



## 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 27 March 2018.

Please arrive at the Shire Office by 2.50pm to register for Public Question Time.

### **Program**

3.00pm – 5.00pm                      Ordinary Meeting

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

Stephen Gollan  
Chief Executive Officer

23 March 2018

### **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.*



**27 March 2018**

**ORDINARY MEETING**

**AGENDA**

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**1. OPENING**

The Chairperson to declare the meeting open.

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

**2.1 Members Present**

Cr DJ Ridgway            Shire President  
Cr CJ Pepper            Deputy President  
Cr DL Brown  
Cr DW Davis  
Cr P Gogol  
Cr SW Martin  
Cr TWT Seed  
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**

**2.4 Apologies and Approved Leave of Absence**

**2.5 Condolences**

Nil

**3. DECLARATIONS OF INTEREST**

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

Nil

**5. PUBLIC QUESTION TIME**

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

## **7. CONFIRMATION OF MINUTES**

### **7.1 Minutes Of The Ordinary Council Meeting Held 27 February 2018**

#### **OFFICER'S RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held Tuesday 27 February 2018 be confirmed.

## **7.2 Minutes Of The Corporate Strategy Meeting Held 13 March 2018**

### **OFFICER'S RECOMMENDATION**

That the Minutes of the Corporate Meeting held Tuesday 13 March 2018 be received.

(Under separate cover)

Please refer to Agenda Items: 11.3, 11.4, 11.5 and 11.6

### **7.3 Minutes Of The Fire Control Officers Meeting Held 14 March 2018**

#### **OFFICER'S RECOMMENDATION**

That the Minutes of the Fire Control Officers Meeting held Wednesday 14 March 2018 be received.

(Under separate cover)

**8. TECHNICAL SERVICES**

Nil



## **9. PLANNING SERVICES**

### **9.1 Proposed Causeway across Avon River – Acquisition of private property – Lot 27 Bartram Street**

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**SUBMISSION TO:** Ordinary Council Meeting 27 March 2018  
**REPORT DATE:** 16 March 2018  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** R 005  
**AUTHOR:** B.S. de Beer, Shire Planner  
**ATTACHMENTS:** Locality Map

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#### **SUMMARY**

Council is requested to resolve to purchase Lot 27 Bartram Street to enable progression of the proposed causeway across the Avon River at Railway Street.

#### **BACKGROUND**

Council, at its meeting of 28 November 2017 resolved as follows:

1. *Acknowledge and accept the proposed alignment as presented by Main Roads WA plan # 245215-50-C-RP-001, attached to this report, and minor – non-material deviations thereof;*
2. *Authorise the Chief Executive Officer to appoint a professional valuer to determine fair market value for lot 27 Bartram Street;*
3. *Authorise the Chief Executive Officer to negotiate with the owner of Lot 27 Bartram Street for an agreed purchase price, plus a 10% bonae voluntatis (good will) fee;*
4. *Instruct the Shire Planner to progress the Road Dedication exercise pursuant to Section 56 of the Land Administration Act 1997.*

Subsequent to the above a Valuation Report was commissioned which indicated the Market Value of Lot 27 Bartram Street as \$40,000. A copy of this report can be made available should Councillors so wish.

CEO approached the present owner of the property (Ross Ernest Birch), with an offer of \$40,000. In response the owner indicated he is willing to accept \$45,000.

#### **COMMENT**

The proposed 'second crossing' of the Avon River, as proposed by this project, will benefit the community of Beverley in a profound way and is recommended be pursued. The geometric designs from Main Roads WA in regards to the land required, to bring the project in line with the various standards, are acknowledged. The implication of this is that the private land affected (Lot 27 Bartram Street) will have to be acquired.

Other costs associated with the acquisition of the subject land and road dedication are outlined in the '*Financial Implications*' section of this report. As of 14 March 2018 there is an amount of \$1,437.36 outstanding on rates. Should Council resolve to accept the recommendation to acquire the land, it will be recommended that this

outstanding amount be written off in lieu of the *bonae voluntatis* (good will) fee offering of 10% of the purchase price.

### **STATUTORY ENVIRONMENT**

Land Administration Act 1997.

### **FINANCIAL IMPLICATIONS**

Council has a budget allocation of \$131,352.00 for the river crossing, including \$100,000.00 cash.

### **STRATEGIC IMPLICATIONS**

The new road will bring a much needed 'second crossing' across the Avon river which will benefit the Beverley Community.

### **POLICY IMPLICATIONS**

There are no policy implications relative to this application.

### **VOTING REQUIREMENT**

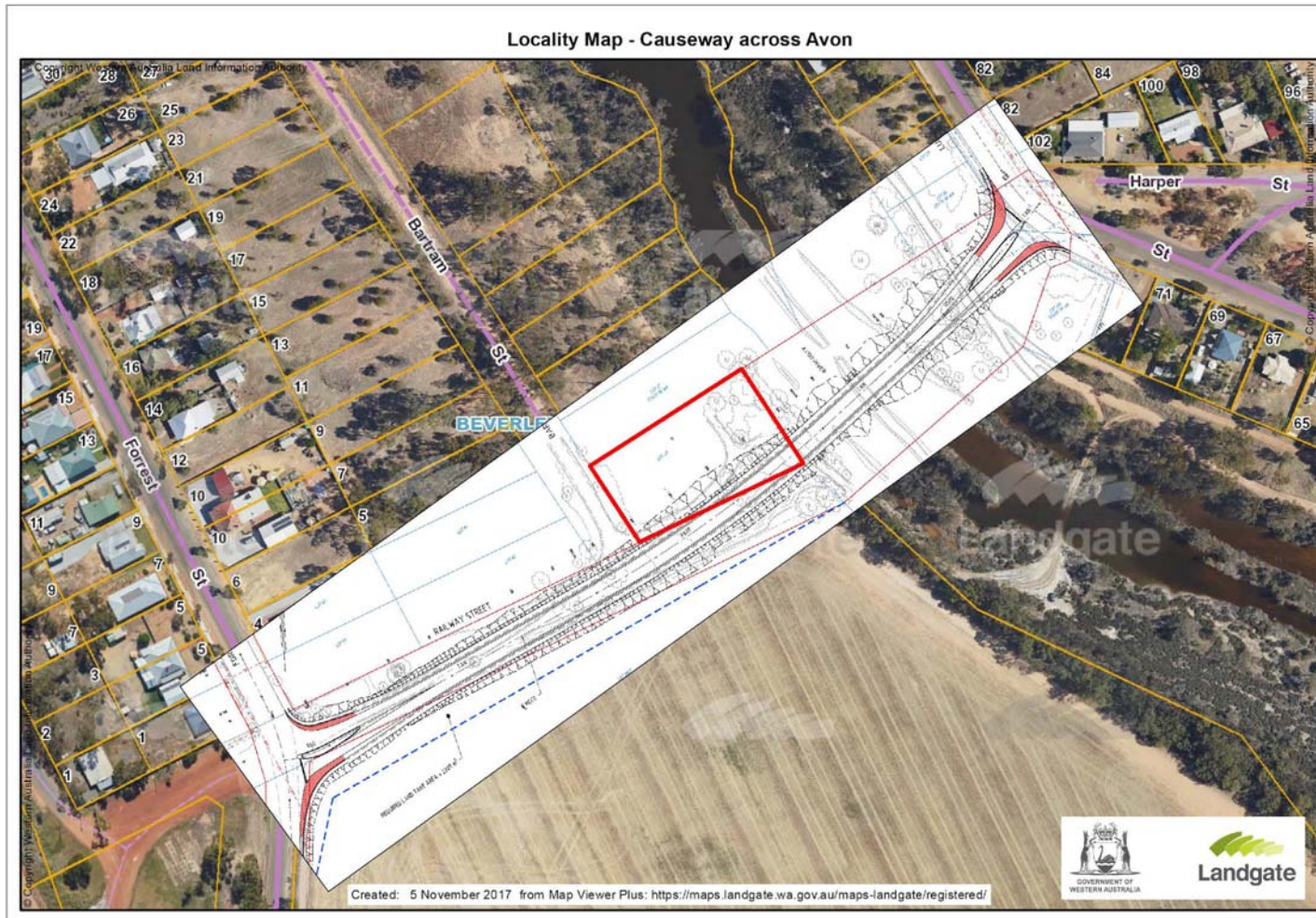
Absolute Majority

### **OFFICER'S RECOMMENDATION**

That Council resolve to;

1. Offer the amount of \$45,000 to the owner to acquire the subject land (Lot 27 Bartram Street);
2. Write off the outstanding rates payable on the subject land and disable interest on these as of 27 March 2018;
3. Appoint Gibson Raison Settlement Agents to facilitate the transfer of the property to the Shire of Beverley.

Attachment 9.1



## **9.2 Road Closure: Section of Unconstructed Road Reserve – Lennard Road**

**SUBMISSION TO:** Ordinary Council Meeting 27 March 2018  
**REPORT DATE:** 19 March 2016  
**APPLICANT:** Mr Bruce Mann  
**FILE REFERENCE:** RO 005  
**AUTHOR:** B.S. de Beer, Shire Planner  
**ATTACHMENTS:** Locality Map, Deposited Plan 52892

### **SUMMARY**

The proposed road closure is presented to Council for a decision to formally request the Minister of Lands to proceed with road closure.

### **BACKGROUND**

At its 28 November 2017 meeting Council resolved as follows:

*“That Council initiate the closure of the section of unconstructed road of Lennard Road and instruct the Shire Planner to commence with the advertising of the road closure.”*

Further to the above the proposed road closure was advertised for 35 days in compliance with Section 58 of the *Land Administration Act 1997* and is being presented to Council for final consideration.

### **COMMENT**

The proposed road closure was advertised for 35 days and the Shire received the following responses. A summary of the responses and staff comment are detailed below. Copies of the responses can be made available should Councillors so wish.

<b>Respondent</b>	<b>Property</b>	<b>Comments</b>	<b>Planner's Response</b>
John Morrison	Lot 188 Lennard Road	Objection to the proposal.  <ol style="list-style-type: none"> <li>1. This proposal does not address all the same issues on block 188 &amp; 845;</li> <li>2. Biosecurity and quarantine is an issue for block 188 however the local farmer and residents use my block as a thoroughfare;</li> <li>3. Antisocial behaviour from block 1049 residents is the principal problem causing conflict;</li> <li>4. Emergency fire access/development potentially restricted;</li> <li>5. Redundant 'one man's land'(sic) on block 188, 845, 1049 proposed to be created – no value to anyone, no future benefit, still same access issues to 188 and 845.</li> </ol> Road to be totally dissolved or left in current form.	The submission is noted.  There appears to be issues with alleged antisocial behaviour from a local land owner/tenant. Closing the entire section of road reserve to address this is not advisable or the correct forum to deal with this issue. Closing the remaining section of road reserve as proposed by the respondent would not achieve anything as access easements are in place affording access from the Westdale Road to all the lots as mentioned by the respondent (please refer to the attached Deposited Plan 52892). Council might consider investigating the closure of redundant section of road reserves purely to address road reserve redundancy issues, not antisocial behaviour. It is recommended that the submission be dismissed.
Western Power	-	Western Power does not have any objection at this time to the above proposal, however we would appreciate being kept informed of developments.	Noted.



