



27 March 2018

ORDINARY MEETING

MINUTES

CONTENTS

| | |
|---|-----------|
| 1. OPENING | 3 |
| 2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE | 3 |
| 2.1 Members Present..... | 3 |
| 2.2 Staff In Attendance | 3 |
| 2.3 Observers And Visitors | 3 |
| 2.4 Apologies and Approved Leave of Absence | 3 |
| 2.5 Condolences | 3 |
| 3. DECLARATIONS OF INTEREST | 3 |
| 4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE | 3 |
| 5. PUBLIC QUESTION TIME | 3 |
| 6. APPLICATIONS FOR LEAVE OF ABSENCE | 3 |
| 7. CONFIRMATION OF MINUTES | 4 |
| 7.1 Minutes Of The Ordinary Council Meeting Held 27 February 2018..... | 4 |
| 7.2 Minutes Of The Corporate Strategy Meeting Held 13 March 2018 | 5 |
| 7.3 Minutes Of The Fire Control Officers Meeting Held 14 March 2018..... | 6 |
| 8. TECHNICAL SERVICES | 7 |
| 9. PLANNING SERVICES | 8 |
| 9.1 Proposed Causeway across Avon River – Acquisition of private property – Lot 27 Bartram Street..... | 8 |
| 9.2 Road Closure: Section of Unconstructed Road Reserve – Lennard Road..... | 11 |
| 10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES | 16 |
| 11. FINANCE | 17 |
| 11.1 Monthly Financial Report | 17 |
| 11.2 Accounts Paid by Authority | 30 |
| 11.3 Cornerstone Project Funding | 41 |
| 11.4 IT Services | 47 |
| 11.5 Councillor Tablets | 50 |
| 11.6 2018/19 Draft Road Program | 52 |
| 11.7 Youth Traineeship..... | 54 |
| 11.8 Request for Discount and Reversal of Penalty Interest..... | 56 |
| 12. ADMINISTRATION | 60 |
| 12.1 Provision of Online Licensing Services – Renewal of Agreement..... | 60 |
| 12.2 Policy – Waste Facility Spill Policy | 62 |
| 13. NEW BUSINESS ARISING BY ORDER OF THE MEETING | 65 |
| 14. CLOSURE | 65 |

1. OPENING

The Chairperson declared the meeting open at 3:04pm

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
Mr BS de Beer Shire Planner (till 3:18pm)
Mrs A Lewis Executive Assistant

2.3 Observers And Visitors

Nil

2.4 Apologies and Approved Leave of Absence

Nil

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

Nil

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.

COUNCIL RESOLUTION

M1/0318

Moved Cr Martin

Seconded Cr Gogol

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

CARRIED 9/0

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

COUNCIL RESOLUTION

M2/0318

Moved Cr Seed

Seconded Cr Shaw

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

CARRIED 9/0

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)

COUNCIL RESOLUTION

M3/0318

Moved Cr Shaw

Seconded Cr Brown

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

CARRIED 9/0

8. TECHNICAL SERVICES

Nil

9. PLANNING SERVICES

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

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

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.

