



15 DECEMBER 2015

ORDINARY MEETING

MINUTES

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1. OPENING

The Chairperson declared the meeting open at 2:23pm

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members Present

Cr DJ Ridgway President
Cr KM Murray Deputy President
Cr JD Alexander
Cr DL Brown
Cr T Buckland
Cr P Gogol
Cr LC Shaw
Cr DC White

2.2 Staff In Attendance

Mr SP Gollan Chief Executive Officer
Mr SK Marshall Deputy Chief Executive Officer
Mrs A Lewis Executive Assistant

2.3 Observers And Visitors

Nil

2.4 Apologies and Approved Leave of Absence

Cr DW Davis

2.5 Condolences

Nil

3. DECLARATIONS OF INTEREST

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

6.1 Cr Alexander

Cr Alexander requested Leave of Absence for 23 February 2016 Ordinary Council Meeting – Approved.

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 24 November 2015

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 24 November 2015 be confirmed.

COUNCIL RESOLUTION

M1/1215

Moved Cr Buckland

Seconded Cr Gogol

That the Minutes of the Ordinary Council Meeting held Tuesday 24 November 2015 be confirmed.

CARRIED 8/0

8. TECHNICAL SERVICES

Nil

9. PLANNING SERVICES

Nil

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

SUBMISSION TO: Ordinary Council Meeting 15 December 2015
REPORT DATE: 8 December 2015
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S K Marshall, Deputy Chief Executive Officer
ATTACHMENTS: November 2015 Financial Reports

SUMMARY

Council to consider accepting the financial reports for the period ending 30 November 2015.

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 2015 Ordinary Meeting, item 11.4

COMMENT

The monthly financial report for the period ending 30 November 2015 has been provided and includes:

- Financial Activity Statement;
- Statement of Net Current Assets;
- Statement of Financial Position; and
- Supplementary information, including;
 - Road Maintenance Report; and
 - Investment of Surplus Funds Report.

STATUTORY ENVIRONMENT

Section 6.4(1) of the *Local Government Act* provides that a local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Regulation 34 of the *Local Government (Financial Management) Regulations* requires a Statement of Financial Activity to be prepared each month which is to contain the following details:

- (a) annual budget estimates;
- (b) budget estimates to the end of the month;
- (c) actual amount of expenditure and revenue;
- (d) material variances between comparable amounts in (b) and (c) above; and
- (e) the net current assets at the end of the month to which the statement relates (i.e. surplus / (deficit) position).

The Statement is to be accompanied by:

- (a) explanation of the composition of net current assets, less committed assets and restricted assets;
- (b) explanation of the material variances; and
- (c) such other information considered relevant by the local government.

FINANCIAL IMPLICATIONS

All revenue and expenditure, unless disclosed in the notes to material variances, are as per the 2015/16 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the monthly financial report for the month of November 2015 be accepted and material variances be noted.

COUNCIL RESOLUTION

M2/1215

Moved Cr White

Seconded Cr Shaw

That the monthly financial report for the month of November 2015 be accepted and material variances be noted.

CARRIED 8/0

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
30 November 2015**

Description	Budget 2015/16	YTD Budget 2015/16	YTD Actual 2015/16	YTD Variance	Notes To Material Variances
Operating Revenue					
General Purpose Funding	3,051,715.00	2,761,202.00	2,776,886.54	15,684.54	Rates raised \$9,630, Rates Admin Fee received \$4,655 greater than anticipated, Rates discount \$10,396, LGGC General Purpose Grant (\$3,696) and Interest earned (\$6,591) lower than anticipated YTD.
Governance	13,110.00	10,850.00	30,325.95	19,475.95	Golf Day Sponsorship received to be offset by expenditure.
Law, Order & Public Safety	127,314.00	57,978.00	62,231.84	4,253.84	
Health	100.00	0.00	0.00	0.00	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	93,654.00	38,340.00	38,378.60	38.60	
Community Amenities	255,110.00	173,469.00	182,169.58	8,700.58	Charges Sullage Dumping \$2,900, Grave Digging \$3,140 and Niche Wall \$1,346 greater than anticipated.
Recreation & Culture	3,047,806.00	27,428.00	33,670.33	6,242.33	Kidsport Grant received to be offset by expenditure.
Transport	1,388,186.00	591,988.00	592,795.06	807.06	
Economic Activities	81,900.00	35,175.00	42,608.28	7,433.28	Caravan Park revenue greater than anticipated YTD.
Other Property & Services	43,100.00	13,355.00	17,361.90	4,006.90	Fuel rebate greater than anticipated YTD.
Total Operating Revenue	8,101,995.00	3,709,785.00	3,776,428.08	66,643.08	
Operating Expenditure					
General Purpose Funding	(197,858.00)	(54,615.00)	(51,337.69)	3,277.31	
Governance	(465,578.00)	(228,028.00)	(222,102.65)	5,925.35	
Law, Order & Public Safety	(220,430.00)	(99,655.00)	(102,343.42)	(2,688.42)	
Health	(148,009.00)	(42,447.00)	(35,234.83)	7,212.17	Medical practice and Doctor's Residence maintenance costs lower than anticipated YTD.
Education & Welfare	(79,228.00)	(23,510.00)	(21,313.08)	2,196.92	
Housing	(324,475.00)	(87,909.00)	(84,539.63)	3,369.37	Housing Maintenance Costs lower than anticipated YTD.
Community Amenities	(522,657.00)	(183,609.00)	(179,150.80)	4,458.20	
Recreation & Culture	(1,125,460.00)	(380,971.00)	(374,027.56)	6,943.44	
Transport	(1,640,955.00)	(843,428.00)	(840,220.70)	3,207.30	
Economic Activities	(379,943.00)	(111,583.00)	(110,422.24)	1,160.76	
Other Property & Services	(15,275.00)	19,156.00	10,736.14	(8,419.86)	PWOH and POC expenses to be allocated.
Total Operating Expenditure	(5,119,868.00)	(2,036,599.00)	(2,009,956.46)	26,642.54	
Net Operating	2,982,127.00	1,673,186.00	1,766,471.62	93,285.62	
Capital Income					
Self-Supporting Loan - Principal Repayment	12,765.00	0.00	0.00	0.00	
Proceeds from Sale of Assets	216,000.00	64,000.00	64,683.45	683.45	
Total Capital Income	228,765.00	64,000.00	64,683.45	683.45	

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
30 November 2015**

Description	Budget 2015/16	YTD Budget 2015/16	YTD Actual 2015/16	YTD Variance	Notes To Material Variances
Capital Expenditure					
Land and Buildings	(4,530,000.00)	(34,000.00)	(29,194.07)	4,805.93	Entry Statement expense lower than anticipated.
Plant and Equipment	(613,500.00)	(110,000.00)	(118,057.06)	(8,057.06)	Replacement Road Counter and Portable Traffic Lights (RTR Project) purchased unbudgeted.
Office Furniture and Equipment	(73,500.00)	(17,750.00)	(15,570.92)	2,179.08	Office Furniture replacement expense lower than anticipated.
Road Construction	(1,657,601.00)	(415,703.00)	(414,883.71)	819.29	
Other Infrastructure	(438,151.00)	0.00	0.00	0.00	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(66,633.00)	(2,665.36)	(2,665.36)	0.00	
Total Capital Expenditure	(7,379,385.00)	(580,118.36)	(580,371.12)	(252.76)	
Net Capital	(7,150,620.00)	(516,118.36)	(515,687.67)	430.69	
Adjustments					
Depreciation Written Back	1,221,816.00	509,090.00	587,440.67	78,350.67	Infrastructure depreciation rates revised following 2014/15 valuation report.
Movement in Leave Reserve Cash Balance	0.00	0.00	0.00	0.00	
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 LSL Provision	0.00	0.00	0.00	0.00	
Profit/Loss on Disposal of Assets Written Back	19,300.00	8,041.67	8,039.60	(2.07)	
Rounding	0.00	0.00	0.00	0.00	
Add Funding From					
Transfer (To)/From Reserves	299,382.00	0.00	0.00	0.00	
New Loan Funds	970,000.00	0.00	0.00	0.00	
Opening Surplus/(Deficit)	1,657,995.00	1,657,995.00	1,548,647.75	(109,347.25)	IT Vision implementation expense brought to account in 2014/15 (\$98,026) & 2014/15 Deferred Pensioner rates movement from current to non-current assets (\$11,321.25) brought to account affecting 2014/15 closing balance .
Total Adjustments	4,168,493.00	2,175,126.67	2,144,128.02	(30,998.65)	
CLOSING SURPLUS/(DEFICIT)	0.00	3,332,194.31	3,394,911.97	62,717.66	

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 30 November 2015	
Description	YTD Actual 2015/16
Current Assets	
Cash at Bank	175,736.28
Cash - Unrestricted Investments	2,814,207.69
Cash - Restricted Reserves	1,810,675.44
Cash on Hand	300.00
Accounts Receivable	671,099.32
Self-Supporting Loan - Current	12,764.65
Inventory - Fuel	9,026.93
Total Current Assets	5,493,810.31
Current Liabilities	
Accounts Payable	(155,969.02)
Loan Liability - Current	(63,966.41)
Annual Leave Liability - Current	(190,129.69)
Long Service Leave Liability - Current	(169,690.04)
Total Current Liabilities	(579,755.16)
Adjustments	
Less Restricted Reserves	(1,810,675.44)
Less Self-Supporting Loan Income	(12,764.65)
Add Leave Reserves - Cash Backed	240,330.50
Add Loan Principal Expense	63,966.41
Total Adjustments	(1,519,143.18)
NET CURRENT ASSETS	3,394,911.97