It will be recommended the road closure be proceeded with.

### STATUTORY ENVIRONMENT

A request to the Minister to close a road must be made in compliance with section 58 of the *Land Administration Act 1997* and regulation 9 of the *Land Administration Regulations 1998*.

### 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.

### VOTING REQUIREMENTS

Simple Majority

### OFFICER'S RECOMMENDATION

That Council resolve to accept the officer's comment on the advertising and request the Minister close a section of unconstructed road reserve of Lennard Road as indicated on the attached map.







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

Nil



## **11. FINANCE**

### **11.1 Monthly Financial Report**

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**SUBMISSION TO:** Ordinary Council Meeting 27 March 2018  
**REPORT DATE:** 20 March 2018  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** February 2018 Financial Reports

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#### **SUMMARY**

Council to consider accepting the financial report for the period ending 28 February 2018.

#### **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 2017 Ordinary Meeting, item 11.3

#### **COMMENT**

The monthly financial report for the period ending 28 February 2018 has been provided and includes:

- Financial Activity Statement;
- Statement of Net Current Assets;
- Statement of Financial Position; and
- Supplementary information, including;
  - Operating Statement by Nature and Type;
  - 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 2017/18 Budget.

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

AF004 – Investing Surplus Funds

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That the monthly financial report for the month of February 2018 be accepted and material variances be noted.

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING  
28 February 2018**

Description	Budget 2017/18	YTD Budget 2017/18	YTD Actual 2017/18	YTD Variance	Notes To Material Variances
<b>Operating Revenue</b>					
General Purpose Funding	3,228,040.00	3,055,315.00	3,047,612.34	(7,702.66)	
Governance	6,100.00	100.00	11,884.68	11,784.68	CCZ Golf Day Sponsorship and Nomination Fees unbudgeted.
Law, Order & Public Safety	186,149.00	128,742.00	292,782.44	164,040.44	BRMPC Grant funding extended for full year \$124,356 unbudgeted to be offset by BRMPC program expenditure. Fire Mitigation Grant 50% received \$47,700 to be offset by future expenditure.
Health	100.00	0.00	327.27	327.27	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	1,403,903.00	70,532.00	71,679.88	1,147.88	
Community Amenities	198,279.00	192,700.00	194,713.04	2,013.04	
Recreation & Culture	2,691,835.00	1,535,870.00	1,539,372.06	3,502.06	
Transport	7,016,564.00	693,879.00	647,729.11	(46,149.89)	Allocated MRWA Direct Grant funding (\$46,842) cut from State Budget.
Economic Activities	81,500.00	65,332.00	92,422.17	27,090.17	Caravan Park charges \$17,101, Tourism Brochure & RV Site Contributions \$3,348 and Blarney Advertising Sales \$4,827 and Building Permit fees \$1,333 greater than anticipated.
Other Property & Services	43,100.00	35,411.00	49,121.89	13,710.89	Vehicle licencing reimbursement \$13,372 due to reversal of concession cuts.
<b>Total Operating Revenue</b>	<b>14,855,570.00</b>	<b>5,777,881.00</b>	<b>5,947,644.88</b>	<b>169,763.88</b>	
<b>Operating Expenditure</b>					
General Purpose Funding	(179,989.00)	(85,070.00)	(79,893.20)	5,176.80	
Governance	(249,780.00)	(154,314.00)	(147,086.30)	7,227.70	
Law, Order & Public Safety	(448,152.00)	(258,670.00)	(293,389.47)	(34,719.47)	BRMPC expenses (\$38,757) greater than anticipated offset by increase in grant funding and Fire Break Compliance (\$3,683) greater than anticipated. Depreciation charge \$5,197 and ESL Expenditure \$3,083 lower than anticipated YTD.
Health	(148,255.00)	(88,454.00)	(84,770.81)	3,683.19	
Education & Welfare	(78,374.00)	(37,367.00)	(34,685.49)	2,681.51	
Housing	(257,109.00)	(192,744.00)	(193,076.18)	(332.18)	
Community Amenities	(623,763.00)	(330,857.00)	(322,811.09)	8,045.91	
Recreation & Culture	(1,043,277.00)	(687,929.00)	(770,740.07)	(82,811.07)	Public Halls (\$15,283), Swimming Pool (\$34,332), Other Recreation (\$45,273) and Other Culture (\$12,705) depreciation expense greater than anticipated YTD. Parks & Gardens \$5,140, Rec Ground, \$2,749, Function & Rec Centre \$2,492 and Library \$2,428 expenditure lower than anticipated YTD.
Transport	(2,183,986.00)	(1,299,110.00)	(1,289,552.26)	9,557.74	
Economic Activities	(494,577.00)	(238,693.00)	(397,571.23)	(158,878.23)	Write Off of Aeronautical Museum asset following demolition (\$159,328) non-cash unbudgeted.
Other Property & Services	(15,615.00)	(833.00)	(99,732.12)	(98,899.12)	POC & PWOH allocation variations.
<b>Total Operating Expenditure</b>	<b>(5,722,877.00)</b>	<b>(3,374,041.00)</b>	<b>(3,713,308.22)</b>	<b>(339,267.22)</b>	
<b>Net Operating</b>	<b>9,132,693.00</b>	<b>2,403,840.00</b>	<b>2,234,336.66</b>	<b>(169,503.34)</b>	

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING  
28 February 2018**

Description	Budget 2017/18	YTD Budget 2017/18	YTD Actual 2017/18	YTD Variance	Notes To Material Variances
<b>Capital Income</b>					
Self Supporting Loan - Principal Repayment	14,411.00	7,096.00	7,096.42	0.42	
Proceeds from Sale of Assets	211,000.00	211,000.00	211,636.36	636.36	
<b>Total Capital Income</b>	<b>225,411.00</b>	<b>218,096.00</b>	<b>218,732.78</b>	<b>636.78</b>	
<b>Capital Expenditure</b>					
Land and Buildings	(6,529,594.00)	(2,094,594.00)	(2,142,828.97)	(48,234.97)	Unit 5 Hunt Road Village Refurb (\$8,978), Hunt Road Village Fence replacement (\$3,723), Med Centre Wait Room (\$2,128) and Crib Room Refurb (\$6,647) over Budget due to staff hours allocated to works. Swimming Pool bowl paint (\$26,720) over Budget due to additional joint repair. Purchase of Anglo Estate blocks (\$2,196) and replacement of 59 Smith St AC (\$3,254) unbudgeted. Rec Ground Car Park Lighting \$1,860 and Bus Stop Lighting \$1,866 under budget.
Plant and Equipment	(531,000.00)	(466,000.00)	(466,532.17)	(532.17)	
Office Furniture and Equipment	(55,500.00)	(10,000.00)	(7,836.36)	2,163.64	
Road Construction	(3,700,515.00)	(1,171,844.00)	(1,270,852.60)	(99,008.60)	Kokeby East Rd Widen Shoulders (\$69,610) and Westdale Rd Reconstruct and Seal (\$25,954) job cost over budget.
Other Infrastructure	(4,343,000.00)	(78,000.00)	(80,128.89)	(2,128.89)	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(69,209.00)	(51,395.00)	(51,394.01)	0.99	
<b>Total Capital Expenditure</b>	<b>(15,228,818.00)</b>	<b>(3,871,833.00)</b>	<b>(4,019,573.00)</b>	<b>(147,740.00)</b>	
<b>Net Capital</b>	<b>(15,003,407.00)</b>	<b>(3,653,737.00)</b>	<b>(3,800,840.22)</b>	<b>(147,103.22)</b>	
<b>Adjustments</b>					
Depreciation Written Back	1,691,589.00	1,129,789.00	1,238,436.54	108,647.54	Depreciation expensed greater than anticipated YTD.
Movement in Leave Reserve Cash Balance	0.00	0.00	2,893.64	2,893.64	
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	
Movement in Non-Current Deferred Pensioner Rates	0.00	0.00	0.00	0.00	
(Profit)/Loss on Disposal of Assets Written Back	(4,000.00)	(4,000.00)	155,728.45	159,728.45	Write Off of Aeronautical Museum following demolition \$159,328 non-cash unbudgeted.
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
<b>Add Funding From</b>					
Transfer (To)/From Reserves	390,448.00	(28,876.00)	(28,875.85)	0.15	
New Loan Funds	1,521,151.00	0.00	0.00	0.00	
Opening Surplus/(Deficit)	2,271,526.00	2,271,526.00	2,271,526.49	0.49	
<b>Total Adjustments</b>	<b>5,870,714.00</b>	<b>3,368,439.00</b>	<b>3,639,709.27</b>	<b>271,270.27</b>	
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>2,118,542.00</b>	<b>2,073,205.71</b>	<b>(45,336.29)</b>	

<b>SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 28 February 2018</b>	
<b>Description</b>	<b>YTD Actual 2017/18</b>
<b>Current Assets</b>	
Cash at Bank	757,547.40
Cash - Unrestricted Investments	2,063,102.09
Cash - Restricted Reserves	2,314,646.18
Cash on Hand	300.00
Accounts Receivable	692,695.64
Self-Supporting Loan - Current	7,314.99
Inventory - Fuel	6,270.66
<b>Total Current Assets</b>	<b>5,841,876.96</b>
<b>Current Liabilities</b>	
Accounts Payable	(1,193,936.05)
Loan Liability - Current	(17,815.07)
Annual Leave Liability - Current	(175,992.28)
Long Service Leave Liability - Current	(140,242.31)
Doubtful Debts	(168,489.59)
<b>Total Current Liabilities</b>	<b>(1,696,475.30)</b>
<b>Adjustments</b>	
Less Restricted Reserves	(2,314,646.18)
Less Self Supporting Loan Income	(7,314.99)
Add Leave Reserves - Cash Backed	231,950.15
Add Loan Principal Expense	17,815.07
<b>Total Adjustments</b>	<b>(2,072,195.95)</b>
<b>NET CURRENT ASSETS</b>	<b>2,073,205.71</b>

