



SHIRE OF BEVERLEY NOTICE OF MEETING

Notice is hereby given that the next Ordinary Meeting of Council will be held in the Council Chambers, 136 Vincent Street Beverley, on Tuesday 23 October 2018.

Program

3.00pm – 5.00pm Ordinary Meeting

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

Stephen Gollan
Chief Executive Officer

18 October 2018

DISCLAIMER

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Beverley warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Beverley for any act, omission or statement or intimation occurring during a Council meeting.



23 October 2018

ORDINARY MEETING

AGENDA

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1. OPENING

The Chairperson to declare the meeting open.

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members Present

Cr DJ Ridgway Shire President
Cr CJ Pepper Deputy President
Cr DL Brown
Cr DW Davis
Cr P Gogol
Cr SW Martin
Cr TWT Seed
Cr LC Shaw
Cr DC White

2.2 Staff In Attendance

Mr SP Gollan Chief Executive Officer
Mr BS de Beer Manager of Planning and Development Services
Mrs A Lewis Executive Assistant

2.3 Observers And Visitors

2.4 Apologies and Approved Leave of Absence

Mr SK Marshall Deputy Chief Executive Officer

2.5 Condolences

Nil

3. DECLARATIONS OF INTEREST

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 25 September 2018

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 25 September 2018 be confirmed.

7.2 Minutes Of The Fire Control Officers Meeting held 3 October 2018

OFFICER'S RECOMMENDATION

That the Minutes of the Fire Control Officers Meeting held Wednesday 3 October 2018 be received.

(under separate cover)

7.3 Minutes Of The Audit and Risk Committee Meeting to be held 23 October 2018

OFFICER'S RECOMMENDATION

That the Minutes of the Audit and Risk Committee Meeting held Tuesday 23 October 2018 be received.

(To be provided at the Council Meeting)

Please refer to items: 11.4, 11.5, 11.6, 11.7 and 11.8 noting the recommendations are subject to change.

8. TECHNICAL SERVICES

Nil

9. PLANNING SERVICES

9.1 Development Application – Land Drainage Works – Lot 50 Lukin Street

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 16 October 2018
APPLICANT: Danny Gibson
FILE REFERENCE: LUK 51164
AUTHOR: B.S. de Beer, Shire Planner
ATTACHMENTS: Locality map, Site Plan, Land Drainage Works Drawings, Responses from neighbours

SUMMARY

An application for planning approval has been received for *Land Drainage Works* on 2 (Lot 50) Lukin Street, Beverley. It will be recommended the application be approved.

BACKGROUND

The subject site is located at 2 (Lot 50) Lukin Street, Beverley, is 10,066 m² in extent and zoned *Residential R2.5* in terms of the Shire of Beverley Town Planning Scheme No. 2 (TPS2). It contains an existing single dwelling and outbuilding.

The applicant proposes to build a dam on the property (defined as *Land Drainage Works* in TPS2) as reflected in the documentation submitted and attached hereto.

COMMENT

The proposal is to construct *Land Drainage Works* (Dam) with the following approx. dimensions: 15m (width) x 20m (length) x 1.2m (highest point of dam wall).

The proposed use, *Land Drainage Works*, is an AA use in the *Residential Zone* in terms of Zoning Table 1 of TPS2 which means that Council may, at its discretion, permit the use.

It is worthwhile for Council to note that in terms of *Shire of Beverley Draft Local Planning Scheme No. 3*, *Land Drainage Works* is a use not permitted in the *Residential Zone*. The response from the *Department of Planning, Lands and Heritage* as to this anomaly is that the Draft Scheme accords with the Model Scheme Text. Seeing that the *Draft Local Planning Scheme No. 3* is regarded as a *properly considered document* and is about to be Gazetted, Council needs to take this into consideration when considering this application.

It is considered the works will aid onsite stormwater management and control. The specific location of the proposed works on the subject lot is regarded as favourable from an amenity perspective. Also, even though Zoned *Residential R2.5*, the subject land is in excess of 1ha.

The applicant approached the immediate neighbours and their submissions to the proposal are attached to this report. No objections were recorded.

Seeing that the works will be located within the *Residential Zone*, it will be recommended that, should Council resolve to approve the application, suitable fencing around the dam be installed as well as appropriate warning signs.

CONSULTATION

The applicant consulted with affected neighbours – responses attached.

STATUTORY ENVIRONMENT

The application may be considered under the Shire of Beverley's Town Planning Scheme No. 2.

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 REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to grant planning approval for Land Drainage Works at 2 (Lot 50) Lukin Street, Beverley, subject to the following conditions and advice notes:

Conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
2. The Land Drainage Works shall be fenced off on all sides with appropriate warning signs to the satisfaction of the Shire Planner.

Advice Notes:

- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- Note 3: Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- Note 4: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

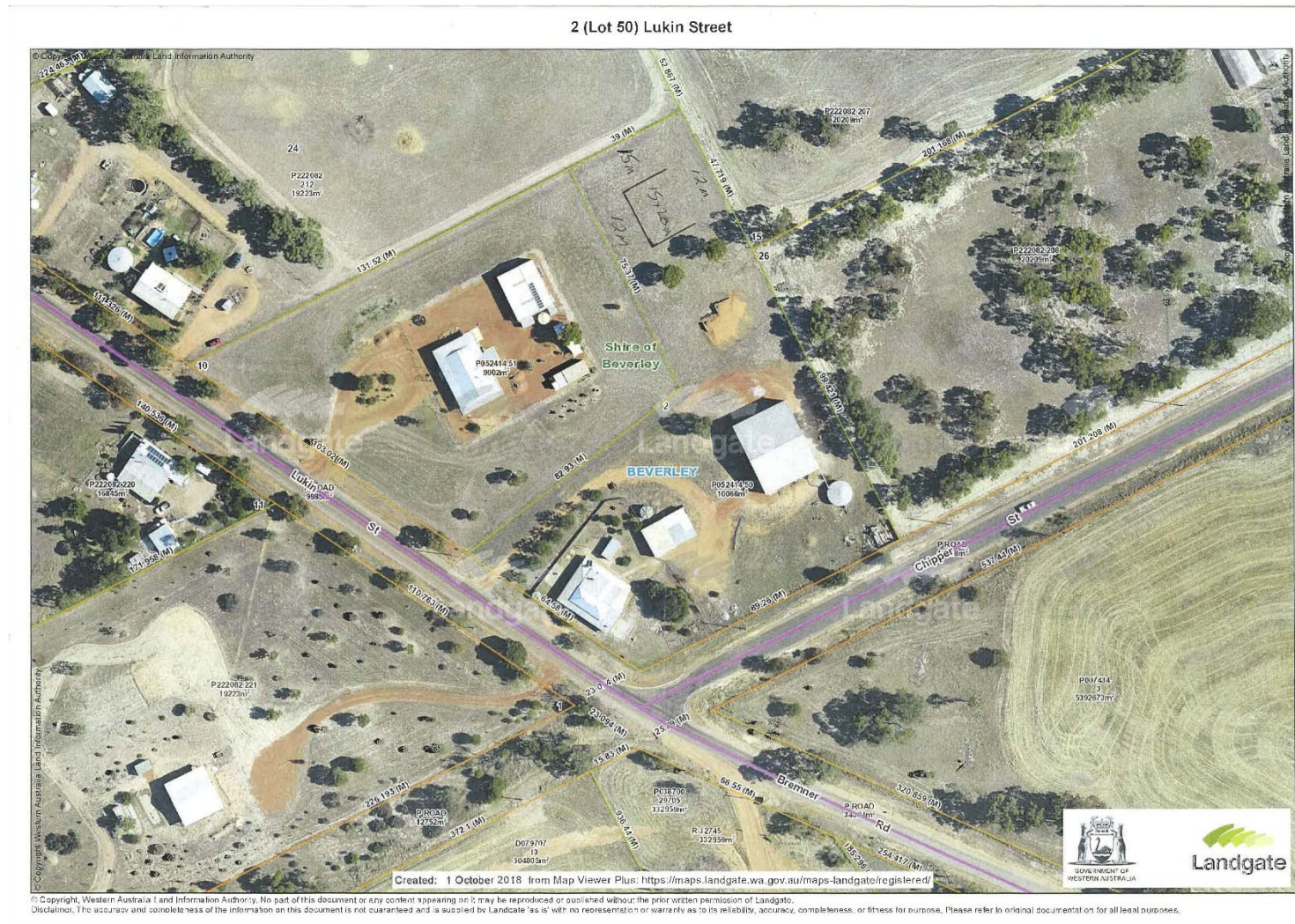
Attachment 9.1

Locality Map - 2 (lot 50) Lukin Street



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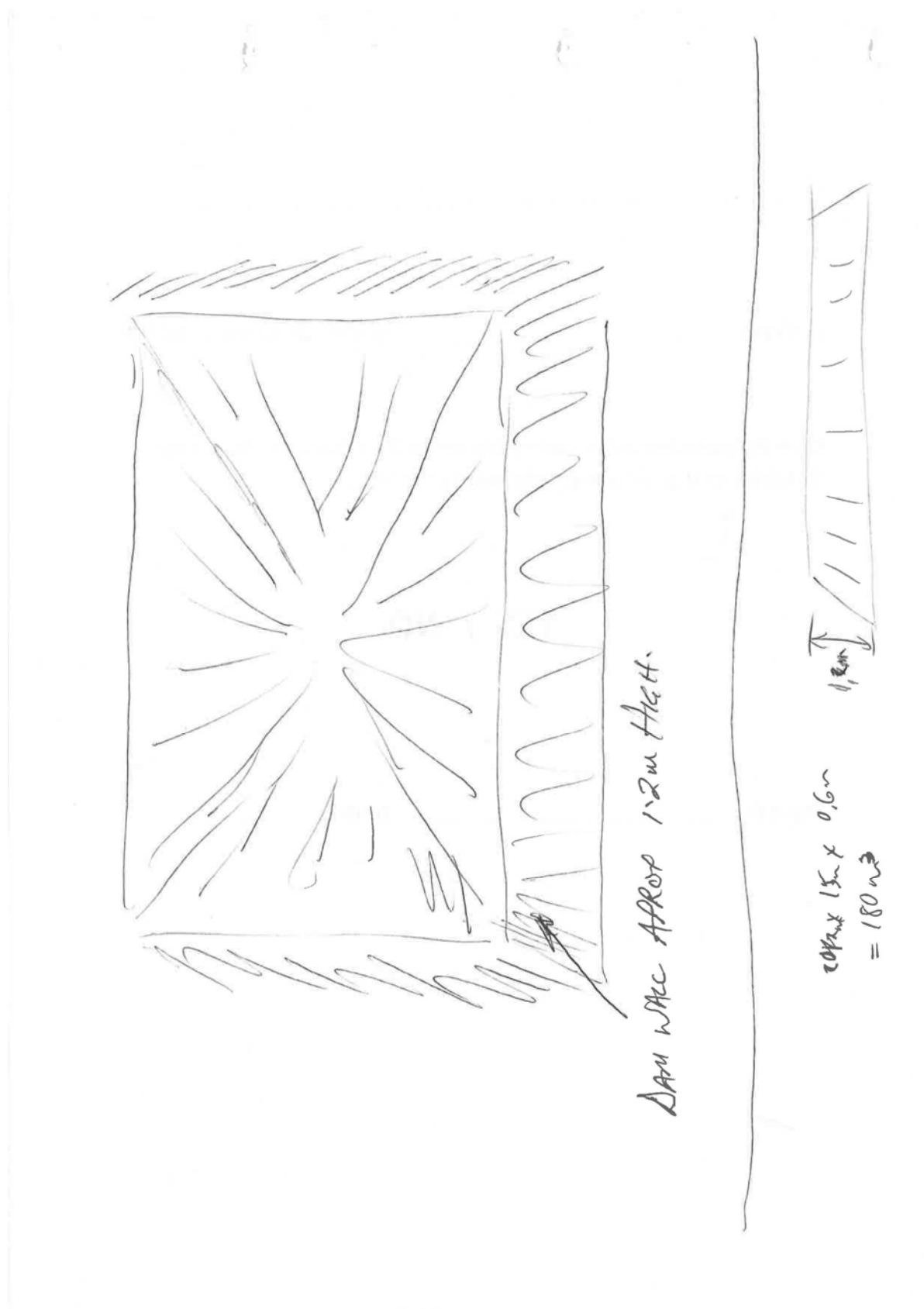
Attachment 9.1



Attachment 9.1



Attachment 9.1



Attachment 9.1

I Jay Raymond Tyler

SHIRE OF BEVERLEY		
15 OCT 2018		
FILE REF: <u>LUKST1164</u>		
<input type="checkbox"/> CEO	<input type="checkbox"/> SP	<input type="checkbox"/> CESM
<input type="checkbox"/> DICEO	<input type="checkbox"/> BS	<input type="checkbox"/> MO
<input type="checkbox"/> MOW	<input type="checkbox"/> EHO	<input type="checkbox"/>

Address: 15 Kucereson Street, Beverley. WA6304

Give my permission for Danny Gibson of 2 Lukin Street Beverley WA6304 to sink a Dam on adjoining property.

YES / NO

Signed: Jay Tyler Date: 4.10.2018

I Steve Adams

SHIRE OF BEVERLEY		
15 OCT 2018		
FILE REF: <u>LUKST1164</u>		
<input type="checkbox"/> CEO	<input type="checkbox"/> SP	<input type="checkbox"/> CESM
<input type="checkbox"/> DICEO	<input type="checkbox"/> BS	<input type="checkbox"/> MO
<input type="checkbox"/> MOW	<input type="checkbox"/> EHO	<input type="checkbox"/>

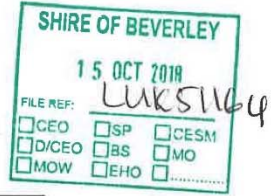
Address: 10 Lukin Street, Beverley. WA6304

Give my permission for Danny Gibson of 2 Lukin Street Beverley WA6304 to sink a Dam on adjoining property.