COUNCIL RESOLUTION

M4/0318

Moved Cr Martin

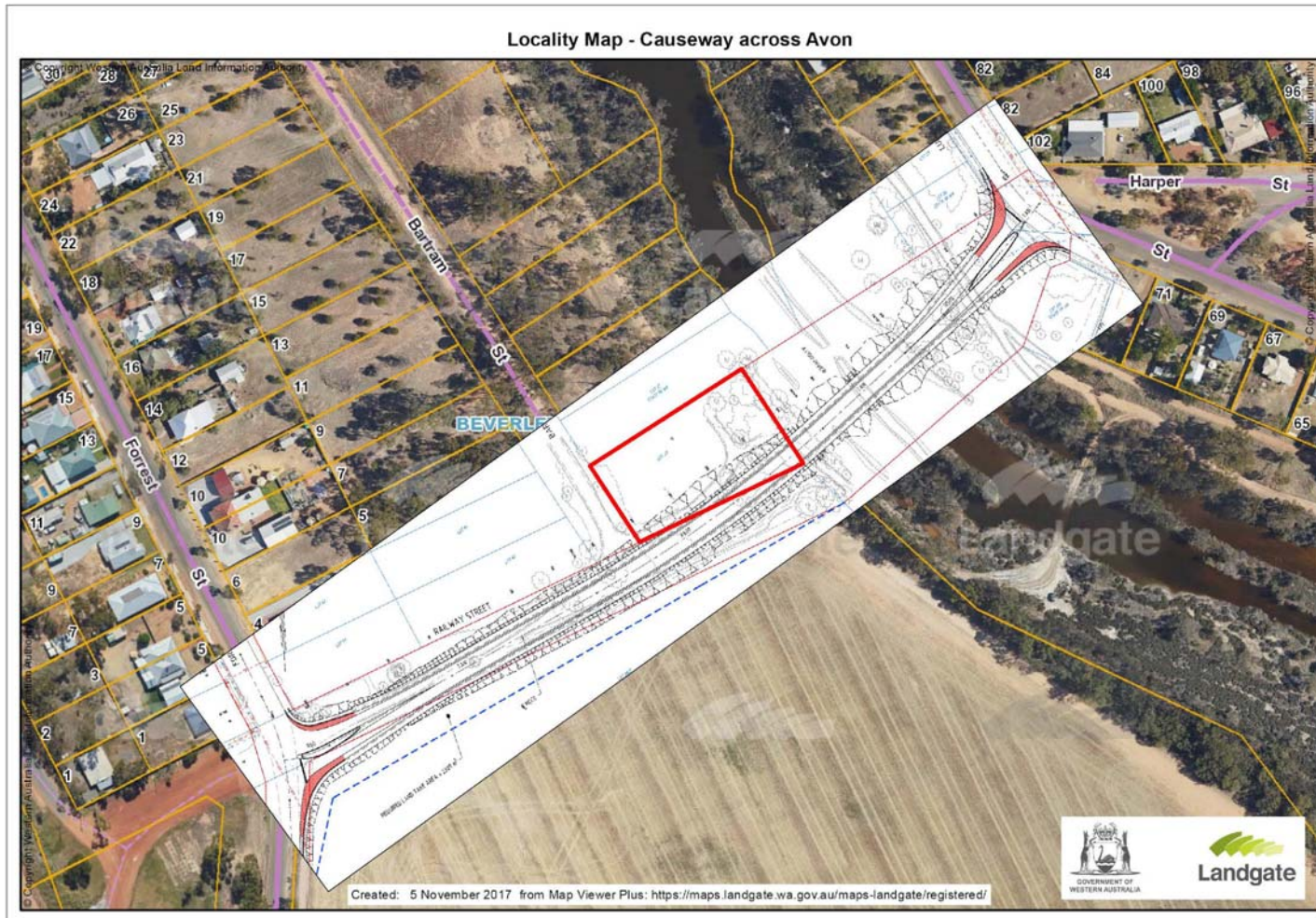
Seconded Cr Brown

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.**

CARRIED BY ABSOLUTE MAJORITY 7/2

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.

| Respondent | Property | Comments | Planner's Response |
|-------------------|-------------------------|---|--|
| John Morrison | Lot 188 Lennard Road | <p>Objection to the proposal.</p> <ol style="list-style-type: none"> 1. This proposal does not address all the same issues on block 188 & 845; 2. Biosecurity and quarantine is an issue for block 188 however the local farmer and residents use my block as a thoroughfare; 3. Antisocial behaviour from block 1049 residents is the principal problem causing conflict; 4. Emergency fire access/development potentially restricted; 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. <p>Road to be totally dissolved or left in current form.</p> | <p>The submission is noted.</p> <p>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.</p> |
| 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.

COUNCIL RESOLUTION

M5/0318

Moved Cr Brown

Seconded Cr Seed

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.