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDING  
28 February 2018**

Description	Actual 2016/17	YTD Actual 2017/18	Movement
<b>Current Assets</b>			
Cash and Cash Equivalents	4,705,857.09	5,135,595.67	429,738.58
Accounts Receivable	618,061.15	692,695.64	74,634.49
Self-Supporting Loan - Current	14,411.41	7,314.99	(7,096.42)
Inventory	13,591.69	6,270.66	(7,321.03)
<b>Total Current Assets</b>	<b>5,351,921.34</b>	<b>5,841,876.96</b>	<b>489,955.62</b>
<b>Current Liabilities</b>			
Accounts Payable	(524,545.44)	(1,193,936.05)	(669,390.61)
Loan Liability - Current	(69,209.08)	(17,815.07)	51,394.01
Annual Leave Liability - Current	(175,992.28)	(175,992.28)	0.00
Long Service Leave Liability - Current	(140,242.31)	(140,242.31)	0.00
Doubtful Debts	(168,489.59)	(168,489.59)	0.00
<b>Total Current Liabilities</b>	<b>(1,078,478.70)</b>	<b>(1,696,475.30)</b>	<b>(617,996.60)</b>
<b>Non-Current Assets</b>			
Non-Current Debtors	106,148.59	106,148.59	0.00
Land and Buildings	18,496,080.21	20,035,477.89	1,539,397.68
Plant and Equipment	1,987,610.88	2,030,108.22	42,497.34
Furniture and Equipment	172,475.58	154,980.68	(17,494.90)
Infrastructure	25,369,332.35	26,167,309.87	797,977.52
Self-Supporting Loan - Non Current	74,124.94	74,124.94	0.00
<b>Total Non-Current Assets</b>	<b>46,205,772.55</b>	<b>48,568,150.19</b>	<b>2,362,377.64</b>
<b>Non-Current Liabilities</b>			
Loan Liability - Non Current	(1,000,521.50)	(1,000,521.50)	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(30,300.18)	(30,300.18)	0.00
<b>Total Non-Current Liabilities</b>	<b>(1,030,821.68)</b>	<b>(1,030,821.68)</b>	<b>0.00</b>
<b>Net Assets</b>	<b>49,448,393.51</b>	<b>51,682,730.17</b>	<b>2,234,336.66</b>
<b>Equity</b>			
Accumulated Surplus	(36,666,952.94)	(38,872,413.75)	(2,205,460.81)
Reserves - Cash Backed	(2,285,770.33)	(2,314,646.18)	(28,875.85)
Reserve - Revaluations	(10,495,670.24)	(10,495,670.24)	0.00
<b>Total Equity</b>	<b>(49,448,393.51)</b>	<b>(51,682,730.17)</b>	<b>(2,234,336.66)</b>

<b>SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE &amp; TYPE FOR THE PERIOD ENDING 28 February 2018</b>		
<b>Description</b>	<b>Budget 2017/18</b>	<b>YTD Actual 2017/18</b>
<b>Income</b>		
Rates	2,669,880.00	2,663,671.72
Operating Grants, Subsidies and Contributions	2,271,419.00	883,025.88
Profit On Asset Disposal	12,000.00	7,784.65
Service Charges	0.00	0.00
Fees & Charges	523,761.00	447,079.05
Interest Earnings	103,888.00	85,212.07
Other Revenue	60,500.00	53,233.73
Non-Operating Grants, Subsidies and Contributions	9,238,188.00	1,818,896.39
<b>Total Income by Nature &amp; Type</b>	<b>14,879,636.00</b>	<b>5,958,903.49</b>
<b>Expenditure</b>		
Employee Costs	(2,134,739.00)	(1,288,726.86)
Materials & Contracts	(1,840,463.00)	(781,550.47)
Utilities	(208,638.00)	(130,636.67)
Depreciation On Non-Current Assets	(1,691,589.00)	(1,238,436.54)
Interest Expenses	(34,504.00)	(28,953.25)
Insurance Expenses	(168,227.00)	(173,063.63)
Other Expenditure	(81,975.00)	(86,728.00)
Loss On Asset Disposal	(8,000.00)	(163,513.10)
Loss on Revaluation of Non-Current Assets	0.00	0.00
<b>Total Expenditure by Nature &amp; Type</b>	<b>(6,168,135.00)</b>	<b>(3,891,608.52)</b>
<b>Allocations</b>		
Reallocation Codes Expenditure	421,192.00	167,041.69
Reallocation Codes Income	0.00	0.00
<b>Total Allocations</b>	<b>421,192.00</b>	<b>167,041.69</b>
<b>Net Operating by Nature &amp; Type</b>	<b>9,132,693.00</b>	<b>2,234,336.66</b>

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
28 February 2018**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2017/18</b>
	<b>Rural Road Maintenance</b>	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	1,371.98
RR002	Athol Rd (RoadID: 26) (Maintenance)	2,101.22
RR003	Avoca Rd (RoadID: 98) (Maintenance)	476.82
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	678.46
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	2,698.35
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	2,487.36
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	9,317.99
RR008	Barrington Rd (RoadID: 13) (Maintenance)	4,294.08
RR009	Batemans Rd (RoadID: 78) (Maintenance)	825.71
RR010	Batys Rd (RoadID: 60) (Maintenance)	879.01
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	2,173.18
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	1,340.72
RR013	Beringer Rd (RoadID: 29) (Maintenance)	7,346.26
RR014	Bethany Rd (RoadID: 148) (Maintenance)	1,607.39
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	385.57
RR017	Bremner Rd (RoadID: 6) (Maintenance)	761.70
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	2,557.03
RR019	Bushhill Road (RoadID: 183) (Maintenance)	0.00
RR020	Butchers Rd (RoadID: 20) (Maintenance)	4,424.55
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	305.78
RR022	Carrs Rd (RoadID: 47) (Maintenance)	1,811.32
RR023	Cattle Station Road (RoadID: 181) (Maintenance)	642.65
RR024	Caudle Rd (RoadID: 140) (Maintenance)	1,802.92
RR025	Chocolate Hills Rd (RoadID: 138) (Maintenance)	0.00
RR026	Clulows Rd (RoadID: 16) (Maintenance)	5,253.52
RR027	Collins Rd (RoadID: 66) (Maintenance)	2,249.07
RR028	Cookes Rd (RoadID: 61) (Maintenance)	508.82
RR029	Corberding Rd (RoadID: 43) (Maintenance)	5,550.44
RR030	County Peak Rd (RoadID: 96) (Maintenance)	0.00
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	3,387.93
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	6,078.47
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	3,499.90
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	8,858.61
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	4,106.77
RR036	Drapers Rd (RoadID: 79) (Maintenance)	1,933.31
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	694.50



**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
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<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2017/18</b>
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	25,231.16
RR039	Ewert Rd (RoadID: 27) (Maintenance)	4,110.28
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	280.49
RR041	Fishers Rd (RoadID: 75) (Maintenance)	544.93
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	3,577.28
RR043	Gors Rd (RoadID: 30) (Maintenance)	1,503.51
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	0.00
RR045	Heals Rd (RoadID: 95) (Maintenance)	1,986.81
RR046	Hills Rd (RoadID: 76) (Maintenance)	1,424.61
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	1,034.13
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	154.09
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	2,674.20
RR050	Jas Rd (Maintenance)	1,075.00
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	558.24
RR052	Jones Rd (RoadID: 48) (Maintenance)	2,406.57
RR053	K1 Rd (RoadID: 85) (Maintenance)	4,536.44
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	70.04
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	3,360.96
RR057	Kilpatricks Rd (RoadID: 74) (Maintenance)	1,694.16
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	1,289.16
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	11,019.62
RR060	Lennard Rd (RoadID: 58) (Maintenance)	2,655.95
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	450.45
RR062	Luptons Rd (RoadID: 22) (Maintenance)	4,368.77
RR063	Maitland Rd (RoadID: 39) (Maintenance)	6,432.90
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	987.57
RR065	Manns Rd (RoadID: 59) (Maintenance)	925.52
RR066	Manuels Rd (RoadID: 37) (Maintenance)	713.47
RR067	Mawson Rd (RoadID: 100) (Maintenance)	8,400.13
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	279.17
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	1,868.32
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	0.00
RR071	Mclean Rd (RoadID: 84) (Maintenance)	234.65
RR072	Millers Rd (RoadID: 49) (Maintenance)	1,154.11
RR073	Mills Rd (RoadID: 80) (Maintenance)	2,671.84
RR074	Morbining Rd (RoadID: 1) (Maintenance)	8,943.35
RR075	Murrays Rd (RoadID: 71) (Maintenance)	674.95
RR076	Negus Rd (RoadID: 50) (Maintenance)	1,130.74

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
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28 February 2018**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2017/18</b>
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	4,236.10
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	1,378.00
RR079	Patten Rd (RoadID: 53) (Maintenance)	3,042.84
RR080	Petchells Rd (RoadID: 38) (Maintenance)	2,315.91
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	338.84
RR082	Pike Rd (RoadID: 45) (Maintenance)	2,195.53
RR083	Potts Rd (RoadID: 14) (Maintenance)	3,368.49
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	3,632.18
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	2,296.02
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	3,536.48
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	3,248.84
RR088	Rigoll Rd (RoadID: 157) (Maintenance)	1,286.82
RR089	Rogers Rd (RoadID: 62) (Maintenance)	947.72
RR090	Rossi Rd (RoadID: 156) (Maintenance)	434.58
RR091	Rumble Rd (Maintenance)	392.10
RR092	Schillings Rd (RoadID: 65) (Maintenance)	528.25
RR093	Shaw Rd (RoadID: 184) (Maintenance)	0.00
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	1,235.91
RR095	Simmons Rd (RoadID: 101) (Maintenance)	1,291.35
RR096	Sims Rd (RoadID: 155) (Maintenance)	184.41
RR097	Ski Rd (RoadID: 83) (Maintenance)	5,945.57
RR098	Smith Rd (RoadID: 72) (Maintenance)	939.91
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	12,331.05
RR100	Spavens Rd (RoadID: 44) (Maintenance)	142.80
RR101	Springhill Rd (RoadID: 23) (Maintenance)	2,547.93
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	540.41
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	940.10
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	513.68
RR105	Thomas Rd (RoadID: 31) (Maintenance)	1,173.22
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	1,327.01
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	389.29
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	3,067.20
RR109	Walgy Rd (RoadID: 42) (Maintenance)	1,472.80
RR110	Walkers Rd (RoadID: 86) (Maintenance)	123.20
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	0.00
RR112	Warradale Rd (RoadID: 67) (Maintenance)	3,013.02
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	4,672.35
RR114	Westdale Rd (RoadID: 166) (Maintenance)	9,506.55
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	280.49

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
28 February 2018**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2017/18</b>
RR116	Woods Rd (RoadID: 68) (Maintenance)	610.25
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	1,124.67
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	820.24
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	12,769.81
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	3,196.59
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR777	Contract Road Side Spraying	23,318.18
RR888	Tree Lopping - Rural Roads (Maintenance)	80,564.91
RR999	Rural Roads Various (Maintenance)	43,943.88
WANDRRA	Disaster Recovery Works	2,279.91
<b>Sub Total</b>	<b>Rural Road Maintenance</b>	<b>456,280.35</b>
	<b>Town Street Maintenance</b>	
TS001	Barnsley St (RoadID: 162) (Maintenance)	3,834.73
TS002	Bartram St (RoadID: 114) (Maintenance)	1,079.62
TS003	Brockman St (RoadID: 129) (Maintenance)	0.00
TS004	Brooking St (RoadID: 122) (Maintenance)	3,040.66
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)	1,302.23
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	244.07
TS011	Delisle St (RoadID: 120) (Maintenance)	0.00
TS012	Dempster St (RoadID: 111) (Maintenance)	176.24
TS013	Duffield St (RoadID: 160) (Maintenance)	0.00
TS014	Edward St (RoadID: 107) (Maintenance)	611.71
TS015	Elizabeth St (RoadID: 131) (Maintenance)	203.87
TS016	Ernest Drv (RoadID: 135) (Maintenance)	329.20
TS017	Forrest St (RoadID: 103) (Maintenance)	2,357.10
TS018	George St North (RoadID: 161) (Maintenance)	0.00
TS019	George St South (RoadID: 145) (Maintenance)	0.00
TS020	Grigson St (RoadID: 172) (Maintenance)	798.68
TS021	Hamersley St (RoadID: 130) (Maintenance)	1,323.13
TS022	Harper St (RoadID: 109) (Maintenance)	117.13
TS023	Hope St (RoadID: 115) (Maintenance)	3,362.01
TS024	Hopkin St (RoadID: 128) (Maintenance)	0.00
TS025	Horley St (RoadID: 127) (Maintenance)	70.44

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 28 February 2018</b>		
<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2017/18</b>
TS026	Hunt Rd (Maintenance)	4,963.21
TS027	Husking St (RoadID: 117) (Maintenance)	191.41
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	987.81
TS030	Langsford St (RoadID: 152) (Maintenance)	58.94
TS031	Lennard St (RoadID: 113) (Maintenance)	722.77
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00
TS033	Lukin St (RoadID: 104) (Maintenance)	1,041.59
TS034	Mcneil St (RoadID: 141) (Maintenance)	71.40
TS035	Monger St (RoadID: 116) (Maintenance)	244.17
TS036	Morrison St (RoadID: 112) (Maintenance)	0.00
TS037	Nicholas St (RoadID: 123) (Maintenance)	1,772.39
TS038	Prior Pl (RoadID: 174) (Maintenance)	750.00
TS039	Queen St (RoadID: 110) (Maintenance)	141.62
TS040	Railway Pde (RoadID: 147) (Maintenance)	1,049.87
TS041	Railway St (RoadID: 146) (Maintenance)	0.00
TS042	Richardson St (RoadID: 124) (Maintenance)	237.00
TS043	Seabrook St (RoadID: 118) (Maintenance)	0.00
TS044	Sewell St (RoadID: 119) (Maintenance)	199.26
TS045	Shed St (RoadID: 136) (Maintenance)	58.56
TS046	Short St (RoadID: 121) (Maintenance)	279.55
TS047	Smith St (RoadID: 108) (Maintenance)	499.95
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	2,811.34
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	0.00
TS888	Tree Lopping - Town Streets (Maintenance)	6,914.97
TS999	Town Streets Various (Maintenance)	6,010.35
<b>Sub Total</b>	<b>Town Streets Maintenance</b>	<b>47,856.98</b>
<b>Total</b>	<b>Road Maintenance</b>	<b>504,137.33</b>

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 28 February 2018						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
<b>2316440</b>	<b>Reserve Funds Bendigo</b>					
	Long Service Leave	100,428.32				
	Office Equipment	21,102.98				
	Airfield Emergency	37,730.17				
	Plant	213,152.67				
	Bush Fire Fighters	121,714.27				
	Building	407,310.32				
	Recreation Ground	394,554.45				
	Cropping Committee	383,275.33				
	Avon River Development	24,463.83				
	Annual Leave	131,521.83				
	Community Bus	32,273.00				
	Road Construction	370,447.36				
	Senior Housing	76,671.65	2,314,646.18	3 mths	2.35%	21/03/2018
<b>2902-40204</b>	<b>Online Saver ANZ</b>	128.27	128.27	Ongoing	0.00%	Ongoing
<b>2493762</b>	<b>Term Deposit Bendigo</b>	456,396.83	456,396.83	4 mths	2.40%	4/05/2018
<b>2394281</b>	<b>Term Deposit Bendigo</b>	400,000.00	400,000.00	6 mnths	2.50%	21/03/2018
<b>2407244</b>	<b>Term Deposit Bendigo</b>	400,000.00	400,000.00	5 mnths	2.50%	6/03/2018
<b>2416126</b>	<b>Term Deposit Bendigo</b>	403,409.32	403,409.32	6 mnths	2.50%	13/04/2018
<b>9778-24193</b>	<b>Term Deposit ANZ</b>	403,167.67	403,167.67	4 mnths	2.30%	22/05/2018
	<b>Total</b>		<b>4,377,748.27</b>			

## **11.2 Accounts Paid by Authority**

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**SUBMISSION TO:** Ordinary Council Meeting 27 February 2018  
**REPORT DATE:** 21 March 2018  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** February 2018 – List of Accounts

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### **SUMMARY**

Council to consider authorising the payment of accounts.

### **BACKGROUND**

The following list represents accounts paid by authority for the month of February 2018.

### **COMMENT**

Unless otherwise identified, all payments have been made in accordance with Council's 2017/18 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 2017/18 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:

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

Cheque vouchers

09 February 18	1641-1641	(1)	\$ 2,123.20	(authorised by CEO S Gollan and DCEO S Marshall)
15 February 18	1642-1642	(1)	\$ 2,525.45	(authorised by CEO S Gollan and Cr D Ridgway)
00 February 18	1643-1644	(2)	\$ 19,534.93	(authorised by CEO S Gollan and DCEO S Marshall)
Total of cheque vouchers for February 2018 incl			\$ 24,183.58	previously paid

EFT vouchers

02 February 18	EFT 3226-3227	(2)	\$ 6,130.61	(authorised by CEO S Gollan and Cr D Brown)
08 February 18	1-41	(41)	\$ 52,866.37	(authorised by CEO S Gollan and Cr D White)
09 February 18	EFT 3228-3251	(24)	\$ 517,412.05	(authorised by CEO S Gollan and DCEO S Marshall)
15 February 18	EFT 3254-3262	(9)	\$ 49,793.21	(authorised by CEO S Gollan and DCEO S Marshall)
22 February 18	1-42	(42)	\$ 55,081.50	(authorised by CEO S Gollan and Cr D Davis)
26 February 18	EFT 3263-3301	(39)	\$ 60,951.43	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for February 2018 incl			\$ 742,235.17	previously paid.

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

Cheque vouchers

Nil cheque vouchers

Total of cheque vouchers for February 2018 incl \$ 0.00 previously paid.

EFT vouchers

15 February 18	EFT 3253-3253	(1)	\$ 50.00	(authorised by CEO S Gollan and Cr D Ridgway)
Total of EFT vouchers for February 2018 incl			\$ 50.00	previously paid.

(3) **Direct Debit** Payments totalling \$ 103,464.99 previously paid.

(4) **Credit Card** Payments totalling \$ 508.80 previously paid.

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1641	09-Feb-2018	Synergy	Street Lights: 25 Dec 17 - 24 Jan 18	(2,123.20)	(2,123.20)
Cheque #	1642	15-Feb-2018	Telstra	2018-01 Jan Telephone Accounts	(2,525.45)	(2,525.45)
Cheque #	1643	26-Feb-2018	Synergy	Swim Pool: 09 Jan - 07 Feb 18	(2,469.55)	
Cheque #	1644	26-Feb-2018	Water Corporation	2018-02 Feb Water Accounts	(17,065.38)	(19,534.93)
EFT Pymt	EFT 3226	02-Feb-2018	Dawsons Concrete & Reinforcing	Edward St Paths & Crossovers: Concrete	(6,116.00)	
EFT Pymt	EFT 3227	02-Feb-2018	Toll Ipec P/L (Courier Aust)	Freight Charges: 25 Jan 2018	(14.61)	(6,130.61)
EFT Pymt	EFT 3228	09-Feb-2018	Avon Trading P/L - WANDRRA AGRN 743	WANDRRA - AGRN 743: Stock (60 x 20kg GP concrete)	(410.40)	
EFT Pymt	EFT 3229	09-Feb-2018	Avon Trading Pty Ltd	Jan 2018 Hardware Purchases	(1,498.62)	
EFT Pymt	EFT 3230	09-Feb-2018	BGC Quarries	WANDRRA - AGRN743: Qualandry Rd - Spalls	(4,838.08)	
EFT Pymt	EFT 3231	09-Feb-2018	Building Commission (BSL)	Jan 18 Collections x 4 (Lics 17/18: 21, 26, 27, 28)	(274.55)	
EFT Pymt	EFT 3232	09-Feb-2018	Beverley Country Kitchen (BCK)	Cornerstone Meeting - 30 Jan 2018	(140.00)	
EFT Pymt	EFT 3233	09-Feb-2018	Beverley Gas & Plumbing	Swim Pool: Test backflow devices & clear blockage	(305.25)	
EFT Pymt	EFT 3234	09-Feb-2018	Beverley Post News and Gifts	Jan 2018 Purchases	(89.20)	
EFT Pymt	EFT 3235	09-Feb-2018	Beverley Supermarket & Liquor (IGA)	Jan 2018 Purchases	(429.65)	
EFT Pymt	EFT 3236	09-Feb-2018	CTF - Construction Training Fund (BCTIF)	Jan 18 Collections x 2 (Lics 17/18: 27, 28)	(186.00)	
EFT Pymt	EFT 3237	09-Feb-2018	Country Copiers Northam	Copy Charges - iRA 8595: 14 Dec 2017 - 25 Jan 18	(172.05)	
EFT Pymt	EFT 3238	09-Feb-2018	Covs	BE013 (PTRK04): Parts	(162.78)	
EFT Pymt	EFT 3239	09-Feb-2018	Fulton Hogan Industries	RRG1801 (Westdale Rd): Supply & spread primer seal	(36,692.56)	
EFT Pymt	EFT 3240	09-Feb-2018	GSA Engineering	Bev Cornerstone - Mechanical Services Consultancy	(1,100.00)	
EFT Pymt	EFT 3241	09-Feb-2018	Holcim Australia Pty Ltd	WANDRRA - AGRN743: Qualandry Rd - Concrete	(1,923.90)	
EFT Pymt	EFT 3242	09-Feb-2018	LGRCEU - Loc Gov Racing & Cem Emp Union	Payroll deductions	(41.00)	
EFT Pymt	EFT 3243	09-Feb-2018	Michael Wilson	2018-02 Feb: Photocopying & Delivery of the Blarney	(250.00)	
EFT Pymt	EFT 3244	09-Feb-2018	Mr Stefan de Beer	Reimbursement: Dec 2017 - Jan 2018 Landline and internet costs	(78.95)	



TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 3245	09-Feb-2018	PCS - Perfect Computer Solutions	Jan 2018 Fee for Daily Monitoring	(85.00)	
EFT Pymt	EFT 3246	09-Feb-2018	QCA - Quick Corporate Australia	Jan 18 Stationery Order	(74.09)	
EFT Pymt	EFT 3247	09-Feb-2018	RHG Contractors P/L	Bev Cornerstone Project: 4th Claim payment	(417,242.87)	
EFT Pymt	EFT 3248	09-Feb-2018	Shire of Beverley	Retention fee on 4th Claim payment: (Inv 11026)	(49,778.74)	
EFT Pymt	EFT 3249	09-Feb-2018	Stewart & Heaton Clothing Co P/L	Bev Fire Brigade & CESM Uniforms	(905.76)	
EFT Pymt	EFT 3250	09-Feb-2018	Total Packaging (WA) Pty Ltd	Vincent St Gdns & Rec Grnd: Dog Poo Bags	(171.60)	
EFT Pymt	EFT 3251	09-Feb-2018	WA Contract Ranger Services	Ranger Services: 18 - 25 Jan 2018	(561.00)	(517,412.05)
EFT Pymt	EFT 3254	15-Feb-2018	ASB Marketing P/L	Councillors: Name Badges and Desk Plates	(867.13)	
EFT Pymt	EFT 3255	15-Feb-2018	Australia Post	Jan 2018 Postage	(269.65)	
EFT Pymt	EFT 3256	15-Feb-2018	Avon Express	Freight Charges: Jan 2018	(302.50)	
EFT Pymt	EFT 3257	15-Feb-2018	BDF - Beverley Dome Fuel & Hire	8,005 L Diesel @ \$1.3073/L inc	(10,464.93)	
EFT Pymt	EFT 3258	15-Feb-2018	BPA Engineering	Asset 12014 (LB1601): Stage 1 & 2 Carpark Design	(2,365.00)	
EFT Pymt	EFT 3259	15-Feb-2018	CAS - Contract Aquatic Services	4 of 5 install of Contract Management for 17/18 swim year	(14,608.00)	
EFT Pymt	EFT 3260	15-Feb-2018	Grants Empire	Regional Aged Accommodation Application: 1 of 2 payments	(1,584.00)	
EFT Pymt	EFT 3261	15-Feb-2018	PCS - Perfect Computer Solutions	Computer Support (Medical): 01 Feb 2018	(610.00)	
EFT Pymt	EFT 3262	15-Feb-2018	Wetdeck Pools	Swim Pool (Asset 11038): Painting of bowl and partial rebuild - variations to contract	(18,722.00)	(49,793.21)
EFT Pymt	EFT 3263	26-Feb-2018	AAA Asphalt Surfaces	WANDRRA - AGRN 743: Stock (Coldmix Bulkabags)	(1,738.00)	
EFT Pymt	EFT 3264	26-Feb-2018	ADC Projects	Bev Cornerstone Project: 6th Draw Down & travel	(10,428.00)	
EFT Pymt	EFT 3265	26-Feb-2018	AITs Specialists P/L	2018-01 Jan Fuel Tax Credits	(235.62)	
EFT Pymt	EFT 3266	26-Feb-2018	Avon Valley Tyre Service	2018-01 Jan Tyre Purchases	(236.50)	
EFT Pymt	EFT 3267	26-Feb-2018	Avon Waste	1,980 Bin Collection FE 02 Feb 18 inc Recycling Bins & 1 x Recycling Collection	(8,723.80)	
EFT Pymt	EFT 3268	26-Feb-2018	BGC Cement	Various Roads: Cement & Concrete for Signage/guide posts	(794.46)	
EFT Pymt	EFT 3269	26-Feb-2018	BOC Limited	2018-01 Jan: Cylinder Rental	(5.98)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 3270	26-Feb-2018	Baileys Fertilisers	Rec Grnd - Oval: Fertiliser (311)	(1,388.75)	
EFT Pymt	EFT 3271	26-Feb-2018	Beverley CRC (Community Resource Centre)	2018-02 Feb: Blarney Compilation for Production	(1,045.50)	
EFT Pymt	EFT 3272	26-Feb-2018	Beverley Country Kitchen (BCK)	Refreshments for various meetings: 13 - 20 Feb 2018	(1,218.00)	
EFT Pymt	EFT 3273	26-Feb-2018	Beverley Electrical Services (BES)	49A Dawson St: Faulty hot water system	(499.87)	
EFT Pymt	EFT 3274	26-Feb-2018	Beverley Farm Services (BFS)	Protective Clothing: B Treasure	(190.30)	
EFT Pymt	EFT 3275	26-Feb-2018	Beverley Tyre Service (BTS)	2018-01 Jan Tyre Purchases	(660.00)	
EFT Pymt	EFT 3276	26-Feb-2018	Bunnings Building Supplies P/L	Various Bldgs: Supplies	(226.29)	
EFT Pymt	EFT 3277	26-Feb-2018	Countryside Pest Control	Avondale Museum: Spider control	(330.00)	
EFT Pymt	EFT 3278	26-Feb-2018	EHA - Environmental Health Australia Inc	2017/18 Subscription: I'M ALERT Food Safety Program (Small Council)	(330.00)	
EFT Pymt	EFT 3279	26-Feb-2018	Focus Networks	2018 IT Audit Service	(2,722.50)	
EFT Pymt	EFT 3280	26-Feb-2018	GSA Engineering	Bev Cornerstone - Mechanical Services Consultancy	(440.00)	
EFT Pymt	EFT 3281	26-Feb-2018	Game On Contracting	RRG1803 (Mawson Rd): Truck hire to cart gravel	(14,410.00)	
EFT Pymt	EFT 3282	26-Feb-2018	IRIS Consulting Group Pty Ltd	IT Network Design: Training	(2,200.00)	
EFT Pymt	EFT 3283	26-Feb-2018	JR & A Hersey P/L	Various Supplies	(768.57)	
EFT Pymt	EFT 3284	26-Feb-2018	Jason Signmakers	Depot: Signage	(135.80)	
EFT Pymt	EFT 3285	26-Feb-2018	Jennifer Murray	Bev Cornerstone Project: Prospectus for commercial office space	(300.00)	
EFT Pymt	EFT 3286	26-Feb-2018	LGRCEU - Loc Gov Racing & Cem Emp Union	Payroll deductions	(41.00)	
EFT Pymt	EFT 3287	26-Feb-2018	Landgate	Valuation Fees (Rural UV Interim Shd): 25 Nov 17 - 19 Jan 18 x 6 values	(242.70)	
EFT Pymt	EFT 3288	26-Feb-2018	Major Motors P/L	BE028 (PTRK02): Parts	(1,038.44)	
EFT Pymt	EFT 3289	26-Feb-2018	McLeods Barristers and Solicitors	Bev Cornerstone Project: Legal advice re subdivision & amalgamation	(1,466.09)	
EFT Pymt	EFT 3290	26-Feb-2018	Mr Stefan de Beer	Reimbursement: Jan - Feb 2018 Landline and internet costs	(80.59)	
EFT Pymt	EFT 3291	26-Feb-2018	Northam Holden, Northam Autos P/L ta	BE031 (PUTE05): Repairs	(71.50)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 3292	26-Feb-2018	PCS - Perfect Computer Solutions	Computer Support (Shire): 09 - 16 Feb 18	(255.00)	
EFT Pymt	EFT 3293	26-Feb-2018	Perth Bouncy Castle Hire	Aust Day Celebrations: Water slide hire, 26 Jan 2018	(800.00)	
EFT Pymt	EFT 3294	26-Feb-2018	Remote Industrial Training Services P/L	Feb 2018 : Testing of RCD's, Exit Lights, Fire Extinguishers & Tagging	(1,685.20)	
EFT Pymt	EFT 3295	26-Feb-2018	Shire of Toodyay	BRMPC: Fuel reimbursement	(174.72)	
EFT Pymt	EFT 3296	26-Feb-2018	Snap Osborne Park	Printing: C4 gold envelopes self seal	(939.10)	
EFT Pymt	EFT 3297	26-Feb-2018	Toll Ipec P/L (Courier Aust)	Freight Charges: 29 - 30 Jan 18	(36.66)	
EFT Pymt	EFT 3298	26-Feb-2018	Troy R Granville	Reimbursement: DFES Assessor Training 12 - 14 Feb 2018, Albany	(671.00)	
EFT Pymt	EFT 3299	26-Feb-2018	Valley Air - Valley Airconditioning & Refrigeration	Various Bdlgs: Air Conditioner Repairs	(3,800.00)	
EFT Pymt	EFT 3300	26-Feb-2018	WA Contract Ranger Services	Ranger Services: 02 - 07 Feb 2018	(561.00)	
EFT Pymt	EFT 3302	26-Feb-2018	ZircoData Pty Ltd	2018-01 Jan: Storage of Archives - 141 x A1 boxes	(60.49)	(60,951.43)
Direct Debit	DD 1530.1	06-Feb-2018	Superwrap - Personal Super Plan	Superannuation contributions	(849.79)	
Direct Debit	DD 1530.2	06-Feb-2018	WA Super	Payroll deductions	(8,278.87)	
Direct Debit	DD 1530.3	06-Feb-2018	BT Super For Life	Superannuation contributions	(380.88)	
Direct Debit	DD 1530.4	06-Feb-2018	Australian Super	Superannuation contributions	(201.85)	
Direct Debit	DD 1530.5	06-Feb-2018	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(201.13)	(9,912.52)
Direct Debit	DD 1541.1	20-Feb-2018	Superwrap - Personal Super Plan	Superannuation contributions	(925.79)	
Direct Debit	DD 1541.2	20-Feb-2018	WA Super	Payroll deductions	(8,402.77)	
Direct Debit	DD 1541.3	20-Feb-2018	BT Super For Life	Superannuation contributions	(380.88)	
Direct Debit	DD 1541.4	20-Feb-2018	MLC MasterKey Personal Super	Superannuation contributions	(91.20)	
Direct Debit	DD 1541.5	20-Feb-2018	Australian Super	Superannuation contributions	(202.61)	
Direct Debit	DD 1541.6	20-Feb-2018	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(201.13)	(10,204.38)

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	30	01-Feb-2018	3 - Payments for DOT	Payments for DOT	(2,488.55)	
Direct Debit	30	02-Feb-2018	3 - Payments for DOT	Payments for DOT	(11,097.95)	
Direct Debit	30	05-Feb-2018	3 - Payments for DOT	Payments for DOT	(10,261.05)	
Direct Debit	30	06-Feb-2018	3 - Payments for DOT	Payments for DOT	(2,181.60)	
Direct Debit	30	07-Feb-2018	3 - Payments for DOT	Payments for DOT	(1,268.20)	
Direct Debit	30	08-Feb-2018	3 - Payments for DOT	Payments for DOT	(2,076.95)	
Direct Debit	30	09-Feb-2018	3 - Payments for DOT	Payments for DOT	(1,248.95)	
Direct Debit	30	12-Feb-2018	3 - Payments for DOT	Payments for DOT	(5,676.85)	
Direct Debit	30	13-Feb-2018	3 - Payments for DOT	Payments for DOT	(5,078.50)	
Direct Debit	30	14-Feb-2018	3 - Payments for DOT	Payments for DOT	(2,140.70)	
Direct Debit	30	15-Feb-2018	3 - Payments for DOT	Payments for DOT	(3,237.30)	
Direct Debit	30	16-Feb-2018	3 - Payments for DOT	Payments for DOT	(1,860.75)	
Direct Debit	30	19-Feb-2018	3 - Payments for DOT	Payments for DOT	(2,385.60)	
Direct Debit	30	20-Feb-2018	3 - Payments for DOT	Payments for DOT	(8,694.45)	
Direct Debit	30	21-Feb-2018	3 - Payments for DOT	Payments for DOT	(995.25)	
Direct Debit	30	22-Feb-2018	3 - Payments for DOT	Payments for DOT	(1,724.15)	
Direct Debit	30	23-Feb-2018	3 - Payments for DOT	Payments for DOT	(8,803.65)	
Direct Debit	30	26-Feb-2018	3 - Payments for DOT	Payments for DOT	(1,313.00)	
Direct Debit	30	27-Feb-2018	3 - Payments for DOT	Payments for DOT	(426.40)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	30	28-Feb-2018	3 - Payments for DOT	Payments for DOT	(8,292.30)	(81,252.15)
Direct Debit	30	01-Feb-2018	6 - Westnet Payments	Westnet Payments	(240.00)	
Direct Debit	30	05-Feb-2018	7 - CBA Merchant Fee	CBA Merchant Fee	(303.69)	
Direct Debit	30	08-Feb-2018	8 - ANZ Transactive Fee	ANZ Transactive Fee	(86.50)	
Direct Debit	EFT 3225	01-Feb-2018	Toyota Finance	Vehicle Loan 5 of 12 Payments (1GIS 085)	(1,381.18)	
Direct Debit	EFT 3303	28-Feb-2018	Ixom Operations P/L [Chemicals Aust Operations P/L (nee Orica)]	2018-01 Jan: Cylinder Rental	(84.57)	(2,095.94)
Direct Debit	EFT 3252	12-Feb-2018	Credit Card - Shire of Beverley	Jan 2018 Purchases	(508.80)	(508.80)
<b>PAYMENTS RAISED IN CURRENT MONTH</b>					<b>(762,444.67)</b>	<b>(762,444.67)</b>
<b>WAGES &amp; SALARIES</b>						
EFT Pymt		08-Feb-2018	Wages & Salaries	FE - 06 February 2018	(52,866.37)	
EFT Pymt		22-Feb-2018	Wages & Salaries	FE - 20 February 2018	(55,081.50)	
<b>WAGES &amp; SALARIES</b>					<b>(107,947.87)</b>	<b>(107,947.87)</b>
<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>						
<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>					<b>0.00</b>	<b>0.00</b>
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>						
Cheque #	1640	31-Jan-2018	Water Corporation	Water use - Balkuling Rd Standpipe: 15 Nov 17 - 18 Jan 18	(396.56)	
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>					<b>(396.56)</b>	<b>(396.56)</b>
<b>TRANSFERS to TRUST</b>						
<b>TRANSFERS to TRUST</b>					<b>0.00</b>	<b>0.00</b>

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS	
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>							
					<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>	<b>0.00</b>	<b>0.00</b>
<b>INVESTMENTS</b>							
					<b>INVESTMENTS</b>	<b>0.00</b>	<b>0.00</b>
					<b>TOTAL EXPENDITURE for MUNICIPAL ACCOUNT</b>		<b>(870,789.10)</b>
<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>							
Credit card	BE029/JA N18	02-Jan-2018	DoT	BE029 (PGDR05) - Rego to 30 Jun 2018	44.20		
Credit card	ANNUAL FEE 2018	29-Jan-2018	ANZ Bank	Shire of Beverley S P Gollan Credit Card	150.00		
Credit card	795220	15-Jan-2018	Di Candilo Steel City	Depot Mtce - Materials	149.60		
Credit card	178453	23-Jan-2018	Tonys Auto Wreckers	BE541 (PUTE09): Parts	165.00		
					<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>	<b>508.80</b>	
<b>TRUST ACCOUNT DETAILS</b>							
<b>PAYMENTS RAISED IN CURRENT MONTH</b>							
EFT Pymt	EFT 3253	15-Feb-2018	James Tinney	Refund of Key Bond - Gym, Key 48 (Rec 9040)	(50.00)		
					<b>PAYMENTS RAISED IN CURRENT MONTH</b>	<b>(50.00)</b>	<b>(50.00)</b>
<b>PAYMENTS UNPRESENTED IN CURRENT BANK #</b>							
					<b>PAYMENTS UNPRESENTED IN CURRENT BANK #</b>	<b>0.00</b>	<b>0.00</b>
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>							
					<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>	<b>0.00</b>	<b>0.00</b>

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>						
				<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>	<u>0.00</u>	<u>0.00</u>
				<b>TOTAL EXPENDITURE for TRUST ACCOUNT</b>		<u>(50.00)</u>
<b>TOTAL EXPENDITURE as reconciled to the FEBRUARY 2018 BANK STATEMENTS</b>						
				Municipal Account Expenditure		(870,789.10)
				Trust Account Expenditure		(50.00)
				<b>TOTAL EXPENDITURE for FEBRUARY 2018</b>		<u><b>(870,839.10)</b></u>

### **11.3 Cornerstone Project Funding**

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**SUBMISSION TO:** Ordinary Council Meeting 27 March 2018  
**REPORT DATE:** 14 March 2018  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** Nil

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#### **SUMMARY**

Council to consider utilising Reserve funds and raising a loan to fund the completion of the Cornerstone project.

#### **BACKGROUND**

In the 2017/18 Budget, Council allowed \$4 Million fully funded for the completion of the Cornerstone Community Centre project.

The funding mix included \$2,535,000 in grant funding, \$800,000 in loan funds and \$665,000 from cash Reserves.

Tenders for the construction of the Cornerstone were called in July 2017 and RHG Contractors were awarded the construction contract with a tendered price of \$2,665,877 in August 2017.

The construction contract did not include demolition and site preparation, ongoing design consultancy, landscaping, digital signage, solar power or building fit out.

In addition to the contract, RHG were directed to upgrade the drainage infrastructure from Dawson Street to Queen Street and to expand the contract paving works to include sections of Vincent Street and Dawson Street footpaths.

It was also decided that two power poles on Dawson Street, which greatly detract from the Cornerstone's visual amenity, be removed.



## COMMENT

The following project budget was presented to Council at an information briefing on 27 February 2018.

### Cornerstone Budget – PROPOSED 27 February 2018

<b>Construction &amp; Fit Out</b>	<b>\$</b>	<b>Notes</b>
Demolition	50,000	Inc relocation of Vampire Jet
RHG Contract	2,665,877	As per Contract
RHG Contract Variations	210,786	Estimate inc fibre connection to Shire Admin/underground boring.
Landscaping	30,000	As per Quote
Solar Array	30,000	Estimate - As per Admin Office
Digital Sign	22,000	As per Quote
Museum/Visitor Centre Displays	75,000	Estimate - Interactive Displays inc Computer Hardware and Content
Furniture & Fit Out	200,000	Estimate - Based on Design Proposal
IT Hardware/Setup	30,000	Estimate - Hardware for fibre link to Shire Office, VOIP Phone System and Other Hardware
Electric BBQ	6,000	As per Avon Park
<b>Total</b>	<b>3,319,663</b>	
<hr/>		
<b>Consultancy Costs</b>	<b>\$</b>	
ADC Project Management	105,000	As per Contract + Interior Design Addition
Design Variations	50,000	Additional Engineering/Survey Expenses and Legal Fees
Interior Designer	20,000	As per Contracts Concept \$5,000 and Design Fees \$15,000.
<b>Total</b>	<b>175,000</b>	

<b>Infrastructure Costs</b>	<b>\$</b>	
Power Pole Removal	50,000	As per Quote
Drainage Works	97,200	Extension to drainage Dawson St/Queen St Works
Footpath Works	87,294	Additional Footpath area and paving slab expense
<b>Total</b>	<b>234,494</b>	

<b>Contingency</b>	<b>\$</b>	
Time Extension Contingency	50,000	As per advice from ADC
<b>Total</b>	<b>50,000</b>	

<b>GRAND TOTAL</b>	<b>3,779,157</b>
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<b>Funding</b>	<b>\$</b>	
BBRF	1,320,000	
Lotterywest	745,000	Received
WDC	195,000	Received
CRC Capital	250,000	Received
CRC Contribution	25,000	Received
Loan	800,000	Debt servicing \$70,000/year over 15 years or \$60,000/ year over 20 years.
Reserves	444,157	Balance from Reserves - Budget \$665,000
<b>GRAND TOTAL</b>	<b>3,779,157</b>	

Following comments from Council the general direction was that there was a reservation in committing to raising \$800,000 in loan funding.

From this direction a revised funding model is proposed as follows:

### Cornerstone Budget - REVISED

<b>Construction &amp; Fit Out</b>	<b>\$</b>	<b>Notes</b>
Demolition	50,000	Inc relocation of Vampire Jet
RHG Contract	2,665,877	As per Contract
RHG Contract Variations	210,786	Estimate inc fibre connection to Shire Admin/underground boring.
Landscaping	30,000	As per Quote
Solar Array	30,000	Estimate - As per Admin Office
Digital Sign	22,000	As per Quote
Museum/Visitor Centre Displays	75,000	Estimate - Interactive Displays inc Computer Hardware and Content
Furniture & Fit Out	200,000	Estimate - Based on Design Proposal
IT Hardware/Setup	30,000	Estimate - Hardware for fibre link to Shire Office, VOIP Phone System and Other Hardware
Electric BBQ	0	Install at later date if required.
<b>Total</b>	<b>3,313,663</b>	
<hr/>		
<b>Consultancy Costs</b>	<b>\$</b>	
ADC Project Management	105,000	As per Contract + Interior Design Addition
Design Variations	50,000	Additional Engineering/Survey Expenses and Legal Fees
Interior Designer	20,000	As per Contracts Concept \$5,000 and Design Fees \$15,000.
<b>Total</b>	<b>175,000</b>	
<hr/>		
<b>Infrastructure Costs</b>	<b>\$</b>	
Power Pole Removal	50,000	As per Quote
Drainage Works	97,200	Extension to drainage Dawson St/Queen St Works
Footpath Works	87,294	Additional Footpath area and paving slab expense
<b>Total</b>	<b>234,494</b>	

<b>Contingency</b>	<b>\$</b>	
Time Extension Contingency	50,000	As per advice from ADC
<b>Total</b>	<b>50,000</b>	

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<b>GRAND TOTAL</b>	<b>3,773,157</b>
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<b>Funding</b>	<b>\$</b>	
BBRF	1,320,000	
Lotterywest	745,000	Received
WDC	195,000	Received
CRC Capital	250,000	Received
CRC Contribution	25,000	Received
Loan	400,000	Reduce to \$350,000 if no EOT Claimed. Debt servicing \$37,000 per year over 15 years or \$31,000 per year over 20 years. Budget \$800,000
Reserves	665,000	Reserve Funds. Budget \$665,000
Other Building Project Capital Cuts	173,157	TH Kitchen, Old Court House Reroof, Land Purchase less overspend on Pool Works, Anglo Land Purchase and AC replacement in Smith St.
<b>GRAND TOTAL</b>	<b>3,773,157</b>	

In order to reduce the amount of loan funds raised to \$400,000 it is proposed that the full allocation of Reserve funds of \$665,000 be utilised and several capital projects be cancelled to fund the project short fall from general revenue. This option was agreed to (by Absolute Majority) at the 13 March 2018 Corporate Strategy Meeting.

