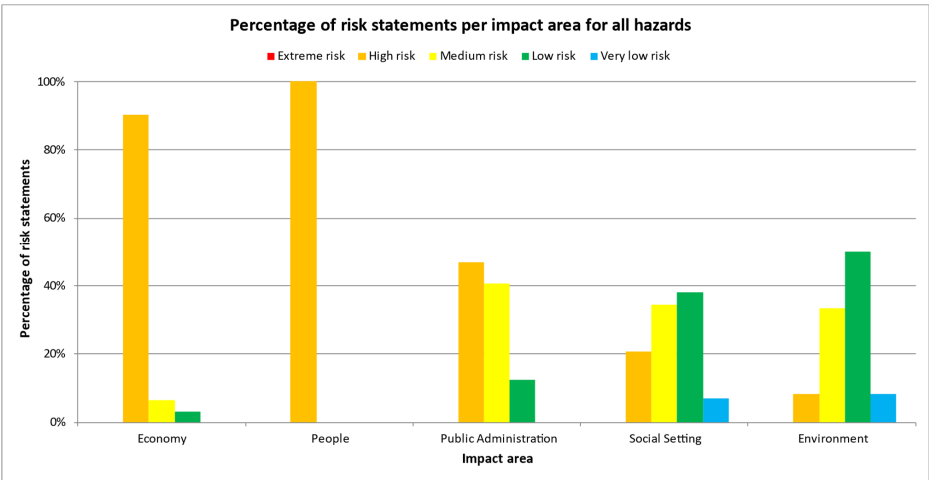
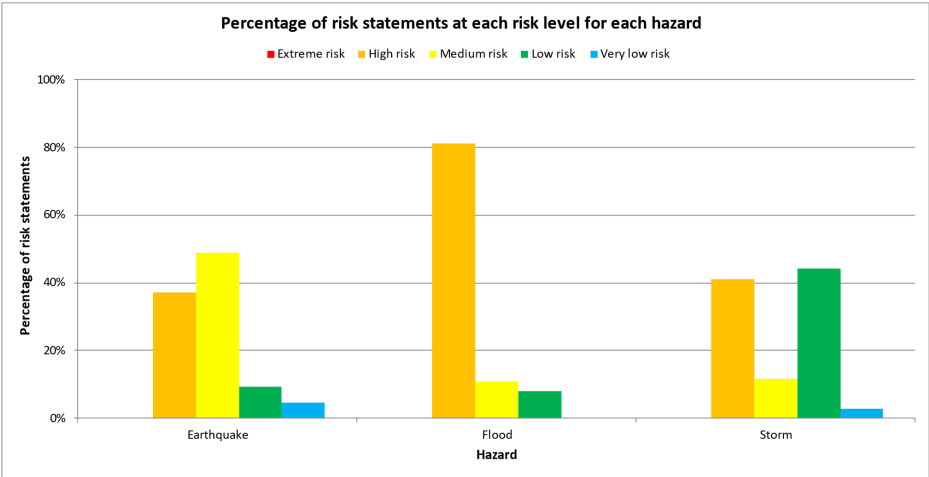
The Shire of Beverley LEMC has undertaken extensive risk assessment work to better understand our local capability and capacity.

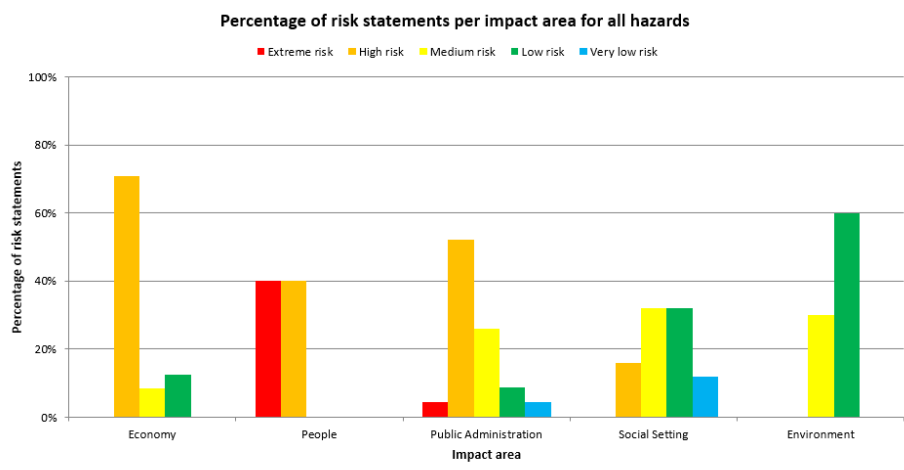
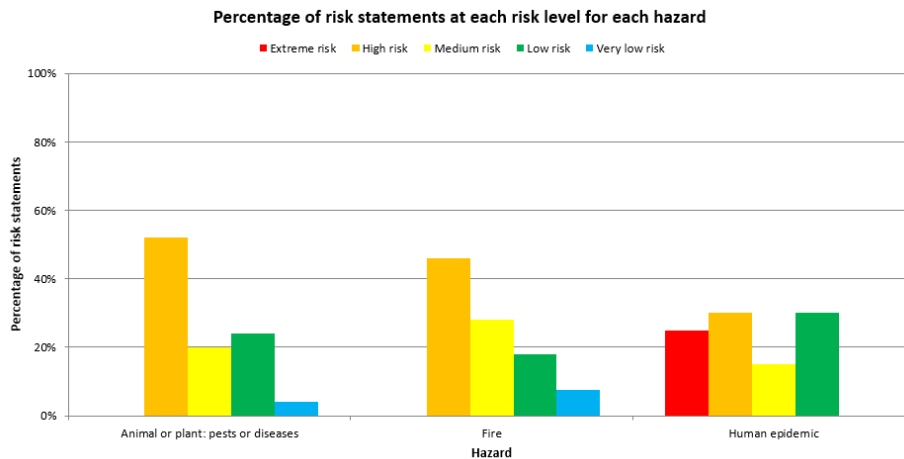
In the course of this work in 2018 and 2019, six hazards were identified as the most likely to occur in Beverley and credible, worst-case scenarios were developed for all of them. The LEMC then workshopped the scenarios against multiple impact statements and developed a risk register which assigned each impact statement scenario a risk level, rating from Extreme to Very Low. The findings of the project are summarised as following...

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Over the six hazards, nearly 100 risk statements were assessed in total. The breakdown of their risk levels are shown in the tables below:





The full risk register is available at the Shire of Beverley for further detailed information.

3.4 Emergencies likely to occur / Hazards Register

The following hazards were identified as the most likely to occur in the Shire. Below is a register of the identified hazards.

Hazard	HMA	Controlling agency	Local Combat Role	Local Support Role	State Hazard Plan	Local plan
Bushfire	DFES	DFES, Local Government DBCA	BFBS, VFRS,	WAPOL, LG Staff, SJA	Fire (2023)	Local Bushfire Management Arrangements
Storm	DFES	DFES	SES,	BFB, LG Staff, WAPOL, SJA	Severe Weather (2023)	SOP's
Earthquake	DFES	DFES	SES, VFRS,	SJA, LG Staff, WAPOL	Earthquake (2023)	TBA
Transport Accident	WA Police Force	DFES	VFRS	LG Staff, SJA	Crash Emergency (2023)	Local Road Crash Plan (2011)
Flood	DFES	DFES	SES,	BFB, LG Staff, WAPOL, SJA	Severe Weather (2023)	SOP's



SECTION FOUR

EVACUATION

Evacuation

There is a possibility that during an emergency, circumstances may arise where there may be the need to totally or partially evacuate the population of an area due to risk.