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING
30 November 2015**

Description	Actual 2014/15	YTD Actual 2015/16	Movement
Current Assets			
Cash and Cash Equivalents	3,476,096.95	4,800,919.41	1,324,822.46
Accounts Receivable	416,530.78	671,099.32	254,568.54
Self Supporting Loan - Current	12,764.65	12,764.65	0.00
Inventory	9,588.89	9,026.93	(561.96)
Total Current Assets	3,914,981.27	5,493,810.31	1,578,829.04
Current Liabilities			
Accounts Payable	(423,404.20)	(155,969.02)	267,435.18
Loan Liability - Current	(66,631.77)	(63,966.41)	2,665.36
Annual Leave Liability - Current	(190,129.69)	(190,129.69)	0.00
Long Service Leave Liability - Current	(169,690.04)	(169,690.04)	0.00
Total Current Liabilities	(849,855.70)	(579,755.16)	270,100.54
Non-Current Assets			
Non-Current Debtors	83,328.02	83,328.02	0.00
Land and Buildings	18,513,678.21	18,383,421.29	(130,256.92)
Plant and Equipment	1,813,878.53	1,789,846.05	(24,032.48)
Furniture and Equipment	172,530.41	172,056.89	(473.52)
Infrastructure	46,753,025.24	46,825,330.20	72,304.96
Self Supporting Loan - Non Current	102,099.41	102,099.41	0.00
Total Non-Current Assets	67,438,539.82	67,356,081.86	(82,457.96)
Non-Current Liabilities			
Loan Liability - Non Current	(1,005,118.12)	(1,005,118.12)	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(20,234.37)	(20,234.37)	0.00
Total Non Current Liabilities	(1,025,352.49)	(1,025,352.49)	0.00
Net Assets	69,478,312.90	71,244,784.52	1,766,471.62
Equity			
Accumulated Surplus	(46,307,619.52)	(48,074,091.14)	(1,766,471.62)
Reserves - Cash Backed	(1,810,675.44)	(1,810,675.44)	0.00
Reserve - Revaluations	(21,360,017.94)	(21,360,017.94)	0.00
Total Equity	(69,478,312.90)	(71,244,784.52)	(1,766,471.62)

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 November 2015**

Job #	Job Description	YTD Actual 2015/16
	Rural Road Maintenance	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	1,974.83
RR002	Athol Rd (RoadID: 26) (Maintenance)	380.19
RR003	Avoca Rd (RoadID: 98) (Maintenance)	0.00
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	1,494.39
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	468.25
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	1,631.76
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	3,512.28
RR008	Barrington Rd (RoadID: 13) (Maintenance)	6,091.80
RR009	Batemans Rd (RoadID: 78) (Maintenance)	347.17
RR010	Batys Rd (RoadID: 60) (Maintenance)	0.00
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	0.00
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	964.50
RR013	Beringer Rd (RoadID: 29) (Maintenance)	916.92
RR014	Bethany Rd (RoadID: 148) (Maintenance)	508.51
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	786.03
RR017	Bremner Rd (RoadID: 6) (Maintenance)	1,104.62
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	607.04
RR019	Bushhill Road (RoadID: 183) (Maintenance)	0.00
RR020	Butchers Rd (RoadID: 20) (Maintenance)	5,398.07
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	314.68
RR022	Carrs Rd (RoadID: 47) (Maintenance)	0.00
RR023	Cattle Station Road (RoadID: 181) (Maintenance)	1,018.70
RR024	Caudle Rd (RoadID: 140) (Maintenance)	0.00
RR025	Chocolate Hills Rd (RoadID: 138) (Maintenance)	0.00
RR026	Clulows Rd (RoadID: 16) (Maintenance)	1,883.49
RR027	Collins Rd (RoadID: 66) (Maintenance)	312.59
RR028	Cookes Rd (RoadID: 61) (Maintenance)	1,513.19
RR029	Corberding Rd (RoadID: 43) (Maintenance)	3,881.80
RR030	County Peak Rd (RoadID: 96) (Maintenance)	66.74
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	204.21
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	23,314.41
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	3,560.51
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	0.00
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	2,258.68
RR036	Drapers Rd (RoadID: 79) (Maintenance)	438.86
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	1,144.38
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	47,260.74
RR039	Ewert Rd (RoadID: 27) (Maintenance)	112.36

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 November 2015**

Job #	Job Description	YTD Actual 2015/16
	Rural Road Maintenance	
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	0.00
RR041	Fishers Rd (RoadID: 75) (Maintenance)	495.55
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	3,123.84
RR043	Gors Rd (RoadID: 30) (Maintenance)	267.86
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	629.72
RR045	Heals Rd (RoadID: 95) (Maintenance)	268.78
RR046	Hills Rd (RoadID: 76) (Maintenance)	1,216.67
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	3,110.02
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	0.00
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	7,866.65
RR050	Jas Rd (Maintenance)	0.00
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	0.00
RR052	Jones Rd (RoadID: 48) (Maintenance)	0.00
RR053	K1 Rd (RoadID: 85) (Maintenance)	580.02
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	247.23
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	659.67
RR057	Kilpatricks Rd (RoadID: 74) (Maintenance)	625.99
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	804.86
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	19,449.93
RR060	Lennard Rd (RoadID: 58) (Maintenance)	3,629.11
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	506.10
RR062	Luptons Rd (RoadID: 22) (Maintenance)	757.69
RR063	Maitland Rd (RoadID: 39) (Maintenance)	5,655.07
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	1,088.30
RR065	Manns Rd (RoadID: 59) (Maintenance)	1,462.30
RR066	Manuels Rd (RoadID: 37) (Maintenance)	0.00
RR067	Mawson Rd (RoadID: 100) (Maintenance)	2,876.74
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	112.66
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	2,241.41
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	91.85
RR071	Mclean Rd (RoadID: 84) (Maintenance)	0.00
RR072	Millers Rd (RoadID: 49) (Maintenance)	0.00
RR073	Mills Rd (RoadID: 80) (Maintenance)	247.23
RR074	Morbinning Rd (RoadID: 1) (Maintenance)	4,931.87
RR075	Murrays Rd (RoadID: 71) (Maintenance)	1,214.64
RR076	Negus Rd (RoadID: 50) (Maintenance)	0.00
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	3,141.01
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	1,226.32

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 November 2015**

Job #	Job Description	YTD Actual 2015/16
	Rural Road Maintenance	
RR079	Patten Rd (RoadID: 53) (Maintenance)	1,205.95
RR080	Petchells Rd (RoadID: 38) (Maintenance)	0.00
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	268.78
RR082	Pike Rd (RoadID: 45) (Maintenance)	0.00
RR083	Potts Rd (RoadID: 14) (Maintenance)	5,149.19
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	1,443.34
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	2,560.17
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	1,759.36
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	378.44
RR088	Rigoll Rd (RoadID: 157) (Maintenance)	0.00
RR089	Rogers Rd (RoadID: 62) (Maintenance)	247.23
RR090	Rossi Rd (RoadID: 156) (Maintenance)	0.00
RR091	Rumble Rd (Maintenance)	0.00
RR092	Schillings Rd (RoadID: 65) (Maintenance)	3,328.95
RR093	Shaw Rd (RoadID: 184) (Maintenance)	0.00
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	126.72
RR095	Simmons Rd (RoadID: 101) (Maintenance)	1,332.48
RR096	Sims Rd (RoadID: 155) (Maintenance)	906.33
RR097	Ski Rd (RoadID: 83) (Maintenance)	0.00
RR098	Smith Rd (RoadID: 72) (Maintenance)	3,902.50
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	0.00
RR100	Spavens Rd (RoadID: 44) (Maintenance)	17,297.12
RR101	Springhill Rd (RoadID: 23) (Maintenance)	5,879.19
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	0.00
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	650.93
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	6,444.73
RR105	Thomas Rd (RoadID: 31) (Maintenance)	1,729.11
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	4,074.71
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	627.14
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	3,560.40
RR109	Walgy Rd (RoadID: 42) (Maintenance)	1,115.18
RR110	Walkers Rd (RoadID: 86) (Maintenance)	0.00
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	0.00
RR112	Warradale Rd (RoadID: 67) (Maintenance)	0.00
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	12,923.48
RR114	Westdale Rd (RoadID: 166) (Maintenance)	13,567.02
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	325.05
RR116	Woods Rd (RoadID: 68) (Maintenance)	986.64
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	0.00

SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 30 November 2015		
Job #	Job Description	YTD Actual 2015/16
	Rural Road Maintenance	
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	0.00
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	6,053.26
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	8,551.18
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR888	Tree Lopping - Rural Roads (Maintenance)	6,417.35
RR999	Rural Roads Various (Maintenance)	13,353.91
Sub Total	Rural Road Maintenance	308,166.63
	Town Street Maintenance	
TS001	Barnsley St (RoadID: 162) (Maintenance)	0.00
TS002	Bartram St (RoadID: 114) (Maintenance)	713.73
TS003	Brockman St (RoadID: 129) (Maintenance)	0.00
TS004	Brooking St (RoadID: 122) (Maintenance)	199.77
TS005	Broun St (RoadID: 144) (Maintenance)	0.00
TS006	Chestillion Ct (RoadID: 139) (Maintenance)	0.00
TS007	Chipper St (RoadID: 126) (Maintenance)	0.00
TS008	Council Rd (RoadID: 149) (Maintenance)	2,126.42
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	239.03
TS011	Delisle St (RoadID: 120) (Maintenance)	204.69
TS012	Dempster St (RoadID: 111) (Maintenance)	708.01
TS013	Duffield St (RoadID: 160) (Maintenance)	45.63
TS014	Edward St (RoadID: 107) (Maintenance)	252.27
TS015	Elizabeth St (RoadID: 131) (Maintenance)	42.85
TS016	Ernest Drv (RoadID: 135) (Maintenance)	0.00
TS017	Forrest St (RoadID: 103) (Maintenance)	1,743.26
TS018	George St North (RoadID: 161) (Maintenance)	0.00
TS019	George St South (RoadID: 145) (Maintenance)	0.00
TS020	Grigson St (RoadID: 172) (Maintenance)	1,842.04
TS021	Hamersley St (RoadID: 130) (Maintenance)	391.58
TS022	Harper St (RoadID: 109) (Maintenance)	585.87
TS023	Hope St (RoadID: 115) (Maintenance)	450.38
TS024	Hopkin St (RoadID: 128) (Maintenance)	0.00
TS025	Horley St (RoadID: 127) (Maintenance)	0.00
TS026	Hunt Rd (Maintenance)	1,082.04
TS027	Husking St (RoadID: 117) (Maintenance)	45.63
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00

SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 30 November 2015		
Job #	Job Description	YTD Actual 2015/16
	Rural Road Maintenance	
TS029	John St (RoadID: 105) (Maintenance)	1,499.69
TS030	Langsford St (RoadID: 152) (Maintenance)	0.00
TS031	Lennard St (RoadID: 113) (Maintenance)	0.00
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00
TS033	Lukin St (RoadID: 104) (Maintenance)	1,728.22
TS034	Mcneil St (RoadID: 141) (Maintenance)	0.00
TS035	Monger St (RoadID: 116) (Maintenance)	42.24
TS036	Morrison St (RoadID: 112) (Maintenance)	0.00
TS037	Nicholas St (RoadID: 123) (Maintenance)	1,919.10
TS038	Prior Pl (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	413.40
TS040	Railway Pde (RoadID: 147) (Maintenance)	0.00
TS041	Railway St (RoadID: 146) (Maintenance)	112.66
TS042	Richardson St (RoadID: 124) (Maintenance)	140.74
TS043	Seabrook St (RoadID: 118) (Maintenance)	0.00
TS044	Sewell St (RoadID: 119) (Maintenance)	0.00
TS045	Shed St (RoadID: 136) (Maintenance)	91.26
TS046	Short St (RoadID: 121) (Maintenance)	0.00
TS047	Smith St (RoadID: 108) (Maintenance)	783.20
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	4,066.73
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	0.00
TS777	Street Bin Clearing	12,769.93
TS888	Tree Lopping - Town Streets (Maintenance)	3,116.33
TS999	Town Streets Various (Maintenance)	8,153.05
Sub Total	Town Streets Maintenance	45,509.75
Total	Road Maintenance	353,676.38

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 30 November 2015						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
9701-42341	Reserve Funds ANZ					
	Long Service Leave	93,832.04				
	Office Equipment	10,000.00				
	Airfield Emergency	35,252.00				
	Plant	55,955.82				
	Bush Fire Fighters	113,719.89				
	Building	349,335.54				
	Recreation Ground	354,191.99				
	Cropping Committee	294,252.20				
	Avon River Development	22,857.01				
	Annual Leave	146,498.46				
	Community Bus	37,249.18				
	Road Construction	297,531.31	1,810,675.44	6 mths	2.80%	24/12/2015
2902-40204	Online Saver ANZ	601,735.31	601,735.31	Ongoing	1.30%	Ongoing
1713567	Term Deposit Bendigo	511,040.87	511,040.87	5 mths	2.70%	10/02/2016
1737040	Term Deposit Bendigo	201,431.51	201,431.51	5 mths	2.75%	8/03/2016
9747-48106	Term Deposit ANZ	500,000.00	500,000.00	124 days	2.75%	11/01/2016
9748-47787	Term Deposit ANZ	1,000,000.00	1,000,000.00	3 mths	2.80%	9/12/2015
	Total		4,624,883.13			

11.2 Accounts Paid by Authority

SUBMISSION TO: Ordinary Council Meeting 15 December 2015
REPORT DATE: 8 December 2015
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S K Marshall, Deputy Chief Executive Officer
ATTACHMENTS: November 2015 – List of Accounts

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

The following list represents accounts paid by authority for the month of November 2015.

COMMENT

Unless otherwise identified, all payments have been made in accordance with Council's 2015/16 Budget.

STATUTORY ENVIRONMENT

Regulation 12 of the Local Government (Financial Management) Regulations provides that:

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

Regulation 13 of the Local Government (Financial Management) Regulations provides that:

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
 - (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction;
- and
- (b) the date of the meeting of the Council to which the list is to be presented.

- (3) A list prepared under sub regulation (1) or (2) is to be —
- (a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

Unless otherwise identified, all payments have been made in accordance with Council's 2015/16 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

November 2015:

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

Cheque vouchers

02 November 15	1384-1384	(1)	\$ 7,669.33	(authorised by CEO S Gollan and Cr T Buckland)
04 November 15	1385-1386	(2)	\$ 1,657.70	(authorised by CEO S Gollan and Cr T Buckland)
12 November 15	1387-1389	(3)	\$ 15,762.11	(authorised by CEO S Gollan and Cr T Buckland)
25 November 15	1390-1392	(3)	\$ 1,343.46	(authorised by CEO S Gollan and DCEO S Marshall)

Total of cheque vouchers for November 2015 incl \$ 26,432.60 previously paid.

EFT vouchers

04 November 15	EFT 533-568	(36)	\$ 173,948.16	(authorised by CEO S Gollan and Cr T Buckland)
05 November 15	1-39	(39)	\$ 47,850.84	(authorised by CEO S Gollan and Cr D White)
06 November 15	EFT 571-573	(3)	\$ 22,036.00	(authorised by CEO S Gollan and Cr K Murray)
12 November 15	EFT 574-589	(15)	\$ 29,964.19	(authorised by CEO S Gollan and Cr T Buckland)
18 November 15	EFT 591-594	(4)	\$ 99,752.64	(authorised by CEO S Gollan and DCEO S Marshall)
18 November 15	1-40	(40)	\$ 47,636.02	(authorised by CEO S Gollan and DCEO S Marshall)
25 November 15	EFT 595-632	(38)	\$ 104,287.56	(authorised by CEO S Gollan and DCEO S Marshall)
25 November 15	EFT 633-633	(1)	\$ 2,750.00	(authorised by CEO S Gollan and DCEO S Marshall)

Total of EFT vouchers for November 2015 incl \$ 432,738.55 previously paid.

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

Cheque vouchers

03 November 15	1479-1480	(2)	\$ 280.00	(authorised by CEO S Gollan and Cr T Buckland)
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Total of cheque vouchers for November 2015 incl \$ 280.00 previously paid.

EFT vouchers

03 November 15	EFT 526-532	(7)	\$ 890.00	(authorised by CEO S Gollan and Cr T Buckland)
06 November 15	EFT 569-570	(2)	\$ 100.00	(authorised by CEO S Gollan and Cr K Murray)
18 November 15	EFT 590-590	(1)	\$ 5,000.00	(authorised by CEO S Gollan and DCEO S Marshall)

Total of EFT vouchers for November 2015 incl \$ 5,990.00 previously paid.

(3) **Direct Debit** Payments totalling \$ 72,879.50 previously paid.

(4) **Credit Card** Payments totalling \$ 416.00 previously paid.

COUNCIL RESOLUTION

M3/1215

Moved Cr Murray

Seconded Cr Gogol

That the List of Accounts as presented, be received:

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

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Total of cheque vouchers for November 2015 incl			\$ 26,432.60	previously paid.

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18 November 15	EFT 590-590	(1)	\$ 5,000.00	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for November 2015 incl			\$ 5,990.00	previously paid.

(3) Direct Debit Payments totalling \$ 72,879.50 previously paid.

(4) Credit Card Payments totalling \$ 416.00 previously paid.

CARRIED 8/0

YPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 533	04-Nov-2015	AMD Chartered Accountants	Audit of financial statements for year ending 30 Jun 2015	(12,859.00)	
EFT Pymt	EFT 534	04-Nov-2015	Arrow Bronze	Niche Wall - Anglican: Double Plaque (WJ & D Hastings)	(522.61)	
EFT Pymt	EFT 535	04-Nov-2015	Australia Post	Sep 2015 Postage	(542.04)	
EFT Pymt	EFT 536	04-Nov-2015	Avon Tourism Incorporated	2015/16 Membership	(5,500.00)	
EFT Pymt	EFT 537	04-Nov-2015	Avon Trading Co	Sep 15 Hardware Purchases	(853.04)	
EFT Pymt	EFT 538	04-Nov-2015	Avon Waste	1,935 Bin Collection FE 16 Oct 15 inc Recycling Bins & 1 x Recycling Collection	(4,503.72)	
EFT Pymt	EFT 539	04-Nov-2015	BT Equipment P/L ta Tutt Bryant Equipment	BE026 (PROL02): Parts	(314.04)	
EFT Pymt	EFT 540	04-Nov-2015	Beverley Country Kitchen (BCK)	Council Meet - 27 Oct 15	(298.00)	
EFT Pymt	EFT 541	04-Nov-2015	Beverley Electrical Services (BES)	Various Bldgs: Electrical works	(889.38)	
EFT Pymt	EFT 542	04-Nov-2015	Beverley Newsagency	Oct 2015 Purchases	(164.20)	
EFT Pymt	EFT 543	04-Nov-2015	Beverley Tyre Service	2015-09 Tyre Service	(480.00)	
EFT Pymt	EFT 544	04-Nov-2015	CAS - Contract Aquatic Services	1 of 5 Install of Contract Management for 15/16 swim year	(15,323.00)	
EFT Pymt	EFT 545	04-Nov-2015	CDA Air & Solar (Ventruie Imports Pty Ltd)	Residences: Summer Open Up Services x 5	(1,344.44)	
EFT Pymt	EFT 546	04-Nov-2015	Country Copiers Northam	Copy Charges - iR8295: 17 Aug - 05 Oct 15	(814.94)	
EFT Pymt	EFT 547	04-Nov-2015	Covs	Workshop Supplies	(788.70)	
EFT Pymt	EFT 548	04-Nov-2015	Eastern Hills Saws & Mowers	Sundry Plant (PSP99): Service of chainsaw	(235.00)	
EFT Pymt	EFT 549	04-Nov-2015	Filters Plus	Various Plant: Parts	(1,540.89)	
EFT Pymt	EFT 550	04-Nov-2015	Game On Contracting	RRG1601 (Westdale Rd): Truck Hire to Cart Gravel	(11,126.50)	
EFT Pymt	EFT 551	04-Nov-2015	Hitachi Construction Machinery - ABN 62 000 080 179	BE000 (PGRD03): Parts	(254.32)	
EFT Pymt	EFT 552	04-Nov-2015	IT Vision User Group Inc	2015/16 Membership Subscription	(715.00)	

YPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 553	04-Nov-2015	LGIS (LGISWA)	2015/16 Property Insurance - 2 of 2 instalments	(82,043.97)	
EFT Pymt	EFT 554	04-Nov-2015	LGIS Risk Management	15/16 Regional Risk Coordination Program - 1st Instalment	(3,923.70)	
EFT Pymt	EFT 555	04-Nov-2015	LGMA - Local Government Manager Australia WA	Contribution re Avon Branch 15/16 Scholarship	(100.00)	
EFT Pymt	EFT 556	04-Nov-2015	MAL Automotives P/L	BE009 (BFT01): Pre fire season service	(3,976.86)	
EFT Pymt	EFT 557	04-Nov-2015	Marketforce Pty Ltd	Town Hall Roof Replacement - Advertising of Tender RFT 02 15/16	(865.66)	
EFT Pymt	EFT 558	04-Nov-2015	McIntosh & Son Redcliffe	BE038 (PLDR04): Parts	(773.11)	
EFT Pymt	EFT 559	04-Nov-2015	Michael Wilson	2015-11 Nov: Photocopying & delivery of the Blarney	(250.00)	
EFT Pymt	EFT 560	04-Nov-2015	Northam Mitre10	Hardware Supplies	(473.60)	
EFT Pymt	EFT 561	04-Nov-2015	PCS - Perfect Computer Solutions	Computer Support - Shire & Medical: 30 Sep - 07 Oct 15	(595.00)	
EFT Pymt	EFT 562	04-Nov-2015	RA-AN Enterprises	RTR 1601 - York Williams Rd: Dozer hire to push gravel	(10,010.00)	
EFT Pymt	EFT 563	04-Nov-2015	Shire of Brookton	2015-09 Sep Town Planning Scheme - Stefan de Beer	(7,935.71)	
EFT Pymt	EFT 564	04-Nov-2015	Stephen Gollan	Reimbursements - ULP Fuel	(116.46)	
EFT Pymt	EFT 565	04-Nov-2015	Testel Australia P/L	Shire Buildings & Property: Test & Tag	(1,961.30)	
EFT Pymt	EFT 566	04-Nov-2015	Toll Ipec P/L (Courier Aust)	Freight Charges: 15 Oct 2015	(38.10)	
EFT Pymt	EFT 567	04-Nov-2015	Unique Strokes WA	Rlwy Stn Gallery & Platform Theatre: Painting	(940.00)	
EFT Pymt	EFT 568	04-Nov-2015	WA Contract Ranger Services	Ranger Services: 08 - 15 Oct 2015	(875.87)	(173,948.16)
EFT Pymt	EFT 571	06-Nov-2015	Avon Concrete	RTR1601: York Williams Road: Culvert Replacement	(16,379.00)	
EFT Pymt	EFT 572	06-Nov-2015	BDF - Beverley Dome Fuel & Hire	4,000 L diesel @ \$1.1535/L inc	(4,614.00)	
EFT Pymt	EFT 573	06-Nov-2015	Natway Furniture & Construction	Rlwy Stn Restoration - Paving & Drainage	(1,043.00)	(22,036.00)
EFT Pymt	EFT 574	12-Nov-2015	Avon Trading Co	Oct 15 Hardware Purchases	(1,075.21)	

YPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 575	12-Nov-2015	Avon Waste	1,935 Bin Collection FE 30 Oct 15 inc Recycling Bins & 1 x Recycling Collection	(4,503.72)	
EFT Pymt	EFT 576	12-Nov-2015	BSL - Building Commission	Oct 15 BSL Collections x 3	(174.77)	
EFT Pymt	EFT 577	12-Nov-2015	Beverley Gas & Plumbing	Rec ground: drinking fountain	(3,882.57)	
EFT Pymt	EFT 578	12-Nov-2015	Beverley Supermarket & Liquor (IGA)	Oct 2015 Purchases	(888.39)	
EFT Pymt	EFT 579	12-Nov-2015	CTF - Construction Training Fund (BCTIF)	Oct 15 BCTIF Collections x 1	(90.97)	
EFT Pymt	EFT 580	12-Nov-2015	Fulton Hogan Industries	RRG1604 - Westdale Rd: Materials	(1,276.00)	
EFT Pymt	EFT 581	12-Nov-2015	Major Motors P/L	BE028 (PTRK02): Repairs	(372.35)	
EFT Pymt	EFT 582	12-Nov-2015	Marketforce Pty Ltd	Town Hall Roof Replacement - Advertising of Tender RFT 02 15/16	(865.66)	
EFT Pymt	EFT 583	12-Nov-2015	Norm Reynolds Electrical & Furniture (Retravisio)	Depot: Fridge	(789.00)	
EFT Pymt	EFT 584	12-Nov-2015	S & S Morrell	Airfield - spraying of weeds	(905.52)	
EFT Pymt	EFT 585	12-Nov-2015	T-Quip	Sundry Plant (PSP99): Parts	(340.00)	
EFT Pymt	EFT 586	12-Nov-2015	Toll Ipec P/L (Courier Aust)	Freight charges: 29 Oct 2015	(10.53)	
EFT Pymt	EFT 587	12-Nov-2015	Turf Developments (WA) P/L	Rec Grnd Oval: Vertidrainng	(3,844.50)	
EFT Pymt	EFT 588	12-Nov-2015	Tuss Group P/L	RTR1601 - Yorks Williams Rd: Materials	(10,945.00)	(29,964.19)
EFT Pymt	EFT 591	18-Nov-2015	ADC Projects	Town Hall Roof Replacement	(1,606.00)	
EFT Pymt	EFT 592	18-Nov-2015	Beverley Newsagency	Photocopying Paper Order	(1,479.00)	
EFT Pymt	EFT 593	18-Nov-2015	Burtens Welding & Repairs	Depot: Diesel Generator: Materials	(320.00)	
EFT Pymt	EFT 594	18-Nov-2015	Western Stabilisers Pty Ltd	Westdale Road - Cement Stabilisation Works	(96,347.64)	(99,752.64)
EFT Pymt	EFT 595	25-Nov-2015	AITs Specialists P/L	2015-10 Oct Fuel Tax Credits	(331.43)	
EFT Pymt	EFT 596	25-Nov-2015	Allround Concrete	Rlwy Stn Restoration - Concrete footpath	(4,301.00)	

YPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 597	25-Nov-2015	Archivewise	2015-10 Oct Storage of Archives - 176 boxes	(75.49)	
EFT Pymt	EFT 598	25-Nov-2015	Asset Infrastructure Management P/L	Road Inventory: Visual Inspection of Shire's Road & Entry of Data	(14,926.81)	
EFT Pymt	EFT 599	25-Nov-2015	AusQ Training	Training: Basic WorksiteTraffic Management	(2,316.00)	
EFT Pymt	EFT 600	25-Nov-2015	Aussie IT	Toners & Batteries	(898.43)	
EFT Pymt	EFT 601	25-Nov-2015	Australia Post	Oct 15 Postage	(480.25)	
EFT Pymt	EFT 602	25-Nov-2015	Avon Auto Air	BE026 (PROL02): Change Air Conditioner Compressor	(1,357.40)	
EFT Pymt	EFT 603	25-Nov-2015	Avon Express	Freight Charges: Oct 2015	(209.00)	
EFT Pymt	EFT 604	25-Nov-2015	Avon Waste	1,935 Bin Collection FE 13 Nov 15 inc Recyclling Bins & 1 x Recycling Collection,	(4,510.00)	
EFT Pymt	EFT 605	25-Nov-2015	BDF - Beverley Dome Fuel & Hire	8,000 L diesel @ \$1.1559/L inc	(9,247.20)	
EFT Pymt	EFT 606	25-Nov-2015	BGC Quarries	RRG1602 - Westdale Rd: Granite	(9,333.46)	
EFT Pymt	EFT 607	25-Nov-2015	BOC Limited	2015-10 Oct Cylinder Rental	(29.78)	
EFT Pymt	EFT 608	25-Nov-2015	Bandit Sales & Service	Rural Roads: Tree Lopping	(1,000.00)	
EFT Pymt	EFT 609	25-Nov-2015	Beverley CRC (Community Resource Centre)	2015-11 Nov: Blarney compilation for production	(825.00)	
EFT Pymt	EFT 610	25-Nov-2015	Beverley Electrical Services (BES)	Town Hall: Electrical repairs	(507.71)	
EFT Pymt	EFT 611	25-Nov-2015	Beverley Steel Fabrication (Hydraboom)	Rec Ground BBQ & Plant: Steel	(218.39)	
EFT Pymt	EFT 612	25-Nov-2015	Beverley Tyre Service	2015-10 Tyre Service	(824.50)	
EFT Pymt	EFT 613	25-Nov-2015	Bitutek P/L	RRG1601 - Westdale Rd : Supply. Spray & Sealing Btumen Works	(27,755.20)	
EFT Pymt	EFT 614	25-Nov-2015	Bunnings Building Supplies P/L	Avon River Park & Caravan Park: Gas refills; Railway Stn Gdn: Pots & Potting Mix	(177.15)	
EFT Pymt	EFT 615	25-Nov-2015	Daimler Trucks Perth	BE037 (PTRK05): Parts	(26.66)	
EFT Pymt	EFT 616	25-Nov-2015	Elders Rural Services Aust Ltd	Areodrome - Fencing South End	(529.00)	

YPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 617	25-Nov-2015	Environmental Health Australia (NSW)	Annual Subscription to I'm Alert" Online Food Safety Training - PEHO"	(880.00)	
EFT Pymt	EFT 618	25-Nov-2015	Filters Plus	BE030 (PBH01): Parts	(99.11)	
EFT Pymt	EFT 619	25-Nov-2015	Flys R Gone	Annual Insect Spraying of Shire Houses & Properties	(2,629.00)	
EFT Pymt	EFT 620	25-Nov-2015	Game On Contracting	RRG1602 (Westdale Rd): Truck Hire to Cart Gravel	(7,386.50)	
EFT Pymt	EFT 621	25-Nov-2015	Glenda Ferris	IT Vision User Group Training Day (20 Nov 15) - Catering	(416.00)	
EFT Pymt	EFT 622	25-Nov-2015	Hempfield Small Engine Services	Sundry Plant (PSP99): Parts	(65.96)	
EFT Pymt	EFT 623	25-Nov-2015	Holcim Australia Pty Ltd	RTR1601 - York Williams Rd : Supply Concrete for Culvert Replacement	(2,413.18)	
EFT Pymt	EFT 624	25-Nov-2015	LGRCEU - Loc Gov Racing & Cem Emp Union	Payroll deductions	(82.00)	
EFT Pymt	EFT 625	25-Nov-2015	Landgate	Title Searches	(49.20)	
EFT Pymt	EFT 626	25-Nov-2015	Perth Safety Products Pty Ltd	Road Safety Signs	(902.00)	
EFT Pymt	EFT 627	25-Nov-2015	RiskID	Margaret Hemsley: Strategic Plan Review, Workshop Preparation, Delivery & Documents	(2,778.60)	
EFT Pymt	EFT 628	25-Nov-2015	State Library of WA (LISWA)	Unreturned Library Resources	(9.90)	
EFT Pymt	EFT 629	25-Nov-2015	Toll Ipec P/L (Courier Aust)	Freight charges: 09 Nov 2015	(26.87)	
EFT Pymt	EFT 630	25-Nov-2015	Turf Developments (WA) P/L	Rec Grnd Oval: Soil, Tissue & Water Sample Analysis	(759.00)	
EFT Pymt	EFT 631	25-Nov-2015	WA Contract Ranger Services	Ranger Services: 19 Oct - 10 Nov 2015	(2,618.00)	
EFT Pymt	EFT 632	25-Nov-2015	WA Treasury Corporation	Loan 112 (Frail Aged Lodge) - Deb 34 of 39: Dec 2015 Repayment	(3,292.38)	(104,287.56)
EFT Pymt	EFT 633	25-Nov-2015	Workhouse Advertising Pty Ltd	Prep for Publication of Annual Report 2014/15	(2,750.00)	(2,750.00)
Cheque #	1384	02-Nov-2015	Water Corporation	Water use - Brooking St Standpipe: 108 Aug - 14 Oct 15	(7,669.33)	
Cheque #	1385	04-Nov-2015	Beverley Returned Services League Sub Branch (RSL)	Catering Grant: Beverley Heroic Event - 04 Oct 15	(1,650.00)	
Cheque #	1386	04-Nov-2015	City of Stirling	Unreturned Library Resources	(7.70)	

YPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1387	12-Nov-2015	Synergy	Swim Pool: 27 Aug - 27 Oct 15	(13,595.30)	
Cheque #	1388	12-Nov-2015	Telstra	Samsung Tablets: Rental to 01 Dec 15, Calls to 01 Nov 15	(2,129.13)	
Cheque #	1389	12-Nov-2015	Water Corporation	Water Use - Mens Shed (Vincent St) - Service Fees: Nov - Dec 15	(37.68)	
Cheque #	1390	25-Nov-2015	Synergy	L78 Waterhatch Rd, Council Dam: 12 Sep - 13 Nov 15	(1,086.10)	
Cheque #	1391	25-Nov-2015	Water Corporation	Water use - Balkuling Rd Standpipe: 14 Sep - 10 Nov 15	(257.36)	(26,432.60)
Direct Debit	DD 282.1	03-Nov-2015	Click Super	Superwrap - Personal Super Plan	(744.03)	
Direct Debit	DD 282.2	03-Nov-2015	Click Super	WA Super	(6,192.52)	
Direct Debit	DD 282.3	03-Nov-2015	Click Super	Kinetic Super	(141.49)	
Direct Debit	DD 282.4	03-Nov-2015	Click Super	Colonial First State Super (Corrigan Justin)	(293.57)	
Direct Debit	DD 282.5	03-Nov-2015	Click Super	Australian Super	(198.74)	(7,570.35)
Direct Debit	DD 310.1	17-Nov-2015	Click Super	Superwrap - Personal Super Plan	(744.03)	
Direct Debit	DD 310.2	17-Nov-2015	Click Super	WA Super	(6,216.94)	
Direct Debit	DD 310.3	17-Nov-2015	Click Super	Kinetic Super	(141.49)	
Direct Debit	DD 310.4	17-Nov-2015	Click Super	Colonial First State Super (Corrigan Justin)	(293.57)	
Direct Debit	DD 310.5	17-Nov-2015	Click Super	Australian Super	(201.39)	(7,597.42)
Direct Debit	3	02-Nov-2015	9 - Vodafone Messaging	Vodafone Messaging	(82.50)	(82.50)
Direct Debit	3	03-Nov-2015	7 - CBA Merchant Fee	CBA Merchant Fee	(170.08)	(170.08)
Direct Debit	3	03-Nov-2015	7 - CBA POS Fee	CBA POS Fee	(31.46)	(31.46)
Direct Debit	3	04-Nov-2015	6 - Westnet Payments	Westnet Payments	(66.00)	(66.00)
Direct Debit	3	04-Nov-2015	8 - ANZ Transactive Fee	ANZ Transactive Fee	(81.70)	(81.70)

YPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	3	30-Nov-2015	9 - Vodafone Messaging	Vodafone Messaging	(393.14)	(393.14)
Direct Debit	3	02-Nov-2015	3 - Payments for DOT	Payments for DOT	(12,438.05)	
Direct Debit	3	03-Nov-2015	3 - Payments for DOT	Payments for DOT	(2,489.50)	
Direct Debit	3	04-Nov-2015	3 - Payments for DOT	Payments for DOT	(1,044.10)	
Direct Debit	3	05-Nov-2015	3 - Payments for DOT	Payments for DOT	(1,255.70)	
Direct Debit	3	06-Nov-2015	3 - Payments for DOT	Payments for DOT	(2,620.45)	
Direct Debit	3	09-Nov-2015	3 - Payments for DOT	Payments for DOT	(5,938.85)	
Direct Debit	3	10-Nov-2015	3 - Payments for DOT	Payments for DOT	(2,869.40)	
Direct Debit	3	11-Nov-2015	3 - Payments for DOT	Payments for DOT	(1,780.45)	
Direct Debit	3	12-Nov-2015	3 - Payments for DOT	Payments for DOT	(1,414.80)	
Direct Debit	3	12-Nov-2015	3 - Payments for DOT	Payments for DOT	(991.50)	
Direct Debit	3	16-Nov-2015	3 - Payments for DOT	Payments for DOT	(342.40)	
Direct Debit	3	17-Nov-2015	3 - Payments for DOT	Payments for DOT	(2,249.50)	
Direct Debit	3	18-Nov-2015	3 - Payments for DOT	Payments for DOT	(2,139.90)	
Direct Debit	3	19-Nov-2015	3 - Payments for DOT	Payments for DOT	(2,188.55)	
Direct Debit	3	20-Nov-2015	3 - Payments for DOT	Payments for DOT	(361.85)	
Direct Debit	3	23-Nov-2015	3 - Payments for DOT	Payments for DOT	(1,362.00)	
Direct Debit	3	24-Nov-2015	3 - Payments for DOT	Payments for DOT	(1,512.65)	
Direct Debit	3	25-Nov-2015	3 - Payments for DOT	Payments for DOT	(5,246.75)	
Direct Debit	3	26-Nov-2015	3 - Payments for DOT	Payments for DOT	(3,325.30)	

YPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	3	27-Nov-2015	3 - Payments for DOT	Payments for DOT	(3,468.05)	
Direct Debit	3	30-Nov-2015	3 - Payments for DOT	Payments for DOT	(1,847.10)	(56,886.85)
Direct Debit	EFT 589	12-Nov-2015	Credit Card - Shire of Beverley	Various Purchases	(416.00)	(416.00)
PAYMENTS RAISED IN CURRENT MONTH					(532,466.65)	(532,466.65)
WAGES & SALARIES						
EFT Pymt		05-Nov-2015	Wages & Salaries	FE -03 Nov 2015	(47,850.84)	
EFT Pymt		19-Nov-2015	Wages & Salaries	FE - 17 Nov 2015	(47,636.02)	
WAGES & SALARIES					(95,486.86)	(95,486.86)
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT						
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT					0.00	0.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
Cheque #	1379	08-Oct-2015	Cr Thomas Buckland	14/15 Cr Year Remuneration: Oct 2014 - Sep 2015 (2 of 2 pymts)	(2,250.00)	
Cheque #	1375	08-Oct-2015	Beverley Medical Practice	Pre Employment Medical: Taleeya Scott (Admin Staff)	(120.00)	
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					(2,370.00)	(2,370.00)
TRANSFERS to TRUST						
TRANSFERS to TRUST					0.00	0.00
OTHER AMENDMENTS/GENERAL JOURNALS						
OTHER AMENDMENTS/GENERAL JOURNALS					0.00	0.00

YPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS	
INVESTMENTS							
Transfer		06-Nov-2015	Online Saver	Funds Tfr for Investment	(300,000.00)		
Transfer		18-Nov-2015	Online Saver	Funds Tfr for Investment	(250,000.00)		
					INVESTMENTS	(550,000.00)	(550,000.00)
TOTAL EXPENDITURE for MUNICIPAL ACCOUNT						(1,180,323.51)	

CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT

Credit Card		24-Sep-2015	Orbit Fitness	Equipment replacement	80.00	
Credit Card		29-Sep-2015	Dpt Environ Reg	Clearing Permit - York Williams Rd	50.00	
Credit Card		01-Oct-2015	Ezi-Fit Engineering	PBH01 - Parts	286.00	
					CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT	416.00

TRUST ACCOUNT DETAILS

PAYMENTS RAISED IN CURRENT MONTH

EFT Pymt	EFT 526	03-Nov-2015	Cr Darryl Brown	Refund of Nomination Bond Oct 15 Election	(80.00)	
EFT Pymt	EFT 527	03-Nov-2015	Cr David Charles White	Refund of Nomination Bond Oct 15 Election	(80.00)	
EFT Pymt	EFT 528	03-Nov-2015	Cr Denise Jo Ridgway	Refund of Nomination Bond Oct 15 Election	(80.00)	
EFT Pymt	EFT 529	03-Nov-2015	Cr Keith Malcolm Murray	Refund of Nomination Bond Oct 15 Election	(80.00)	
EFT Pymt	EFT 530	03-Nov-2015	Ivy Bode	Refund of Bond of U4, Hunt Rd Village	(440.00)	
EFT Pymt	EFT 531	03-Nov-2015	Megan Hall	Refund of Key Bond for Booking 24 Oct 2015	(50.00)	
EFT Pymt	EFT 532	03-Nov-2015	Shire of Beverley	Transfer of Nomination Bond Oct 15 Election (P Gibbs)	(80.00)	
EFT Pymt	EFT 569	06-Nov-2015	Ingrid Bell	Refund of Gym Key Bond	(50.00)	

YPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 570	06-Nov-2015	Sharyn Johnson	Refund of Gym Key Bond	(50.00)	
EFT Pymt	EFT 590	18-Nov-2015	Cara Lorraine Hammond	Relocated Building Bond Refund - 51 Langsford St	(5,000.00)	
Cheque #	1479	03-Nov-2015	Cr Lewis Campbell Shaw	Refund of Nomination Bond Oct 15 Election	(80.00)	
Cheque #	1480	03-Nov-2015	The Leukaemia Foundation	Refund of cleaning bond for booking 27 Oct 2015	(200.00)	
PAYMENTS RAISED IN CURRENT MONTH					(6,270.00)	(6,270.00)
PAYMENTS UNPRESENTED IN CURRENT BANK #						
Cheque #	1479	03-Nov-2015	Cr Lewis Campbell Shaw	Refund of Nomination Bond Oct 15 Election	80.00	
PAYMENTS UNPRESENTED IN CURRENT BANK #					80.00	80.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
Cheque #	1478	08-Oct-2015	Penny Rose Burns	Refund of gym key bond [QB rec: 3621/T49]	(50.00)	
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					(50.00)	(50.00)
OTHER AMENDMENTS/GENERAL JOURNALS						
OTHER AMENDMENTS/GENERAL JOURNALS					0.00	0.00
TOTAL EXPENDITURE for TRUST ACCOUNT						(6,240.00)
TOTAL EXPENDITURE as reconciled to the OCTOBER 2015 BANK STATEMENTS						
					Municipal Account Expenditure	(1,180,323.51)
					Trust Account Expenditure	(6,240.00)
TOTAL EXPENDITURE for NOVEMBER 2015						(1,186,563.51)

12. ADMINISTRATION

12.1 Delegations – Chief Executive Officer

SUBMISSION TO: Ordinary Council Meeting 15 December 2015
REPORT DATE: 3 December 2015
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0332
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council is required to review the delegations of authority that it makes to its Chief Executive Officer.

BACKGROUND

Council is able to delegate to its Chief Executive Officer some of its power and duties, and is required to maintain a register of such delegations. The delegations are required to be reviewed at least once in every financial year.

The last review was undertaken by Council at its December 2014 Council meeting. Council does have the opportunity to revisit delegations at any time during the year.

Similar to the Shire of Beverley Policy Manual, a Delegations Register is being developed to present to Council in the near future.

COMMENT

Delegations of Authority are often used to improve the efficiency of a Council's operation by allowing routine matters to be dealt with in a timely manner to reduce the number of minor matters requiring Council consideration.

Delegations that were approved by Council in 2014 are shown below:-

- Use of Common Seal on appropriate documents.
- Invite tenders in accordance with budget.
- Approve / refuse building applications. (Includes relocated /second-hand houses in accordance with Council Policy).
- Authority to appoint and dismiss staff in accordance with the Act and appropriate Awards.
- Review salaries of all employees.
- Approve attendance at conferences, seminars and staff training.
- Authorise annual leave and unpaid study leave.
- Discretion to pay for un-accumulated sick leave and attendance at funerals, each case being judged upon its merits.
- Imposition of Harvest Bans.
- Alteration of Restricted and Prohibited Burning periods, after consultation with Chief Fire Control Officer.
- Approve roadside clearing and/or burning.
- Recommend extra mass permits for vehicles in line with Council Policy.
- Approve staff use of plant.

- Approve private works.
- Approve applications for payment of rates by arrangement.
- Issuing of Council purchase orders.
- Destroy old accounting books and records in accordance with legislative requirements.
- Issue permits for the sale and consumption of liquor on Council property.
- Act and serve orders relating to hygiene, noise abatement, repair of dwellings and the declaration of buildings being deemed unfit for human habitation in accordance with the Health Act.
- Issue infringement notices relating to Bush Fire Act, Litter Act, Dog Act and Cat Act.
- Undertake legal action necessary to recover unpaid infringement notices, rates and debtors accounts.
- Install firebreaks on private property where the owner has failed to comply with requirements under the Bush Fire Act.
- Permit variations to firebreak order upon request from landowners.
- Sign strata titles in accordance with the Strata Titles Act.
- Issue permits for street stalls.
- Speak on behalf of and represent the views of the Council of the Shire of Beverley to the media and other third parties as appropriate.
- Represent Council in the Court of Competent Jurisdiction for breaches of the Australian Building Codes, Health Act, Local Government Act, Bush Fires Act, Litter Act, Dog Act and Cat Act.
- Attend to all matters, which relate to the Town Planning Function of the Shire of Beverley and to sign all correspondence, planning consents and clearances, which relate to the same.
- To make payments by Cheque or Electronic Fund Transfer (EFT) from the Municipal and Trust Funds subject to the following conditions: -
 1. That an EFT payments relating to payroll be authorised by at least two officers, with one authorising officer, being either the Chief Executive Officer or Deputy Chief Executive Officer.
 2. That EFT payments other than payroll, be authorised by two officers, with at least one being a signatory to Council cheques.
- To invest money held in the Municipal or Trust funds, not required by the shire for immediate use, to a term deposit.
- Authority and power to consider applications received for financial assistance and make recommendations to Council.
Issue notices under Section 3.25 of the Local Government Act 1995 with all notices issued being referred to Council at the ensuing meeting for endorsement.
- Approve the write off of any balances under \$75.00, either debit or credit.

STATUTORY ENVIRONMENT

Sections 5.18, 5.42, 5.43, 5.44 and 5.46 of the Local Government Act 1995

5.18. Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

** Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and

- (b) the exercise of that power or the discharge of that duty by the CEO's delegate,
are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —
conditions includes qualifications, limitations or exceptions.

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council approve of the following delegations to the Chief Executive Officer:-

- Use of Common Seal on appropriate documents.
- Invite tenders in accordance with budget.
- Approve/refuse building applications. (Includes relocated / second-hand houses in accordance with Council Policy).
- Authority to appoint and dismiss staff in accordance with the Act and appropriate Awards.
- Review salaries of all employees.
- Approve attendance at conferences, seminars and staff training.
- Authorise annual leave and unpaid study leave.
- Discretion to pay for un-accumulated sick leave and attendance at funerals, each case being judged upon its merits.
- Imposition of Harvest Bans.

- Alteration of Restricted and Prohibited Burning periods, after consultation with Chief Fire Control Officer.
- Approve roadside clearing and/or burning.
- Recommend extra mass permits for vehicles in line with Council Policy.
- Approve staff use of plant in accordance with Council Policy.
- Approve private works.
- Approve applications for payment of rates by arrangement.
- Issuing of Council purchase orders.
- Destroy old accounting books and records in accordance with legislative requirements.
- Issue permits for the sale and consumption of liquor on Council property.
- Act and serve orders relating to hygiene, noise abatement, repair of dwellings and the declaration of buildings being deemed unfit for human habitation in accordance with the Health Act.
- Issue infringement notices relating to Bush Fire Act, Litter Act, Dog Act and Cat Act.
- Undertake legal action necessary to recover unpaid infringement notices, rates and debtors accounts.
- Install firebreaks on private property where the owner has failed to comply with requirements under the Bush Fire Act.
- Permit variations to firebreak order upon request from landowners.
- Sign strata titles in accordance with the Strata Titles Act.
- Issue permits for street stalls.
- Speak on behalf of and represent the views of the Council of the Shire of Beverley to the media and other third parties as appropriate.
- Represent Council in the Court of Competent Jurisdiction for breaches of the Australian Building Codes, Health Act, Local Government Act, Bush Fires Act, Litter Act, Dog Act and Cat Act.
- Attend to all matters, which relate to the Town Planning Function of the Shire of Beverley and to sign all correspondence, planning consents and clearances, which relate to the same.
- To make payments by Cheque or Electronic Fund Transfer (EFT) from the Municipal and Trust Funds subject to the following conditions: -

All payments must have two cheque signatures per cheque, with one signatory being a Councillor (except payroll, loan and tax cheques where the Chief Executive Officer and Deputy Chief Executive Officer can sign) and the other the Chief Executive Officer or the Deputy Chief Executive Officer.

- To invest money held in the Municipal or Trust funds, not required by the shire for immediate use, to a term deposit.
- Authority and power to consider applications received for financial assistance and make recommendations to Council.
- Issue notices under Section 3.25 of the Local Government Act 1995 with all notices issued being referred to Council at the ensuing meeting for endorsement.
- Approve the write off of any balances under \$75.00, either debit or credit.

COUNCIL RESOLUTION

M4/1215

Moved Cr Buckland

Seconded Cr Brown

That Council approve of the following delegations to the Chief Executive Officer:-

- **Use of Common Seal on appropriate documents.**
- **Invite tenders in accordance with budget.**
- **Approve/refuse building applications. (Includes relocated / second-hand houses in accordance with Council Policy).**
- **Authority to appoint and dismiss staff in accordance with the Act and appropriate Awards.**
- **Review salaries of all employees.**
- **Approve attendance at conferences, seminars and staff training.**
- **Authorise annual leave and unpaid study leave.**
- **Discretion to pay for un-accumulated sick leave and attendance at funerals, each case being judged upon its merits.**
- **Imposition of Harvest Bans.**
- **Alteration of Restricted and Prohibited Burning periods, after consultation with Chief Fire Control Officer.**
- **Approve roadside clearing and/or burning.**
- **Recommend extra mass permits for vehicles in line with Council Policy.**
- **Approve staff use of plant in accordance with Council Policy.**
- **Approve private works.**
- **Approve applications for payment of rates by arrangement.**
- **Issuing of Council purchase orders.**
- **Destroy old accounting books and records in accordance with legislative requirements.**
- **Issue permits for the sale and consumption of liquor on Council property.**
- **Act and serve orders relating to hygiene, noise abatement, repair of dwellings and the declaration of buildings being deemed unfit for human habitation in accordance with the Health Act.**
- **Issue infringement notices relating to Bush Fire Act, Litter Act, Dog Act and Cat Act.**
- **Undertake legal action necessary to recover unpaid infringement notices, rates and debtors accounts.**
- **Install firebreaks on private property where the owner has failed to comply with requirements under the Bush Fire Act.**
- **Permit variations to firebreak order upon request from landowners.**
- **Sign strata titles in accordance with the Strata Titles Act.**
- **Issue permits for street stalls.**
- **Speak on behalf of and represent the views of the Council of the Shire of Beverley to the media and other third parties as appropriate.**
- **Represent Council in the Court of Competent Jurisdiction for breaches of the Australian Building Codes, Health Act, Local Government Act, Bush Fires Act, Litter Act, Dog Act and Cat Act.**
- **Attend to all matters, which relate to the Town Planning Function of the Shire of Beverley and to sign all correspondence, planning consents and clearances, which relate to the same.**

- **To make payments by Cheque or Electronic Fund Transfer (EFT) from the Municipal and Trust Funds as per Council Policy AF005.**
- **To invest money held in the Municipal or Trust funds, not required by the shire for immediate use, to a term deposit as per Council Policy AF004.**
- **Authority and power to consider applications received for financial assistance and make recommendations to Council.**
- **Issue notices under Section 3.25 of the Local Government Act 1995 with all notices issued being referred to Council at the ensuing meeting for endorsement.**
- **Approve the write off of any balances under \$75.00, either debit or credit.**

CARRIED BY ABSOLUTE MAJORITY 8/0

12.2 Traineeship Certificate II in Horticulture – Ben Treasure (BDHS)

SUBMISSION TO: Ordinary Council Meeting 15 December 2015
REPORT DATE: 9 December 2015
APPLICANT: Beverley District High School (BDHS)
FILE REFERENCE: ADM 0213
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: Confidential Letter from Principle Wendy Moore (BDHS)
Certificate II Horticulture Course Outline

SUMMARY

Council to consider offering a Horticulture Traineeship Agreement to local student Ben Treasure.

BACKGROUND

Beverley District High School (BDHS) student, Ben Treasure has been working with the Parks and Gardens Crew since August 2015 every Wednesday as part of the Work Place Learning Programme (previously known as work experience) run by BDHS.

The Shire has been approached by BDHS to consider offering Ben a formal Horticulture Traineeship in 2016.

COMMENT

Management have researched a Horticulture Traineeship and believe the Shire can offer Ben a suitable learning environment to commence his working career.

The Certificate II in Horticulture is attached.

The course ruling outlines that there must be a completion of fifteen (15) units made up of:

- two (2) core units and
- thirteen (13) elective units.
- a minimum of three (3) units must come from elective group A
- a minimum of seven (7) units must come from elective groups A or B
- a maximum of three (3) units may be selected from units aligned to Certificates II or III in AHC10 or from any other currently endorsed Training Package or accredited course. Selected units must meet job outcomes relevant to horticulture.

The Certificate II in Horticulture is a one year traineeship. On completion, Council can either offer Ben; another year traineeship to complete Certificate III; full-time employment or cease any further arrangements.

The traineeship is fulltime and the Shire will be responsible for Ben's wages. The traineeship and certificate qualifications will be supervised and facilitated by Apprenticeship Support Australia, who are based in Northam. They will provide support and mentoring for Ben if required, in addition to their regular visits. If the traineeship is to go ahead a small incentive of \$1,500.00 is provided to the Shire after 6 months. If the Shire offers Ben a second year with Certificate III, \$3,000.00 will be paid to the Shire upon completion.

A confidential letter from BDHS Principle Ms Wendy Moore is provided under separate cover to provide information on Ben's current educational background.

Ben's approach to his Wednesday work has been outstanding and has received favourable comments from his supervisor Malcolm Kehlet and Manager of Works Steve Vincent. It should be noted that Ben chose to miss two school excursions in order to attend workplace training at the Shire.

The question of youth engagement and interaction with BDHS was recently raised at both the Annual Electors Meeting and November Councillor Workshop. Management would see this as an excellent opportunity to further forge relations with BDHS and promote youth involvement within the Shire.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Weekly wages \$295.10 per week, plus Industrial Allowance of \$0.70 per hour

2015/16 Budget Allowance for Casual Relief \$26,104.00 (988 hours)

STRATEGIC IMPLICATIONS

Sustainable Community – Encourage youth development.

Sustainable Governance – Develop the Human Resource and Workforce Plan within the regional context to ensure Human Resources are available and future skills and development are identified.

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council;

1. Offer a one year traineeship agreement to Ben Treasure to complete the Certificate II in Horticulture.
2. At the completion of the traineeship in December 2016 review Ben Treasure's progress to determine if any further work or traineeship will be offered.

COUNCIL RESOLUTION

M5/1215

Moved Cr Brown

Seconded Cr Alexander

That Council;

- 1. Offer a one year traineeship agreement to Ben Treasure to complete the Certificate II in Horticulture.**
- 2. At the completion of the traineeship in December 2016 review Ben Treasure's progress to determine if any further work or traineeship will be offered.**

CARRIED BY ABSOLUTE MAJORITY 8/0

Attachment 12.2

Qualification Outline

Whilst all efforts are made to provide accurate and timely information from the relevant source/documentation, please be aware that the information supplied may not be the most current version. The accuracy of the detail has not been confirmed by the Department and therefore should not be relied upon without first confirming the contents.

Certificate II in Horticulture

National Code: AHC20410

State Code: D454

Traineeships / Apprenticeships

Traineeship	TR05050	HORTICULTURE (LEVEL 2)	Endorsed
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Replaces

S334	RTF20103	Certificate II in Horticulture
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Endorsement Details and Classification

Original Release Date	10 Jun 2011
Approved Date	30 Nov 2011
Current Release Version	3.00
Current Release Date	01 Mar 2013
Nominal Hours	452
Stream of Study	Initial Vocational (3100 - 3600)
Field of Education	Horticulture And Viticulture
VET ACT Classifier	B - Being qualifications that a person may, but need not, obtain by fulfilling the obligations of an apprentice under a training contract

Entrance Requirements

To be eligible for entry, candidates are required to meet the following benchmark:

Communication Skills ●●

Maths Skills ●●

For the purpose of course listing, competency benchmarks are represented by the following:

- highly developed skills
- well developed skills
- developed skills
- basic skills

More information about the entrance requirements is available from the TAFEWA website www.tafe.wa.edu.au

Description

Attachment 12.2

This qualification underpins a range of work functions and job roles that can lead to a horticultural trade qualification.