## **STATUTORY ENVIRONMENT**

Nil

## **FINANCIAL IMPLICATIONS**

Nil – Capital projects removed to fund shortfall of Cornerstone funding due to reduced loan funding.

## **STRATEGIC IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Absolute Majority

## **COMMITTEE'S RECOMMENDATION**

That:

1. A loan of \$400,000 with semi-annual repayments over 15 years be raised from WA Treasury Corporation;
2. \$335,000 from the Building Reserve and \$330,000 from the Cropping Committee Reserve be utilised for the Cornerstone project; and
3. The balance of the Cornerstone project funding be sourced from general revenue through the cancellation of budgeted capital projects to the amount of the remaining project shortfall.

## **11.4 IT Services**

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**SUBMISSION TO:** Ordinary Council Meeting 27 March 2018  
**REPORT DATE:** 14 March 2018  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** IT Service Audit Report (under separate cover)

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### **SUMMARY**

Council to consider allowing for an upgrade in IT contract services in the 2018/19 Budget.

### **BACKGROUND**

Following the finalisation of the design in the operation of the Cornerstone Community Centres IT functions, being a direct dark fibre connection to the Shire Administration Building, the Chief Executive Officer initiated an IT audit of Council's IT operations to determine what was currently running in the organisation and to advise via recommendations on improvements to the current set up.

The audit was conducted by Focus Networks who have previously produced an IT Disaster Recovery Plan for Council and also acted as IT consultants during the SEARTG amalgamation process.

Currently Council's IT services are managed by Perfect Computer Solutions under an ad hoc service agreement. The service is fairly basic in essence and reactive in nature.

In general the IT system runs well with little to no down time attributed to IT infrastructure or software failure.

There is an increased risk and occurrence globally around cyber-crime and cyber security has become a necessary part of operating in a modern business context. Historically, investment in IT and associated services by Council has been limited.

Several Local Governments have fallen victim to cyber-attacks (cryptolocker type ransom ware) which has resulted in great costs in cash and also in lost operating time.

## COMMENT

A summary of Focus Networks recommendations and budget costings are as follows:

Description	Priority	Set Up (Once Off)	On Going (Monthly)	On Going (Annual)
Internet Gateway - Firewall	H	3,516.00	-	-
Anti Virus inc Update/Monitoring	H	660.00	79.00	948.00
IT Support - Focus Networks	H	1,620.00	1,773.00	21,276.00
IT Plan	H	3,465.00	96.25	1,155.00
4G Wireless Redundant ISP	H	-	70.00	840.00
Backups	M	1,500.00	648.00	7,776.00
Server	M	16,648.00	1,100.00	13,200.00
Microsoft Licencing	M	-	236.58	2,839.00
LAN switches	M	4,254.00	-	-
Wireless routers	M	2,211.00	-	-
UPS-Server & VOIP	M	5,298.00	-	-
Power Supply Upgrade -15amp	M	500.00	-	-
<b>Total</b>		<b>39,672.00</b>	<b>4,002.83</b>	<b>48,034.00</b>

Councils 2017/18 Budget allows for \$33,000 in capital expenditure (including Server Renewal) and \$16,500 for IT support.

The highlighted items are proposed to be undertaken in 2017/18 under existing budget allowances.

However, ongoing increases in operating expenses need to be considered by Council for inclusion in the 2018/19 Budget and future year budgets as the scope of the IT contract services is recommended to expand.

It is the opinion of Staff that increased investment in Council's IT functions is imperative in the current cyber operating environment. The reality is that cyber based operational risk is very high and Council should be doing more to protect itself.

Focus networks operate a proactive support regime where they constantly monitor their customers IT performance and review and update anti-virus measures on a scheduled basis.

With the increased complexity of the connection to the Cornerstone building, the level and type of service Council requires has increased and is estimated to be outside of the capability of Council's current IT contractor.

At the Corporate Strategy Committee Meeting, 13 March 2018, it was agreed and recommended that Focus Networks be appointed from 1 July 2018.

**STATUTORY ENVIRONMENT**

Nil

**FINANCIAL IMPLICATIONS**

Future Operating Budgets

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**COMMITTEE'S RECOMMENDATION**

That Focus Networks be appointed as Council's IT Service Contractors from 1 July 2018 and that a budget allocation of \$50,000 be included for contract IT Services and \$10,000 be allocated for infrastructure setup and Computer replacement capital costs in 2018/19.



## **11.5 Councillor Tablets**

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**SUBMISSION TO:** Ordinary Council Meeting 27 March 2018  
**REPORT DATE:** 14 March 2018  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0445  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** Nil

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### **SUMMARY**

The Committee to consider the use and purchase of Councillor Tablets to improve efficiencies and save on printing and stationary costs.

### **BACKGROUND**

At the November 2013 Ordinary meeting, Council approved the move to a paperless meeting system by utilising electronic Tablets. The consensus was that it would be to the advantage of Council to utilise the Tablet technology for Council meetings and business.

Council had a provision of \$12,000 for the purchase of a Tablet for each Councillor and three staff (\$1,000 each). Council chose a Samsung Galaxy Note 10.1 32GB (with stylus & expandable memory) for \$633 each plus set-up costs.

### **COMMENT**

Four years later Cr's Ridgway, Pepper, Gogol, Martin and Shaw use their tablets for meeting documents and emails.

Cr's Davis and White use their tablet to read shire emails.

Cr Brown does not have sufficient internet access to use his tablet.

Cr Seed has not been supplied with a tablet as yet and is using his home email address and receiving hard copy documents.

Cr Ridgway's original tablet ceased working and was replaced by former Cr Alexanders tablet. Cr Davis's tablet is now having technical issues and requires replacing.

In terms of Agenda production, the time required to produce the Agenda is greatly reduced by only having to print four paper copies and staff would prefer that electronic documents continue to be used.

At the 13 March 2018 Corporate Strategy Committee Meeting it was agreed to continue with the replacement of the tablets as required.

### **STATUTORY ENVIRONMENT**

Nil

**FINANCIAL IMPLICATIONS**

2018/19 Budget

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**COMMITTEE'S RECOMMENDATION**

That Council purchase Cr Davis and Cr Seed a tablet that meets their requirements.

## **11.6 2018/19 Draft Road Program**

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**SUBMISSION TO:** Ordinary Council Meeting 27 March 2018  
**REPORT DATE:** 20 March 2018  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0171  
**AUTHOR:** S.P. Vincent, Manager of Works  
**ATTACHMENTS:** 2018/19 Draft Road Program

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### **SUMMARY**

Council to include the draft 2018/19 road program in the draft 2018/19 budget.

### **BACKGROUND**

A road inspection was conducted in September 2017 and February 2018 to determine where future works are to proceed.

### **COMMENT**

At its 13 March 2018 meeting, the Corporate Strategy Committee reviewed the draft 2018/19 road program.

Attached is the proposed Road Construction program for 2018/19.

### **STATUTORY ENVIRONMENT**

N/A

### **FINANCIAL IMPLICATIONS**

2018/19 draft budget

### **STRATEGIC IMPLICATIONS**

3.1 Sustainable Infrastructure: Maintain and upgrade our assets and infrastructure.

### **POLICY IMPLICATIONS**

N/A

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That the Corporate Strategy recommend to Council to include the draft 2018/19 road program into the draft 2018/19 budget.

Attachment 11.6

<b>\$ 2,291,310</b>	<b>Proposed 2018 / 2019 budget 3rd draft</b>
<b>\$ 216,042</b>	<b>Westdale Road</b> Reconstruct, widen to 7m, cement stabilise from SLK 10.00 to 11.88
<b>\$ 44,223</b>	<b>Westdale Road</b> Seal last years primer seal SLK 24.65 to 26.20.
<b>\$ 130,824</b>	<b>Mawson Road</b> Reconstruct failed section from SLK 3.29 to 4.29, cement stabilise and seal to 7m and final seal in the same year
<b>\$ 92,485</b>	<b>Mawson Road</b> Second Coat seal 0.00 to 2.78 including the intersection of Vincent Street / Morbinning
<b>\$ 401,500</b>	<b>Waterhatch Road</b> Widen to 7m and stabilise from SLK 2.28 to 3.68. Second seal from SLK 0.28 to 2.28 Full Contract
<b>\$ 98,705</b>	<b>Top Beverley Road</b> Second seal from SLK 0.00 to 3.8
<b>\$ 217,923</b>	<b>Morbinning Road</b> Construct and seal to 7m from 6.61 to 9.21
<b>\$ 131,007</b>	<b>Morbinning Road</b> Reconstruct and seal to 7m from SLK 21.80 to 23.72. remove trees at the corner of Athol Road
<b>\$ 72,338</b>	<b>Kokendin Road</b> Gravel sheet from SLK 5.65 to 8.00 (Contract gravel sheeting)
<b>\$ 112,944</b>	<b>Yenyening Lakes Rd</b> Gravel sheet and seal from SLK 0 to 2.40
<b>\$ 7,624</b>	<b>ANZAC Lane</b> Bitumise ANZAC Lane
<b>\$ 93,336</b>	<b>Bethany Road</b> Remove all trees for the first 1km, construct and seal to 6.5 metres full length (1.5km)
<b>\$ 456,860</b>	<b>Storm Clean up WANDRRA</b> Remove trees from the road reserves on the north east of the Shire caused by Cyclone Joyce January 2018. Approximately 530 trees
<b>\$ 215,500</b>	<b>Storm clean up Dale</b> Remove trees from Westdale Rd, Edison Mill Rd, Butchers Rd, Williamson Rd, Vallentine Rd, York Williams Rd, Hobbs Road

## **11.7 Youth Traineeship**

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**SUBMISSION TO:** Ordinary Council Meeting  
**REPORT DATE:** 20 March 2018  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0140  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** Nil

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### **SUMMARY**

Council to consider offering Jordell Eades a 12 month full time traineeship.

### **BACKGROUND**

At the 18 December 2017 Ordinary Council Meeting, Council resolved to employ Jordell Eades as a Building Maintenance Assistant for a trial period of three months from 8 January 2018 and then to consider offering him a 12 month traineeship, depending on his performance.

Jordell's three month trial will end on 8 April 2018.

### **COMMENT**

The three months from January, Jordell has embraced his position assisting in the maintenance of Council's building assets and has worked on and assisted in completing several projects including the refurbishment of the Depot Crib Room and the construction of the transportable Mainstreet Alfrseco area.

Based on feedback from Jordell's direct supervisor, Daniel Gibson (Building Maintenance Officer), it seems that he has performed well in the role and has been a great assistance in allowing larger scale construction projects to be undertaken in house.