The Shire of Beverley and its LEMC is dedicated to ensuring pre-emergency evacuation planning is carried out so that, if an emergency was to occur, the risks associated with evacuation can be mitigated.

The overall responsibility for a community evacuation rests with the Controlling Agency. The decision to evacuate rests with the Incident Controller who is appointed by the Hazard Management Agency or Controlling Agency.

When an evacuation is being considered, the Hazard Management Agency or Controlling Agency is to consult with the Shire of Beverley and the Department of Communities.

4.0 Types of Evacuations

Self-evacuation is the self-initiated, spontaneous movement of individuals, families or community groups when threatened by an emergency. The Controlling Agency should provide sufficient, timely and relevant information to the community to assist in them making an informed decision to self-evacuate.

A **controlled evacuation** is the managed movement of people from a threatened area to a place of safety. The decision to undertake a controlled evacuation will be made by the Controlling Agency or an Authorised Officer who will determine whether the evacuation will be recommended (voluntary) or directed (compulsory).

A **recommended evacuation** is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency provides advice to community members that they evacuate, when the Incident Controller believes that is the best option. A recommended evacuation is made when there is a possible threat to lives/property, but it is not believed to be imminent or significant.

A **directed evacuation** is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency issues a direction for people and animals to evacuate/be evacuated, with which they are obliged to comply. This is most likely to occur when injury or loss of life is imminent.

4.1 The Five stages of Evacuation



Things to Consider: Legislative powers, risk management, resource requirements. Reasons to/not to evacuate must be recorded.

Stage Two: Warning – Telling people of the need to go

Part of the LEMC's planning process is to identify available communication methods for public information.

Stage Three: Withdrawal – Getting people out.

Self-evacuation, recommended evacuation or directed evacuation?

Controlling Agency should, as far as is practicable, ensure the security of the area that has been evacuated and of the remaining persons and property – assistance with this may be sought from WAPOL, local government and security and/or traffic management contractors.

Stage Four: Shelter – Where people can go and providing support.

Where a Controlling Agency establishes one or more evacuation centres, they must take reasonable steps to ensure that evacuees are properly received and supported via welfare agencies and/or the local government. Department of Communities will coordinate the provision of welfare support for evacuated persons.

Stage Five: Return – Allowing people back and supporting their return.

In most circumstances the return of the affected community is the responsibility of the Controlling Agency that determined the need for an evacuation in the first place. In instances where the impacts of a hazard have had lasting effects, the incident may have been handed over to a Recovery Coordinator and/or Recovery Committee at the State or Local level.

A relevant person will need to ensure that an appropriate assessment has been carried out to confirm that the area is safe and possible to return to. The return may be executed in stages as the operational plan should consider issues such as community safety, restoration of essential services and provision of welfare support services.

4.2 Evacuation (WELFARE) Centres

Please refer to section Five Welfare for a full list of evacuation centres.

4.3 Evacuation to other Local Government Areas

The Shire of Beverley and its LEMC have planned for the instance in which evacuation to all local welfare centres is impossible. Partnering agreements with surrounding Shires have yet to be developed.

WEST

FACILITY	CAPACITY	ADDRESS	CONTACT
Armadale			
Mundaring			

NORTH

FACILITY	CAPACITY	ADDRESS	CONTACT
York			
Northam			

FACILITY	CAPACITY	ADDRESS	CONTACT
Quairading (EAST)			
Brookton (SOUTH)			

4.4 Special Needs Groups

A list of contacts to coordinate the contacting of Vulnerable People within the Shire is available [VULNERABLE PEOPLE CONTACT GROUPS](#) in the Contacts and Resources section. The corresponding group/business is responsible for maintaining and updating the individual lists for vulnerable people that they are responsible for.

4.5 Evacuation of Animals

Assistance animals are welcomed at all welfare centres. For a list of evacuation locations for pets, please refer to the ANIMAL WELFARE within the Contacts and Resources section.

4.6 Maps

Detailed maps showing key routes, location of evacuation centres and other required information are located at the Shire Administration Office.



WELFARE

5.0 Local Emergency Management Plan for the Provision of Welfare Support

The Department of Communities has the role of managing welfare. The Shire of Beverley falls under the Northam District of the Department of Communities. They have developed a Local Emergency Management Plan for the Provision of Welfare Support, which aims to prescribe the arrangements for the provision of welfare support services during emergencies. The plan is available from the Shire of Beverley and/or the Department of Communities. The plan contains private contact details of key personnel and is not for public distribution.

5.1 Local Welfare Coordinator

The Local Welfare Coordinator for the Shire of Beverley is the Team Leader from the Northam Department of Communities Office. **Their contact details can be found in the Contacts and Resources section.**

5.2 Local Welfare Liaison Officer

The Local Welfare Liaison Officer is appointed by the local government to coordinate welfare response during emergencies and to liaise with the Local Welfare Coordinator. This role will provide assistance to the Local Welfare Coordinator, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Shire of Beverley **Local Welfare Liaison officer is the Shire of Beverley CEO (or shire staff as delegated.)**

5.3 Register find Reunite.

Where a large-scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This allows friends and relatives to locate each other. The Department of Communities has an arrangement in place with the Red Cross to assist with the registration process.

5.4 Animal Welfare

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations. However, the Shire acknowledges that disasters are complex events that can often limit the ability of people to fulfil these obligations. Furthermore, their inability to provide care for their animals can lead to significant distress in already trying situations.

The Shire and LEMC has yet to develop an Animal Welfare Plan to assist the community with the care and management of domestic and native animals during an emergency.

5.5 Welfare Centre

The Local Government may choose to manage a Welfare Centre however the Department of Communities has a team available for this purpose. It is the responsibility of the **Hazard Management Agency in consultation with the** Local Government to request assistance with the Department of Communities. In the event the Department of Communities assume control of one or more evacuation centres, the Shire of Beverley will have representation at the centre to provide support to the Department.

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EVACUATION/WELFARE CENTRES

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EVACUATION/WELFARE CENTRES	CONTACT	MOBILE CONTACT	ALTERNATIVE MOBILE
	Stephen Gollan	0429 461 251	
	Simon Marshall	0415 953 251	
	Steve Vincent	0427 778 042	
	Stefan De Beer	0428 461 200	

Functional areas of Welfare Coordination include;

- Emergency Accommodation
- Emergency Catering
- Emergency clothing and personal requisites
- Personal support services
- Registration and reunification
- Financial assistance
- Opening and Coordination of Welfare Evacuation Centres

The Department of Communities (Communities) has legislated responsibility under WA Emergency Management Arrangements for the coordination and provision of services to evacuated community members during and after an emergency/disaster.

In many cases this will require the opening of a Welfare Evacuation Centre (Evacuation Centre) to provide evacuees with a safe place to relocate to, until they are able to return home or find alternative safe places.