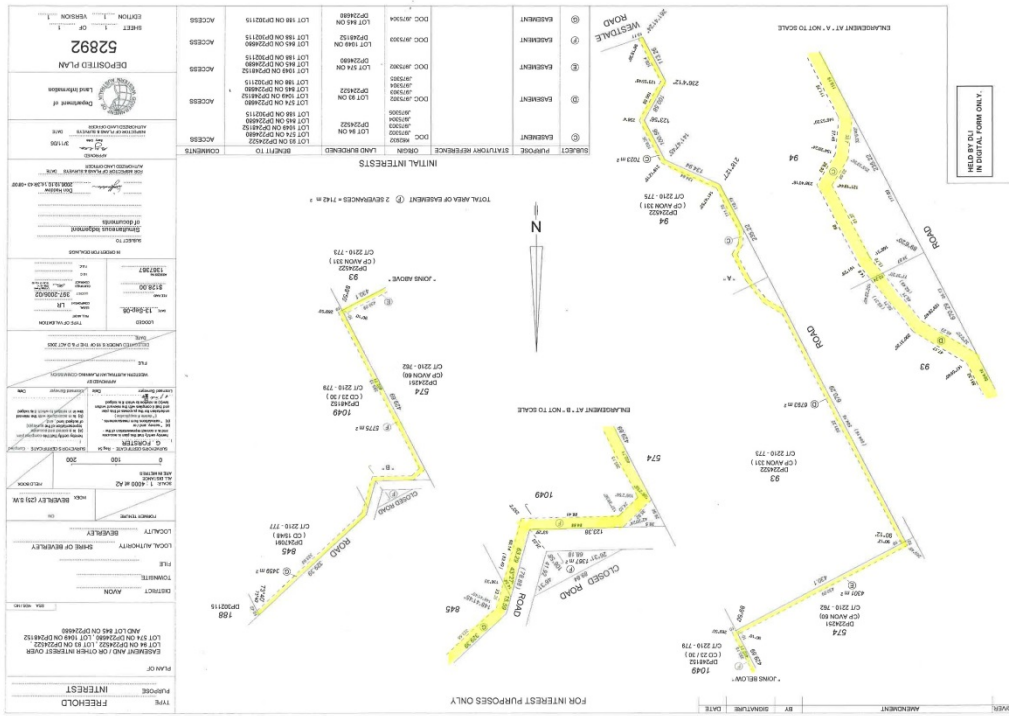
CARRIED 9/0

3:28pm – Shire Planner, Stefan de Beer left the meeting and did not return.

Proposed Road Closure - Section Lennard Road

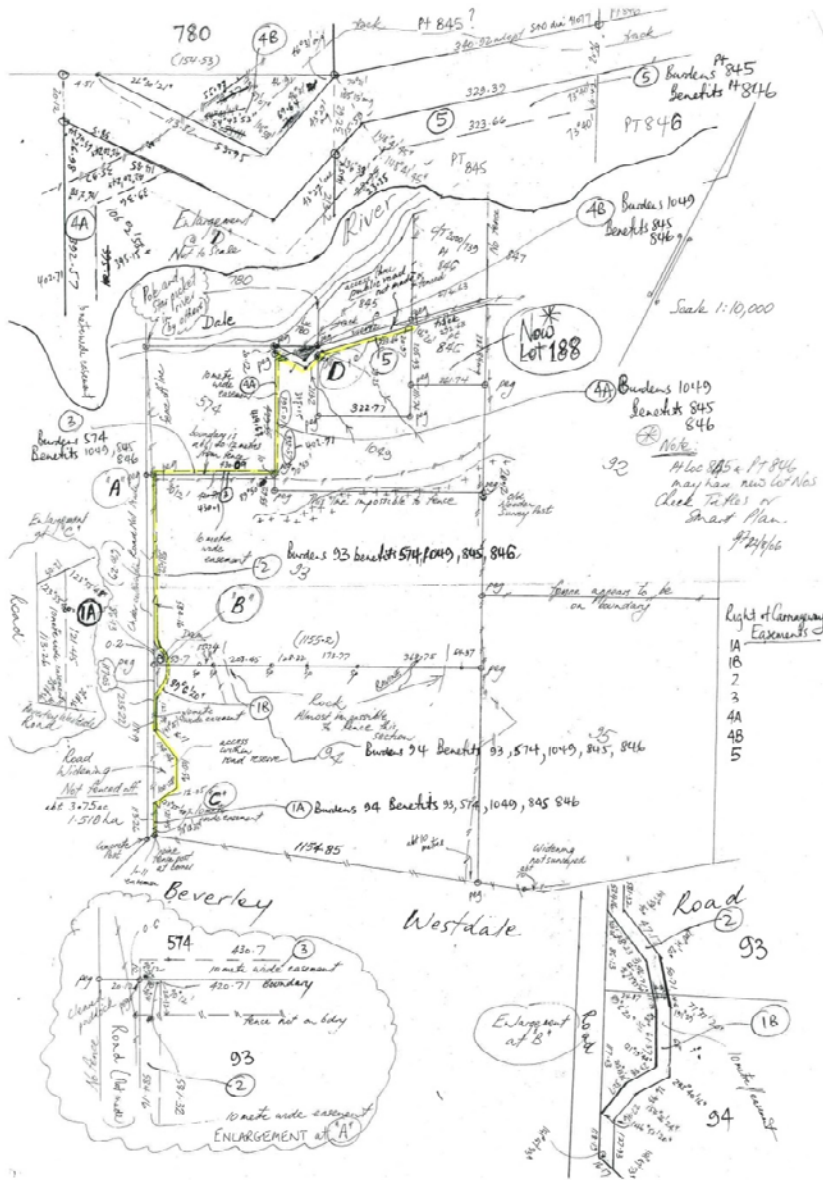


Attachment 9.2



LANDGATE COPY OF ORIGINAL NOT TO SCALE - Fri Nov 10 11:09:58 2017
 JOB 55306725
 www.landgate.wa.gov.au

Attachment 9.2



10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

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

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.