Course Schedule: Generic Structure

Packaging Rules

Completion of fifteen (15) units made up of:

- two (2) core units and
- thirteen (13) elective units.
 - a minimum of three (3) units must come from elective group A
 - a minimum of seven (7) units must come from elective groups A or B
 - a maximum of three (3) units may be selected from units aligned to Certificates II or III in AHC10 or from any other currently endorsed Training Package or accredited course. Selected units must meet job outcomes relevant to horticulture.

1 - Core Units

Two (2) units must be completed

State Code	National Code	Title	Hours	Type
D7092	AHCOHS201A	Participate in OHS processes	10	UoC
D7307	AHCWRK209A	Participate in environmentally sustainable work practices	20	UoC

2 - Group A Elective Units

A minimum of three (3) units must be chosen from Group A.
Please refer to the packaging rules for the full details of available options.

State Code	National Code	Title	Hours	Type
D6648	AHCARB201A	Apply a range of treatments to trees	30	UoC
D6649	AHCARB202A	Fell small trees	30	UoC
D6650	AHCARB203A	Perform above ground pruning	30	UoC
D6651	AHCARB204A	Undertake standard climbing techniques	24	UoC
D6652	AHCARB205A	Operate and maintain chainsaws	35	UoC
D6653	AHCARB206A	Undertake stump removal	24	UoC
D6910	AHCLSC201A	Assist with landscape construction work	35	UoC
D6911	AHCLSC202A	Construct low-profile timber or modular retaining walls	30	UoC
D6912	AHCLSC203A	Install aggregate paths	30	UoC
D6913	AHCLSC204A	Lay paving	30	UoC
D6914	AHCLSC205A	Install tree protection devices	24	UoC
D7079	AHCNSY201A	Pot up plants	24	UoC
D7080	AHCNSY202A	Tend nursery plants	25	UoC
D7081	AHCNSY203A	Undertake propagation activities	35	UoC
D7082	AHCNSY204A	Maintain indoor plants	30	UoC
D7144	AHCPCM201A	Recognise plants	40	UoC
D7145	AHCPCM202A	Collect, prepare and preserve plant specimens	24	UoC
D7103	AHCPGD201A	Plant trees and shrubs	30	UoC
D7105	AHCPGD203A	Prune shrubs and small trees	30	UoC
D7106	AHCPGD204A	Transplant small trees	30	UoC
D7107	AHCPGD205A	Prepare a grave site	24	UoC
D7108	AHCPGD206A	Conduct visual inspection of park facilities	35	UoC
D7252	AHCTRF201A	Assist with turf construction	25	UoC

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D7253	AHCTRF202A	Prepare turf surfaces for play	20	UoC
D7254	AHCTRF203A	Renovate grassed areas	30	UoC
D7255	AHCTRF204A	Support turf establishment	30	UoC
WA427	FPICOT2221B	Trim and cross cut felled trees	40	UoC
S4654	FPIFGM2208A	Fall trees manually (basic)	80	UoC
S4665	FPIFGM3204A	Fall trees manually (intermediate)	80	UoC
D6027	FPIHAR2206B	Operate a mobile chipper/mulcher	30	UoC

3 - Group B Elective Units

A minimum of seven (7) units may be chosen from Group B.
Please refer to the packaging rules for the full details of available options.

State Code	National Code	Title	Hours	Type
D6756	AHCCHM201A	Apply chemicals under supervision	30	UoC
D6863	AHCINF203A	Maintain properties and structures	30	UoC
D6864	AHCINF204A	Fabricate and repair metal or plastic structures	30	UoC
D6867	AHCIRG202A	Assist with the operation of pressurised irrigation	24	UoC
D6868	AHCIRG203A	Install micro-irrigation systems	30	UoC
D6869	AHCIRG204A	Lay irrigation and/or drainage pipes	20	UoC
D6871	AHCIRG206A	Maintain pressurised irrigation systems	30	UoC
D7005	AHCMOM202A	Operate tractors	40	UoC
D7006	AHCMOM203A	Operate basic machinery and equipment	35	UoC
D7007	AHCMOM204A	Undertake operational maintenance of machinery	30	UoC
D7008	AHCMOM205A	Operate vehicles	24	UoC
D7013	AHCMOM211A	Operate side by side utility vehicles	40	UoC
D7014	AHCMOM212A	Operate quad bikes	40	UoC
D7122	AHCPMG201A	Treat weeds	35	UoC
D7123	AHCPMG202A	Treat plant pests, diseases and disorders	35	UoC
D7242	AHCSOL201A	Determine basic properties of soil and/or growing media	25	UoC
D7302	AHCWRK204A	Work effectively in the industry	40	UoC
D7303	AHCWRK205A	Participate in workplace communications	24	UoC
D7304	AHCWRK206A	Observe enterprise quality assurance procedures	15	UoC
D7305	AHCWRK207A	Collect and record production data	24	UoC
D7306	AHCWRK208A	Provide information on products and services	35	UoC
D7307	AHCWRK209A	Participate in environmentally sustainable work practices	20	UoC
W5563	MEM18001C	Use hand tools	18	UoC
W5574	MEM18002B	Use power tools/hand held operations	18	UoC
S6110	SIRXADM001A	Apply retail office procedures	15	UoC
WD947	SIRXCCS201	Apply point-of-sale handling procedures	20	UoC
WD948	SIRXCCS202	Interact with customers	35	UoC
S6118	SIRXCLM001A	Organise and maintain work areas	15	UoC
S6126	SIRXFIN002A	Perform retail finance duties	25	UoC
WD960	SIRXFIN201	Balance and secure point-of-sale terminal	20	UoC
S6136	SIRXICT001A	Operate retail technology	20	UoC
S6142	SIRXINV002A	Maintain and order stock	35	UoC
WD969	SIRXMER201	Merchandise products	35	UoC

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S6192	SIRXSL002A	Advise on products and services	25	UoC
WD983	SIRXSL201	Sell products and services	20	UoC
D5061	TLID1001A	Shift materials safely using manual handling methods	20	UoC

12.3 Deed of Agreement – Dr A Adebayo (Beverley Medical Centre)

SUBMISSION TO: Ordinary Council Meeting 15 December 2015
REPORT DATE: 9 December 2015
APPLICANT: Dr A Adebayo
FILE REFERENCE: ADM 0144
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: Confidential Deed of Agreement – Under Separate Cover

SUMMARY

Council to consider signing the Deed of Agreement with Dr Aderemi Adebayo for services at the Beverley Medical Centre.

BACKGROUND

The previous Deed of Agreement expired on 15 November 2015. Council indicated at the 24 November Council Meeting that it was willing to enter into another agreement with Dr Adebayo for further five (5) years.

COMMENT

The Chief Executive Officer met with Dr Adebayo on Tuesday 1 December to discuss the agreement and clarify arrangements that involve the Beverley Health Service (Beverley Hospital).

No changes to the agreement were requested from either party. The new draft agreement, valid for a further five (5) years is provided under separate cover.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

The Shire will continue to provide maintenance and required inventory for the Medical Centre, a Doctors residence and vehicle as per 2015/16 Budget.

STRATEGIC IMPLICATIONS

Community Needs for Services and Facilities are met – Ensure access to services and facilities as needs change within the community – Advocate for local access to health services.

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council authorise the Shire President and Chief Executive Officer to sign the five year Deed of Agreement with Dr Aderemi Adebayo.

COUNCIL RESOLUTION

M6/1215

Moved Cr Murray

Seconded Cr Shaw

That Council lay the item on the table until the February 2016 Ordinary Council Meeting.

CARRIED 8/0

Reason: to clarify the ownership of Medical Records.

12.4 Use of the Common Seal

SUBMISSION TO: Ordinary Council Meeting 15 December 2015
REPORT DATE: 10 December 2015
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0256
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to endorse the use of the Common Seal.

BACKGROUND

Allocation of the Common Seal requires accompanying signatures of both the Shire President (or Deputy) and Chief Executive Officer (or person acting in that position).

COMMENT

The Common Seal has been recently attached to the following documents:

1. Transfer of Land of Lots 96, 98 & 99 on Deposited Plan 222080 and Lot 126 on Plan 83.
2. Application for a Balance Title Lot 125 on Plan 83.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 9, Division 3, Execution of documents states:

- (1) A document is duly executed by a local government if -
 - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
 - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of –
 - (a) the mayor or president; and
 - (b) the chief executive officer or a senior employee authorised by the chief executive officer,
each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council note and endorse the use of the Common Seal having been attached to:

1. Transfer of Land of Lots 96, 98 & 99 on Deposited Plan 222080 and Lot 126 on Plan 83.
2. Application for a Balance Title Lot 125 on Plan 83.

COUNCIL RESOLUTION

M7/1215

Moved Cr Murray

Seconded Cr Gogol

That Council note and endorse the use of the Common Seal having been attached to:

- 1. Transfer of Land of Lots 96, 98 & 99 on Deposited Plan 222080 and Lot 126 on Plan 83.**
- 2. Application for a Balance Title Lot 125 on Plan 83.**

CARRIED 8/0

13. NEW BUSINESS ARISING BY ORDER OF THE MEETING

13.1 CEO Appraisal

The Chief Executive Officer's Performance Appraisal is due for review.

M8/1215

Cr White

Cr Buckland

That Council appoint JCP Consulting to conduct the Chief Executive Officer Appraisal for the quoted price of \$1,650.00

CARRIED 8/0

13.2 Industrial Land

Council discussed the appearance of the Industrial area on Delisle Street and requested that a map showing property boundaries and locations be provided for the February 2016 meeting.

M9/1512

Moved Cr Alexander

Seconded Cr Brown

That Council be provided with a report on landowner property boundaries within the industrial area's on Delisle Street and Forrest Street for the 23 February 2016 Ordinary Council Meeting.

CARRIED 8/0

14. CLOSURE

The Chairman declared the meeting closed at 3:34pm