There is a provision under WA Emergency Management Arrangements for the Local Government in the area affected by the emergency/disaster to take the lead role in the coordination and operation of the Evacuation Centre, until such time as Department of Communities are able to arrive at the centre and assume responsibility for coordination and service provision.

The Controlling Agency, together with the Local Government and Department of Communities will determine when and where the opening of an evacuation centre may be required. If not present, the Dept of Communities should be contacted immediately and advised of the decision to stand up the evacuation centre.

Local government staff or LEMC members may be asked to open a Welfare Centre and manage it until Department of Communities staff arrive. A Guide and Checklist has been provided by the Department of Communities to

assist with process.

The LG staff or LEMC members will provide a handover to Communities staff on their arrival at the Evacuation Centre. Communities may require assistance with coordinating of tasks, such as provision of food etc.

5.6 Shire Emergency Activation Kits

Two emergency activation kits have been prepared, which contain a number of resources and forms required for the operation of an evacuation centre. The kits are located at the following venue

- Shire of Beverley Administration Office

A copy of this LEMA and the activation kits in both hardcopy and electronic copy (USB) are also in the activation kits.

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SECTION SIX

RECOVERY PLAN

Recovery Coordinator:

Mobile Number:

Deputy Recovery Coordinator:

Mobile Number:

Endorsed at LEMC:

Date

Endorsed at Council:

Date and resolution number

6.0 Introduction

Recovery

The Shire of Beverley Local Recovery Plan has been prepared by the Shire of Beverley Local Emergency Management Committee to reflect the capacity of the Shire and to address the Shire's legislative responsibility under Section 36(b) and Section 41(4) of the Emergency Management Act 2005 and the Emergency Management Regulations 2006.

This recovery plan forms part of the Shire of Beverley's Local Emergency Management Arrangements (LEMA).

Authority

The local recovery plan has been prepared in accordance with the requirements of the Emergency Management Act 2005 [s.41 (4)] and State Emergency Management Policy Chapter 6, Westplan Recovery Coordination.

Objectives:

The objectives of this plan are to:

- Describe the roles, responsibilities, available resources, and procedures for the management of recovery from emergencies for the Shire of Beverley;
- Establish a basis for the coordination of recovery activities at the local level;
- To promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management;
- Provide a framework for recovery operations for the Shire of Beverley

Scope:

The scope of this recovery plan is limited to the boundaries of the Shire of Beverley. It details general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

6.1 Roles and Responsibilities

Local Recovery Coordinator

The Local Recovery Coordinator (LRC) is responsible for the development and implementation of the recovery management arrangements for the local government.

The Shire of Beverley has appointed officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The Shire of Beverley may appoint more than one person to the position of LRC by appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

The Shire of Beverley Local Recovery Coordinator is DCEO Simon Marshall, and the Deputy Local Recovery Coordinator is Stefan De Beer

Role

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating Group.

Functions

- Ensure the Local recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the LRCG;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

The above can be read in conjunction with the Aide Memoire – Local Recovery Coordinator local level recovery arrangements provided by the State Emergency Management Committee. - [APPENDIX 6B: AIDE MEMOIRE LOCAL RECOVERY COORDINATOR](#)

Local Recovery Coordination Group (LRCG)

The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time.

Role

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery process within the community.

Functions

- Establishing subcommittees as required;

Commented [GY12]: All of these references in blue were originally links I think, they will obviously all have to be checked once the appendices are added. I have left them in blue so you can find them.

- Assessing requirements based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for the event that:
 - takes account of the local government long term planning goals;
 - includes an assessment of the recovery needs and determines which recovery functions are still required;
 - develops a timetable and identifies responsibilities for completing the major activities;
 - considers the needs of youth, the aged, the disabled and culturally and linguistically diverse (CALD) people;
 - allows full community participation and access; and
 - allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support social, built, economic and natural environments of recovery to ensure they are community owned and targeted to best support the recovery of affected communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Providing advice to the State and Local Government/s to ensure recovery programs and services meet the needs of the community;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
- Ensuring a coordinated multi-agency approach to community recovery by:
- Providing central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside the direct control of the committee;
- Making appropriate recommendations, based on lessons learned to the LEMC to improve the community's recovery preparedness.

Commented [GY13]: Removed meaningless comment on a handbook that's now out of date.

6.2 Controlling Agency Hazard Management Agency

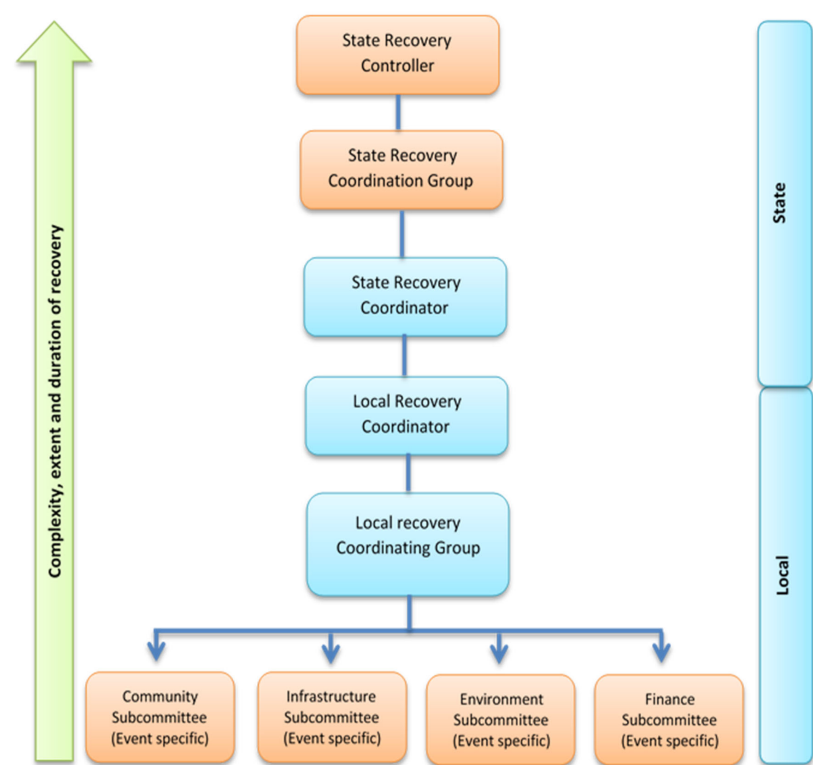
The Controlling Agency/ HMA with the responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, the Controlling Agency/ HMA will:

- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group;
- Undertake and initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator;
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator;
- Provide risk management advice to the affected community (in consultation with the HMA).

6.3 State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to Appendix G of the State EM Plan. The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

6.4 Recovery Structure State and Local



6.5 Commencement of Recovery

Local Recovery Coordinator:

The immediate involvement of the Local Recovery Coordinator (LRC) in any Incident Support Group (ISG) will ensure that recovery starts while response activities are still in progress, and key decisions taken during the response phase are able to be influenced with a view to recovery. The LRC may also attend the Incident Management Team (IMT) as an observer for further situational awareness.

The LRC shall:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks. Have input into the development of the Impact statement that will be used when the incident is transferred from response to recovery.
- Identify recovery requirements and priorities as early as possible.
- Establish a Local Recovery Committee, and any sub committees as required.