COUNCIL RESOLUTION

M6/0318

Moved Cr Martin

Seconded Cr White

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

CARRIED 9/0

**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 |
|------------------------------------|-----------------------|-----------------------|-----------------------|---------------------|--|
| Operating Revenue | | | | | |
| 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. |
| Total Operating Revenue | 14,855,570.00 | 5,777,881.00 | 5,947,644.88 | 169,763.88 | |
| Operating Expenditure | | | | | |
| 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. |
| Total Operating Expenditure | (5,722,877.00) | (3,374,041.00) | (3,713,308.22) | (339,267.22) | |
| Net Operating | 9,132,693.00 | 2,403,840.00 | 2,234,336.66 | (169,503.34) | |

**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 |
|--|------------------------|-----------------------|-----------------------|---------------------|---|
| Capital Income | | | | | |
| 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 | |
| Total Capital Income | 225,411.00 | 218,096.00 | 218,732.78 | 636.78 | |
| Capital Expenditure | | | | | |
| 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 | |
| Total Capital Expenditure | (15,228,818.00) | (3,871,833.00) | (4,019,573.00) | (147,740.00) | |
| Net Capital | (15,003,407.00) | (3,653,737.00) | (3,800,840.22) | (147,103.22) | |
| Adjustments | | | | | |
| 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 | |
| Add Funding From | | | | | |
| 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 | |
| Total Adjustments | 5,870,714.00 | 3,368,439.00 | 3,639,709.27 | 271,270.27 | |
| CLOSING SURPLUS/(DEFICIT) | 0.00 | 2,118,542.00 | 2,073,205.71 | (45,336.29) | |

| SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 28 February 2018 | |
|---|-----------------------|
| Description | YTD Actual 2017/18 |
| Current Assets | |
| 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 |
| | |
| Total Current Assets | 5,841,876.96 |
| Current Liabilities | |
| 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) |
| | |
| Total Current Liabilities | (1,696,475.30) |
| Adjustments | |
| 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 |
| | |
| Total Adjustments | (2,072,195.95) |
| | |
| NET CURRENT ASSETS | 2,073,205.71 |

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

| Description | Actual 2016/17 | YTD Actual 2017/18 | Movement |
|--|------------------------|------------------------|-----------------------|
| Current Assets | | | |
| 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) |
| Total Current Assets | 5,351,921.34 | 5,841,876.96 | 489,955.62 |
| Current Liabilities | | | |
| 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 |
| Total Current Liabilities | (1,078,478.70) | (1,696,475.30) | (617,996.60) |
| Non-Current Assets | | | |
| 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 |
| Total Non-Current Assets | 46,205,772.55 | 48,568,150.19 | 2,362,377.64 |
| Non-Current Liabilities | | | |
| 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 |
| Total Non-Current Liabilities | (1,030,821.68) | (1,030,821.68) | 0.00 |
| Net Assets | 49,448,393.51 | 51,682,730.17 | 2,234,336.66 |
| Equity | | | |
| 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 |
| Total Equity | (49,448,393.51) | (51,682,730.17) | (2,234,336.66) |

| SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE & TYPE FOR THE PERIOD ENDING 28 February 2018 | | |
|--|---------------------------|-------------------------------|
| Description | Budget 2017/18 | YTD Actual 2017/18 |
| Income | | |
| 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 |
| Total Income by Nature & Type | 14,879,636.00 | 5,958,903.49 |
| | | |
| Expenditure | | |
| 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 |
| Total Expenditure by Nature & Type | (6,168,135.00) | (3,891,608.52) |
| | | |
| Allocations | | |
| Reallocation Codes Expenditure | 421,192.00 | 167,041.69 |
| Reallocation Codes Income | 0.00 | 0.00 |
| Total Allocations | 421,192.00 | 167,041.69 |
| | | |
| Net Operating by Nature & Type | 9,132,693.00 | 2,234,336.66 |