YES / NO

Signed: SA Date: 3.10.18

Attachment 9.1




MICHAEL P. SMITH + MAUREEN SMITH

Address: 24 LUKIN ST Street, Beverley. WA6304

Give my permission for Danny Gibson of 2 Lukin Street Beverley WA6304 to sink a Dam on adjoining property.

YES / ~~NO~~

Signed:  Date: 4/10/20

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 12 October 2018
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: September 2018 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 30 September 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 2018 Ordinary Meeting, item 11.4.

COMMENT

The monthly financial report for the period ending 30 September 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 2018/19 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 September 2018 be accepted and material variances be noted.

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
30 September 2018**

Description	Budget 2018/19	YTD Budget 2018/19	YTD Actual 2018/19	YTD Variance	Notes To Material Variances
Operating Revenue					
General Purpose Funding	3,238,570.00	2,858,597.00	2,859,357.84	760.84	
Governance	21,600.00	5,600.00	4,026.75	(1,573.25)	
Law, Order & Public Safety	195,361.00	27,916.00	28,984.63	1,068.63	
Health	100.00	0.00	200.00	200.00	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	108,454.00	25,608.00	27,440.50	1,832.50	
Community Amenities	208,624.00	187,840.00	187,389.20	(450.80)	
Recreation & Culture	417,941.00	300,032.00	303,098.14	3,066.14	
Transport	6,289,277.00	486,737.00	565,459.09	78,722.09	MRWA Direct Grant \$44,794 and LGGC Special Bridge Funding \$33,516 greater than anticipated.
Economic Activities	141,750.00	49,809.00	50,193.49	384.49	
Other Property & Services	43,100.00	16,998.00	19,531.58	2,533.58	
Total Operating Revenue	10,664,777.00	3,959,137.00	4,045,681.22	86,544.22	
Operating Expenditure					
General Purpose Funding	(171,297.00)	(35,371.00)	(35,212.11)	158.89	
Governance	(246,521.00)	(60,983.00)	(65,172.23)	(4,189.23)	
Law, Order & Public Safety	(418,479.00)	(90,790.00)	(88,435.09)	2,354.91	
Health	(154,808.00)	(36,516.00)	(32,589.37)	3,926.63	
Education & Welfare	(85,143.00)	(18,134.00)	(18,012.60)	121.40	
Housing	(213,299.00)	(84,485.00)	(81,436.53)	3,048.47	
Community Amenities	(668,992.00)	(150,815.00)	(151,855.37)	(1,040.37)	
Recreation & Culture	(1,429,716.00)	(292,907.00)	(298,747.06)	(5,840.06)	
Transport	(2,704,666.00)	(753,053.00)	(752,664.84)	388.16	
Economic Activities	(509,340.00)	(98,709.00)	(97,867.28)	841.72	
Other Property & Services	(15,106.00)	(3,030.00)	(29,482.24)	(26,452.24)	PWOH/POC Adjustments.
Total Operating Expenditure	(6,617,367.00)	(1,624,793.00)	(1,651,474.72)	(26,681.72)	
Net Operating	4,047,410.00	2,334,344.00	2,394,206.50	59,862.50	
Capital Income					
Self Supporting Loan - Principal Repayment	15,313.00	0.00	0.00	0.00	
Proceeds from Sale of Assets	162,000.00	48,000.00	48,283.64	283.64	
Total Capital Income	177,313.00	48,000.00	48,283.64	283.64	

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
30 September 2018**

Description	Budget 2018/19	YTD Budget 2018/19	YTD Actual 2018/19	YTD Variance	Notes To Material Variances
Capital Expenditure					
Land and Buildings	(852,201.00)	(195,000.00)	(182,981.12)	12,018.88	
Plant and Equipment	(265,000.00)	0.00	0.00	0.00	
Office Furniture and Equipment	(60,000.00)	(17,000.00)	(17,169.00)	(169.00)	
Road Construction	(2,714,578.00)	(24,000.00)	(25,316.18)	(1,316.18)	
Other Infrastructure	(4,015,208.00)	(6,000.00)	(5,498.00)	502.00	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(129,929.00)	(27,233.00)	(27,233.95)	(0.95)	
Total Capital Expenditure	(8,036,916.00)	(269,233.00)	(258,198.25)	11,034.75	
Net Capital	(7,859,603.00)	(221,233.00)	(209,914.61)	11,318.39	
Adjustments					
Depreciation Written Back	2,401,952.00	589,758.00	605,068.29	15,310.29	
Movement in Leave Reserve Cash Balance	0.00	0.00	1,307.00	1,307.00	
Movement in Non-Current Loan Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current SSL Income	0.00	0.00	0.00	0.00	
Movement in Non-Current LSL Provision	0.00	0.00	0.00	0.00	
Movement in Non-Current Deferred Pensioner Rates	0.00	0.00	0.00	0.00	
(Profit)/Loss on Disposal of Assets Written Back	22,000.00	0.00	1,208.22	1,208.22	
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	518,065.00	(15,171.00)	(15,170.68)	0.32	
New Loan Funds	0.00	0.00	0.00	0.00	
Opening Surplus/(Deficit)	870,176.00	870,176.00	870,176.05	0.05	
Total Adjustments	3,812,193.00	1,444,763.00	1,462,588.88	17,825.88	
CLOSING SURPLUS/(DEFICIT)	0.00	3,557,874.00	3,646,880.77	89,006.77	

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 30 September 2018	
Description	YTD Actual 2018/19
Current Assets	
Cash at Bank	643,670.73
Cash - Unrestricted Investments	2,508,571.22
Cash - Restricted Reserves	2,286,416.31
Cash on Hand	300.00
Accounts Receivable	946,301.62
Prepaid Expenses	0.00
Self Supporting Loan - Current	15,312.82
Inventory - Fuel	16,102.18
Total Current Assets	6,416,674.88
Current Liabilities	
Accounts Payable	(250,368.43)
Loan Liability - Current	(102,695.54)
Annual Leave Liability - Current	(168,900.17)
Long Service Leave Liability - Current	(137,233.57)
Doubtful Debts	(108,545.88)
Total Current Liabilities	(767,743.59)
Adjustments	
Less Restricted Reserves	(2,286,416.31)
Less Self Supporting Loan Income	(15,312.82)
Add Leave Reserves - Cash Backed	196,983.07
Add Loan Principal Expense	102,695.54
Total Adjustments	(2,002,050.52)
NET CURRENT ASSETS	3,646,880.77

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING
30 September 2018**

Description	Actual 2017/18	YTD Actual 2018/19	Movement
Current Assets			
Cash and Cash Equivalents	4,161,346.24	5,438,958.26	1,277,612.02
Accounts Receivable	768,606.93	946,301.62	177,694.69
Prepaid Expenses	39,629.21	0.00	(39,629.21)
Self Supporting Loan - Current	15,312.82	15,312.82	0.00
Inventory	9,938.85	16,102.18	6,163.33
Total Current Assets	4,994,834.05	6,416,674.88	1,421,840.83
Current Liabilities			
Accounts Payable	(1,619,096.00)	(250,368.43)	1,368,727.57
Loan Liability - Current	(129,929.49)	(102,695.54)	27,233.95
Annual Leave Liability - Current	(168,900.17)	(168,900.17)	0.00
Long Service Leave Liability - Current	(137,233.57)	(137,233.57)	0.00
Total Current Liabilities	(2,163,705.11)	(767,743.59)	1,395,961.52
Non-Current Assets			
Non-Current Debtors	115,203.39	115,203.39	0.00
Land and Buildings	21,346,251.95	21,349,814.32	3,562.37
Plant and Equipment	1,989,439.36	1,865,249.69	(124,189.67)
Furniture and Equipment	151,597.06	160,240.33	8,643.27
Infrastructure	56,115,882.67	55,804,270.85	(311,611.82)
Self Supporting Loan - Non Current	58,812.12	58,812.12	0.00
Total Non-Current Assets	79,777,186.55	79,353,590.70	(423,595.85)
Non-Current Liabilities			
Loan Liability - Non Current	(1,670,592.01)	(1,670,592.01)	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(21,574.75)	(21,574.75)	0.00
Total Non Current Liabilities	(1,692,166.76)	(1,692,166.76)	0.00
Net Assets	80,916,148.73	83,310,355.23	2,394,206.50
Equity			
Accumulated Surplus	(38,881,645.54)	(41,260,681.36)	(2,379,035.82)
Reserves - Cash Backed	(2,271,245.63)	(2,286,416.31)	(15,170.68)
Reserve - Revaluations	(39,763,257.56)	(39,763,257.56)	0.00
Total Equity	(80,916,148.73)	(83,310,355.23)	(2,394,206.50)

SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE & TYPE FOR THE PERIOD ENDING 30 September 2018		
Description	Budget 2018/19	YTD Actual 2018/19
Income		
Rates	2,669,880.00	2,725,302.06
Operating Grants, Subsidies and Contributions	2,271,419.00	569,523.18
Profit On Asset Disposal	12,000.00	0.00
Service Charges	0.00	0.00
Fees & Charges	523,761.00	269,986.66
Interest Earnings	103,888.00	21,275.78
Other Revenue	60,500.00	17,805.45
Non-Operating Grants, Subsidies and Contributions	9,238,188.00	442,538.16
Total Income by Nature & Type	14,879,636.00	4,046,431.29
Expenditure		
Employee Costs	(2,134,739.00)	(482,958.65)
Materials & Contracts	(1,840,463.00)	(385,830.70)
Utilities	(208,638.00)	(43,944.64)
Depreciation On Non-Current Assets	(1,691,589.00)	(605,068.29)
Interest Expenses	(34,504.00)	1,198.55
Insurance Expenses	(168,227.00)	(114,540.19)
Other Expenditure	(81,975.00)	(23,087.11)
Loss On Asset Disposal	(8,000.00)	(1,208.22)
Loss on Revaluation of Non-Current Assets	0.00	0.00
Total Expenditure by Nature & Type	(6,168,135.00)	(1,655,439.25)
Allocations		
Reallocation Codes Expenditure	421,192.00	3,214.46
Reallocation Codes Income	0.00	0.00
Total Allocations	421,192.00	3,214.46
Net Operating by Nature & Type	9,132,693.00	2,394,206.50

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 September 2018**

Job #	Job Description	YTD Actual 2018/19
	Rural Road Maintenance	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	3,791.60
RR002	Athol Rd (RoadID: 26) (Maintenance)	3,452.03
RR003	Avoca Rd (RoadID: 98) (Maintenance)	731.05
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	6,251.94
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	0.00
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	3,421.82
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	6,965.75
RR008	Barrington Rd (RoadID: 13) (Maintenance)	3,464.09
RR009	Batemans Rd (RoadID: 78) (Maintenance)	0.00
RR010	Batys Rd (RoadID: 60) (Maintenance)	2,899.66
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	461.88
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	1,073.71
RR013	Beringer Rd (RoadID: 29) (Maintenance)	9,305.49
RR014	Bethany Rd (RoadID: 148) (Maintenance)	538.59
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	0.00
RR017	Bremner Rd (RoadID: 6) (Maintenance)	4,744.86
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	742.23
RR019	Bushhill Road (RoadID: 183) (Maintenance)	170.00
RR020	Butchers Rd (RoadID: 20) (Maintenance)	3,111.77
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	177.25
RR022	Carrs Rd (RoadID: 47) (Maintenance)	1,390.39
RR023	Cattle Station Road (RoadID: 181) (Maintenance)	177.25
RR024	Caudle Rd (RoadID: 140) (Maintenance)	806.60
RR025	Chocolate Hills Rd (RoadID: 138) (Maintenance)	354.41
RR026	Clulows Rd (RoadID: 16) (Maintenance)	14,963.80
RR027	Collins Rd (RoadID: 66) (Maintenance)	1,386.72
RR028	Cookes Rd (RoadID: 61) (Maintenance)	945.31
RR029	Corberding Rd (RoadID: 43) (Maintenance)	3,254.47
RR030	County Peak Rd (RoadID: 96) (Maintenance)	0.00
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	4,022.05
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	3,146.05
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	1,145.71
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	7,955.27
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	7,843.67
RR036	Drapers Rd (RoadID: 79) (Maintenance)	843.63
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	1,791.69
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	22,455.16
RR039	Ewert Rd (RoadID: 27) (Maintenance)	3,383.01

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 September 2018**

Job #	Job Description	YTD Actual 2018/19
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	387.69
RR041	Fishers Rd (RoadID: 75) (Maintenance)	580.45
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	2,767.38
RR043	Gors Rd (RoadID: 30) (Maintenance)	0.00
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	526.01
RR045	Heals Rd (RoadID: 95) (Maintenance)	3,313.16
RR046	Hills Rd (RoadID: 76) (Maintenance)	1,372.62
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	1,583.29
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	149.58
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	12,159.14
RR050	Jas Rd (Maintenance)	393.96
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	718.70
RR052	Jones Rd (RoadID: 48) (Maintenance)	2,012.30
RR053	K1 Rd (RoadID: 85) (Maintenance)	2,486.07
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	0.00
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	2,651.36
RR057	Kilpatricks Rd (RoadID: 74) (Maintenance)	901.07
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	6,060.79
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	4,067.05
RR060	Lennard Rd (RoadID: 58) (Maintenance)	1,427.78
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	209.90
RR062	Luptons Rd (RoadID: 22) (Maintenance)	5,971.30
RR063	Maitland Rd (RoadID: 39) (Maintenance)	3,120.15
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	1,351.93
RR065	Manns Rd (RoadID: 59) (Maintenance)	582.83
RR066	Manuels Rd (RoadID: 37) (Maintenance)	3,824.66
RR067	Mawson Rd (RoadID: 100) (Maintenance)	459.70
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	797.52
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	3,866.63
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	400.77
RR071	Mclean Rd (RoadID: 84) (Maintenance)	240.45
RR072	Millers Rd (RoadID: 49) (Maintenance)	6,563.79
RR073	Mills Rd (RoadID: 80) (Maintenance)	876.09
RR074	Morbinning Rd (RoadID: 1) (Maintenance)	12,177.07
RR075	Murrays Rd (RoadID: 71) (Maintenance)	2,019.17
RR076	Negus Rd (RoadID: 50) (Maintenance)	819.05
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	326.79
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	4,438.35
RR079	Patten Rd (RoadID: 53) (Maintenance)	1,058.43

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
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Job #	Job Description	YTD Actual 2018/19
RR080	Petchells Rd (RoadID: 38) (Maintenance)	2,616.96
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	0.00
RR082	Pike Rd (RoadID: 45) (Maintenance)	2,370.06
RR083	Potts Rd (RoadID: 14) (Maintenance)	1,005.20
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	1,935.52
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	0.00
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	0.00
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	200.40
RR088	Rigoll Rd (RoadID: 157) (Maintenance)	1,431.52
RR089	Rogers Rd (RoadID: 62) (Maintenance)	1,107.42
RR090	Rossi Rd (RoadID: 156) (Maintenance)	468.93
RR091	Rumble Rd (Maintenance)	660.61
RR092	Schillings Rd (RoadID: 65) (Maintenance)	645.38
RR093	Shaw Rd (RoadID: 184) (Maintenance)	1,528.14
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	660.61
RR095	Simmons Rd (RoadID: 101) (Maintenance)	1,782.67
RR096	Sims Rd (RoadID: 155) (Maintenance)	0.00
RR097	Ski Rd (RoadID: 83) (Maintenance)	424.91
RR098	Smith Rd (RoadID: 72) (Maintenance)	3,198.06
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	1,180.23
RR100	Spavens Rd (RoadID: 44) (Maintenance)	0.00
RR101	Springhill Rd (RoadID: 23) (Maintenance)	2,444.31
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	330.30
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	0.00
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	2,138.35
RR105	Thomas Rd (RoadID: 31) (Maintenance)	194.15
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	2,529.36
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	257.58
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	5,067.29
RR109	Walgy Rd (RoadID: 42) (Maintenance)	0.00
RR110	Walkers Rd (RoadID: 86) (Maintenance)	170.00
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	904.86
RR112	Warradale Rd (RoadID: 67) (Maintenance)	2,857.03
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	6,441.26
RR114	Westdale Rd (RoadID: 166) (Maintenance)	11,051.93
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	655.12
RR116	Woods Rd (RoadID: 68) (Maintenance)	0.00
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	659.42
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	0.00
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	10,093.00

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 September 2018**

Job #	Job Description	YTD Actual 2018/19
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	3,195.82
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR777	Contract Road Side Spraying	24,340.91
RR888	Tree Lopping - Rural Roads (Maintenance)	6,120.00
RR999	Rural Roads Various (Maintenance)	32,260.99
WANDRRA	Disaster Recovery Works	0.00
Sub Total	Rural Road Maintenance	352,760.19
	Town Street Maintenance	
TS001	Barnsley St (RoadID: 162) (Maintenance)	0.00
TS002	Bartram St (RoadID: 114) (Maintenance)	175.58
TS003	Brockman St (RoadID: 129) (Maintenance)	0.00
TS004	Brooking St (RoadID: 122) (Maintenance)	0.00
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)	77.20
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	338.30
TS011	Delisle St (RoadID: 120) (Maintenance)	73.13
TS012	Dempster St (RoadID: 111) (Maintenance)	0.00
TS013	Duffield St (RoadID: 160) (Maintenance)	442.84
TS014	Edward St (RoadID: 107) (Maintenance)	93.20
TS015	Elizabeth St (RoadID: 131) (Maintenance)	0.00
TS016	Ernest Drv (RoadID: 135) (Maintenance)	0.00
TS017	Forrest St (RoadID: 103) (Maintenance)	367.27
TS018	George St North (RoadID: 161) (Maintenance)	0.00
TS019	George St South (RoadID: 145) (Maintenance)	0.00
TS020	Grigson St (RoadID: 172) (Maintenance)	0.00
TS021	Hamersley St (RoadID: 130) (Maintenance)	0.00
TS022	Harper St (RoadID: 109) (Maintenance)	0.00
TS023	Hope St (RoadID: 115) (Maintenance)	127.05
TS024	Hopkin St (RoadID: 128) (Maintenance)	0.00
TS025	Horley St (RoadID: 127) (Maintenance)	0.00
TS026	Hunt Rd (Maintenance)	1,165.03
TS027	Husking St (RoadID: 117) (Maintenance)	0.00
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	447.49
TS030	Langsford St (RoadID: 152) (Maintenance)	0.00

SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 30 September 2018		
Job #	Job Description	YTD Actual 2018/19
TS031	Lennard St (RoadID: 113) (Maintenance)	0.00
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00
TS033	Lukin St (RoadID: 104) (Maintenance)	0.00
TS034	Mcneil St (RoadID: 141) (Maintenance)	112.94
TS035	Monger St (RoadID: 116) (Maintenance)	0.00
TS036	Morrison St (RoadID: 112) (Maintenance)	93.20
TS037	Nicholas St (RoadID: 123) (Maintenance)	0.00
TS038	Prior Pl (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	222.62
TS040	Railway Pde (RoadID: 147) (Maintenance)	0.00
TS041	Railway St (RoadID: 146) (Maintenance)	0.00
TS042	Richardson St (RoadID: 124) (Maintenance)	0.00
TS043	Seabrook St (RoadID: 118) (Maintenance)	0.00
TS044	Sewell St (RoadID: 119) (Maintenance)	0.00
TS045	Shed St (RoadID: 136) (Maintenance)	0.00
TS046	Short St (RoadID: 121) (Maintenance)	0.00
TS047	Smith St (RoadID: 108) (Maintenance)	0.00
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	2,105.87
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	0.00
TS888	Tree Lopping - Town Streets (Maintenance)	0.00
TS999	Town Streets Various (Maintenance)	4,771.22
Sub Total	Town Streets Maintenance	10,612.94
Total	Road Maintenance	363,373.13

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 30 September 2018						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
2654398	Reserve Funds Bendigo					
	Long Service Leave	63,026.75				
	Office Equipment	21,493.59				
	Airfield Emergency	38,428.56				
	Plant	478,834.80				
	Bush Fire Fighters	123,967.22				
	Building	414,604.07				
	Recreation Ground	406,891.08				
	Cropping Committee	102,217.73				
	Avon River Development	24,916.67				
	Annual Leave	133,956.32				
	Community Bus	32,870.38				
	Road Construction	377,304.37				
	Senior Housing	67,904.77	2,286,416.31	4 mnths	2.60%	21/01/2019
9778-24193	Term Deposit ANZ	408,571.22		3 mnths	2.20%	22/11/2018
9191-01253	Term Deposit ANZ	400,000.00		3 mnths	2.40%	10/12/2018
2737987	Term Deposit Bendigo	400,000.00		4 mnths	2.60%	11/01/2019
2737988	Term Deposit Bendigo	400,000.00		5 mnths	2.60%	12/02/2019
2737989	Term Deposit Bendigo	500,000.00		6 mnths	2.65%	12/03/2019
2747166	Term Deposit Bendigo	400,000.00	2,508,571.22	6 mnths	2.65%	20/03/2019
	Total		2,286,416.31			

11.2 Accounts Paid by Authority

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 17 October 2018
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: September 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 September 2018

COMMENT

Unless otherwise identified, all payments have been made in accordance with Council's 2018/19 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 2018/19 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

September 2018:

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

Cheque vouchers

04 September 18	1685-1685	(1)	\$	5,512.00	(authorised by CEO S Gollan and DCEO S Marshall)
11 September 18	1686-1686	(1)	\$	1,426.95	(authorised by CEO S Gollan and DCEO S Marshall)
20 September 18	1688-1689	(2)	\$	19,982.36	(authorised by DCEO S Marshall and Cr D White)
Total of cheque vouchers for September 2018 incl				\$ 26,921.31	previously paid

EFT vouchers

06 September 18	EFT 1-40	(40)	\$	53,453.75	(authorised by CEO S Gollan and DCEO S Marshall)
10 September 18	EFT 3941-3966	(26)	\$	114,919.28	(authorised by CEO S Gollan and DCEO S Marshall)
12 September 18	EFT 3968-3968	(1)	\$	1,300,000.00	(authorised by CEO S Gollan and DCEO S Marshall)
17 September 18	EFT 3969-3971	(3)	\$	12,548.72	(authorised by CEO S Gollan and DCEO S Marshall)
18 September 18	EFT 3967-3967	(1)	\$	8,945.85	(authorised by CEO S Gollan and DCEO S Marshall)
18 September 18	EFT 1-41	(41)	\$	53,691.36	(authorised by CEO S Gollan and DCEO S Marshall)
20 September 18	EFT 3973-3980	(8)	\$	48,991.47	(authorised by DCEO S Marshall and Cr D White)
21 September 18	EFT 3981-3981	(1)	\$	400,000.00	(authorised by Dep Pres C Pepper and Cr D White)
27 September 18	EFT 3983-4019	(37)	\$	156,464.49	(authorised by CEO S Gollan and Dep Pres C Pepper)
28 September 18	EFT 4022-4024	(3)	\$	10,741.00	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for September 2018 incl				\$ 2,159,755.92	previously paid.

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

Cheque vouchers

11 September 18	1501-1501	(1)	\$	200.00	(authorised by CEO S Gollan and DCEO S Marshall)
Total of cheque vouchers for September 2018 incl				\$ 200.00	previously paid.

EFT vouchers

11 September 18	EFT 3939-3940	(2)	\$	250.00	(authorised by CEO S Gollan and DCEO S Marshall)
17 September 18	EFT 3972-3972	(1)	\$	8,585.48	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for September 2018 incl				\$ 8,835.48	previously paid.

(3) **Direct Debit** Payments totalling \$ 69,776.18 previously paid.

(4) **Credit Card** Payments totalling \$ 8,894.69 previously paid.

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1685	04-Sep-2018	ATO - Australian Tax Office	2018-07 Jul BAS Obligation	(5,512.00)	(5,512.00)
Cheque #	1686	11-Sep-2018	Telstra	2018-09 Sep Telephone Accounts	(1,426.95)	(1,426.95)
Cheque #	1688	20-Sep-2018	ATO - Australian Tax Office	2018-08 Aug BAS Obligation	(19,938.00)	
Cheque #	1689	20-Sep-2018	Water Corporation	Water use - Mens Shed (Vincent St) - Service Fees: Sep - Oct 18	(44.36)	(19,982.36)
EFT Pymt	EFT 3941	11-Sep-2018	Abco Products P/L	Various buildings: Cleaning Products	(1,594.82)	
EFT Pymt	EFT 3942	11-Sep-2018	Australia Post	2018-08 Aug 18 Postage	(1,549.77)	
EFT Pymt	EFT 3943	11-Sep-2018	Avon Waste	1,995 Bin Collection FE 17 Aug 18 inc Recycling Bins & 1 x Recycling Collection	(4,428.39)	
EFT Pymt	EFT 3944	11-Sep-2018	BOC Limited	2018-07 Jul - Cylinder Rental: Medical oxygen C size	(12.04)	
EFT Pymt	EFT 3945	11-Sep-2018	Beverly Electrical Services (BES)	Various buildings: Electrical Works	(23,175.73)	
EFT Pymt	EFT 3946	11-Sep-2018	Beverly Post News and Gifts	2018-08 Aug 18 Newsagency Purchases	(65.00)	
EFT Pymt	EFT 3947	11-Sep-2018	Building Commission (BSL)	Aug 18 Collections x 7 (Lics 18/19: 02, 07, 08, 09, 10, 11, 12)	(458.20)	
EFT Pymt	EFT 3948	11-Sep-2018	Bunnings Building Supplies P/L	Various: Hardware Supplies	(279.04)	
EFT Pymt	EFT 3949	11-Sep-2018	CTF - Construction Training Fund (BCTIF)	Aug 18 Collections x 2 (Lics 18/19: 11, 12)	(231.50)	
EFT Pymt	EFT 3950	11-Sep-2018	Focus Networks	Computer Support: Microsoft Server 2016 & Aug 18 Computer Support	(2,179.54)	
EFT Pymt	EFT 3951	11-Sep-2018	IT Vision	2018/19 Annual License Fees - Synergy Soft	(23,349.26)	
EFT Pymt	EFT 3952	11-Sep-2018	J & K Hopkins P/L	Asset 12014 (LB1601) Cornerstone Bldg: Furniture Fit Out	(9,008.00)	
EFT Pymt	EFT 3953	11-Sep-2018	JR & A Hersey P/L	Various supplies	(628.10)	
EFT Pymt	EFT 3954	11-Sep-2018	Jason Signmakers	Westdale Fire Shed: Signage	(324.50)	
EFT Pymt	EFT 3955	11-Sep-2018	LGRCEU - Loc Gov Racing & Cem Emp Union	Payroll deductions	(41.00)	
EFT Pymt	EFT 3956	11-Sep-2018	Little Eco Hill	Various Rds: Maintenance grading, 131 hrs 02 - 30 Aug 18	(24,497.00)	
EFT Pymt	EFT 3957	11-Sep-2018	MAL Automotives P/L	BE035 (PUTE11): Wheel alignment	(99.00)	
EFT Pymt	EFT 3958	11-Sep-2018	Michael Wilson	2018-09 Sep: Photocopying & Delivery of the Blarney	(250.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 3959	11-Sep-2018	Office Line	AS12014 (LB1601) Cornerstone: Furniture fit out	(16,184.30)	
EFT Pymt	EFT 3960	11-Sep-2018	PCS - Perfect Computer Solutions	Medical Practice: Computer Support - Aug 2018	(297.50)	
EFT Pymt	EFT 3961	11-Sep-2018	Practical Products P/L	AS12014 (LB1601) Cornerstone - Fit out of whitegoods	(4,092.00)	
EFT Pymt	EFT 3962	11-Sep-2018	QCA - Quick Corporate Australia	Stationery Order: Aug 18 #01	(566.09)	
EFT Pymt	EFT 3963	11-Sep-2018	Staff - Simon Marshall	Reimbursement: Materials for 6 Barnsley St	(513.50)	
EFT Pymt	EFT 3964	11-Sep-2018	Toll Ipec P/L (Courier Aust)	Freight Charges: 24 Aug - 04 Sep 2018	(64.25)	
EFT Pymt	EFT 3965	11-Sep-2018	Total Tools Midland	Depot Maintenance: Materials	(423.00)	
EFT Pymt	EFT 3966	11-Sep-2018	WA Contract Ranger Services	Ranger Services: 15 - 24 Aug 2018	(607.75)	(114,919.28)
EFT Pymt	EFT 3967	18-Sep-2018	Synergy	2018-09 Sep Electricity Accounts	(8,945.85)	(8,945.85)
EFT Pymt	EFT 3969	17-Sep-2018	Beverley Dome Fuel & Hire (BDF)	5,999 L Diesel @ \$1.5010/L GST incl	(9,004.49)	
EFT Pymt	EFT 3970	17-Sep-2018	Staff - Leslie Colin Boyle	50% Reimbursement for MVL 2018/19	(22.03)	
EFT Pymt	EFT 3971	17-Sep-2018	Staff - Simon Marshall	Reimbursement: Bev Cornerstone Bldg Fit Out	(3,522.20)	(12,548.72)
EFT Pymt	EFT 3973	20-Sep-2018	Dept of Fire & Emergency Services (DFES)	18/19 ESL (Option B) 1st Quarterly Payment	(35,179.17)	
EFT Pymt	EFT 3974	20-Sep-2018	Isweep Town & Country	Town Street Sweeping: 17 - 18 Aug 2018	(2,598.75)	
EFT Pymt	EFT 3975	20-Sep-2018	Jason Signmakers	Private Works: Custom street blade	(148.50)	
EFT Pymt	EFT 3976	20-Sep-2018	LGRCEU - Loc Gov Racing & Cem Emp Union	Payroll deductions	(41.00)	
EFT Pymt	EFT 3977	20-Sep-2018	Life Time Wise	Ageing Workforce Strategy: Professional Fees for 4 employees, 50% payment	(2,288.00)	
EFT Pymt	EFT 3978	20-Sep-2018	Old School Mechanical	Road broom (PSP03): Repairs	(209.00)	
EFT Pymt	EFT 3979	20-Sep-2018	WA Contract Ranger Services	Ranger Services: 31 Aug & 06 Sep 2018	(584.37)	
EFT Pymt	EFT 3980	20-Sep-2018	WA Treasury Corporation	Loan 119 (S/water Collection Dams): DEB 09 of 20 Payments - Sep 18	(7,942.68)	(48,991.47)
EFT Pymt	EFT 3983	27-Sep-2018	AMD Chartered Accountants	2017/18 Acquittal Audit of Building Better Regions Funding	(715.00)	
EFT Pymt	EFT 3984	27-Sep-2018	Air and Power	Sundry Plant (PSP99): Scheduled service on air compressor	(424.60)	
EFT Pymt	EFT 3985	27-Sep-2018	Allington Agri	Contract Road Side Spraying	(26,775.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 3986	27-Sep-2018	Annabelle Cindy Purser	Rates refund (overpayment) for Ass 51129 - L105 Patten Rd, Kokeby 6304	(109.46)	
EFT Pymt	EFT 3987	27-Sep-2018	Anthony Shane Negus	Rates refund (overpayment) for Ass 557 - 2 Nicholas St, Beverley 6304	(98.59)	
EFT Pymt	EFT 3988	27-Sep-2018	AusQ Training	Traffic Management Plan	(1,600.50)	
EFT Pymt	EFT 3989	27-Sep-2018	Avon Blinds	AS12014 - Cornerstone Bldg & AS12003 - 6 Barnsley St: Blinds for kitchen area	(502.70)	
EFT Pymt	EFT 3990	27-Sep-2018	Avon Express	AS12014 (LB1601) - Cornerstone Bldg: Freight on whitegoods	(385.00)	
EFT Pymt	EFT 3991	27-Sep-2018	Avon Trading Pty Ltd	2018-08 Aug Hardware Purchases	(1,331.14)	
EFT Pymt	EFT 3992	27-Sep-2018	Avon Waste	1,995 Bin Collection FE 14 Sep 18 inc Recycling Bins & 1 x Recycling Collection	(4,428.39)	
EFT Pymt	EFT 3993	27-Sep-2018	Beverley Community Resource Centre (CRC)	2018-09 Sep (Ed 407): Blarney Compilation for Production	(1,000.00)	
EFT Pymt	EFT 3994	27-Sep-2018	Beverley Country Kitchen (BCK)	Council Meet - 28 Aug 2018 & Road Inspection 11 Sep 2018: Refreshments	(516.00)	
EFT Pymt	EFT 3995	27-Sep-2018	Beverley Electrical Services (BES)	Hunt Rd Village Units 1-10: Smoke Alarms	(935.00)	
EFT Pymt	EFT 3996	27-Sep-2018	Beverley Farm Services (BFS)	Weed Control: Chemicals	(325.05)	
EFT Pymt	EFT 3997	27-Sep-2018	Beverley Steel Fabrication (Hydraboom)	BE004 (PLDR02): Repairs	(17.88)	
EFT Pymt	EFT 3998	27-Sep-2018	Beverley Supermarket & Liquor (IGA)	2018-08 Aug 18 Purchases	(448.54)	
EFT Pymt	EFT 3999	27-Sep-2018	Beverley Tyre Service (BTS)	2018-08 Aug 18 Tyre Purchases	(1,785.00)	
EFT Pymt	EFT 4000	27-Sep-2018	Christene Margaret Hart	Rates refund (overpayment) for Ass1501 - 265 Dalebin North Rd, Westdale 6304	(43.06)	
EFT Pymt	EFT 4001	27-Sep-2018	Conplant P/L	RR999: Hire of multi-tyre roller - Aug 2018	(5,247.00)	
EFT Pymt	EFT 4002	27-Sep-2018	E & MJ Rosher P/L	BE423 (PMOW02): Parts	(297.00)	
EFT Pymt	EFT 4003	27-Sep-2018	Hitsert Contracting	Footpath Renewal: Forrest St & ANZAC Lane	(4,837.80)	
EFT Pymt	EFT 4004	27-Sep-2018	Jason Signmakers	AS12014 (LB1601) Cornerstone bldg: Toilet Signage	(218.90)	
EFT Pymt	EFT 4005	27-Sep-2018	Little Eco Hill	Various Rds: Maintenance grading, 63.50 hrs 03 - 14 Sep 18	(11,874.50)	
EFT Pymt	EFT 4006	27-Sep-2018	MAL Automotives P/L	BE000 (PUTE06): 147,000km Service	(1,475.82)	
EFT Pymt	EFT 4007	27-Sep-2018	McLeods Barristers and Solicitors	Bev Rec Grnds: Subdivisional Documentation	(4,412.05)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 4008	27-Sep-2018	RJ Jas - All Mechanical & Electronics (Richard Jas)	Various: Parts & Repairs	(3,015.45)	
EFT Pymt	EFT 4009	27-Sep-2018	Remote Industrial Training Services P/L	Sep 2018 Testing of RCDs, Exit Lights & Equipment	(3,731.75)	
EFT Pymt	EFT 4010	27-Sep-2018	Road Seal (WA) Pty Ltd	Bremner Rd Bridge (BM3206): Pavement reinstatement	(8,470.00)	
EFT Pymt	EFT 4011	27-Sep-2018	Staff - Stefan de Beer	Reimbursement: Aug - Sep 2018 Landline and internet costs	(218.42)	
EFT Pymt	EFT 4012	27-Sep-2018	State Library of WA (LISWA)	2018-19 Annual fee for Lost & Damaged Public Library Materials	(220.00)	
EFT Pymt	EFT 4013	27-Sep-2018	Synergy	2018-09 Sep Self Read accts & Caravan Park	(6,652.25)	
EFT Pymt	EFT 4014	27-Sep-2018	Toll Ipec P/L (Courier Aust)	Freight Charges: 03 - 14 Sep 2018	(180.96)	
EFT Pymt	EFT 4015	27-Sep-2018	Toyota Finance	BRMP Vehicle Loan 12 of 12 Payments (1GIS 085)	(43,000.00)	
EFT Pymt	EFT 4016	27-Sep-2018	Unique Strokes WA	Town Hall: Painting of outside eaves	(520.00)	
EFT Pymt	EFT 4017	27-Sep-2018	WALGA - WA Loc Gov Assoc	WALGA Convention 01 - 03 Aug 2018: CEO S Gollan, Pres D Ridgway, Cr S Martin, Cr P Gogol, Cr T Seed	(8,487.00)	
EFT Pymt	EFT 4018	27-Sep-2018	Wetdeck Pools	Swim Pool: Bowl Integrity Testing	(12,100.00)	
EFT Pymt	EFT 4019	27-Sep-2018	ZircoData Pty Ltd	2018-08 Aug: Storage of Archives - 141 x A1 boxes	(64.68)	(156,464.49)
EFT Pymt	EFT 4022	28-Sep-2018	Beverley Dome Fuel & Hire (BDF)	4,000 L Diesel @ \$1.4995 GST incl	(5,998.00)	
EFT Pymt	EFT 4023	28-Sep-2018	CCZ WALGA (Central Country Zone)	2018/19 Annual subscription	(4,158.00)	
EFT Pymt	EFT 4024	28-Sep-2018	Staff - Simon Marshall	AS12003 (LBN1902) - 6 Barnsley St: Whitegoods	(585.00)	(10,741.00)
Direct Debit	DD 1849.1	04-Sep-2018	Superwrap - Personal Super Plan	Superannuation contributions	(925.79)	
Direct Debit	DD 1849.2	04-Sep-2018	WA Super	Payroll deductions	(6,482.85)	
Direct Debit	DD 1849.3	04-Sep-2018	BT Super For Life	Superannuation contributions	(358.99)	
Direct Debit	DD 1849.4	04-Sep-2018	MLC MasterKey Personal Super	Superannuation contributions	(91.20)	
Direct Debit	DD 1849.5	04-Sep-2018	REST	Superannuation contributions	(171.87)	
Direct Debit	DD 1849.6	04-Sep-2018	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(215.39)	
Direct Debit	DD 1849.7	04-Sep-2018	Cbus Super Fund	Superannuation contributions	(195.84)	(8,441.93)

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	DD 1872.1	18-Sep-2018	Superwrap - Personal Super Plan	Superannuation contributions	(864.99)	
Direct Debit	DD 1872.2	18-Sep-2018	WA Super	Payroll deductions	(6,493.58)	
Direct Debit	DD 1872.3	18-Sep-2018	BT Super For Life	Superannuation contributions	(358.99)	
Direct Debit	DD 1872.4	18-Sep-2018	MLC MasterKey Personal Super	Superannuation contributions	(91.20)	
Direct Debit	DD 1872.5	18-Sep-2018	REST	Superannuation contributions	(171.87)	
Direct Debit	DD 1872.6	18-Sep-2018	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(215.39)	
Direct Debit	DD 1872.7	18-Sep-2018	Cbus Super Fund	Superannuation contributions	(179.09)	
Direct Debit	DD 1872.8	18-Sep-2018	AMP Lifetime Super	Superannuation contributions	(79.30)	(8,454.41)
Direct Debit	37	03-Sep-2018	3 - Payments for DOT	Payments for DOT	(2,530.75)	
Direct Debit	37	10-Sep-2018	4 - Payments for DOT	Payments for DOT	(1,201.15)	
Direct Debit	37	12-Sep-2018	5 - Payments for DOT	Payments for DOT	(1,502.30)	
Direct Debit	37	11-Sep-2018	6 - Payments for DOT	Payments for DOT	(1,468.00)	
Direct Debit	37	13-Sep-2018	7 - Payments for DOT	Payments for DOT	(1,143.30)	
Direct Debit	37	17-Sep-2018	8 - Payments for DOT	Payments for DOT	(1,270.80)	
Direct Debit	37	14-Sep-2018	9 - Payments for DOT	Payments for DOT	(4,613.85)	
Direct Debit	37	18-Sep-2018	10 - Payments for DOT	Payments for DOT	(1,902.15)	
Direct Debit	37	19-Sep-2018	11 - Payments for DOT	Payments for DOT	(3,881.60)	
Direct Debit	37	20-Sep-2018	12 - Payments for DOT	Payments for DOT	(3,625.30)	
Direct Debit	37	21-Sep-2018	13 - Payments for DOT	Payments for DOT	(4,716.20)	
Direct Debit	37	25-Sep-2018	14 - Payments for DOT	Payments for DOT	(2,500.50)	
Direct Debit	37	26-Sep-2018	15 - Payments for DOT	Payments for DOT	(1,972.65)	
Direct Debit	37	27-Sep-2018	16 - Payments for DOT	Payments for DOT	(3,423.85)	
Direct Debit	37	28-Sep-2018	17 - Payments for DOT	Payments for DOT	(2,539.85)	
Direct Debit	37	04-Sep-2018	18 - Payments for DOT	Payments for DOT	(4,620.45)	
Direct Debit	37	05-Sep-2018	19 - Payments for DOT	Payments for DOT	(909.35)	
Direct Debit	37	06-Sep-2018	20 - Payments for DOT	Payments for DOT	(4,663.35)	
Direct Debit	37	07-Sep-2018	3 - Payments for DOT	Payments for DOT	(2,631.90)	(51,117.30)

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	37	03-Sep-2018	6 - Westnet Payments	Westnet Payments	(66.00)	(66.00)
Direct Debit	37	03-Sep-2018	7 - CBA Merchant Fee	CBA Merchant Fee	(1,581.84)	(1,581.84)
Direct Debit	37	05-Sep-2018	8 - ANZ Transactive Fee	ANZ Transactive Fee	(114.70)	(114.70)
Direct Debit	EFT 3982	24-Sep-2018	Credit Card - Shire of Beverley	August 2018 Purchases	(8,894.69)	(8,894.69)
PAYMENTS RAISED IN CURRENT MONTH					(458,202.99)	(458,202.99)
WAGES & SALARIES						
EFT Pymt		06-Sep-2018	Wages & Salaries	FE - 04 Sep 2018	(53,453.75)	
EFT Pymt		20-Sep-2018	Wages & Salaries	FE - 18 Sep 2018	(53,691.36)	
WAGES & SALARIES					(107,145.11)	(107,145.11)
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						
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					0.00	0.00
TRANSFERS to TRUST						
TRANSFERS to TRUST					0.00	0.00
OTHER AMENDMENTS/GENERAL JOURNALS						
Adjustment		04-Sep-2018	ANZ Bank	Dishonoured cheque re Deposit 04 Sep 2018	(1,010.60)	
OTHER AMENDMENTS/GENERAL JOURNALS					(1,010.60)	(1,010.60)
INVESTMENTS						
Investment		12-Sep-2018	ANZ Term Deposit	Funds transfer for investment	(400,000.00)	
Investment		12-Sep-2018	Bendigo and Adelaide Bank	Funds transfer for investment	(400,000.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Investment		12-Sep-2018	Bendigo and Adelaide Bank	Funds transfer for investment	(400,000.00)	
Investment		12-Sep-2018	Bendigo and Adelaide Bank	Funds transfer for investment	(500,000.00)	
Investment		21-Sep-2018	Bendigo and Adelaide Bank	Funds transfer for investment	(400,000.00)	
INVESTMENTS					(2,100,000.00)	(2,100,000.00)
TOTAL EXPENDITURE for MUNICIPAL ACCOUNT						(2,666,358.70)

CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT

Credit card	SI02854686	28-Aug-2018	Appliances Online	Cornerstone Bldg Fit Out - 2 x Single hot plates	140.00
Credit card	D0541224838	17-Aug-2018	The Good Guys Midland	Cornerstone Bldg Fit Out of White Goods - 20% deposit	883.00
Credit card	PDAX2WEGYE	17-Aug-2018	JB HiFi Midland	Samsung Tab A 10.1 with cover for Cr L Shaw	617.00
Credit card	101	17-Aug-2018	McDonalds Midland	Cornerstone Bldg Fit Out : Refreshments for 2	23.45
Credit card	2204025	17-Aug-2018	Jaycar Electronics	Cornerstone Bldg Fit Out: HDMI 2 way splitter	49.95
Credit card	66120100003021	16-Aug-2018	Fantastic Furniture	Cornerstone Bldg Fit Out: 6 x Carter Tub Chairs	1,194.00
Credit card	144339	16-Aug-2018	Joondalup Country Club	LGSA Conference, 14-16 Aug 2018: Accom for S Vincent - Manager of Works	398.00
Credit card	101890	15-Aug-2018	Water Cooler Superstore	Cornerstone Bldg Fit Out: Water Cooler Fountain	1,599.00
Credit card	60227874	13-Aug-2018	Aust Post Beverley	Rec Ground Subdivision: Land Title ID Check: C Meade - Secretary, Bev Tennis Club	44.00
Credit card	WE-S036230	08-Aug-2018	Pirtek	BE004 (PLDR02) - Repairs	232.31
Credit card	255336	06-Aug-2018	Specialised Force P/L	Sundry Plant (PSP99): Service of pole saw attached to cherry picker	1,198.91
Credit card	CHK4596	01-Aug-2018	Melbourne Hotel	Loc Gov Week (1-3 Aug 18): Refreshments for CEO & 4 councillors	154.00
Credit card	20180730174	01-Aug-2018	Eat Etc	Loc Gov Week (1-3 Aug 18): Refreshments for CEO S Gollan, Pres D Ridgway	13.90
Credit card	TICKET#34	31-Jul-2018	Fish Boss	Hungry Sky Meeting: Refreshments for CEO S Gollan & Pres D Ridgway	44.50
Credit card	INV-1107922	31-Jul-2018	Survey Monkey Dublin	Subscription for Surveys, expiring 30 Jul 2019	269.67

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Credit card	2018-08:MUN1906-01	30-Jul-2018	Dpt Environment Regulation	MUN1906 (Bethany Rd): Clearing permit	50.00	
Credit card	49203	27-Jul-2018	Wattle Grove Motel	Accom re Training Traffic Man & Traffic Controller course, 25-27 Jul 18: C Devenish	613.00	
Credit card	49202	27-Jul-2018	Wattle Grove Motel	Accom re Training Traffic Man & Traffic Controller course, 25-27 Jul 18: R Wilson	620.00	
Credit card	49204	27-Jul-2018	Wattle Grove Motel	Accom re Training Traffic Man & Traffic Controller course, 25-27 Jul 18: W Spinks	587.00	
Credit card	2018-08:MUN1904-01	26-Jul-2018	Dpt Environment Regulation	MUN1904 (Yenyenning Lakes Rd): Clearing permit	50.00	
Credit card	121980	25-Jul-2018	Easy Signs P/L	Signage: Instagram Cut Out	113.00	
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT					8,894.69	
TRUST ACCOUNT DETAILS						
PAYMENTS RAISED IN CURRENT MONTH						
Cheque #	1501	11-Sep-2018	Beverley Mens Shed Inc	Refund of Cleaning Bond - Rec Centre, Booking 1 Dec 2015 (Rec 3550)	(200.00)	
EFT Pymt	EFT 3939	11-Sep-2018	Department of Primary Industries & Regional Development	Refund of Cleaning Bond - Rec Centre Hire, Booking 25-27 Jul & 1-3 Aug 2018 (Rec 16968)	(200.00)	
EFT Pymt	EFT 3940	11-Sep-2018	Lorretta Leanne Adams	Refund of Gym Key Bond (Rec 15166)	(50.00)	
EFT Pymt	EFT 3972	17-Sep-2018	Shire of Beverley	Reimbursement of Gronbek Master Key System as per Inv 3979 as instructed by DCEO Simon Marshall	(8,585.48)	
PAYMENTS RAISED IN CURRENT MONTH					(9,035.48)	(9,035.48)
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
<i>OTHER AMENDMENTS/GENERAL JOURNALS</i>						
				<i>OTHER AMENDMENTS/GENERAL JOURNALS</i>	<i>0.00</i>	<i>0.00</i>
				<i>TOTAL EXPENDITURE for TRUST ACCOUNT</i>		<i>(9,035.48)</i>
				TOTAL EXPENDITURE as reconciled to the SEPTEMBER 2018 BANK STATEMENTS		
				Municipal Account Expenditure		(2,666,358.70)
				Trust Account Expenditure		(9,035.48)
				TOTAL EXPENDITURE for SEPTEMBER 2018		(2,675,394.18)

11.3 Request for Rates Discount

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 16 October 2018
APPLICANT: Assessment 877 and 1215
FILE REFERENCE: ADM 0439
AUTHOR: N.J. Ashworth, Finance Officer
ATTACHMENTS: Email from Ratepayer

SUMMARY

Council to consider allowing the rates discount on Assessments 877 and 1215.

BACKGROUND

The annual rate notice was sent 03 August 2018, and the due date was the 10 September 2018. The ratepayer attempted to pay on the discount cutoff date but had issues with his bank. He has rectified this problem and paid the discounted amount on 12 September 2018.

Rates on both of these properties 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 due to his inexperience in the Internet Banking field and Internet collapse, he was unable to pay on time.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.46 - Discounts Subject to the Rates and Charges (Rebates and Deferrals) Act 1992, a local government may, when imposing a rate or service charge, resolve* to grant a discount or other incentive for the early payment of any rate or service charge.

* Absolute majority required

FINANCIAL IMPLICATIONS

Discount amount totalling \$1,633.37.

Penalty Interest has not been applied as yet.

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 any Penalty Interest applicable to Assessments 877 and 1215.

Attachment 11.3

Natalie Ashworth

From: [redacted]@optusnet.com.au
Sent: Tuesday, 25 September 2018 9:34 PM
To: Natalie Ashworth
Subject: rates file ref .DOB877 1215 / NA

May i bring to the Beverley Shire Council my attention regarding my rates assessment 877 and 1215 . The discount date was set at September 10Th . Yes i was late in payment BUT I DID TRY TO PROCESS ON THAT DATE WITH NO LUCK. I Now know the problem i was encountering and now have rectified for future payments . Please accept my plight of a little inexperience in Internet banking and Internet collapse and user over subscription systems Thank you for your attention . [redacted]

11.4 2017/18 Councillors' Declaration

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 3 October 2018
APPLICANT: N/A
FILE REFERENCE: ADM 0047
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2017/18 Councillor's Declaration

SUMMARY

Council to consider that the 2017/18 Councillors' Declaration be signed and received.

BACKGROUND

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

COMMENT

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

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

The Audit and Risk Committee will meet 23 October 2018 prior to the Council meeting, and the recommendation listed below is subject to the Committee's final resolution.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

PROPOSED AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council authorise the President and Deputy President to sign the 2017/18 Councillors' Declaration and include the Declaration in the 2017/18 Annual Report.

Attachment 11.4

Councillors' Declaration

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

1. In the opinion of the Councillors:
 - 1.1 the financial statements and notes of the Shire of Beverley are in accordance with the Local Government Act 1995 and Regulations, including:
 - (a) giving a true and fair view of the Shire of Beverley's financial position as at 30 June 2018 and of its performance for the year ended on that date; and,
 - (b) complying with applicable Australian Accounting Standards; and
 - 1.2 there are reasonable grounds to believe that the Shire of Beverley will be able to pay its debts as and when they become due and payable.

On behalf of the Council:

Cr Dee Ridgway
President

Cr Chris Pepper
Deputy President

Dated this 23rd day of October 2018

11.5 Draft 2017/18 Management Letter

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 18 October 2018
APPLICANT: N/A
FILE REFERENCE: ADM 0231
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2017/18 Management Letter

SUMMARY

Council to consider that the 2017/18 Management Letter be received.

BACKGROUND

The final audit was conducted by AMD Chartered Accountants between 17 – 19 September 2018.

The Management Letter was received on 18 October 2018.

COMMENT

The Audit and Risk Committee will meet 23 October 2018 prior to the Council meeting, and the recommendation below is subject to the Committee's final resolution.

The 2017/18 Management Report is attached.

The following issues were raised following the audit:

1. CREDIT CARD STATEMENTS

Finding Rating: Significant

We note credit card statements provided to us were not signed off by the cardholder or by a second officer to evidence independent review and approval.

Implication

Risk of fraud or error in respect of credit card transactions.

Recommendation

We recommend credit card statements be signed by the cardholder and by another officer to evidence independent review and approval.

Management Comment

Credit Card reconciliations are conducted monthly and signed off by the Senior Finance Officer. This reconciliation is then reviewed and signed off by the Deputy Chief Executive Officer as part of the month end process.

This is a relatively new procedure so the documentary evidence reviewed by the Auditor may have been from before this procedure was introduced.

2. FIXED ASSET REGISTER

Finding Rating: Moderate

We noted that the fixed asset register was limited to property, plant and equipment and did not include details of infrastructure assets.

Implication

Risk that the infrastructure asset balances are not complete and asset written down values and depreciation expenses are inaccurate.

Recommendation

Given Shire of Beverley undertook a infrastructure physical stock take and valuation during the 30 June 2018 year, we suggest that infrastructure assets be included within the fixed asset register.

Management Comment

Infrastructure assets are recorded in Council's RAMM Asset Management software package which is independent to our financial management system, SynergySoft.

Staff will investigate integrating Infrastructure asset groups into the SynergySoft system.

3. WORKS COSTING

Finding Rating: Minor

We noted plant operations costs were under allocated by \$155,153.18 during the year, with a re-allocation journal raised at 30 June 2018 to correct the under allocation.

Implication

Risk of over allocation of plant operation costs.

Recommendation

We recommend allocation rates and allocations to jobs be reviewed periodically during the year, to ensure there are no major under or over allocations of plant operation costs. We suggest it may be appropriate to review allocation rates 3 times during the year - possibly in October/November, February/March, and May each year.

Management Comment

Noted – the issue management faces when adjusting on-cost rates is that Job costings become skewed. For example if on-cost rates go up during the year, the cost of a new Job will increase compared to a previously completed Job and therefore less work may be achieved on the new Job within the allocated budget.

It is Management's preference to monitor the on-cost allocations and make an adjustment journal at the end of the year across all jobs where applicable and practical (excluding Jobs linked to grant funding).

4. PURCHASE ORDERS

Finding Rating: Minor

Our testing of purchases on a sample basis identified the following:
Instances where the purchase order was dated after the date of the invoice; and
An instance where the purchase order did not state the dollar value or quotable value.

Implication

Risk of unauthorised goods and services being purchased and liabilities being incurred.

Recommendation

We recommend purchase orders be used for all purchases with exception of utilities and regular payments. These purchase orders should be authorised as approval that the goods or services are to be ordered, and purchase orders should state the dollar value or quotable value.

Management Comment

Noted

5. EXCESSIVE LEAVE BALANCES

Finding Rating: Minor

We noted three employees who have accrued in excess of eight weeks annual leave at 30 June 2018.

Implication

The cost to Shire of Beverley is greater if annual leave is not paid out on a regular basis due to:

The cumulative effect of salary increases over a period of time;

Recreational leave enhances employee performance; and

It is a fundamental principle of good internal control that all employees take regular leave.

Recommendation

We recommend employees take regular leave through ongoing management of leave scheduling and leave liabilities.

Management Comment

All three staff have booked leave during 2018/19 to bring their leave balances back into line with Council Policy.

6. STAFF RESIGNATION / TERMINATION CHECKLIST

Finding Rating: Minor

We note that there is no formal termination checklist in place for when an employee either resigns or is terminated, ensuring all tasks relating to the employee's termination have been completed.

Implication

Risk that tasks required to be undertaken and following an employee's departure are not completed on a timely basis.

Recommendation

We suggest a formal termination checklist be developed which is required to be completed upon termination and signed off once completed. Items which may be relevant to include on the termination checklist would vary according to the individual employee role, and may include sign off in respect to:

Return of laptop, computers and accessories;
Return of gate key / office key and updating of register;
Return of business cards;
Removal from IT access;
Redirect team member's emails for one month to an alternative employee;
Disable team member from company login system;
Update payroll database;
Email team member for updated postal address for sent PAYG;
Alarm codes to be deactivated.

Management Comment

Noted

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

PROPOSED AUDIT AND RISK COMMITTEE RECOMMENDATION

That the 2017/18 Management Letter be received.

Attachment 11.5



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Bunbury, WA 6230
PO Box 1306, Bunbury, WA 6231

18 October 2018

Cr Dee Ridgway
President
Shire of Beverley
PO Box 20
BEVERLEY WA 6304

Dear Dee

SHIRE OF BEVERLEY
30 JUNE 2018 MANAGEMENT REPORT

Following completion of our 30 June 2018 audit, we provide our Management Report and audit recommendations.

1.0 Our Audit Approach

The Australian Auditing Standards are the professional Standards applicable to all audit engagements. Accordingly, our audit was conducted in accordance with Australian Auditing Standards, with testing designed solely to enable the expression of an opinion on the financial report of the Shire of Beverley. This involved us making an assessment of the risk of material misstatement, whether due to fraud or error, and then using our professional judgement, applying audit procedures to mitigate that risk.

To assist Council in understanding our role as external auditor, we have previously detailed our audit responsibilities and scope of work to be performed to meet those responsibilities in our audit engagement letter.

Australian Auditing Standards require us to document and evaluate the Shire of Beverley's system of internal control to establish the level of reliance on the internal control system in determining the nature, timing and extent of other auditing procedures necessary to enable us to complete our audit. This work is not primarily directed towards the discovery of weaknesses or the detection of fraud or other irregularities and should not, therefore, be taken to assume that no other weaknesses exist. Accordingly the comments within this letter refer only to those matters that have come to our attention during the course of our normal audit work and may not identify all possible improvements that an internal controls review may detect.

Our audit approach is based on a risk analysis methodology which relies upon our understanding of the Shire of Beverley's operations, strategies and risks. We performed a review of applicable accounting systems and tested those during our audit. The level of testing performed by us is determined by the degree of reliance we place on the internal control systems in place which has a resulting impact on the amount of substantive testing required during our audit procedures. The level of testing performed is also aligned with what is required to form an overall opinion on the financial statements which may not coincide with what the Shire of Beverley perceives should be tested.

Our audit also included evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates and judgements, as well as evaluating the overall presentation of the financial report.

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BKR
INTERNATIONAL


CHARTERED ACCOUNTANTS
AUSTRALIA • NEW ZEALAND

Attachment 11.5

There were no areas of disagreement either in the accounting estimates or judgements or in the presentation and disclosures made in the financial report.

2.0 Assessment of Fraud and Error

The primary responsibility for the prevention and detection of fraud is that of Council and management. As a result, it is important that management with the oversight of Council place a strong emphasis on fraud prevention, which may reduce opportunities for fraud to take place and fraud deterrence, which could persuade individuals not to commit fraud because of the likelihood of detection and resulting consequences.

In accordance with Australian Auditing Standards we are required to obtain reasonable assurance that the financial report taken as a whole is free from material misstatement, whether caused by fraud or error. While our procedures are designed to identify material weaknesses and misstatements from fraud and error, there is an unavoidable risk that even some material misstatements may remain undiscovered. This unavoidable risk is due to the test nature and other inherent limitations of an audit, together with the inherent limitations of any accounting and internal control system.

We have confirmed that nothing has come to management's attention that may constitute an incident of fraud. In addition our audit procedures did not identify any instances of suspected or actual fraud. We take this opportunity to remind you that our audit is not designed to detect fraud and therefore our audit procedures are not designed for that purpose.

3.0 Significant Difficulties Encountered during the Audit

During the course of our audit, there were no areas where we experienced significant difficulties.

4.0 Audit Adjustments and Unadjusted Audit Differences

During the course of our audit, we did not identify any misstatements considered to be material at a financial report level and therefore no adjustment was required to be reflected within the final audited financial report.

5.0 Accounting Policies

We confirm to you that we are not aware of any changes to the accounting policies of the Shire of Beverley since 30 June 2017 in respect of the preparation of the 30 June 2018 financial report other than those changes required under Australian Accounting Standards and the Local Government Act and Regulations which are adequately disclosed.

6.0 Commitments and Contingencies

On completion of our audit and subsequent discussions with management, we did not identify any additional commitments or contingencies that required disclosure within the financial report of the Shire of Beverley, apart from those already disclosed.

7.0 Subsequent Events

We did not identify any additional subsequent events up until the date of this report that required disclosure within the financial report of the Shire of Beverley, apart from those already disclosed.

8.0 Other Matters

In accordance with the terms of our engagement letter, we have a responsibility to provide an opinion in respect to the Shire of Beverley's annual financial report as to whether it is free from material misstatement. Our audit report for 30 June 2018 is unqualified with our opinion stating the financial report presents fairly the financial position of the Shire of Beverley, as at and for the year ending 30 June 2018.

Attachment 11.5

Our audit indicated procedures and controls in respect to the Shire of Beverley's internal processes, procedures and financial reporting framework are adequately designed and have been maintained to high standards throughout the audit period.

Due to the high quality of the financial records and supporting reconciliations provided to us which correctly supported all year end balances, we are also pleased to report there are no audit adjustments arising from our 30 June 2018 audit. The 2018 audit result is a credit to Simon Marshall and the finance team who provided all supporting documentation, financial records and assistance requested, enabling the year-end audit to be completed efficiently.

Local Government Act Compliance Measures

In conjunction with our review of the financial statements, we also perform a review of the Shire of Beverley's compliance with the Local Government Act.

Our review of compliance with the Local Government Act and Financial Management Regulations did not indicate any issues of non-compliance which required reporting.

Please refer to Appendix 1 for specific comments and audit recommendations arising from our 30 June 2018 audit. We provide these comments and recommendations to suggest improvements to the Shire of Beverley's internal controls and procedures.

Our management report is on an exception basis, and therefore we have not commented on the various internal controls in place within your accounting systems.

We would like to take this opportunity to thank Simon and the finance team for the assistance provided to us during our audit.

Should you have any questions concerning the above or would like to discuss any other aspect of our audit, please do not hesitate to contact me.

Yours sincerely

AMD Chartered Accountants



MARIA CAVALLO CA
Director

cc: Stephen Gollan
Chief Executive Officer

Attachment 11.5

APPENDIX 1 Audit Recommendations for the year ended 30 June 2018

GUIDANCE TO FINDINGS RATING / IMPLICATION

Findings identified during the final audit have been weighted in accordance with the following scale:

Significant: Those findings where there is potentially a significant risk to the entity should the finding not be addressed promptly.

Moderate: Those findings which are of sufficient concern to warrant action being taken by the entity as soon as possible.

Minor: Those findings that are not of primary concern however still warrant action being taken.

AUDIT FINDINGS

1. CREDIT CARD STATEMENTS

Finding Rating: Significant

We note credit card statements provided to us were not signed off by the cardholder or by a second officer to evidence independent review and approval.

Implication

Risk of fraud or error in respect of credit card transactions.

Recommendation

We recommend credit card statements be signed by the cardholder and by another officer to evidence independent review and approval.

Management Comment

Credit Card reconciliations are conducted monthly and signed off by the Senior Finance Officer. This reconciliation is then reviewed and signed off by the Deputy Chief Executive Officer as part of the month end process.

This is a relatively new procedure so the documentary evidence reviewed by the Auditor may have been from before this procedure was introduced.

Attachment 11.5

APPENDIX 1 Audit Recommendations for the year ended 30 June 2018

2. FIXED ASSET REGISTER

Finding Rating: Moderate

We noted that the fixed asset register was limited to property, plant and equipment and did not include details of infrastructure assets.

Implication

Risk that the infrastructure asset balances are not complete and asset written down values and depreciation expenses are inaccurate.

Recommendation

Given Shire of Beverley undertook a infrastructure physical stock take and valuation during the 30 June 2018 year, we suggest that infrastructure assets be included within the fixed asset register.

Management Comment

Infrastructure assets are recorded in Council's RAMM Asset Management software package which is independent to our financial management system, SynergySoft.

Staff will investigate integrating Infrastructure asset groups into the SynergySoft system.

3. WORKS COSTING

Finding Rating: Minor

We noted plant operations costs were under allocated by \$155,153.18 during the year, with a re-allocation journal raised at 30 June 2018 to correct the under allocation.

Implication

Risk of over allocation of plant operation costs.

Recommendation

We recommend allocation rates and allocations to jobs be reviewed periodically during the year, to ensure there are no major under or over allocations of plant operation costs. We suggest it may be appropriate to review allocation rates 3 times during the year - possibly in October/November, February/March, and May each year.

Management Comment

Noted – the issue management faces when adjusting on-cost rates is that Job costings become skewed. For example if on-cost rates go up during the year, the cost of a new Job will increase compared to a previously completed Job and therefore less work may be achieved on the new Job within the allocated budget.

It is Management's preference to monitor the on-cost allocations and make an adjustment journal at the end of the year across all jobs where applicable and practical (excluding Jobs linked to grant funding).

Attachment 11.5

APPENDIX 1
Audit Recommendations for the year ended 30 June 2018

4. PURCHASE ORDERS

Finding Rating: Minor

Our testing of purchases on a sample basis identified the following:

- Instances where the purchase order was dated after the date of the invoice; and
- An instance where the purchase order did not state the dollar value or quotable value.

Implication

Risk of unauthorised goods and services being purchased and liabilities being incurred.

Recommendation

We recommend purchase orders be used for all purchases with exception of utilities and regular payments. These purchase orders should be authorised as approval that the goods or services are to be ordered, and purchase orders should state the dollar value or quotable value.

Management Comment

Noted

5. EXCESSIVE LEAVE BALANCES

Finding Rating: Minor

We noted three employees who have accrued in excess of eight weeks annual leave at 30 June 2018.

Implication

The cost to Shire of Beverley is greater if annual leave is not paid out on a regular basis due to:

- The cumulative effect of salary increases over a period of time;
- Recreational leave enhances employee performance; and
- It is a fundamental principle of good internal control that all employees take regular leave.

Recommendation

We recommend employees take regular leave through ongoing management of leave scheduling and leave liabilities.

Management Comment

All three staff have booked leave during 2018/19 to bring their leave balances back into line with Council Policy.

Attachment 11.5

APPENDIX 1
Audit Recommendations for the year ended 30 June 2018

6. STAFF RESIGNATION / TERMINATION CHECKLIST

Finding Rating: Minor

We note that there is no formal termination checklist in place for when an employee either resigns or is terminated, ensuring all tasks relating to the employee's termination have been completed.

Implication

Risk that tasks required to be undertaken and following an employee's departure are not completed on a timely basis.

Recommendation

We suggest a formal termination checklist be developed which is required to be completed upon termination and signed off once completed. Items which may be relevant to include on the termination checklist would vary according to the individual employee role, and may include sign off in respect to:

- Return of laptop, computers and accessories;
- Return of gate key / office key and updating of register;
- Return of business cards;
- Removal from IT access;
- Redirect team member's emails for one month to an alternative employee;
- Disable team member from company login system;
- Update payroll database;
- Email team member for updated postal address for sent PAYG;
- Alarm codes to be deactivated.

Management Comment

Noted

11.6 Draft 2017/18 Independent Auditor's Report

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 10 October 2018
APPLICANT: N/A
FILE REFERENCE: ADM 0047
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Draft 2017/18 Audit Report

SUMMARY

Council to consider that the draft 2017/18 Independent Auditor's Report be received.

BACKGROUND

The audit of the 2017/18 Financial Report was conducted by AMD Chartered Accountants in September 2018.

The unsigned Independent Auditor's Report was received on 8 October 2018.

COMMENT

Please see attached draft 2017/18 Independent Auditor's Report.

The Audit and Risk Committee will meet 23 October 2018 prior to the Council meeting, and the recommendation below is subject to the Committee's final resolution.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

PROPOSED AUDIT AND RISK COMMITTEE RECOMMENDATION

That the Independent Auditor's Report be received.

Attachment 11.6

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Shire of Beverley

Report on the Audit of the Financial Report

Opinion

We have audited the annual financial report of the Shire of Beverley which comprises the Statement of Financial Position as at 30 June 2018, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In our opinion the annual financial report of the Shire of Beverley:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire of Beverley for the year ended 30 June 2018 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Shire of Beverley in accordance with the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Shire of Beverley's financial reporting responsibilities under the Act. Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), does not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report. Our opinion is not modified in respect of this matter.

Responsibilities of the Chief Executive Officer and Council for the Financial Report

The Chief Executive Officer (CEO) of the Shire of Beverley is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Attachment 11.6

In preparing the financial report, the CEO is responsible for assessing the Shire of Beverley's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State government has made decisions affecting the continued existence of the Shire of Beverley.

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

Auditor's Responsibility for the Audit of the Financial Report

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

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with Australian Auditing Standards, We exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire of Beverley's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the CEO.
- Conclude on the appropriateness of the CEO's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Shire of Beverley's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report, as we cannot predict future events or conditions that may have an impact.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Council and the CEO regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that We identify during our audit.

Attachment 11.6

Report on Other Legal and Regulatory Requirements

In accordance with the *Local Government (Audit) Regulations 1996* we report that:

- (i) In our opinion, there are no significant adverse trends in the financial statements of the Shire of Beverley.
- (ii) There were no instances of non-compliance with Part 6 of the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* or applicable financial controls of any other written law identified during the course of our audit.
- (iii) All required information and explanations were obtained by us.
- (iv) All audit procedures were satisfactorily completed.
- (v) In our opinion, the asset consumption ratio and the asset renewal funding ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the Shire of Beverley for the year ended 30 June 2018 included on the Shire of Beverley's website. The Shire of Beverley's management is responsible for the integrity of the Shire of Beverley's website. This audit does not provide assurance on the integrity of the Shire of Beverley's website. The auditor's report refers only to the financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

MARIA CAVALLO CA
DIRECTOR
28-30 Wellington Street, Bunbury, Western Australia
XX October 2018

11.7 Draft 2017/18 Annual Report

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 11 October 2018
APPLICANT: N/A
FILE REFERENCE: ADM 0199
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Draft 2017/18 Annual Report (under separate cover)

SUMMARY

Council to consider that the 2017/18 Annual Report be received.

BACKGROUND

The 2017/18 Annual Report has been produced in-house by the Deputy Chief Executive Officer and was audited by AMD Chartered Accountants in September 2018.

COMMENT

The 2017/18 Annual Report is attached for the Committees consideration.

The 2017/18 Annual Report document has been designed and formatted by Workhouse Advertising.

The Audit and Risk Committee will meet 23 October 2018 prior to the Council meeting, and the recommendation below is subject to the Committee's final resolution.

STATUTORY ENVIRONMENT

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

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
 - (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) *deleted*]
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor's report for the financial year; and
 - (ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*; and
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - (i) the number of complaints recorded in the register of complaints; and

- (ii) how the recorded complaints were dealt with;
and
 - (iii) any other details that the regulations may require;
- and
such other information as may be prescribed.

5.54. Acceptance of annual reports

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

** Absolute majority required.*

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

5.55. Notice of annual reports

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

Local Government (Financial Management) Regulations 1996 provide:

51. Completion of financial report

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

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

PROPOSED AUDIT AND RISK COMMITTEE'S RECOMMENDATION

That;

1. the 2017/18 Annual Report be approved;
2. a minimum of 14 days public notice of the availability of the 2017/18 Annual Report be given; and
3. the 2017/18 Annual Report be forwarded to the Department of Local Government.

11.8 Annual Electors Meeting

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 3 October 2018
APPLICANT: N/A
FILE REFERENCE: ADM 0047
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider a suitable date to hold the Annual Electors Meeting.

BACKGROUND

The 2017/18 Annual Report has been produced in-house by the Deputy Chief Executive Officer and was audited by AMD Chartered Accountants in October 2018.

Following the receipt of the Annual Report, a suitable date must be chosen to convene the Annual Electors Meeting.

COMMENT

As per legislation, an Electors Meeting must be held within 56 days of Council receiving the corresponding financial year's Annual Report.

The last Annual Electors Meeting was held in the evening of Wednesday 15 November 2017 at the Lesser Hall.

Should the Annual report be received at the October 2018 Ordinary Council meeting, the last date on which the Annual Electors Meeting can be held is Tuesday 18 December 2018.

Due to the 14 day advertising requirement of the availability of the 2017/18 Annual Report, a weekday evening on or after 14 November 2018 to hold the Annual Electors Meeting would seem to be appropriate.

The Audit and Risk Committee will meet 23 October 2018 prior to the Council meeting, and the date and location in the recommendation below is subject to the Committee's final resolution.

STATUTORY ENVIRONMENT

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

PROPOSED AUDIT AND RISK COMMITTEE'S RECOMMENDATION

That Council hold the Annual Electors Meeting on Thursday 15 November 2018 commencing at 6pm at the Cornerstone Building.

12. ADMINISTRATION

12.1 Delegations Register – Annual Review

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 3 October 2018
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0332
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Delegations Register (provided under separate cover)
CEO Record of Delegations

SUMMARY

Council to complete the annual review of the Delegations Register.

BACKGROUND

The *Local Government Act 1995* (the Act) requires the Chief Executive Officer (CEO) of the Local Government to keep a Register of Delegations made by the Council to a Committee, CEO and by the CEO to other employees. The register must be reviewed yearly.

The compilation of the content of the register was prepared through references to the Act and previous years delegations that were approved yearly.

Council formally adopted the Delegations Register at its 23 August 2016 Ordinary Council meeting.

COMMENT

Management have reviewed the register and believe delegation RG-D008 Parking Restrictions and Prohibitions should be removed as the Shire of Beverley does not have local laws pertaining to parking and does not police parking.

There have been no Public Interest Disclosures (EO-D003) to date.

The Chief Executive Officer maintains a record of functions performed from the delegations register and the January 2018 to present date record is attached.

The following delegations are reported monthly to Council, or as they occur and a therefor not listed in the record:

BD-002 – Building Permits, EO-D010 – Common Seal, AF-D001 – Investment of Funds, AF-D005 – Payments Municipal and AF-D006 – Payments Trust

The Register of Delegations is attached under separate cover.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

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

* *Absolute majority required.*

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

5.43. Limits on delegations to CEO

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

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

5.44. CEO may delegate powers and duties to other employees

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

- (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
- (b) the exercise of that power or the discharge of that duty by the CEO's delegate,

are subject to any conditions imposed by the local government on its delegation to the CEO.

- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —
conditions includes qualifications, limitations or exceptions.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council endorse the Delegations Register review as presented with changes required and update the Record of Adoption and Review.

Attachment 12.1

CEO DELEGATIONS REGISTER
1 JANUARY 2018 - 31 DECEMBER 2018

DELEGATION NAME	DATE	WHO	DETAILS	NUM	PAGE
Authorise Long Service Leave	09/01/2018	MOW	A Lewis	AP-D023	35
Authorise Long Service Leave	09/01/2018	CEO	L Boyle	AP-D023	35
Septic Approval	22/01/2018	EHO	Dwelling York-Williams	EH-D004	21
Authorise Long Service Leave	01/02/2018	D/CEO	V Seeber	AP-D023	35
Liquor Licence Approval	23/02/2018	CEO	Beverley Station Arts	C-D001	12
CCTV Management	28/02/2018	D/CEO	View Memorial Park CCTV for anti-social behaviour	EO-D004	5
Council Event - Traffic Management	01/03/2018	CEO	Beverley CRC Triathlon	AP-D016	32
Liquor Licence Approval	06/03/2018	CEO	Beverley Station Arts	C-D001	12
Liquor Licence Approval	06/03/2018	CEO	Beverley Lawn Tennis Club	C-D001	12
Liquor Licence Approval	25/03/2018	CEO	Beverley Station Arts	C-D001	12
Authorise Long Service Leave	03/04/2018	MOW	E Moad	AP-D023	35
Liquor Licence Approval	14/04/2018	CEO	Beverley Station Arts	C-D001	12
Appoint Staff	02/05/208	D/CEO	C Devenish and R	AP-D020	34
Septic Approval	10/05/2018	EHO	Avondale	EH-D004	21
Appoint Staff	15/05/2018	D/CEO	W Spinks	AP-D020	34
Appoint Staff	18/05/2018	D/CEO	K Creedon and M de Beer	AP-D020	34
Tenancy Agreement	28/05/2018	CEO	Dawson Street - Beverley Electrical	AP-D017	33
Appoint Staff	13/06/2018	D/CEO	R Prime	AP-D020	34
CCTV Management	15/06/2018	D/CEO	View CCTV for Beverley Police	EO-D004	5
Authorise Long Service Leave	26/06/2018	MOW	P Mactaggart	AP-D023	35
Liquor Licence Approval	11/07/2018	CEO	Beverley P and C	C-D001	12
Review of Salaries	24/07/2018	D/CEO	Annual Budget with Council	AP-D021	34
Liquor Licence Approval	01/08/2018	CEO	Beverley Football Club	C-D001	12
Septic Approval	23/08/2018	EHO	Factory Workshop	EH-D004	21
Liquor Licence Approval	27/08/2018	CEO	Beverley Station Arts	C-D001	12

CEO DELEGATIONS REGISTER
1 JANUARY 2018 - 31 DECEMBER 2018

DELEGATION NAME	DATE	WHO	DETAILS	NUM	PAGE
Calling of Tenders	01/09/2018	CEO	Toyota Prado Vehicle	AF-D004	14
Calling of Tenders	4/09/2018	MOW	Bitumen	AF-D004	14
Tenancy Agreement	10/09/2018	CEO	Rear Independent Living Unit	AP-D017	33
Legal Opinion	12/09/2018	SP	Gate on Butchers Road	PA-D002	27
Tenancy Agreement	24/09/2018	CEO	Cornerstone Office Lease	AP-D017	33
Tenancy Agreement	26/09/2018	CEO	Cornerstone Office Lease	AP-D017	33
CCTV Management	28/09/2018	D/CEO	View Memorial Park CCTV for stolen furniture	EO-D004	5
Authorise Long Service Leave	01/10/2018	MOW	D Rattue	AP-D020	34

12.2 Code of Conduct – Annual Review

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 3 October 2018
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0397
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Code of Conduct (under separate cover)

SUMMARY

Council to review the Code of Conduct.

BACKGROUND

Council formally adopted the Code of Conduct in December 2013. Best practise is to review the Code of Conduct annually to minimise the potential for misconduct.

COMMENT

The Code of Conduct was last reviewed and amended at the 26 September 2017 Ordinary Council Meeting.

Council used a proforma Western Australian Local Government Association (WALGA) version of Code of Conduct to update the Shire of Beverley Code of Conduct.

The WALGA proforma is still current and management believe no changes are necessary.

The Code of Conduct is attached under separate cover.

STATUTORY ENVIRONMENT

Local Government Act 1995 - Section 5.103 (1)

Requires a Local Government to prepare and adopt a Code of Conduct to be observed by Council Members, Committee Members and employees.

Local Government (Administration) Regulations 1996 – Part 9 Codes of Conduct

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Sustainable Governance – Ensure governance and legislative requirements are met.

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the Code of Conduct review and update the record of Adoption and Review.

12.3 Policy Manual – Annual Review

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 2 October 2018
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0468
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Shire of Beverley Policy Manual (under separate cover)

SUMMARY

Council to complete the annual review of the Policy Manual.

BACKGROUND

The purpose of maintaining a Policy Manual is to give Council, Management, Staff and Rate Payers clear guidance in relation to Council matters.

Council last reviewed the manual in September 2017.

COMMENT

Since the last review, two (2) new policies were added to the manual, three (3) policies were amended and one (1) remained suspended.

Policy Number	Policy Name	New / Amended
S019	Staff Use Of Shire Equipment	Continued to be Suspended
S006	Gratuity Payments to Staff	Amended
W004	Waste Facility Spill	New
AF010	Asset Capitalisation	Amended
S027	Drug and Alcohol	Amended
C	Electoral Caretaker	New

Management have reviewed the Policy Manual and suggest the following amendments be made:

Policy No	Page	Title	Suggested Amendment
S007	117	Organisational Chart	Amend: the flow chart be to reflect the Annual Report.
EM002	64	Council Agendas	Add: Late Items are distributed at the discretion of the Chief Executive Officer.

Policy S019 Staff Use of Shire Equipment remains suspended.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 2.7 (2) (b) – The Council is to determine the Local Government's policies.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

A001: Policy Manual

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council endorse the Shire of Beverley Policy Manual review including the amended policies S007 Organisational Chart and EM002 Council Agenda and all other policies as presented with no changes required.

12.4 Christmas/New Year Office Closure

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 17 October 2018
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0102
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider the closure of the Administration Centre and Library from close of business Friday 21 December 2018 to Monday 31 December 2018. The Administration centre to re-open on Wednesday 2 January 2019.

BACKGROUND

For the past ten years, the Administration Centre and Library were closed over this period and there has been no record of this action causing concern.

Staff have requested that the Administration Centre be closed on Monday 24 December and Monday 31 December, due to a lack of custom on Christmas Eve and New Years Eve in previous years. It will allow those travelling away from Beverley to do so in a timely manner.

COMMENT

Shown below is a summary of days the Administration Centre and Library are requested to be open and closed:

Friday	21 st December 2018	–	Administration Centre and Library Open
Monday	24 th December 2018	–	Administration Centre and Library Closed
Tuesday	25 th December 2018	–	Public Holiday (Christmas Day)
Wednesday	26 th December 2018	–	Public Holiday (Boxing Day)
Thursday	27 th December 2018	–	Administration Centre and Library Closed
Friday	28 th December 2018	–	Administration Centre and Library Closed
Monday	31 st December 2018	–	Administration Centre and Library Closed
Tuesday	01 st January 2019	–	Public Holiday (New Years Day)
Wednesday	02 nd January 2019	–	Administration Centre and Library Open

The closure of the Administration Centre and Library will allow staff to have an extended period of leave in addition to the public holidays. Annual Leave of up to 4 days will be utilised by staff to compensate for the additional days off. This is one day more than usual. Administration and works staff were notified and asked to comment, all were happy with the proposed arrangement.

The Works Crew will work on skeleton staff throughout this period.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the closure of the Administration Centre and Library from close of business Friday 21 December 2018 to the re-opening on Wednesday 2 January 2019 at 8:30am.

12.5 Annual Christmas Function

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 17 October 2018
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0316
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider the annual Christmas function for Staff and Councillors and annual Christmas gift for Staff.

BACKGROUND

It has been customary for Council to hold an annual Christmas Function for staff, Councillors and their immediate family each year. Along with the function, Councillors have given staff a gift in the form of Christmas Hampers or Vouchers.

COMMENT

If it is Council's wish to continue these traditions, a date, venue and gift will need to be chosen. Thursday 20 December 2018 has been identified as a date that does not clash with other community events such as the Beverley District High School Presentation night (10-14 December) and the Station Arts Community Christmas Concert (22 December).

Last year gift vouchers were purchased and were very well received by staff, it is suggested doing this option again and distributing them immediately after the December Council Meeting.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

2018/19 Budget

STRATEGIC IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

1. hold the Christmas Function on Thursday 20 December at the Amenities Building, commencing at 6:00pm; and
2. present the determined gift after the December Council Meeting.

12.6 2018 Council and Committee Meeting Dates

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 18 October 2018
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0102
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider setting the dates for the 2019 Council Meetings and Committee Meetings to advertise and distribute.

BACKGROUND

Council policy is to hold the Ordinary Council Meeting on the fourth Tuesday of each month from February to November. Generally there is no meeting in January and the December meeting date is often bought forward by one week if deemed too close to Christmas.

COMMENT

The *proposed* dates for the 2019 Ordinary Council Meetings are:

Tuesday 26 February 2019

Tuesday 22 March 2019

Tuesday 23 April 2019 Council to discuss**

Tuesday 28 May 2019

Tuesday 25 June 2019

Tuesday 23 July 2019

Tuesday 27 August 2019

Tuesday 24 September 2019

Tuesday 22 October 2019 Council to discuss**

Tuesday 27 November 2019

Tuesday 17 December 2019 (3rd Tuesday, as 4th Tuesday is Christmas Eve)

The proposed April Council meeting is surrounded by public holidays, Easter (Good Friday 19 April and Easter Monday 22 April) and then ANZAC Day on the 25 April. Council may like to consider holding the meeting early on Tuesday 16 April or one week later on Tuesday 30 April?

Local Government Elections are due Saturday 19 October, there for Council may wish to delay the October meeting by one week to Tuesday 29 October, giving way for the Councillors to be sworn in on Tuesday 22 October. This will also give time for any potentially new Councillors to digest the October Agenda as it would be proposed to be distributed on Tuesday 22 October at the Swearing in Ceremony.

The *proposed* Committee Meeting Schedule 2019:

Audit and Risk Committee Meeting proposed dates are:

Tuesday 12 February 2019

Tuesday 15 October 2019 - TBC

Corporate Strategy Committee Meeting proposed dates are:

Tuesday 12 March 2019

Tuesday 11 June 2019

Tuesday 9 July 2019

Economic & Community Strategy Committee Meeting proposed dates are:

Tuesday 12 February 2019

Tuesday 9 April 2019

Tuesday 13 August 2019

Annual Roads Inspection

Tuesday 12 February 2019

Tuesday 10 September 2019

14 May and 12 November have been left out intentionally and if a meeting of any committee is required, those months can be utilised, Councillors are expected to still diarise the two dates for Council commitments.

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

Sustainable Governance – Ensure governance and legislative requirements are met.

POLICY IMPLICATIONS

EM001 – Ordinary Meetings of Council

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

1. Set the Ordinary Council Meeting dates for February 2019 – December 2019 as;
Tuesday 26 February 2019
Tuesday 22 March 2019
Tuesday __ April 2019**
Tuesday 28 May 2019
Tuesday 25 June 2019
Tuesday 23 July 2019
Tuesday 27 August 2019
Tuesday 24 September 2019
Tuesday __ October 2019**
Tuesday 27 November 2019
Tuesday 17 December 2019

2. Set the 2019 Committee Meeting dates as:

Audit and Risk Committee Meeting

Tuesday 12 February 2019

Tuesday 15 October 2019 - TBC

Corporate Strategy Committee Meeting

Tuesday 12 March 2019

Tuesday 11 June 2019

Tuesday 9 July 2019

Economic & Community Strategy Committee Meeting

Tuesday 12 February 2019

Tuesday 9 April 2019

Tuesday 13 August 2019

Annual Roads Inspection

Tuesday 12 February 2019

Tuesday 10 September 2019

12.7 Use of the Common Seal

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 18 October 2018
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0256
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to endorse the use of the Common Seal.

BACKGROUND

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

COMMENT

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

1. Lease of Office Two, Cornerstone Community Centre between the Shire of Beverley and Focus Networks.
2. Lease of Office Three, Cornerstone Community Centre between the Shire of Beverley and Farmanco.
3. Deed of Gift, Timber Sleepers between Arc Infrastructure Pty Ltd and the Shire of Beverley.

STATUTORY ENVIRONMENT

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

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

behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

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

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Delegation EO-D010

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

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

1. Lease of Office Two, Cornerstone Community Centre between the Shire of Beverley and Focus Networks.
2. Lease of Office Three, Cornerstone Community Centre between the Shire of Beverley and Farmanco.
3. Deed of Gift, Timber Sleepers between Arc Infrastructure Pty Ltd and the Shire of Beverley.

12.8 Water Corporation – Standpipe Meters

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 5 October 2018
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0196
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Water Corporation Information (under separate cover)

SUMMARY

Council to consider the classification of its standpipes and their use in light of new fee structures that will come into effect on 1 July 2019.

BACKGROUND

As previously advised at the September Council briefing, Wendy Mathews from the Water Corporation visited the Chief Executive Officer to discuss the change in their fee structure for standpipes and what Council wishes each standpipe to be classified as going forward.

Council will still be entitled to access stand pipes for their own purposes, however high flow rate fixed standpipes that are publicly accessible will no longer be charged concessional rates and commercial rates will apply.

The attachments which are provided under separate cover explain the new pricing structure which is linked to the size of the standpipe meter, as this determines the flow rate.

COMMENT

The shire is required to complete the Standpipe Classification Action Plan and return it to the Water Corporation by the 31 October 2018.

The Shire has 5 standpipes to consider:

			Options			
Account Number	Meter number	Meter Size	LA Standpipe	Commercial Standpipe (>25mm)	Community Standpipe (20 or 25mm)	Fire Fighting Only
9007818981	FC0600048	50			N/A	
9007818498	CK0420044	25		N/A		
9007812977	FK9710096	50			N/A	
9007642699	FK1550083	50			N/A	
9007642453	FK0805008	50			N/A	

It will be recommended that the following occur:

- FC0600048 – Brooking Street classify as a Commercial Standpipe.
- CK0420044 – Town Dam/Hunt Rd classify as LA Standpipe.
- FK9710096 – Sewell Street classify as Fire Fighting Only.
- FK1550083 – Batys Road classify as Fire Fighting Only.
- FK0805008 – Balkuling Road classify as a Commercial Standpipe.

The annual service charge for the commercial standpipes located at Brooking Street and Balkuling Road will increase from \$250.39 to \$1658.93.

The water usage charge may increase from \$2.53 to \$8.35 per Kl.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

An expected increase on Council charges for water usage and service charges is in the vicinity of \$30,260.00.

Water usage charges are recoverable and Council will need to consider whether to pass the charges on or absorb them. If it chooses to pass them on, early advertising will be critical.

STRATEGIC IMPLICATIONS

Strategy 5.1: Key assets such as roads, telecommunications, power, water etc support the growth of agriculture and other key industries in the Shire.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council authorise the Chief Executive Officer to fill out the Water Corporation action plan and submit the plan by 31 October 2018 as follows:

Account	Meter	Meter Size	LA Standpipe	Commercial Standpipe	Community Standpipe	Fire Fighting
9007818981	FC0600048 Brooking St	50		✓	N/A	
9007818498	CK0420044 Town Dam	25	✓	N/A		
9007812977	FK9710096 Sewell St	50			N/A	✓
9007642699	FK1550083 Batys Road	50			N/A	✓
9007642453	FK0805008 Balkuling	50		✓	N/A	

12.9 Cornerstone Building Agreement

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 5 October 2018
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0532
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Cornerstone Agreement (under separate cover)

SUMMARY

Council to endorse an amendment to the Building Agreement between the Shire of Beverley and the Beverley Community Resource Centre for the Cornerstone Building.

BACKGROUND

At a Special Meeting 17 October 2017, Council adopted the attached Management Agreement between the Shire of Beverley and Beverley Community Resource Centre for the management and operation of the Cornerstone Building.

The Agreement was signed by both parties and was to come into effect on 1 July 2018. Due to delays with the building and fit out, the CRC have been unable to move in, and the 1 July 2018 date was not executed.

COMMENT

At an informal meeting at the Cornerstone Building on 3 October 2018 between Shire Staff and the CRC Management Committee, both parties agreed, subject to Council approval and endorsement, to make the new date 1 November 2018.

It is acceptable for the original date to be crossed out, with new date to be written in and then initialled by the original signing parties.

The agreement will continue to be reviewed annually by both parties.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

As per the attached agreement.

STRATEGIC IMPLICATIONS

Goal 5: Existing businesses can grow in Beverley and new businesses are attracted.
Strategy 5.2: Together with the Community Resource Centre we engage with businesses across the Shire to achieve common strategic goals.

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the proposed amended commencement date of 1 November 2018 to the Building Agreement between the Shire of Beverley and the Beverley Community Resource Centre for the Cornerstone Building and authorise the Chief Executive Officer and Shire President to initial the amendment.

12.10 Beverley Swimming Pool – Feasibility Study

SUBMISSION TO: Ordinary Council Meeting 23 October 2018
REPORT DATE: 16 October 2018
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0142
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Swimming Pool Feasibility Study (under separate cover)

SUMMARY

Council to consider receiving the Swimming Pool Feasibility Report as prepared by CMCP Consulting in conjunction with the Swimming Pool Reference Group.

BACKGROUND

At the 22 August 2017 Ordinary Council Meeting, it was resolved to complete a rebuild of three control joints and repaint the Swimming Pool bowl; and that a Community working group be formed to progress the Swimming Pool Development Plan.

Steve Mason and Greg McLennan of Central Midlands Construction (trading as CMCP Consulting) were engaged in October 2017 to undertake a strategic review and develop a plan for the swimming pool.

At the June 2016 Ordinary Council Meeting the Shire of Beverley Aquatic Centre Strategic Review Needs Assessment was endorsed by Council. At the same time an allocation of \$15,000.00 was placed in the draft 2018/19 budget and it was resolved to engage CMCP Consulting to develop the Feasibility Study for a possible Beverley Swimming Pool Redevelopment.

COMMENT

The Feasibility Study was again prepared by CMCP Consulting with a Community working group consisting of four Councillors, the Deputy CEO, the Tourism Officer, the Swimming Pool Manager, the Swimming Club President and a member of the Community.

The report was based around the findings of the Needs Assessment, which was:

There is considerable scope to redevelop the centre. Based on identified needs, the following elements need to be investigated to ascertain their feasibility in light of the capacity of the Shire to absorb such cost and the potential increases in revenues generated from any redevelopment.

- Conversion of the 50m pool to a “wet deck” system.
- Consideration of the design to include a walk in section.
- Dedicated water space for learn to swim/family leisure purposes.
- Review the existing plant room and associated equipment/systems and consider the need for an upgrade.
- Construct the following new elements:
 - A new entry statement (in a different location);
 - Changeroom facilities;

- Café/social areas;
 - Family room;
 - First Aid room;
 - Gymnasium (involves the relocation of existing equipment);
 - Appropriate storage facilities (for the centre and the swimming club);
 - Non-water based playground;
 - Public Announcement system;
 - New and/or upgraded lighting systems; and
 - Car parking area.
- Examine options to increase the temperature of the water.
 - Explore the programming opportunities for the centre.

The Feasibility Study Report, with supporting documents (Needs Assessment, Management Plan and Life Cycle costings) is attached under separate cover.

The final recommendations from the report are:

Proceed with Option 3 (refer next page);
Establish a reserve fund to finance the redevelopment;
Prepare detailed design drawings from the Concept Plan in Option 3;
Engage a quantity surveyor to consider the capital cost of the project; and
Make application to identified funding sources.

It will be recommended that Council receive the Feasibility Report (with thanks to the Swimming Pool Reference Group and CMCP Consulting), establish a specific reserve fund and prepare drawings.

There is a budget allocation in Consultancy that would allow for the drawings which is approximately \$7000.00 to develop.

At this early stage Management believe it would be prudent to allow the Long Term Financial Working Group to establish a priority list of projects for Council to consider including Main Street redevelopment, youth activity space, trails, road programs and Avon Park redevelopment.

The establishment of the reserve fund and preparation of the drawings is still an indication of commitment to the project from Council and will assist with funding applications if and when the Long Term Financial Planning Working Group and Council give approval for the project to proceed.

Option 3:

STAGE ONE – WATER BASED FACILITIES

- Install a “wet deck” system for the 50m pool.
- Install a “walk in” section to the 50m pool.
- Install a “stepped” entry into the 50m pool.
- Install a dedicated water space for learn to swim/family leisure purposes.
- Rebuild the plant room and associated water filtration systems on the northern side of the complex.
- Install a heat blanket system for the 50m pool
- Leave current entry as is until stage 2 is completed.

STAGE TWO NON-WATER BASED FACILITIES

- Relocate the entrance to the western side of the 50m pool.
- Alongside the new entrance build a first aid room, kiosk, change rooms, activity room, storage, family room, gymnasium (with a small programming office area) and pool managers’ office. This area will be raised 1 – 1.5m from the level of the pool deck.
- Develop a corridor to link and provide access to the change rooms, family room, activity area, storage and gymnasium.
- Install evaporative cooling air conditioning to activity area and gymnasium.
- Leave the current Swimming Club rooms as is.
- Demolish part of the current change rooms and the kiosk.
- Develop a pool blanket storage area.
- Redevelop part of the existing change rooms and kiosk to lane storage areas.
- Upgrade the lighting and P.A. systems.
- Install a non-water based playground.
- Develop car parking on the western side of the complex.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

\$7,000.00 2018/19 Consultancy Fees for detailed drawings.

\$50,000.00 2019/20 draft Budget for Swimming Pool Reserve

STRATEGIC IMPLICATIONS

Goal 9: We have a healthy and safe Community

Strategy 9.1: Encourage the provision of quality health services, facilities and programs in the Shire.

Strategy 9.3: Continue to improve our facilities and assets for inclusive access.

Point of Measurement – Swimming Pool Development and Feasibility Study.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

1. Receive the Beverley Aquatic Centre Strategic Review – Feasibility Study;
2. Establish a Swimming Pool Reserve Fund for the redevelopment of the Beverley Memorial Swimming Pool in the 2019/20 budget.
3. Prepare design drawings from the Concept Plan in Option 3.

13. NEW BUSINESS ARISING BY ORDER OF THE MEETING

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

14. CLOSURE

The Chairman to declare the meeting closed.