The Controlling Agency:

The Controlling Agency with responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, it will;

- Liaise with the local recovery coordinator and include them in the incident management arrangements including the Incident Support Group or Operational Area Support Group.
- Undertake an initial impact assessment for the emergency and provide that assessment to the local recovery coordinator and the State recovery coordinator
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure (State EM Recovery Procedure 4) and in consultation with the ISG, the affected local government/s and the state recovery coordinator.
- Provide risk management advice to the affected community.
- Complete an Impact Statement document.

Local Recovery Coordination Group:

Where required, the LRC shall form a Local Recovery Coordination Group which shall consist of, as a guide, the following:

Core Recovery Group:

(Function – recovery planning, activation of plan, support Local recovery coordinator to manage the recovery process. The core group is usually made up of local government elected members and administration staff)

Position	Primary	Alternate
Chair	SoB President	SoB Deputy President
Local Recovery coordinator	SoB Deputy CEO	SoB CEO
Deputy Recovery coordinator	SoB Senior Planning Manager	TBA as required
Administrative support	SoB Administration Staff	TBA as required
Communications officer	SoB Tourism Officer	TBA as required
Any other LG officers as required ie financial /officer/Manager of Works	TBA as required	TBA as required

Co-opted members:

(Function – these members would be co-opted as required to provide agency specific or expert advice and resources to assist the recovery process.)

Hazard Management Agency or controlling Agency	Dept of Mines Industry Regulation and Safety
Essential services	Dept of Water and Environmental regulation
Welfare agencies and/or services	Local businesses, IGA, CBH, mines (resources)
Financial services	Community Groups or representatives.
Dept of Health	Others as required.
Dept of Education	
Dept of Transport	
Dept of Food and Agriculture	
Dept of Biodiversity Conservation and Attractions	
WA Police	
St John Ambulance	
Local Health services, physical and/or mental	
CALD group representatives	

Subcommittees:

(Function – sub committees may be formed to assist the recovery process by considering specific priority areas)

Core priority areas that may require the formation of a subcommittee include;

- Economic / Finance Subcommittee
- Infrastructure Subcommittee
- Personal / Community Subcommittee
- Environmental Subcommittee

Please refer to [APPENDIX 6A: SUB COMMITTEES – OBJECTIVES](#) for objectives and Terms of Reference for these four subcommittees should they need to be activated quickly.

6.6 National Principles for Disaster Recovery:

Disasters can deeply impact lives and livelihoods. Working with communities recovering from disasters is complex and challenging. These principles are a way to guide our efforts, approach, planning and decision-making.

Planning for recovery is integral to emergency preparation and mitigation actions may often be initiated as part of recovery.

Disaster recovery includes built, environment and economic elements, all contributing to individual and social wellbeing.

The Shire of Beverley aligns its priorities for recovery to the National Principles for Disaster Recovery.

While all the principles are equally critical to ensure effective recovery, understanding the local and broader content and recognising complexity is foundational.

Understand the CONTEXT	Successful recovery is based on an understanding of the community context, with each community having its own history, values and dynamics.
Recognise COMPLEXITY	Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.
Use COMMUNITY-LED approaches	Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to move forward.
COORDINATE all activities	Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and need.
COMMUNICATE effectively	Successful recovery is built on effective communication between the affected community and other partners.
Recognise and Build CAPACITY	Successful recovery recognises supports and builds on individual, community and organisational capacity and resilience.

The complete National Principles for Disaster recovery can be found at

<https://knowledge.aidr.org.au/resources/national-principles-for-disaster-recovery/>

Commented [GY14]: Updated this link

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6.7 Assessment and Operational Recovery Planning:

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This assessment will be based on the Impact Statement data provided by the Controlling Agency.

Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordinating Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to [Appendix 6 B: Operational Recovery Plan template](#)

6.8 Resources

Recovery Resources:

The Local Recovery Coordinator for the Shire of Shire of Beverley is responsible for determining the resources required for recovery activities in consultation with the Controlling Agency/Hazard Management Agency and Support Organisations.

The Shire of Beverley resources are identified in the Contacts and Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Beverley should an emergency occur.

The following table identifies suitable Local Recovery Coordination Centres in the Local Government area.

Centre Name	Address	Capacity and available resources	Contacts.
Shire of Beverley Administration Building	136 Vincent Street	Full office and admin facilities. Limited office space. No backup power	SoB CEO or DCEO as per Contacts Appendix X
Beverley Recreation Oval & Amenities Centre	Forrest Street Beverley	~ 12-15 limited office and administration resources	SoB CEO or DCEO as per Contacts Appendix X
Beverley Town Hall	Vincent Street Beverley	~ 20-30 limited office and administration resources	SoB CEO or DCEO as per Contacts Appendix X

6.9 Financial Arrangements:

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.

Through the Disaster Recovery Funding Arrangements – WA (DFRA-WA), the State Government provides a range of relief measures to assist communities in recovering from an eligible natural event. The Shire of Beverley will make claims for recovery activities where they are deemed eligible under DFRA.

More information regarding DRFA is available from the State Emergency Management Committee web page - link - <https://www.dfes.wa.gov.au/recovery/Pages/default.aspx>

DFES, as the State Administrator, may activate DRFA-WA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).

6.10 Financial Preparation:

The Shire of Beverley will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of section 6.8(1) (b) or (c) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;
- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996– regulation 18(a) provides and exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Ensuring an understanding of the types of assistance that may be available under the Disaster Recovery Funding Arrangements- WA (DRFA-WA), and what may be required of local government in order to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from DRFA, or Main Roads WA.

Managing Donations:

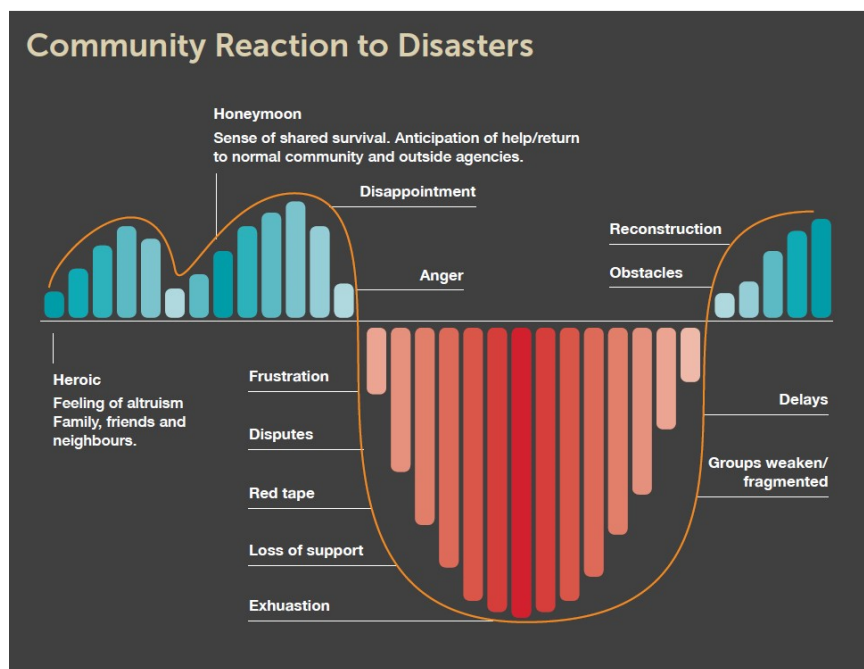
Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in the State EM Recovery Procedure1– Management of Public Fundraising and donations. NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested by the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.

6.11 Community Reactions

It is important to understand the common reactions that individuals and the affected community as a whole, move through, when they are touched by an emergency.

Understanding the psychosocial impacts of emergencies can provide insight to assist people get back on their feet and to re-establish their post-emergency life.

The below diagram illustrates the four-stage cycle of emotions that people are likely to experience after being impacted by an emergency. This process is indicative only. It should not be read as a sequential process, but as a guide to help anticipate predictable challenges in the recovery stage



It is important that all recovery communications are mindful of the cycle detailed above. By understanding this, recovery communications can be carefully tailored for the community as they move through each phase.

6.11 Actions and Strategies

To assist the Local Recovery Coordinator and the Local Recovery Coordinating Group a list of recovery activities that may be undertaken together with suggested strategies has been provided. The list is not exhaustive but meant as a prompt to initiate discussion and planning.

Activities:

- One Stop Shop
- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes

- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/ Planning schemes

Strategies:

Community Involvement Strategies

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

Recovery Information Strategies

- Provide regular updates on –
- current state & extent of the disaster,
- actual and proposed official response
- desired community response
- advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations
- Information may be made available to the public using a combination of the methods such as;
- One Stop Shop
- Door Knocks
- Out Reach Programs
- Information Sheets and or/ Community Newsletters

Recovery Assistance Strategies

- Provide for special needs of aged, ethnic, children etc
- Make food, shelter, clothing, health and emergency finance available immediately.
- Deliver services in a simple & caring manner with minimal disruption to existing processes
- Ensure welfare centre cater for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest
- Maximise financial aid and minimise material aid

Accountability Strategies

- Ensure the affected community is involved in the allocation and distribution of material and financial resources
- Assist the community in ensuring there is accountability in the use of resources

Strategies for Grants, Loans and Gifts

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support & grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

Strategies to Maintain Family Cohesion

- Keep families together during evacuation and resettlement
- Ensure all policies and processes support the family's ability to recover

6.12 Further detailed recovery information

For further detailed information on Disaster Recovery, refer to the Australian Disaster Resilience Community Recovery Handbook at this link: <https://knowledge.aidr.org.au/resources/handbook-community-recovery/>

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APPENDIX 6A: Sub Committees– Objectives

Committee	Objectives
Community (or Social) Subcommittee Objectives	<ul style="list-style-type: none"> To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event To facilitate understanding on the needs of the impacted community in relation to community wellbeing To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
Environment (or Natural) Subcommittee Objectives	<ul style="list-style-type: none"> To provide advice and guidance to assist in the restoration of the natural environment post the event To facilitate understanding of the needs of the impacted community in relation to environmental restoration To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.
Infrastructure (or Built) Subcommittee Objectives	<ul style="list-style-type: none"> Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.
Finance (or Economic) Subcommittee	<p>To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.</p> <ul style="list-style-type: none"> The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which: <ul style="list-style-type: none"> ensure the principles of equity, fairness, simplicity and transparency apply ensure the procedures developed are straightforward and not onerous to individuals seeking assistance recognise the extent of loss suffered by individuals complement other forms of relief and assistance provided by government and the private sector; recognise immediate, short, medium and longer term needs of affected individuals ensure the privacy of individuals is protected at all times. Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

Local Recovery Coordinator Aide Memoire

Local governments are to nominate a suitably skilled Local Recovery Coordinator in their Local Emergency Management Arrangements. More than one person should be appointed and trained in case the primary Local Recovery Coordinator is unavailable during an event.

ROLE

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the Local Recovery Coordination Group (LRCG).

FUNCTIONS

Pre-Event

- Prepare, maintain and test the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the local government;
- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience;
- Identify vulnerable people within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people;
- Consider potential membership of the LRCG prior to an event occurring;

During Event

- Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group and Operational Area Support Group meetings;
- Consider membership of the LRCG, during an emergency, that is event specific, based on the four recovery environments: social, built, economic and natural, or as required;
- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency;
- Consult with the Controlling Agency on completing the Impact Statement prior to transfer of responsibility for recovery to the affected local government(s);

Post-Event

- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established;
- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping;
- Determine the required resources for effective recovery in consultation with the LRCG;
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established;

- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended;
- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers; and
- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC).

MEMBERSHIP

The Local Recovery Coordinator is to consider potential membership of the LRCG prior to an event occurring. During an emergency, consider membership of the LRCG that is event specific. The following agencies and organisations may have a role on the LRCG.

Core Members

- Local Recovery Coordinator;
- key local government staff and elected members;
- Community Recovery Coordinator and/or Community Liaison Officer;
- Controlling Agency;
- District Emergency Management Advisor; and
- local government networks, community members and community groups/associations /committees, e.g. environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.

Potential Members – Event Specific

- Australian Red Cross;
- Chamber of Commerce and Industry WA / Small Business Development Corporation;
- Department of Biodiversity, Conservation and Attractions;
- Department of Communities;
- Department of Education (or Local School Representative);
- Department of Fire and Emergency Services (DFES);
- Department of Health (or Local Health Services Provider/Officer);
- Department of Local Government, Sport and Cultural Industries;
- Department of Planning, Lands and Heritage;
- Department of Primary Industries and Regional Development;
- Essential Services Network Operators Reference Group representative;
- Essential Services such as:
 - Alinta Gas;
 - Telstra Corporation;
 - Water Corporation; and
 - Western Power/Horizon Power.
- Insurance Council Australia;
- Main Roads Western Australia;

- Public Information Reference Group representative;
- Volunteering WA;
- Western Australia Police Force; and
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: Impact Statement; State Recovery Cadre; Disaster Recovery Funding Arrangements Western Australia; environmental protection, clean up and waste management; Public Donations criteria for financial assistance; etc.:

- State Recovery (DFES);
- Department of Water and Environmental Regulation; and
- Lord Mayor's Distress Relief Fund (City of Perth).

LOCAL RECOVERY COORDINATOR ACTION CHECKLIST

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Prior to Emergency	
Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan.	
Prepare, maintain and test Local Recovery Plan in conjunction with local government for endorsement by the Council.	
Ensure the completed Local Recovery Plan clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.	
Identify special needs people such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.	
Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.	
Within 48 hours	
Contact and alert key local contacts.	
Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Consult the Department of Primary Industries and Regional Development on special arrangements to manage the welfare of wildlife, livestock and companion animals.	
Ensure Controlling Agency starts recovery activities during the response to that emergency.	
Provide advice to the Mayor/Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.	
During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.	
Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.	

Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.	
Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Within 1 week	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.	
In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.	
Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.	
Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.	
Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.	
Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	
Within 1 to 12 months (or longer-term recovery)	

Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.	
Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.	
Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	

Local Recovery Coordination Group Aide Memoire

Local government may establish a Local Recovery Coordination Group (LRCG) as the strategic decision-making body for recovery during an emergency within its district.

ROLE

The LRCG is to coordinate and support local management of the recovery processes by assessing the consequences of the event and coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments within the community during an emergency event.

FUNCTIONS

- Assess the Impact Statement for recovery requirements based on the social, built, economic and natural wellbeing of the community with assistance of the Controlling Agency where appropriate;
- Monitor known or emerging impacts using existing incident reports e.g. Impact Statement, Incident Support Group/Operational Area Support Group/Rapid damage assessment reports, HAZMAT reports, etc.
- Report on likely costs and impacts of recovery activities and establish a system for recording all recovery expenditure;
- Confirm whether the event has been declared an eligible natural disaster under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and, if so, what assistance measures are available;
- Understand the State and Commonwealth relief programs such as, DRFAWA, Centrelink and the Lord Mayor's Distress Relief Fund if activated;
- Establish subcommittees that consider the four recovery environments social, built, economic and natural, or as required;
- Prepare a Communications Plan where appropriate;
- Depending on the extent of damage, develop an event specific Operational Recovery Plan which allows full community participation and access, as well as:
 - taking account of the local government's long term planning and goals; and
 - assessing which recovery functions are still required, timeframes and responsibilities for completing them.
- Consider the needs of youth, the aged, people with disabilities, Aboriginal people, isolated groups or individuals and culturally and linguistically diverse people;
- Oversee projects that support the social, built, economic and natural environments of recovery to ensure

that they are community-led and targeted;

- Provide advice to the State and local government to ensure that recovery programs and services meet the needs of the community;
- Negotiate most effective use of State and Commonwealth agencies' resources;
- Monitor the progress of recovery and request periodic reports from recovery agencies;
- Provide recovery public information, information exchange and resource acquisition;
- Coordinate offers of assistance, including volunteers, services and donated money;
- Coordinate a multi agency approach to community recovery by providing a central point of communication and coordination for recovery services and projects;
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness;
- Ensure the local government's existing Local Recovery Plan is reviewed and amended after an event in which the Local Recovery Plan was implemented.

MEMBERSHIP

Core Members

- Local Recovery Coordinator;
- key local government staff and elected members;
- Community Recovery Coordinator and/or Community Liaison Officer;
- Controlling Agency;
- District Emergency Management Advisor; and
- local government networks, community members and community groups/associations /committees, e.g. environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.

Potential Members – Event Specific

Appropriate membership for the LRCG must be determined for the specific emergency event. The following agencies and organisations may have a role on the LRCG:

- Australian Red Cross;
- Chamber of Commerce and Industry WA / Small Business Development Corporation;
- Department of Biodiversity, Conservation and Attractions;
- Department of Communities;
- Department of Education (or Local School Representative);
- Department of Fire and Emergency Services (DFES);
- Department of Health (or Local Health Services Provider/Officer);
- Department of Local Government, Sport and Cultural Industries;
- Department of Planning, Lands and Heritage;
- Department of Primary Industries and Regional Development;
- Essential Services Network Operators Reference Group representative;
- Essential Services such as:
 - Alinta Gas;

- Telstra Corporation;
 - Water Corporation; and
 - Western Power/Horizon Power.
- Insurance Council Australia;
- Main Roads Western Australia;
- Public Information Reference Group representative;
- Volunteering WA;
- Western Australia Police Force; and
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: Impact Statement, State Recovery Cadre, Disaster Recovery Funding Arrangements Western Australia, environmental protection, clean up and waste management, Public Donations criteria for financial assistance etc.

- State Recovery (DFES);
- Department of Water and Environmental Regulation; and
- Lord Mayor's Distress Relief Fund (City of Perth).

LOCAL RECOVERY COORDINATION GROUP ACTION CHECKLIST

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Within 1 week	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.	
District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required.	
Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.	
Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.	
Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider recovery information and arrangements for special needs groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people.	
Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	
Within 1 month	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Confirm if the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information and assistance.	
Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals	

and donated money to avoid duplication of effort.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities).	
Manage restoration of essential infrastructure.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Monitor the progress of recovery and receive periodic reports from recovery agencies.	
Within 12 months (or longer-term recovery)	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Implement transitioning to mainstream services.	

Operational Recovery Plan

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

Section 2 – Assessment of recovery requirements

Details of loss and damage: (Refer Comprehensive Impact Assessment)

Residential:

Commercial:

Industrial:

Transport:

Essential Services: *(include State and local government infrastructure)*

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

Additional personnel requirements:

Human services: *(personal and psychological support requirements)*

Other health issues:

Section 3 – Organisational Aspects

Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:

Details of inter-agency relationships and responsibilities:

Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:

Section 4 – Operational Aspects

Resources available:

Resources required:

Redevelopment plans: *(includes mitigation proposals)*

Reconstruction restoration program and priorities: *(Includes estimated timeframes, the programs and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)*

Financial arrangements: *(Assistance programs (DFRA-WA), insurance, public appeals and donations)*

Public information dissemination *(Key messages, methods of distribution)*

Section 5 – Administrative arrangements

Administration of recovery funding: *(Include other financial issues)*

Public appeals policy and administration *(includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)*

Section 6 – Conclusion

(Summarises goals, priorities and timetable of the plan).

Endorsed by

Chair, Local Recovery Coordinating Group

Dated:

6.13 Recovery Report

STATE RECOVERY COORDINATING COMMITTEE RECOVERY REPORT – (Emergency Situation)

Agency / Organisation:.....Report No:

To: Chairman, SRCC/State Recovery Coordinator

Situation Update should include: full damage report (once only) and estimated amount in \$, work in progress including estimated completion dates, details of difficulties or problems being experienced.

Proposed Activities: Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.

Special Assistance:

Requirements: Includes support from other agencies, SRCC intervention with priorities.

Financial Issues: May include support from SRCC for additional funding from Treasury.

Recommendations:

Signature

Title

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SECTION SEVEN

COMMUNICATIONS PLAN

7.0 Introduction

Communicating with an affected community is a vital part of all stages of emergency management. When threatened or impacted by an emergency, community members have an urgent need for information and direction. The provision of this information is the responsibility of the Hazard Management Agency.

When communicating with an affected community, special considerations should be given to children and youth; elderly people; people with disabilities; medically reliant persons; Aboriginal people; people who are isolated or transient; and people with Culturally and Linguistically Diverse backgrounds. A list of Groups/ Business to coordinate the contact with Vulnerable People, please refer to the [VULNERABLE PEOPLE CONTACT GROUPS](#) within the Contacts and Resources section.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporate on water issues, Western Power on power issues, etc.) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflict messages being given to the public.

All Council (Local Government) media contact must be directed to the Shire President or Chief Executive Officer.

7.1 Communication Policy

Management of communication in a crisis is critical. This section has been created to guide the Shire of Beverley in approaching crisis communication in a way that is structured, well- coordinated and effective.

During a crisis, this response will be led by the Local Response Coordinator (LRC) with assistance from Key members of the Local Recovery Coordination Committee (LRCC). In the management of media relations, the Local Recovery Coordination (LRCC) must seek direction from the Hazard Management Agency and the Shire of Beverley CEO and/or Shire President.