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

| Job # | Job Description | YTD Actual 2017/18 |
|--------------|---|-------------------------------|
| | Rural Road Maintenance | |
| 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
28 February 2018**

| Job # | Job Description | YTD Actual 2017/18 |
|--------------|--|-------------------------------|
| 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
FOR THE PERIOD ENDING
28 February 2018**

| Job # | Job Description | YTD Actual 2017/18 |
|--------------|--|-------------------------------|
| 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**

| Job # | Job Description | YTD Actual 2017/18 |
|------------------|--|-------------------------------|
| 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 |
| Sub Total | Rural Road Maintenance | 456,280.35 |
| | | |
| | Town Street Maintenance | |
| 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 |

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

| Job # | Job Description | YTD Actual 2017/18 |
|------------------|---|-------------------------------|
| 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 |
| Sub Total | Town Streets Maintenance | 47,856.98 |
| Total | Road Maintenance | 504,137.33 |

| SHIRE OF BEVERLEY | | | | | | |
|-----------------------------|------------------------------|----------------------|---------------------|---------|---------------|------------|
| INVESTMENT OF SURPLUS FUNDS | | | | | | |
| AS AT 28 February 2018 | | | | | | |
| Account # | Account Name | Amount Invested (\$) | Total | Term | Interest Rate | Maturation |
| 2316440 | Reserve Funds Bendigo | | | | | |
| | 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 |
| 2902-40204 | Online Saver ANZ | 128.27 | 128.27 | Ongoing | 0.00% | Ongoing |
| 2493762 | Term Deposit Bendigo | 456,396.83 | 456,396.83 | 4 mths | 2.40% | 4/05/2018 |
| 2394281 | Term Deposit Bendigo | 400,000.00 | 400,000.00 | 6 mnths | 2.50% | 21/03/2018 |
| 2407244 | Term Deposit Bendigo | 400,000.00 | 400,000.00 | 5 mnths | 2.50% | 6/03/2018 |
| 2416126 | Term Deposit Bendigo | 403,409.32 | 403,409.32 | 6 mnths | 2.50% | 13/04/2018 |
| 9778-24193 | Term Deposit ANZ | 403,167.67 | 403,167.67 | 4 mnths | 2.30% | 22/05/2018 |
| | Total | | 4,377,748.27 | | | |

11.2 Accounts Paid by Authority

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

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 & COUNCIL RESOLUTION

M7/0318

Moved Cr White

Seconded Cr Martin

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.**
CARRIED 9/0

| 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) |
| PAYMENTS RAISED IN CURRENT MONTH | | | | | (762,444.67) | (762,444.67) |
| WAGES & SALARIES | | | | | | |
| 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) | |
| WAGES & SALARIES | | | | | (107,947.87) | (107,947.87) |
| 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 # | 1640 | 31-Jan-2018 | Water Corporation | Water use - Balkuling Rd Standpipe: 15 Nov 17 - 18 Jan 18 | (396.56) | |
| PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS | | | | | (396.56) | (396.56) |
| TRANSFERS to TRUST | | | | | | |
| TRANSFERS to TRUST | | | | | 0.00 | 0.00 |

| TYPE | NUM | DATE | PAYEE | DETAILS | AMT PAID | TOTALS | |
|--|--------------------|-------------|-----------------------|---|--|----------------|---------------------|
| OTHER AMENDMENTS/GENERAL JOURNALS | | | | | | | |
| | | | | | OTHER AMENDMENTS/GENERAL JOURNALS | 0.00 | 0.00 |
| INVESTMENTS | | | | | | | |
| | | | | | INVESTMENTS | 0.00 | 0.00 |
| | | | | | TOTAL EXPENDITURE for MUNICIPAL ACCOUNT | | (870,789.10) |
| CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT | | | | | | | |
| 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 | | |
| | | | | | CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT | 508.80 | |
| TRUST ACCOUNT DETAILS | | | | | | | |
| PAYMENTS RAISED IN CURRENT MONTH | | | | | | | |
| EFT Pymt | EFT 3253 | 15-Feb-2018 | James Tinney | Refund of Key Bond - Gym, Key 48 (Rec 9040) | (50.00) | | |
| | | | | | PAYMENTS RAISED IN CURRENT MONTH | (50.00) | (50.00) |
| PAYMENTS UNPRESENTED IN CURRENT BANK # | | | | | | | |
| | | | | | PAYMENTS UNPRESENTED IN CURRENT BANK # | 0.00 | 0.00 |
| PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS | | | | | | | |
| | | | | | PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS | 0.00 | 0.00 |