The Building Maintenance Officer believes that Jordell has earned the 12 month traineeship based on his performance during his probationary period.

Staff have made enquiries with Directions WA Northam who provide coordinated training services.

It is proposed that Directions be contracted to provide Jordell with the training to achieve a Certificate II in Construction.

The cost of the Certificate has been quoted at approximately \$6,000 with a subsidy of \$1,250 payable at the completion of the program.

### **STATUTORY ENVIRONMENT**

Nil

### **FINANCIAL IMPLICATIONS**

Certificate II in Construction - \$4,750.00 (including subsidy)  
12 month Employment Contract

**STRATEGIC IMPLICATIONS**

Sustainable Community – Encourage Youth Development.

**POLICY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION**

That Jordell Eades be employed as a full time trainee for 12 months from 8 April 2018 to undertake a Certificate II in Construction with his employment to be reviewed by the CEO at the end of the period.

## **11.8 Request for Discount and Reversal of Penalty Interest**

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**SUBMISSION TO:** Ordinary Council Meeting 27 March 2018  
**REPORT DATE:** 20 March 2018  
**APPLICANT:** Assessment 1030  
**FILE REFERENCE:** KOK 1030  
**AUTHOR:** N.J. Ashworth, Finance Officer  
**ATTACHMENTS:** Letter

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### **SUMMARY**

Council to consider allowing the discount and reversing penalty interest on rates applied to Assessment 1030.

### **BACKGROUND**

The annual rate notice was sent 04 August 2017, the ratepayer has written stating he did not receive this notice until 28 September 2017, he then proceeded to pay it the next day. He has since received all the overdue notices within a couple of days from posting so the initial delay is a mystery.

Rates on assessment 1030 have historically been paid in the discount period with the discount being applied.

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

### **COMMENT**

The ratepayer believes that he has done everything to pay this in a timely manner from when he received the notice.

He has stated that the envelope was post marked the 23 September 2017, the mail register does not show any mail being posted to this ratepayer on that date.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995 Section 6.46*

### **FINANCIAL IMPLICATIONS**

Discount \$533.27, Penalty Interest \$75.72, totalling \$608.99.

### **STRATEGIC IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Absolute Majority

### **OFFICER'S RECOMMENDATION**

That Council do not allow the discount, but on this occasion Write-off the Penalty Interest applied.

Attachment 11.8

Shire of Beverley  
Vincent St  
Beverley  
W.A.

Attention Stephen Gollan



26/2/2018

Dear Sir, Re Late arrival of Rate Notice, incurring penalty.  
I am in receipt of your letter dated the 2/2/2018 but find that your assumption is not feasible. If you check your records, you'll find your first overdue notice was dated in October. The original rate notice reached me in September. The following 'time line' should paint the picture.

Original rate notice dated	7/8/2017
Original rate notice envelope mail exchange dated	23/9/2017
Original rate notice opened and read by me	28/9/2017
Bank cheque paid to your account at 11:42AM	28/9/2017
Overdue notice date issued	18/10/2017
Overdue notice envelope mail exchange date stamped	19/10/2017
2nd Overdue notice date issued	21/11/2017
My note to you confirming the late arrival of the original rate notice	19/12/2017
Your letter in answer is dated	2/1/2018

So, lets summarise and bring this to an end; -

As I see it, Whether by accident, by incompetence, or by evil intent the first rate notice did not see the mail exchange until the 23/9/2017.

As a consequence "I was deprived the opportunity to pay within the prescribed time"

I await your conclusion.



Attachment 11.8

If I have any more trouble with this subject. (Shut  
of blaming God and or providence, jointly or severally) I think  
I might go up the road and borrow a bloody horse and  
ride up to Beverley and put the letter in your hand!

## **12. ADMINISTRATION**

### **12.1 Provision of Online Licensing Services – Renewal of Agreement**

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**SUBMISSION TO:** Ordinary Council Meeting 27 March 2018  
**REPORT DATE:** 20 March 2018  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0044  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** DOT963317 – Agreement for the Provision of Licensing Services in Shire of Beverley in Terms of Section 11 of the Road Traffic (Administration) Act 2008 and DOT96337 – Agreement for the Provision on Non Road Law Functions in Shire of Beverley (Under separate cover)

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#### **SUMMARY**

Council to consider renewing the agreement with the Department of Transport for the Shire of Beverley to continue to provide online Licensing Services.

#### **BACKGROUND**

The current agreement for the provision of online Licensing services for the Shire of Beverley expired on 31 December 2017.

On 15 November 2017 the Department of Transport Regional Director contacted the shire and advised that the Shire will be offered a three (3) year agency agreement with a CPI increase.

In general the Department of transport are looking to save costs in the provision of licensing services and make online services more attractive. The cost of services provided from the Department's "Face to Face" operations are in the region of \$40.00 per transaction.

As part of the push to reduce costs the Department of Transport appears to have a preference to reduce the number of agents in the rural area.

#### **COMMENT**

Council received the draft agreements on Friday 22 December 2017 with a request to have the executed agreements returned by 1 February 2018. This date has been extended to 31 March 2018 to allow consideration by Council.

The draft documents are in two parts which are attached (under separate cover):

- A. DOT963317 – Agreement for the Provision of Licensing Services in Shire of Beverley in Terms of Section 11 of the Road Traffic (Administration) Act 2008
- B. DOT963317 – Agreement for the Provision of Non Road Law Functions in Shire of Beverley

The Shire of Beverley has provided this valuable service to the community for many years and it is recommended that the agreement be renewed for a further three (3) years.

**STATUTORY ENVIRONMENT**

N/A

**FINANCIAL IMPLICATIONS**

Council has budgeted \$35,000.00 in income for 2017/18, from commission paid by the Department of Transport for providing licensing services.

**STRATEGIC IMPLICATIONS**

Social – Community needs for Services and Facilities are met.

**POLICY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council;

1. Approve DOT963317 – Agreement for the Provision of Licensing Services in Shire of Beverley in Terms of Section 11 of the Road Traffic (Administration) Act 2008
2. Approve DOT963317 – Agreement for the Provision of Non Road Law Functions in Shire of Beverley
3. Authorise the Shire President and Chief Executive Officer to affix the Common Seal and to sign the documents.

## **12.2 Policy – Waste Facility Spill Policy**

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**SUBMISSION TO:** Ordinary Council Meeting 27 February 2018  
**REPORT DATE:** 21 March 2018  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0224  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** Draft Waste Facility Spill Policy

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### **SUMMARY**

Council to adopt a Waste Facility Spill Policy as a requirement of our Landfill Licence issued by the Department of Water and Environmental Regulation (DER).

### **BACKGROUND**

The Shire is required to complete an Annual Environment Report and an Annual Audit Compliance Report each year, through these processes it was recommended that the Shire adopt a Waste Facility Spill Policy.

### **COMMENT**

The Waste Facility Spill Policy will act as a guideline for staff to successfully manage any sewer overflow or spills. The policy will also raise awareness of Council and Staff obligations in the event of an overflow or spill.

The policy is attached for comment.

### **STATUTORY ENVIRONMENT**

*Waste Avoidance & Resource Recovery Regulations 2008*

### **FINANCIAL IMPLICATIONS**

N/A

### **STRATEGIC IMPLICATIONS**

2.2 Sustainable Resources: Manage resources efficiently.

### **POLICY IMPLICATIONS**

New Policy W004

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council adopt policy W004 Waste Facility Spill Policy and include it the Shire of Beverley Policy Manual.

Attachment 12.2

**10.4 Waste Facility Spill Policy**

<b>Policy Type:</b>	Works
<b>Date Adopted:</b>	

<b>Policy No:</b>	<b>W004</b>
<b>Date Last Reviewed:</b>	

<b>Legal (Parent):</b>
1.

<b>Legal (Subsidiary):</b>
1.

<b>ADOPTED POLICY</b>	
<b>Title:</b>	<b>WASTE FACILITY SPILL POLICY</b>
<b>Objective:</b>	<b>To meet the requirements in regard to management of sewer overflow or spills from or at the Shire of Beverley Septage Pit.</b>

**Policy**

**1. POLICY INTENT**

This policy provides the framework for Beverley Shire Council to meet the requirements in regard to management of sewer overflow or spills from or at the Shire of Beverley Septage Pit. This policy also raises the awareness of Beverley Shire Council employees regarding their obligations and duties in regard to the management of sewer overflow or spills with respect to the DER Licence L8536/2011/1 for the Shire of Beverley Landfill.

**2. SCOPE**

This policy applies to overflow or spills that may occur from the Septage Pit structure as a result of:

- Excessive rainfall;
- Accidental damage to the Septage Pit; or
- Spill during emptying of vehicle receptacle.

**3. SPILL PROCEDURE**

- a) All contractors given the access key to the septage pit are advised to notify the Shire of Beverley office of any spillages upon return of the key.
- b) Spillages are to be reported to the Shire of Beverley Works Manager, CEO or DCEO to arrange for appropriate action.
- c) Sand is to be placed on any excessive liquid to a spadeable consistency. The spadeable waste is then to be transferred into a suitable receptacle and transferred to the Shire of Beverley Landfill site.
- d) The site is to then be inspected to determine if effluent has or has the potential to reach any water courses or ground water or potential for environmental harm, and appropriate action taken.

**4. LARGE SPILLS OR PIT FAILURE**

- a) Where large spills or failure of the septage pit occurs the Shire of Beverley Works Supervisor, CEO, D/CEO and EHO are to be notified.
- b) The DER are also to be notified.

- c) Liquid waste is to be pumped into trucks from a licensed contractor, such as Brookton Plumbing, Makin and Sons or Darry's Plumbing from York, with a suitable receptacle and transferred to an alternate septage site, such as the Shire of York Septage Ponds.
- d) Sand or other suitable absorbent material is to be placed on any remaining liquid to form a spadeable consistency and then to be transferred to a suitable receptacle and disposed of at the Shire of Beverley Landfill.
- e) The site is to then be inspected to determine if effluent has or has the potential to reach any water courses or ground water or potential for environmental harm, and appropriate action taken.

#### **5. GENERAL CONDITION CHECKS**

The septage pit is to be inspected monthly to determine any damage to the pit or spillages that have not been adequately cleaned up.

#### **6. TRAINING, RESOURCES AND MITIGATION**

Beverley Shire Council shall ensure a training program for relevant staff is implemented.

Beverley Shire Council shall ensure that adequate resources are available to carry out the necessary works.

This includes auditing procedures and procedures for review and correction of an overflow or spill event.

Remediation and clean-up plans in place for areas affected by sewer overflow or spills.

#### **7. SYSTEM FOR RECORD KEEPING OF OVERFLOW OR SPILLS**

Methodology is in place to investigate the cause of overflow or spills, initiate preventative measures, and measure and report on the effectiveness of the preventative measures.

In this regard, large spills are to be documented and causes determined. Subsequent to this remedial measures and procedures are to be implemented to prevent further incidents or spills.

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

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

**14. CLOSURE**

The Chairman to declare the meeting closed.