7.2 Communication Principals

In an emergency, communication with stakeholders must adhere to the following principals

- Timeliness - regularly updating stakeholders on the situation
- Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders
- Sensitivity - prioritising stakeholders, guarding sensitive information as needed
- Transparency - remaining honest and open about the situation and progress
- Simplicity - ensuring communication is easily understood and consistent
- Accuracy - sharing only confirmed facts, never making assumptions or giving false information
- Accountability - accepting responsibility if appropriate and reasonable.

7.3 Stakeholder Communication

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the Local Recovery Coordination (LRCC) in collaboration with the President and CEO of the Shire of Beverley.

Both internal and external communications will be directed by the strategy, which will ensure alignment with the Local Recovery Coordination (LRCC) response objectives and with the Shire of Beverley's communications policy.

A well-managed and coordinated response will ensure the following occurs:

- Communication is facilitated only by those authorised to do so
- Information released is confirmed and accurate
- Communication is regular, consistent and takes into account sensitivities.

7.4 Communicating in the Prevention Stage:

Prevention is defined as "the mitigation or prevention of the probability of the occurrence of, and the potential adverse effect of, an emergency".

The Shire of Beverley employs several practices in order to aid the prevention of emergencies and these are communicated to the public. One example is the Firebreak Order distributed to the public every year, requiring firebreaks to be installed and properties to be clear of fire-hazardous materials by 1 November.

7.5 Communicating in the Preparedness Stage:

Preparedness is defined as "the preparation for response to an emergency".

Through increasing community preparedness, Emergency Management Agencies can educate stakeholders, networks and communities on potential emergency risks, impacts, and personal responsibility, therefore promoting community resilience. By doing so an EMA can;

- Raise awareness in high-risk areas about the importance of planning and preparing (i.e. for cyclones, floods and bushfires);
- Raise personal awareness of risks and the need for adequate insurance;
- Increase adoption of preparedness measures and appropriate response behaviours in high-risk areas;
- Increase understanding of how to prevent, prepare for, respond to and recover from the hazards particular communities will face.

7.6 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. Such information should include the following information:

- Where to go
- The safest route to take
- What to take (Medications etc)

This section highlights local communication strategies.

Local Systems (examples below)

- Notice Boards
 - Shire of Beverley Notice Board
 - The Blarney Community Newsletter
 - IGA / Vincent Street..
 - Temporary notice boards may be erected in easy-to-access locations during emergencies.
 - Information would also be public displayed at any evacuation centres that were opened as a result of the emergency.
- Shire of Beverley Facebook www.facebook.com/beverleyshire/
- Shire Website www.beverley.wa.gov.au
- Telstra SMS Service

State Systems

During a major emergency you can also find information on;

- DFES's recorded information line
- Emergency broadcast on your local Radio Station frequency
- TV and radio news bulletins, print and online newspapers
- A staffed communication information line may be set up
- A TV crawler displaying messages at the bottom of the screen may be used.
- Standard Emergency Warning Signal (SEWS):
SEWS is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster. It is intended to be used as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens.

In Western Australia, the broadcast of SEWS is authorised by the Department of Fire and Emergency Services, or the Regional Director of the Bureau of Meteorology for flood and weather events.

DFES Public Info line

Website www.dfes.wa.gov.au and www.emergency.wa.gov.au
Telephone 13 3337 (13DFES) (For emergency information only) – OR
1300 657 209 (recorded information line).

ABC Radio

State Alert System

1300 253 787

Emergency WA Website

<https://www.emergency.wa.gov.au/#>

State Alert

StateAlert is a web-based system designed for Emergency Services to deliver community warnings regarding emergencies through:

- Recorded voice – Landline and mobile, and/or
- Text – mobile telephone, email and RRS feed.

StateAlert is also available for use by external HMAs for situations where lives may be in danger. All requests for StateAlert messaging will be evaluated to ensure the need is commensurate with both the definition of Emergency and that the proposed release of StateAlert is classed as a 'Life threatening' incident.

7.6 Communicating in the Response Stage:

Communities affected by an emergency have a vital and urgent need for information. The purpose of emergency public information is to provide the public with consistent, adequate and timely information and instructions.

The Controlling Agency or Hazard Management Agency will make the decision to evacuate a community, or part of it, should it be under threat from an emergency. They will decide how best to communicate the evacuation suggestion, or order, to community members.

7.7 Communicating in the Recovery Stage:

Recovery communications refers to the practice of sending, gathering, managing and evaluating information in the recovery stage following an emergency.

When communicating with the public in the Recovery stage, it is important to understand the common reactions that individuals, and the community as a whole, are likely to experience as a result of the emergency.

Ensure all messaging adheres to the Giuliani method of communication information which includes:

- What we know;
- What we don't know;
- What we are doing; and
- What we want you to do

Status Update

The status update is the first information assessment about what is happening, which provides crucial information about the emergency and recovery efforts. These are maintained on a daily basis in summary form, which are used to inform key talking points for use by the Shire of Beverley.

Talking Points

The talking points are developed from information contained within the status updates.

The talking points provide key messages to be used by the spokesperson and all members of the Shire who are in contact with affected community and general public. Talking points can be used for all communication methods such as the newsletter, community meetings etc.

Social Media Applications

Social media can be used effectively as an engagement tool with the community in the event of an emergency and recovery. *The Shire is committed to regular use; monitoring and reliable updating.*

Media Release

Media releases can provide a vital way of providing instant information that can be picked up by the local newspaper or radio station. The designated local government spokesperson must be used in the media release. Consider co-branded media releases that relate to a specific stakeholder in the early stages of the response to recovery phase.

Community Meetings

Community meetings are essential in response and recovery as it is important to address the community in a face-to-face setting early on, to earn the trust and respect of the affected community and engage in meaningful dialogue. Community meetings may involve many state government agencies such as the Hazard Management Agency, along with local government and community organisation representatives. It is important that the Master of Ceremony and spokesperson are delegated by the local government.

Notice Boards

A central notice board at a key location in the community can be used to provide information in recovery. This may be a location already being used or one that is decided that is best placed for the emergency and recovery effort.

- The information must be general, local and provide people with call to actions such as contact numbers and places to go for additional information.
- The notice board may also be used to gain feedback directly from the community, if required.

Media Conference

A media conference can be utilised if there is public and media interest after the emergency and can be used to get specific messages across the media, general public and the community.

- A media conference should be managed by the Media Liaison function located within the Recovery Communications team.
- The announcement will need to be prepared, the spokesperson chosen and briefed, and the time of

the conference chosen to suit relevant media deadline

Community Newsletter

A community newsletter that is printed or emailed is a simple and easy method of communication in recovery.

Newspaper Article

A newspaper article may be picked up by the newspaper from the media release that has been issued, the local government may be given a regular space each week to address the issues in recovery for the community or be able to place paid advertising within the newspaper.

Recovery Communications Plan

A recovery communications plan details the local governments' strategy on communication and consultation with the affected community in recovery.

A copy of a basic communications plan template can be found at *Appendix 7A*

Managing the Media

During a crisis information used in the communication response must be controlled. The approvals/sign off procedure must be adhered to so that all facts are accurate and that their release is authorised. The Local Response Coordinator (LRC) is responsible for enforcing this procedure, which is as follows:

- Facts will be verified internally through update briefings within the Local Recovery Coordination Committee (LRCC). Information is never to be assumed
- The Local Recovery Coordination Committee (LRCC) will draft documents for release to external stakeholders
- The Local Response Coordinator (LRC) must confirm all incident-related facts
- Local Recovery Coordination Committee (LRCC) Chair will coordinate final sign-off from the CEO prior to document release.

Having one authorised spokesperson during a crisis ensures that communication with the media and audiences is consistent, transparent and controlled. Designated spokespeople may include:

- Shire of Beverley – CEO
- Shire President
- Incident relevant elected representative

They must have the updated facts and be both available and prepared to manage media relations. It is crucial that all employees are aware of the procedure for handling enquiries and know how to appropriately direct calls and visitors.

General Enquiries

Frontline employees from outside the Local Recovery Coordination Committee (LRCC) must be prepared to receive enquiries from a range of stakeholders. The Shire of Beverley's Communication advisor will ensure that they are provided with a script based on the key messages and a copy of the prepared Q&As and must brief them on the communication policies. Other than approved spokespeople, no employee is authorised to make comment to any stakeholder beyond the scope of the script and these documents.

- No employee or spokesperson is to give "off the record" or "in confidence" information
- All media releases and holding statements must go through the approvals process prior to release, with final sign off from the CEO or LRCCC Chair.

APPENDIX 7A Recovery Communications Plan Template

SHIRE OF Beverley
RECOVERY COMMUNICATION PLAN
Recovery Vision for the affected Community.

Vision

Mission

Mission of the recovery communications plan.

Why?	
Who?	
What?	
When?	
Where?	
How?	

BACKGROUND

Brief detailed description of the emergency events.

COMMUNICATION OBJECTIVES

Clear, measurable and achievable objectives. No more than five.

Key Target Audience

Who are the key community members that are being targeted and how is this being done? Who is responsible for the communication method and bywhen?

Target Audience

Descriptions	
Actions	
Who	
By When	

Key Messages

What are the current key messages and how are they being distributed, to whom?

Message	
Method	
Who	

Actions

What communications are being undertaken to which stakeholder group and how is this being done?

Who has responsibility and how often will they be distributed and/or updated?

Stakeholder Group	
Communication	
Method	
Who	
Frequency	

Monitor and Evaluate

How is each communication method being monitored and evaluated for effectiveness? How often will they be monitored and evaluated?

Method	
Monitor and Evaluate	
Frequency	

Communications Budget

How much money has been allocated to be spend on each communication method? Keeping up to date records of how much is being spent against the budget is essential.

Method	
Amount Allocated	
Amount Spend/Date	

Communications Plan Review

Who is responsible for monitoring the complete recovery communications plan, what date was it reviewed and what were the major changes that were made?

By Whom	
Date	
Major Changes	

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SECTION EIGHT

CONTACTS AND RESOURCES REGISTER

Please note that this section of the LEMA is private and confidential. The information contained within this section will only be made available to emergency management personnel and is not available for viewing by the public.

Administration Office and Depot

Shire of Beverley	
Administration Building	Depot
136 Vincent Street Beverley	136 Vincent Street Beverley
PO Box 20 BEVERLEY WA 6304	PO Box 20 BEVERLEY WA 6304
Ph: 08 9646 1200	Ph: 08 9646 1200
Fax:08 9646 1409	Fax:08 9646 1409
Radio Channel Callsign: Zulu Golf (WAERN 108)	Radio Channels UHF 40, UHF 5
Email: admin@beverley.wa.gov.au	
Website: www.beverley.wa.gov.au	

Shire Councillors

Role	Name	Phone
Shire President	CR DAVID WHITE	0428 787 806
Deputy Shire President	CR CHRIS LAWLOR	0429 996 040
Councillor	CR DON DAVIS	0418 904 852
Councillor	CR PETER GOGOL	0403 822 772
Councillor	CR JOHN MAXWELL	0400 146 253
Councillor	CR SUE MARTIN	0427 771 054
Councillor	CR MATT NORMAN	0403 130 264
Councillor	CR ALAN SATTLER	0429 461 569
Councillor	CR TIM SEED	0427 386 009

Shire Staff

Chief Executive Officer	Stephen Gollan	0429 461 200
Works Supervisor	Steve Vincent	0427 778 042
Environmental Health Officer	Tim Jurmann	0448 014 022
Manager of Finance	Simon Marshall	0415 953 251
Planner	Stefan De Beer	0428 461 200

Emergency Management Role

Recovery Coordinator	Simon Marshall	0415 953 251
Assistant Recovery Coordinator	Stefan De Beer	0428 461 200
Welfare Liaison officer	Stephen Gollan	0429 461 200
LG Incident Liaison officer	Simon Marshall	0415 953 251

Shire Contractors

Role	Name	Location	Phone
Waste Disposal	Avon Waste	16 Ashworth Rd Daliak	9641 1318
Electrician	Beverley Electrical Services	Beverley	0429 887 535
Hire of Plant & Machinery	Beverley Earthmoving	Beverley	0417 093 090
Transport equipment Fabrication	Beverley Steel Fabrication	1 McNeil Street Beverley	9646 1218
Grain Transport	Beverley Transport Service	Beverley	0428 464 066
Tree Lopping			
Refrigeration Repairs	Ray Fridge	Beverley	0427 621 952
Cafe	The Red Vault	Vincent Street Beverley	9646 0008
Fuel Supplier	Beverley Dome Fuel & Hire	Vincent Street Beverley	0427 341 057
Builder	Natway Furniture & Constructions	Beverley	0417 973 415
Builder	Hoffman Home & Property	Beverley	0414 702 237
Cartage	Beverley Transport Service	Beverley	0428 464 066
Pest Control	Combined Pest Control	Beverley	0438 375 146
Earthmoving Equipment Hire			
Cleaning	Marcell's Cleaning	Beverley	0429 646 155
Plumbing	Beverley Gas & Plumbing	Beverley	0418 929 141
Carpet Cleaning			
Diesel Mechanic - parts	Old Skool Mechanical	Beverley	0487 283 614
Hotel Meals Accommodation	Freemasons Tavern	Beverley	9646 1347
Hotel Meals Accommodation	Hotel Beverley	137 Vincent Street	9646 1190
Mechanic	R.J. Jas	Vincent Street Beverley	0408 685 568
Hardware	Avon Trading Co	103 Vincent Street	9646 1006
IT			
Groceries	Beverley IGA	122 Vincent Street	96461 1005
Café, Catering	Beverley Bakehouse	123 Vincent Street	9646 1839

8.0 Local Emergency Management Committee Contacts

Agency	Position	Name	Phone

[illegible]

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8.3 Emergency Services

WESTERN AUSTRALIAN POLICE FORCE

<i>Name</i>	<i>Position</i>	<i>Phone</i>
		9685 0200

*In an emergency situation, please always call 000.

BEVERLEY VOLUNTEER FIRE AND EMERGENCY SERVICES

<i>Position</i>	<i>Name</i>	<i>Contact</i>

<i>Resource</i>	<i>Registration</i>	<i>Location</i>

ST JOHN AMBULANCE

Emergency Phone: 000

Position	Name	Contact

8.4 Support Organisations

State Government Departments, Utilities and Services

Service – Name		Name and Position	Contact

--	--	--	--

8.5 Vulnerable People Contacts Groups

Business/Group	Location	Capacity	Contact Name	Contact Number

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.