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

11.3 Cornerstone Project Funding

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

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

| Construction & Fit Out | \$ | Notes |
|-----------------------------------|------------------|--|
| 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 |
| Total | 3,319,663 | |
| | | |
| Consultancy Costs | \$ | |
| 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. |
| Total | 175,000 | |

| | | |
|-----------------------------|----------------|--|
| Infrastructure Costs | \$ | |
| 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 |
| Total | 234,494 | |

| | | |
|----------------------------|---------------|------------------------|
| Contingency | \$ | |
| Time Extension Contingency | 50,000 | As per advice from ADC |
| Total | 50,000 | |

| | |
|--------------------|------------------|
| GRAND TOTAL | 3,779,157 |
|--------------------|------------------|

| | | |
|--------------------|------------------|---|
| Funding | \$ | |
| 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 |
| GRAND TOTAL | 3,779,157 | |

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

| Construction & Fit Out | \$ | Notes |
|-----------------------------------|------------------|--|
| 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. |
| Total | 3,313,663 | |
| <hr/> | | |
| Consultancy Costs | \$ | |
| 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. |
| Total | 175,000 | |
| <hr/> | | |
| Infrastructure Costs | \$ | |
| 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 |
| Total | 234,494 | |

| | | |
|----------------------------|---------------|------------------------|
| Contingency | \$ | |
| Time Extension Contingency | 50,000 | As per advice from ADC |
| Total | 50,000 | |

| | |
|--------------------|------------------|
| GRAND TOTAL | 3,773,157 |
|--------------------|------------------|

| | | |
|-------------------------------------|------------------|--|
| Funding | \$ | |
| 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. |
| GRAND TOTAL | 3,773,157 | |

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.

COUNCIL RESOLUTION

M8/0318

Moved Cr Pepper

Seconded Cr Brown

That:

1. **A loan of \$800,000 over 15 years be raised from WA Treasury Corporation;**
2. **\$265,000 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.**

CARRIED BY ABSOLUTE MAJORITY 8/1

11.4 IT Services

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)

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 | - | - |
| Total | | 39,672.00 | 4,002.83 | 48,034.00 |

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.

COUNCIL RESOLUTION

M9/0318

Moved Cr Martin

Seconded Cr Seed

That Council make a budget allocation of \$50,000 to be included for contract IT Services and \$10,000 be allocated for infrastructure setup and Computer replacement capital costs in 2018/19.

CARRIED 9/0

11.5 Councillor Tablets

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

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.

COUNCIL RESOLUTION

M10/0318

Moved Cr Pepper

Seconded Cr Shaw

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

CARRIED 9/0

11.6 2018/19 Draft Road Program

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

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.

COUNCIL RESOLUTION

M11/0318

Moved Cr Martin

Seconded Cr Pepper

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

CARRIED 9/0

Attachment 11.6

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

11.7 Youth Traineeship

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

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.

COUNCIL RESOLUTION

M12/0318

Moved Cr Brown

Seconded Cr White

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.

CARRIED 9/0

11.8 Request for Discount and Reversal of Penalty Interest

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

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.

COUNCIL RESOLUTION

M13/0318

Moved Cr Pepper

Seconded Cr Gogol

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

CARRIED 9/0

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 2/1/2018 but find that your assumption is not possible. 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 11:42 AM | 29/9/2017 |
| 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

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)

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.

COUNCIL RESOLUTION

M15/0318

Moved Cr Brown

Seconded Cr Martin

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.**

CARRIED 9/0

12.2 Policy – Waste Facility Spill Policy

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

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.

COUNCIL RESOLUTION

M16/0318

Moved Cr Gogol

Seconded Cr Shaw

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

CARRIED 9/0

Attachment 12.2

10.4 Waste Facility Spill Policy

| | |
|----------------------|-------|
| Policy Type: | Works |
| Date Adopted: | |

| | |
|----------------------------|-------------|
| Policy No: | W004 |
| Date Last Reviewed: | |

| | |
|------------------------|----|
| Legal (Parent): | 1. |
|------------------------|----|

| | |
|----------------------------|----|
| Legal (Subsidiary): | 1. |
|----------------------------|----|

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

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

Nil

14. CLOSURE

The Chairman declared the meeting closed at 4:08pm

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

PRESIDING MEMBER:

DATE: