



28 May 2019

ORDINARY MEETING

MINUTES

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1. OPENING

The Chairperson declared the meeting open at 3:09pm

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members Present

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

2.2 Staff In Attendance

Mr SP Gollan Chief Executive Officer
Mr SK Marshall Deputy Chief Executive Officer
Mr BS de Beer Manager of Planning and Development Services (until 3.31pm)
Mrs A Lewis Executive Assistant

2.3 Observers And Visitors

Nil

2.4 Apologies and Approved Leave of Absence

Nil

2.5 Condolences

Nil

3. DECLARATIONS OF INTEREST

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 30 April 2019

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 30 April 2019 be confirmed.

COUNCIL RESOLUTION

M1/0519

Moved Cr Gogol

Seconded Cr Shaw

That the Minutes of the Ordinary Council Meeting held Tuesday 30 April 2019 be confirmed.

CARRIED 9/0

7.2 Minutes Of The Corporate Strategy Committee Meeting Held 14 May 2019

OFFICER'S RECOMMENDATION

That the Minutes of the Corporate Strategy Committee Meeting held Tuesday 14 May 2019 be received.

Provided under separate cover.

Please refer to agenda items: 11.4, 11.5, 12.2, 12.3, 12.4 and 12.5.

COUNCIL RESOLUTION

M2/0519

Moved Cr Martin

Seconded Cr Seed

That the Minutes of the Corporate Strategy Committee Meeting held Tuesday 14 May 2019 be received.

CARRIED 9/0

8. TECHNICAL SERVICES

Nil

9. PLANNING SERVICES

9.1 Proposed Relocated Second-Hand Dwelling - 122 Lukin Street

SUBMISSION TO: Ordinary Council Meeting 28 May 2019
REPORT DATE: 20 May 2019
APPLICANT: Gaye Furey
FILE REFERENCE: LUK 51110
AUTHOR: B.S. de Beer, Manager: Planning & Development Services
ATTACHMENTS: Locality Map, Site Plan,
Building Surveyors Report, BAL Report (under separate cover)

SUMMARY

An application has been received to develop a Relocated Second-Hand Dwelling at 122 (Lot 91) Lukin Street, Beverley. It will be recommended the application be approved.

BACKGROUND

The applicant is proposing to obtain planning approval to relocate and develop a Second-Hand Dwelling to 112 (Lot 91) Lukin Street.

The subject property is zoned 'Residential R5' in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3), is 4,047 m² in extent, and vacant.

The subject land is affected by Bushfire Prone Vegetation. It is also located within the Flood Fringe Area of the Avon River.

COMMENT

(Kindly consider this section by referring to the attached Locality Map, and other documentation).

The proposal for a Relocated *Second-Hand Dwelling* is a 'D' use in Zoning Table 3 of LPS 3, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

Development of Relocated Second-Hand Dwellings is guided by Council's Local Planning Policy - *Relocated Second-Hand Dwellings & Repurposed Dwellings* (Council's Policy). The objective of the Policy is to ensure that the development of a relocated second-hand dwelling is undertaken to an approved standard which pays regard to local amenity and aesthetics.

To address any possible amenity and aesthetic concerns, should Council resolve approve the application, it will be recommended the dwelling be finished to an acceptable standard as a condition of planning approval. To ensure the dwelling is finished within an acceptable timeframe it will be recommended a bond, in compliance with Council's Policy, is also imposed as a condition of approval.

Council's Policy requires an inspection by the Shire's Building Surveyor of the dwelling prior to relocation into the Shire. The dwelling was inspected *In Situ* and a

favourable report has been received and is included as an attachment to this report, accompanied by photographs of the transportable dwelling.

The subject property is affected by Bushfire Prone Vegetation. As part of the planning application a Bushfire Attack Level (BAL) Assessment was submitted – attached hereto. This shows the site to have a BAL 19 rating. Should Council resolve to approve the application building construction adherence to AS3959 for a BAL rating of 19 will be recommended as a condition of planning approval.

The subject property is located within the Flood Fringe area of the Avon River. Advice was sought from the Department of Water and Environment Regulation. They indicated support for the proposal on the proviso that the Finished Floor Level be at 194.5m AHD. This will be recommended be made a condition of planning approval.

The proposal complies with the siting and other requirements of LPS 3 and the Residential Design Codes.

The recommended conditions of planning approval are consistent with Council's Policy and are anticipated to address any matters of concern. It will be recommended the application be approved.

CONSULTATION

No consultation was deemed required.

STATUTORY ENVIRONMENT

The proposal is to be considered in terms of the Shire of Beverley's Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

The application complies with Council's Policy on *Relocated Second-Hand Dwellings & Repurposed Dwellings*.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M3/0519

Moved Cr Gogol

Seconded Cr Pepper

That Council grant Planning Approval for a Relocated Second-hand Dwelling at 122 (Lot 91) 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 the Manager: Planning & Development Services.**
- 2. The building construction standard shall adhere to Australian Standard AS3959 for a determined Bushfire Attack Level of 19 (refer to Advice Note 6).**
- 3. As the property is located within the Avon River Flood Fringe Area, the minimum habitable floor level of 194.5 m AHD is required, as advised by the Department of Water and Environmental Regulation.**
- 4. Prior to the issue of a Building Permit, a bond of \$5,000 is to be lodged with the Shire of Beverley to ensure all works, including clearing the site of debris, and connecting plumbing and water, are completed to the satisfaction of the Shire Building Surveyor and comply with the relevant provisions of the Building Codes of Australia.**
- 5. All works are to be completed within 12 months from the date of this determination.**
- 6. Prior to occupation, the exterior of the dwelling is to be finished to an acceptable standard which is in harmony with the amenity of the area, including modification to include a skillion roof, to the satisfaction of the Shire.**
- 7. As the Water Corporation reticulated sewer is not available the premises are to be connected to an approved wastewater treatment system, which complies with the requirements of the Treatment of Sewage and Disposal of Effluent and Liquid Waste Regulations. The approved system is not to be used for disposal of industrial liquid waste or other non-ablution wastes (refer to Advice Note 5).**
- 8. Suitable arrangements are to be made for connection to a potable water supply for domestic use.**

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: With regard to Condition 4, in compliance with Council's Relocated Second-Hand Dwellings Policy, the \$5,000 bond is to be lodged with the Shire. Bank or other guarantees are not acceptable.

Note 5: With regard to Condition 7, an application is to be submitted to the Council's Environmental Health Section in conjunction with the Building Permit application.

Note 6: Australian Standard AS3959 Sections 3, 5, 6, 7, 8, & 9 apply.

Note 7: 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.

CARRIED 5/4

Attachment 9.1

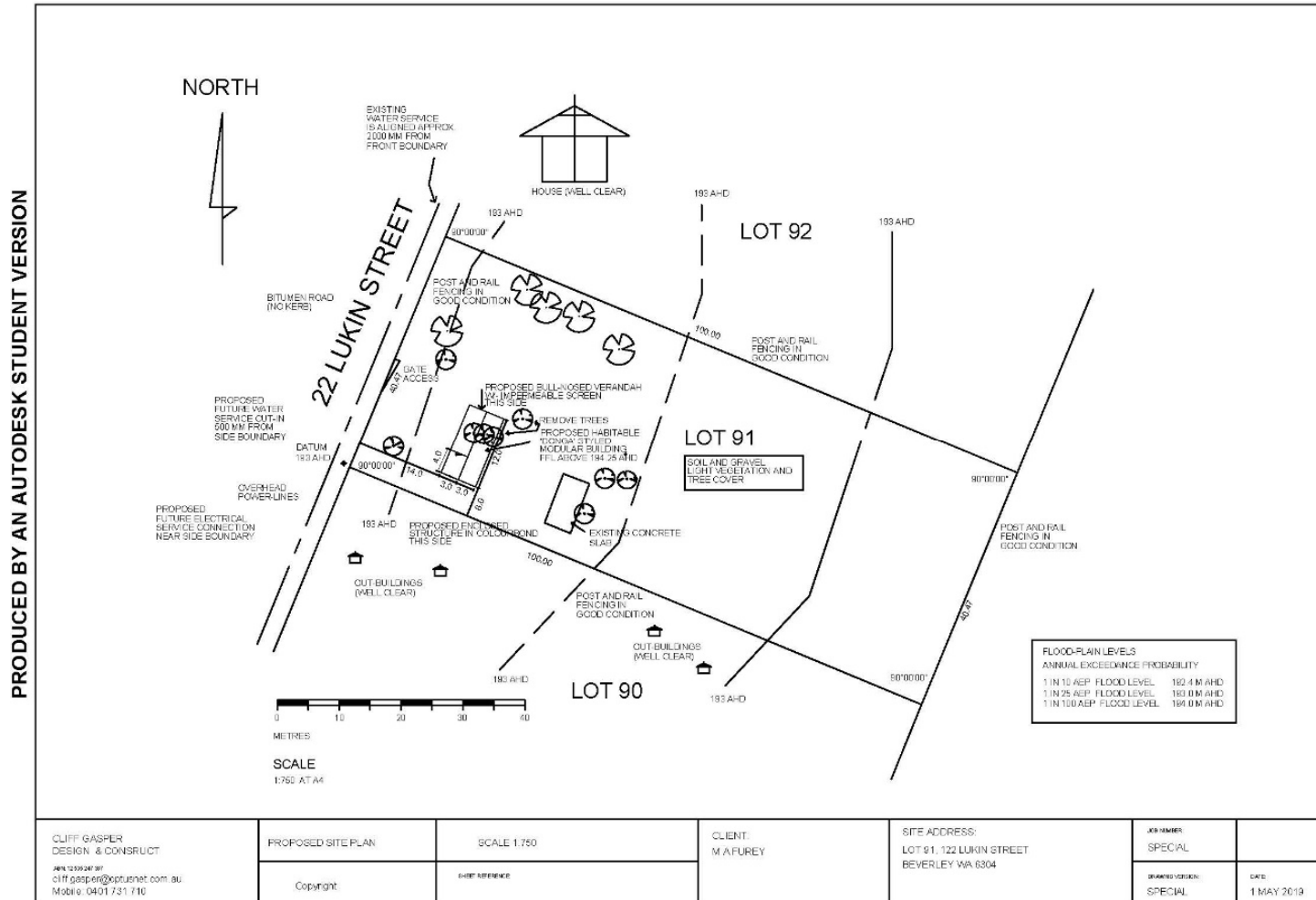
122 (LOT 91) LUKIN STREET, BEVERLEY



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Attachment 9.1

PRODUCED BY AN AUTODESK STUDENT VERSION



PRODUCED BY AN AUTODESK STUDENT VERSION

9.2 Subdivision Application WAPC 157985: Lot 1 Collins Road (Westdale)

SUBMISSION TO: Ordinary Council Meeting 28 May 2019
REPORT DATE: 20 May 2019
APPLICANT: RM Surveys – on behalf of Michael John Morrissey
FILE REFERENCE: PL 157985
AUTHOR: B.S. de Beer, Shire Planner
ATTACHMENTS: Site Subdivision Plan & Application Documentation

SUMMARY

An application had been received for the subdivision of Lot 1 Collins Road, Westdale. The application will be recommended for approval.

BACKGROUND

An application has been received from the Western Australian Planning Commission (WAPC) to create a Homestead Lot Subdivision as per the attached sketch plans. The subject lot is Zoned 'Rural' in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3).

The subject property contains an existing homestead and agricultural related infrastructure & outbuildings and is approx. 372 ha in extent. It is proposed to subdivide a Homestead lot (in extent 20 ha) from this parent lot.

COMMENT

The subdivision proposal to create a Homestead lot accords with the provisions of the *Shire of Beverley Local Planning Strategy, the Shire of Beverley Local Planning Scheme No. 3* as well as the *WAPC Development Control Policy 3.4 – Subdivision of rural land*.

In particular, LPS 3 provides in Clause 34 (2) that:

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

As mentioned above the parent lot is approx. 372 ha in extent and therefore accords with this provision of LPS 3.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 157985 for the subdivision of Lot 1 Collins Road, Westdale be approved subject to the following advice note:

Advice Note

1. The Commission's approval should not be construed as an approval for development on any of the lots proposed.

COUNCIL RESOLUTION

M4/0519

Moved Cr Shaw

Seconded Cr Martin

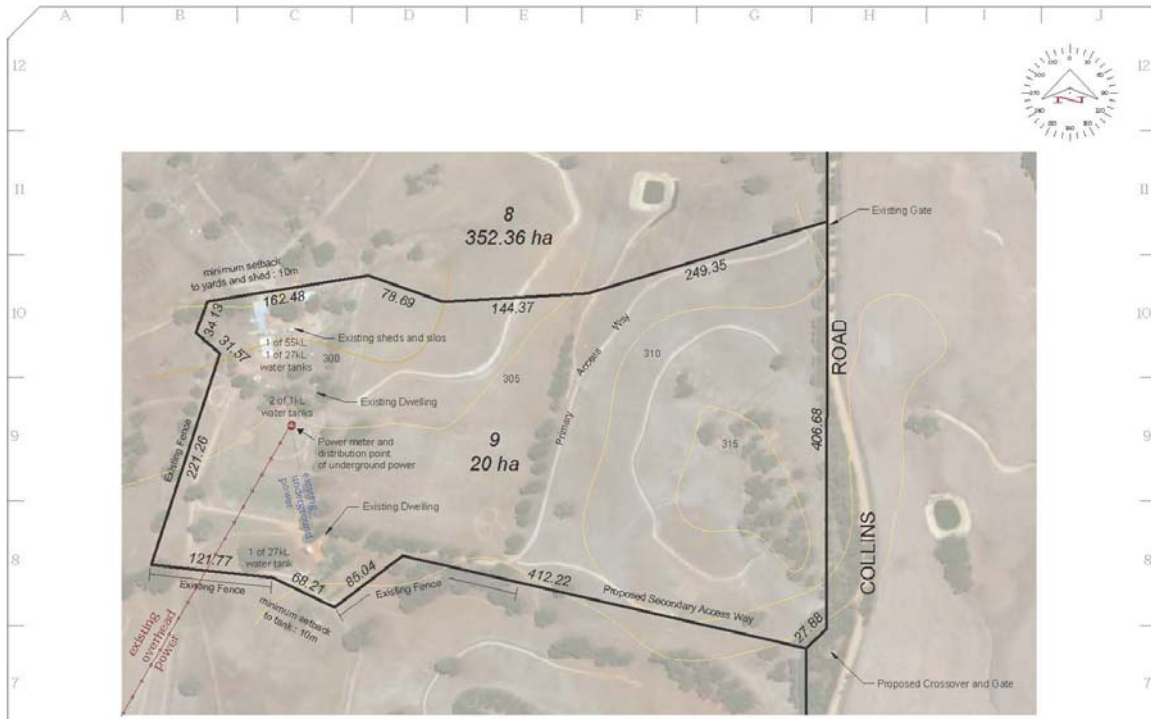
That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 157985 for the subdivision of Lot 1 Collins Road, Westdale be approved subject to the following advice note:

Advice Note

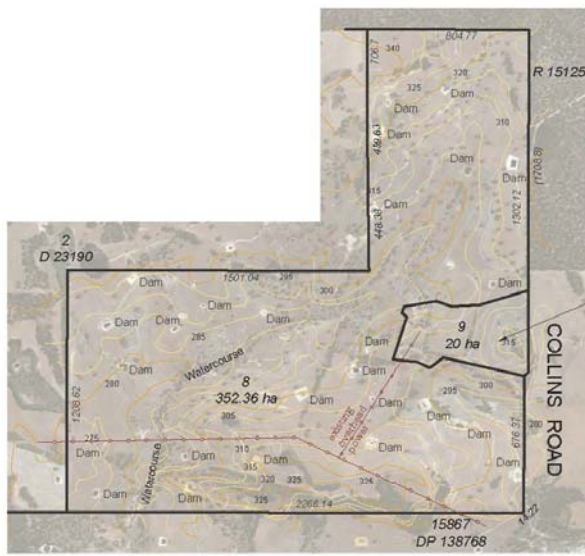
1. **The Commission's approval should not be construed as an approval for development on any of the lots proposed.**

CARRIED 9/0

Attachment 9.2



Enlargement A
Scale: 1:4000



DEPARTMENT OF PLANNING, LANDS AND HERITAGE

DATE	FILE
29-Apr-2019	157985

Refer to Enlargement A for proposed Lot 8 information.

Note:
All structures to be retained.

Note:
The boundary positions on this plan were obtained from digital data supplied by Landgate, and were not re-established as part of this survey. Prior to any structure or feature modification, the boundaries should be verified by a boundary re-establishment survey.

	Client	Westbrook Merino Stud	Surveyor	SS	APPLICATION FOR SUBDIVISION																						
	<small>THIS DRAWING IS COPYRIGHT. THE USE OR REPRODUCTION OF THIS DRAWING IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF RM SURVEYS CONSTITUTES A COPYRIGHT INFRINGEMENT.</small>	PAPER SIZE	A3	Survey Date	4/4/19	Lot 1 on Dia 23190 (#266) Collins Road Westdale																					
<p>SCALE 1:20000 ALL DISTANCES IN METRES</p>	<table border="1"> <tr> <th>Rev</th> <th>Description</th> <th>Drawn</th> <th>Ch'd</th> <th>Appvd</th> <th>Date</th> </tr> <tr> <td>1</td> <td>Features added.</td> <td>AC</td> <td>SS</td> <td>SS</td> <td>18/04/19</td> </tr> <tr> <td>0</td> <td>Initial Issue.</td> <td>LHa</td> <td>SS</td> <td>SS</td> <td>4/4/19</td> </tr> </table>	Rev	Description	Drawn	Ch'd	Appvd	Date	1	Features added.	AC	SS	SS	18/04/19	0	Initial Issue.	LHa	SS	SS	4/4/19	<table border="1"> <tr> <td>Vertical Datum</td> <td>LOCAL</td> </tr> <tr> <td>Horizontal Datum</td> <td>LOCAL</td> </tr> </table>	Vertical Datum	LOCAL	Horizontal Datum	LOCAL	Vol I214 Fol 446 Job No. WBMS-COLL-01 Drawing No. WBMS-COLL-01 Revision 1		
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0	Initial Issue.	LHa	SS	SS	4/4/19																						
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Horizontal Datum	LOCAL																										

9.3 Road Dedication – York-Merredin Road

SUBMISSION TO: Ordinary Council Meeting 28 May 2019
REPORT DATE: 20 May 2019
APPLICANT: Main Roads WA
FILE REFERENCE: ADM 0010
AUTHOR: B.S. de Beer, Shire Planner
ATTACHMENTS: Application Letter, Locality map, Land Dealings Plan

SUMMARY

A request has been received from Main Roads WA seeking a Shire Resolution to dedicate land as a Road Reserve. It will be recommended the request be granted.

BACKGROUND

The subject site is located on Lot 1 on Certificate of Title 1560/458 and zoned 'Rural' in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3).

The proposal for road dedication is required for road improvement and bridge works, as per the submission received from Main Roads WA, attached hereto.

COMMENT

The proposal is consistent with the aims of LPS 3 and is recommended to be approved.

CONSULTATION

No consultation was deemed required.

STATUTORY ENVIRONMENT

Land Administration Act 1997.

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 dedicate the land the subject of Main Roads Land Dealing Plan 1660-236-1 as a road pursuant to section 56 of the Land Administration Act 1997.

COUNCIL RESOLUTION

M5/0519

Moved Cr Brown

Seconded Cr White

That Council resolve to dedicate the land the subject of Main Roads Land Dealing Plan 1660-236-1 as a road pursuant to section 56 of the Land Administration Act 1997.

CARRIED 9/0

Attachment 9.3



Enquiries: Frank Mattaboni
Our Ref: 13/7110-02
Your Ref:
1 May 2019

Mr S Gollan
Chief Executive Officer
Shire of Beverley
PO Box 20
BEVERLEY WA 6304

Dear Sir

**REQUEST FOR SHIRE RESOLUTION TO THE DEDICATION OF LAND FOR ROAD
YORK MERREDIN ROAD 32.9 TO 35.08 SLK SECTION**

Attached for consideration by the Council is Land Dealing Plan 1660-236-1 depicting land utilised for improvement & bridge works carried out on the York Merredin Road. The land is required to be included in the road reserve.

Main Roads has approached all landowners and other affected parties and arrangements for acquisition are being finalised. To enable the land to be dedicated as road reserve, it is a requirement of the *Land Administration Act 1997* that local governments resolve to dedicate the road.

It would be appreciated if Council could consider the matter at its next meeting and provide the following statement in a letter to Main Roads marked to my attention. This will satisfy the requirements of the Department of Planning Lands & Heritage (DPLH) who will be arranging dedication once acquisition of the land is completed.

"Council at its ordinary meeting held on (Day Month Year) passed a resolution for the dedication of the land the subject of Main Roads Land Dealing Plan 1660-236-1 as a road pursuant to section 56 of the Land Administration Act 1997."

In addition if you could please provide a copy of the minutes of the Council meeting relating to Council's resolution for DPLH records.

Main Roads will be responsible for any costs and claims that may arise as a result of the dedication.

Should you require any further information please contact me on 08 9323 5856.

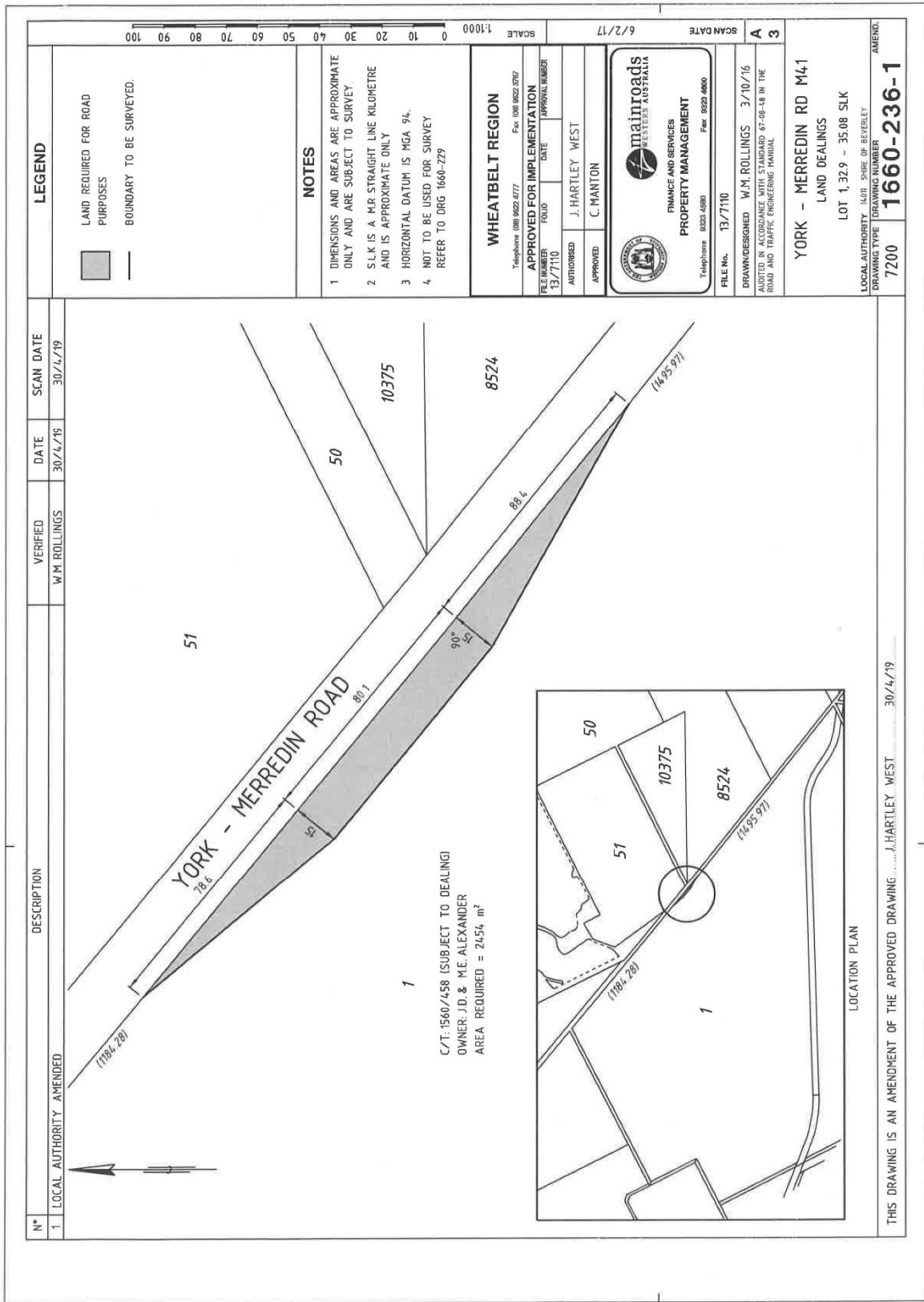
Yours sincerely

Frank Mattaboni
LAND CONSULTANT

Main Roads Western Australia
Northam Office: PO Box 333, Northam WA 6401
Narrogin Office: PO Box 194, Narrogin WA 6312

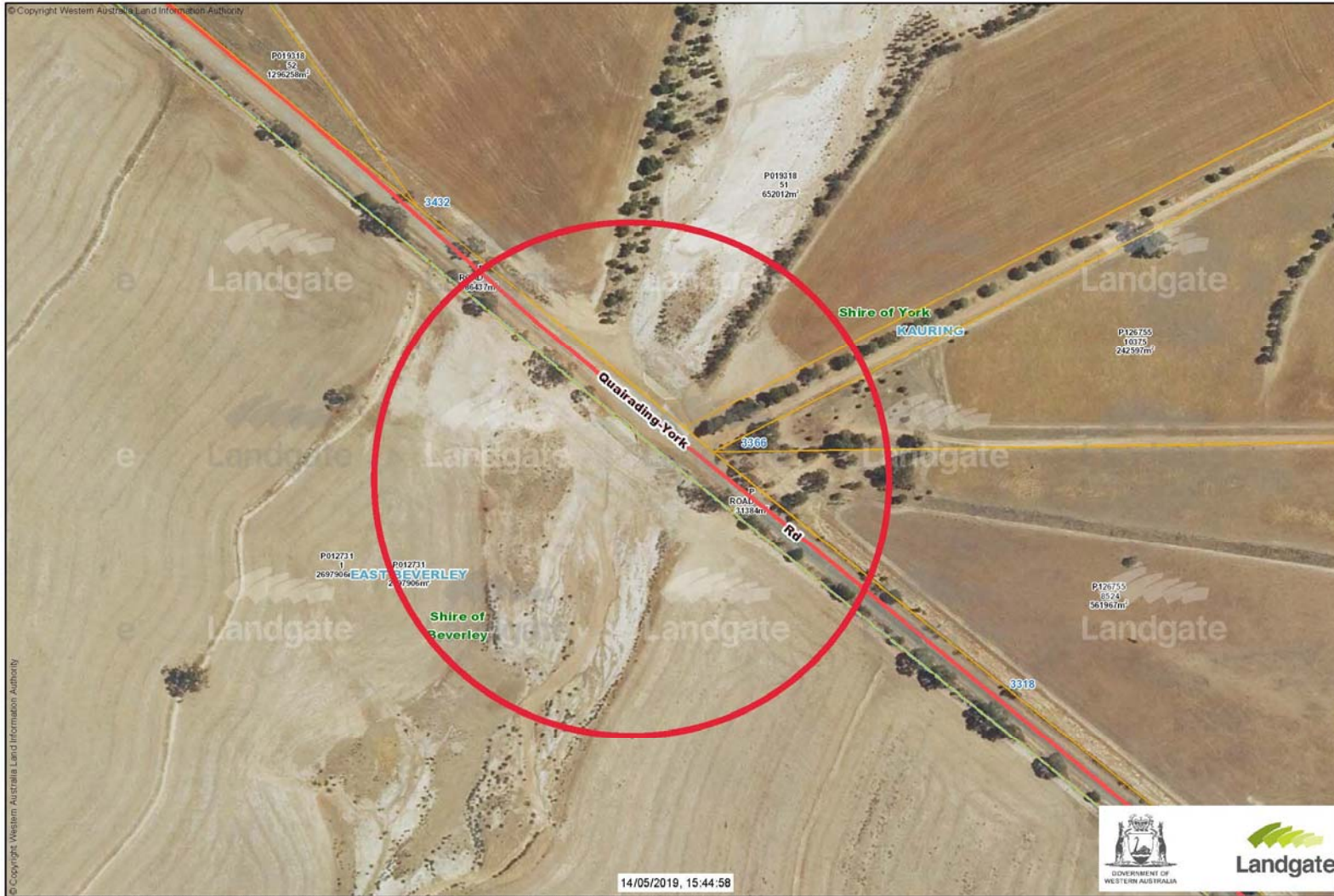
mainroads.wa.gov.au
wheatbelt@mainroads.wa.gov.au
Northam: 08 9622 4777 | Narrogin: 08 9881 0566

Attachment 9.3



Attachment 9.3

ROAD DEDICATION LOCALITY MAP



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9.4 Development Application – Rural Pursuit (Lot 202) Simmons Road

SUBMISSION TO: Ordinary Council Meeting 28 May 2019
REPORT DATE: 21 May 2019
APPLICANT: Mr John Quake
FILE REFERENCE: SIM 51543
AUTHOR: B.S. de Beer, Shire Planner
ATTACHMENTS: Application Documentation

SUMMARY

Council has received an Application for Planning Approval for a *Rural Pursuit* (the keeping of 2 miniature horses) on 49 (Lot 202) Simmons Road, Beverley. It will be recommended the application be approved.

BACKGROUND

The applicant previously submitted an application for the above. Council at its meeting of 30 April 2019 resolved as follows:

'The motion was lost as a Property Management Plan was not included in the application as per Council's Stocking Rates Policy.'

Post communicating this outcome to the applicant, he obtained assistance with the formulation of the required Property Management Plan and submitted this application.

The property is 2.017 ha in extent, zoned *Rural Residential* in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS3), and contains a residence and outbuildings within a predetermined building envelope.

The applicant proposes to keep two miniature horses on the subject land.

COMMENT

A *Rural Pursuit/Hobby Farm* is defined as follows in LPS3:

"means any premises, other than premises used for agriculture — extensive or agriculture — intensive, that are used by an occupier of the premises to carry out any of the following activities if carrying out of the activity does not involve permanently employing a person who is not a member of the occupier's household —

- (a) the rearing, agistment, stabling or training of animals;*
- (b) the keeping of bees;*
- (c) the sale of produce grown solely on the premises."*

Subject land:

The subject site is zoned *Rural Residential* and is 2.017 ha in extent. It contains an existing dwelling and outbuildings. The proposal will be measured against the guidance afforded by Council's *Stocking Rates Policy*.

Stocking Rates Policy:

The purpose of Council's *Stocking Rates Policy* is to provide a guide for the assessment and determination of applications for Planning Approval involving the keeping of livestock on, amongst others, *Rural Residential* zoned properties. It is not

the intention of the policy to be applied rigidly, but that each application be examined on its merits, with the objectives and intent of the policy the key for assessment.

The main objectives of the *Stocking Rates Policy* directives are to:

- Ensure that livestock keeping is undertaken in a sustainable manner;
- Ensure that the keeping of livestock does not have a significant negative impact on the natural environment;
- Ensure that the keeping of livestock does not impact detrimentally on the health and/or amenity of adjoining land owners.

Base Stocking Rate:

Council's *Stocking Rate Policy* provides for the calculation of the Dry Sheep Equivalent (DSE) for any particular property which is proposed to be used for the keeping of livestock. From this calculation a determination can be made as to how many animals (stock) of a particular type can be accommodated.

The applicant indicated a calculated DSE of **5 DSE** using the following formula:

$$\text{Base Stocking Rate}^{(1)} \times \text{usable area}^{(2)} = \mathbf{5 \text{ DSE}}$$

$$\text{(I.E. } 5 \times 1.0 = 5 \text{ DSE)}$$

Where ⁽¹⁾: The Base Stocking Rate for the Shire of Beverley, as per the Policy, is 5 DSE.

And ⁽²⁾: The usable area was calculated by estimating the area where the miniature horses will be kept, as depicted in the accompanying site plan.

Using the animal equivalents table in the Shire's *Stocking Rates Policy* it can be seen that the subject site does not yield a sufficient DSE to be able to accommodate the number of animals proposed. (Please note that 'Pony' was used as an equivalent for calculating the required DSE, as the Policy does not mention 'miniature horses').

Using the DSE calculations in the Policy as a guideline, a **DSE of 10** would have been required for the subject property to be able to accommodate the 2 miniature horses (5 DSE x 2).

The *Stocking Rates Policy* can permit though, with Council's discretion, proposals for *Rural Pursuit* land uses in excess of the Base Stocking Rate, where applicants submit a Property Management Plan which demonstrates that the operation of the Rural Pursuit land use will comply with Council's Policy.

Property Management Plan:

A Property Management Plan was submitted as part of the Planning Application, attached hereto. It addresses all issues of concern to the proposed use and operation thereof.

Stabling of the animals:

The applicant submitted a site plan indicating that the stabling of the animals will be within the agistment area. The siting of the proposed stable falls inside of the designated Building Envelope area of the subject land and is therefore supported.

Fencing:

The Council's *Stocking Rates Policy* requires a 7 strand/line ring-lock or similar fence with 'sighter' strands or electrical. Should Council resolve to approve the application, it will be recommended that the agistment area be fenced as per the *Stocking Rates Policy*.

Conclusion:

Shire Planner is of the opinion that with appropriately framed Conditions of Planning Approval and adherence thereto, the proposed development can be well managed.

CONSULTATION

The latest application was not referred to affected neighbours. For reference purposes the response received from the previous application is presented again in the table below:

No.	Name	Respondent Address	Summary of Submission	Council's Comment
1	Kathryn Horrocks	53 Simmons Road Beverley	Comment on the proposal. The 'hole' referred to (we believe) intersects our boundary and continues to our property. Please ensure adequate measures are taken to ensure no manure drains/falls onto our land. We would ask that our common boundary be modified to include electric fencing, to ensure the ponies cannot escape & wonder onto our land.	The submission is noted. Appropriate Conditions of Planning approval will be recommended to address these concerns.

STATUTORY ENVIRONMENT

The application may be approved under the Shire of Beverley's Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M6/0519

Moved Cr Shaw

Seconded Cr Martin

That Council resolve to grant planning approval for a Rural Pursuit (keeping of miniature horses) at 49 (Lot 202) Simmons Road, Beverley, subject to the following conditions and advice notes:

Conditions:

- 1. The Planning Approval for the Rural Pursuit is only valid for a period of two (2) years from the date of Council's approval of the same at which time a new Planning Approval must have been granted or the animals removed.**
- 2. The agistment area shall be appropriately fenced as per the Stocking Rates Policy to the satisfaction of the Shire Planner.**
- 3. The number and type of animal shall be limited to two (2) miniature horses only.**
- 4. The Rural Pursuit shall be carried out in accordance with the submitted Property Management Plan and the requirements of Council's Stocking Rates Policy in so far as Property Management is concerned.**
- 5. Where an existing animal kept on the property expires, it shall not be replaced without the further approval of the Shire having first being sought and obtained.**
- 6. Every part of the subject site used for the Rural Pursuit land use must be maintained in a hygienic and clean condition, free from dust, odour, flies and vermin.**
- 7. Measures shall be taken to prevent, as far as practicable, stormwater run-off and manure spillage unto neighbouring properties.**
- 8. All manure is to be regularly collected and disposed of in a manner that is in compliance with the relevant legislation, to the satisfaction of the Shire's Environmental Health Officer.**

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: The applicant is advised a building permit is required prior to commencement of any building works.

Note 5: The carrying on of the development must not cause a dust nuisance to neighbours. Where appropriate and practicable such measures as installation of sprinklers, use of water tanks, mulching or other land management systems should be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and in the manner directed by the Shire's Environmental Health Officer if it is considered that a dust nuisance exists.

Note 6: The applicant is advised that where in the opinion of Council the livestock keeping is causing adverse environmental, health or amenity impacts, the Council may by written notice (giving clear reasons) require the owner of the land to:

- (a) take action to temporarily or permanently reduce the number of stock kept on the land; or**
- (b) remove all the stock from the land either temporarily or permanently; or**
- (c) rectify the adverse impacts of the livestock keeping.**

Note 7: 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.

CARRIED 9/0

Attachment 9.4

Basic / Intermediate Stock Management Plan

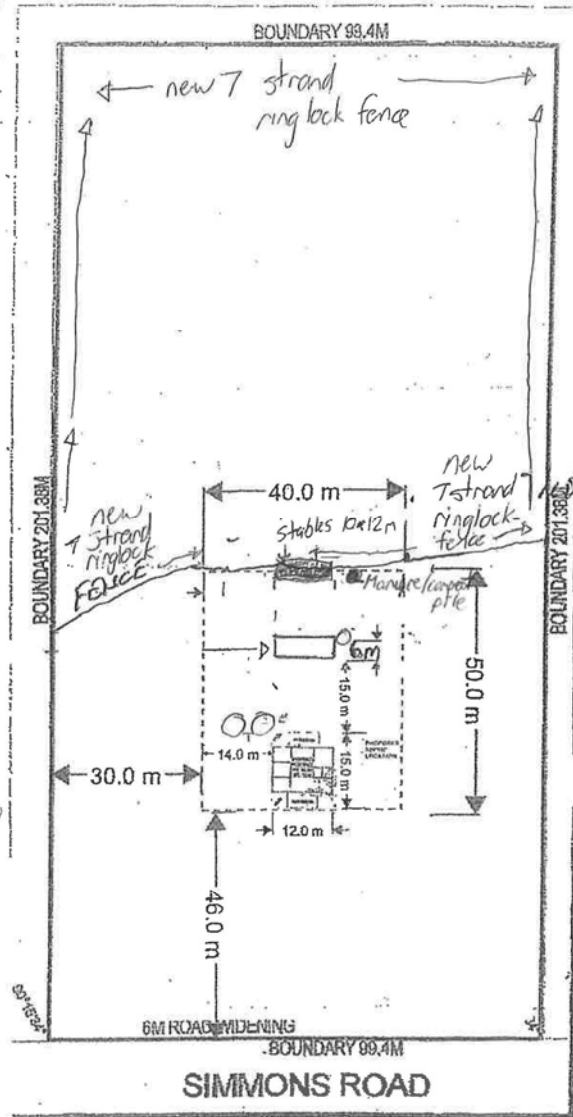
1.	Address of property	Lot 202 (49) Simmons Rd Beverley 6304	
2.	Area of property (ha)	<u>1.99</u>	
3.	What is the zone of the property?	RR4	
4.	What type of animal(s) and how many are proposed to be kept on the property?		
		Animal type	Height (cm) OR Weight (kg)
	Animal 1:	Miniature Pony	100
	Animal 2:	Miniature Pony	100
	Animal 3:		
	Animal 4:		
	Animal 5:		
	Animal 6:		
	If keeping horses/ponies refer to DPIRD 'Noteworthy 31 - Keeping horses on small properties'		
5.	What is the DSE for the animal(s) proposed to be kept ?	5	
6.	Paddock details:		
	Paddock number	Area (ha)	Irrigated (yes/no)
	Paddock 1	1.0	no
	Paddock 2		
	Paddock 3		
	Paddock 4		
	Paddock 5		
7.	Drainage management practices:		
	As the ground is relatively flat, it is not expected that there will be any significant issues with drainage. If needed, contours could be put in at a later date.		
8.	What are the soil types where the stock will be kept?	Predominantly clay with some sand	

Attachment 9.4

9.	Fencing?	The whole paddock area where the ponies are kept is new 7 strand ringlock fencing, which has been correctly tensioned and will be regularly maintained.
10.	Adequately fenced vegetation belts	There is no significant vegetation to protect (no trees at present). If trees are planted later, they will be fenced off to protect them from damage.
11.	Will you be constructing/providing any animal shelters, stables, yards, arenas or exercise areas?	Stable structure- second hand tin and steel stable to house 2 full size horses so large enough for two miniatures (approx. 10x12x3m). Positioned inside the existing building envelope(shown on map) and not near boundary fences.
12.	Manure collection details	Raked by tractor into pile near stable (on map) and managed by dung beetles and composted. If required, the manure will be removed to the tip on a regular basis. This will ensure there is no issues with odour or flies.
13.	How will the animals be fed/grazed?	Ponies will eat existing vegetation (weeds) and supplemented by hay as required
14.	Describe the condition of the existing pasture cover	Existing pasture is a variety of self sown weeds
15.	<p>Describe the management practices you plan to implement for the proposed animals. :</p> <p>No actual pasture apart from self sown weeds.</p> <p>As the ground is mainly clay which packs down, there is minimal dust.</p> <p>Water for the ponies is supplied by a bore.</p> <p>The ponies have access to a ventilated stable area for shelter.</p> <p>As these are miniature ponies (smaller than a shetland) they will have minimal impact.</p>	
16.	<p>Attach a site plan of your property at an appropriate scale showing cleared areas, areas of native vegetation or mapped LNA, environmental features (e.g. watercourse, granite outcrop, habitat trees), dams/soaks, firebreaks, fenced paddocks where stock will be kept, arenas, round yards and any existing and proposed structures for the stock (such as stables or animal shelters).</p> <p>Site plan attached</p>	

Attachment 9.4

LOT 202 Simmons Road, Beverley WA 6304



PROPOSED POSITION OF BUILDING ENVELOPE ON PROPERTY



"When you need to know it is built right"

9.5 Proposed General Practitioners Consulting Rooms – 127 Vincent Street

SUBMISSION TO: Ordinary Council Meeting 28 May 2019
REPORT DATE: 23 May 2019
APPLICANT: Dr A & E Oladipo
FILE REFERENCE: VIN 1032
AUTHOR: B.S. de Beer - Manager: Planning & Development Services
ATTACHMENTS: Application Letter, Locality Map, Consulting Room Layout

SUMMARY

An application has been received to establish Doctor's Consulting Rooms at 127 (Lot 20) Vincent Street. It will be recommended the application be approved.

BACKGROUND

The location is on the premises of the former Beverley Newsagency, at present the Nourisheby Health Shop, that will be relocating next door.

The subject site 127 (Lot 20) Vincent Street (*Avon Buildings*) is Zoned 'Rural Townsite' in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3). A number of retail shops share the same building. The site is not Heritage Listed.

COMMENT

The proposed use is regarded as 'Consulting rooms' in terms of LPS 3, which use is a 'P' use in *Table 3 – Zoning Table*.

'Consulting Rooms' are defined as follows in LPS 3:

Means premises used by no more than 2 health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care.

A 'P' use means that the use is permitted if it complies with any relevant development standards and requirements of LPS 3. The proposal is presented to Council as it proposes a change in use to Consulting Rooms.

As per the submission from the applicant (attached hereto), the proposal will involve the following:

- Doctors (General Practitioners) Consulting Room;
- Waiting room/reception room;
- Nurses room;
- New toilet & kitchen

Table 6 in LPS 3 provides the Parking Requirements for various developments. For Consulting Rooms the requirements are as follows:

5 parking spaces per consulting room plus one per staff member

This Development Standard therefore requires a total of 13 Parking Bays, i.e:

5 car parking spaces per Consulting Room:

2 Consulting Rooms x 5 = 10, and

1 car parking space per staff member:

3 staff (2 x doctors & 1 receptionist = 3).

It can be seen from the submitted plans that the proposal complies with this requirement of the LPS 3. As submitted by the applicant, there are also a number of off-site parking spaces available in the immediate vicinity, even though these will be shared spaces with other visitors to town.

CONSULTATION

No consultation was deemed required for this proposal.

STATUTORY ENVIRONMENT

The application may be considered under the Shire of Beverley's Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M7/0519

Moved Cr Davis

Seconded Cr Gogol

That Council resolve to grant planning approval for Consulting Rooms at 127 (Lot 20) Vincent 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 the Manager: Planning & Development Services.**
- 2. The onsite Parking Area shall be maintained to the satisfaction of the Shire.**

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: The applicant is advised a building permit is required where applicable, prior to any building work commencing.

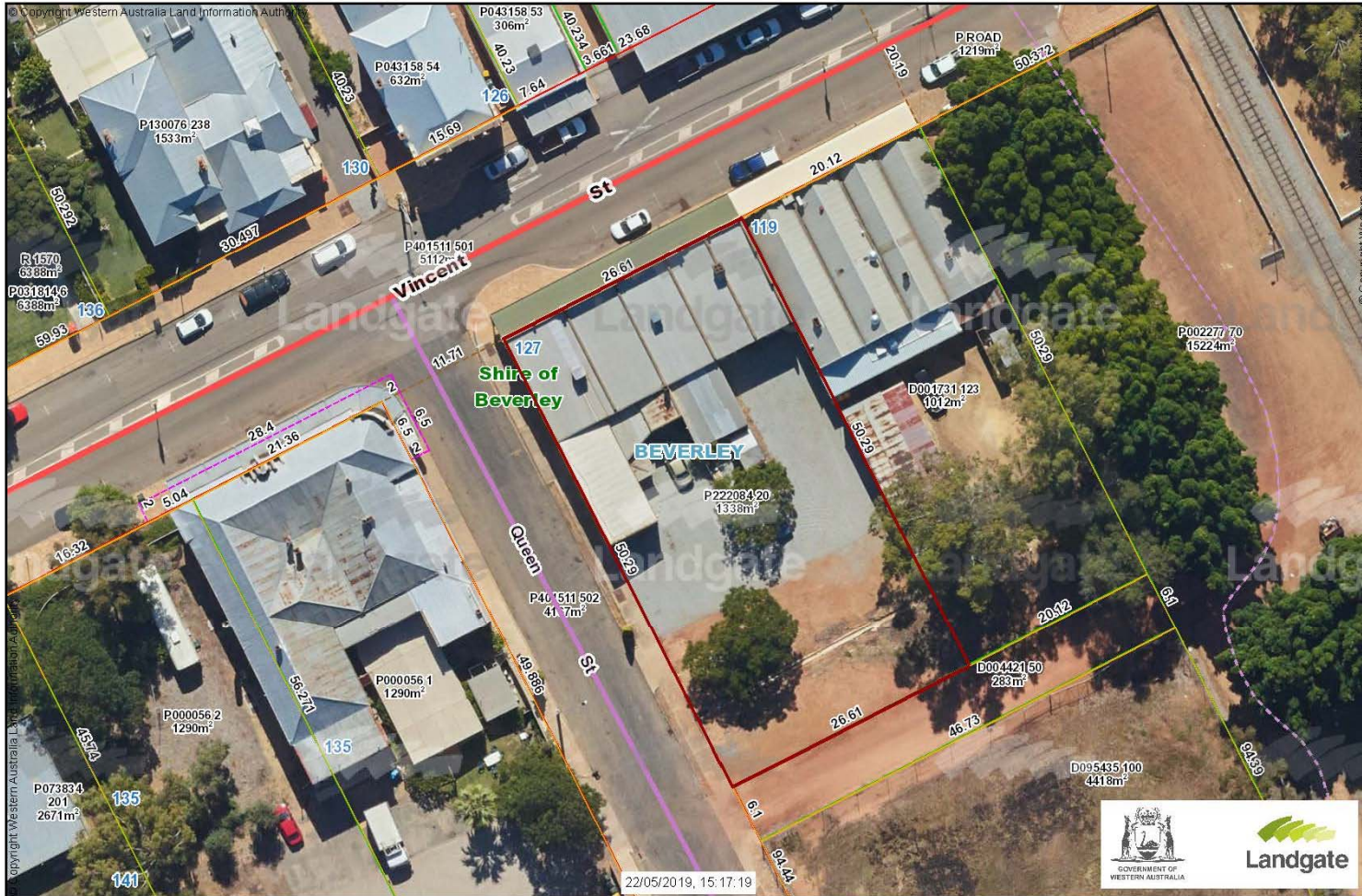
Note 5: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Note 6: The Applicants are advised their clients should be directed to use parking at the rear of the consulting rooms

CARRIED 9/0

Attachment 9.5

127 (lot 20) Vincent Street



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Please refer to original documentation for all legal purposes.

Attachment 9.5

Beverley Shire
136 Vincent Street,
C/of Stefan De Beer,



Dear Stefan

RE: Application of change of use for 127a Vincent street Beverley WA 6304

THE PROPERTY

Being 127 Lot 20 Vincent Street, Beverley
on plan 222084, Volume 1620 folio 694
Space rented being 125.1415.m²

Development

DOCTORS SURGERY

Proposal for 2 new consulting rooms, revamping for 1 existing room into store and office admin room.

Revamping existing kitchen ,Bathroom, Toilet, and provide 1 vanity with hand washing basin for each rooms, temporary partitioning walls for the new consulting rooms, and painting or the internal rooms walls.

CAR BAYS

There are ample room for at least 15 car bays on the back of the surgery.
Up to 35 car bays In front of the surety (being Vincent Street), another 18 bays on Street. Please see aerial car park sketch Supplied with this application.

General Comments to support this application.

I would like to make some comments in support of this application. The applicant is prepared to commit to Beverley Town peoples and are in the process of signing a 5 year with option of another 5 years and will be looking for a home in Beverley. Also they will be needing a receptionist / office staffer.

Please note also as a Real Estate Agent in this district for almost 29 years and hope that you don't make the same mistakes that the York Shire as made for the last 20 years, that is refusing progress and development, specially Doctors (they bring more peoples into your Town)

Please note I am not criticising.

Just making an observation on my part. There as been so many missed opportunity since I started working in real estate in this area I strongly believe that we would have taken at least 50% on all of this opportunities we would have had benefitted 10 folds.

Kind Regards

Nick Di Giulio
Call me any time before 9pm
0417 385 030

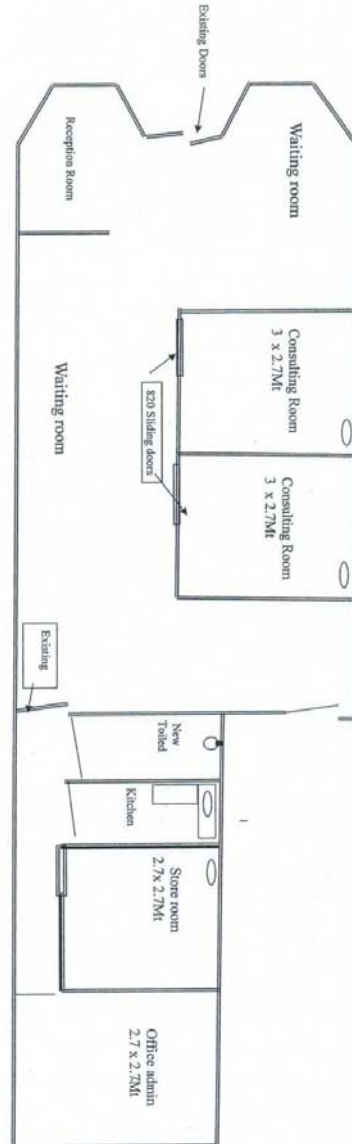
Licensee: Avon Districts Professionals Pty Ltd. ACN 008 966 041. ABN 13 589 742 399
100 Avon Terrace, York WA 6302 Phone 08 9641 2412 Fax 08 9641 2016
Your locally owned and operated Rural Real Estate Centre
LICENSED REAL ESTATE AGENTS

Attachment 9.5

Street name: <i>Vincent St</i>	Suburb: <i>Beverley</i>
Nearest street intersection:	
PROPOSED DEVELOPMENT	
Nature of development: <input checked="" type="checkbox"/> Use <i>For a Medical Center.</i> <input type="checkbox"/> Works <input type="checkbox"/> Works and use	
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, is the exemption for: <input type="checkbox"/> Use <input type="checkbox"/> Works	
Description of proposed works and/or land use: <i>Internal Review & Change of use</i>	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use: <i>Naturalist Treatment Reserve</i>	
Approximate cost of proposed development:	
Estimated time of completion: <i>4 Weeks</i>	
OFFICE USE ONLY	
Lodgment Date: <i>22/5-19</i>	Property Assessment No.: _____
Fee Payable: _____	Payment Date: _____ Receipt No: _____
CHECKLIST FOR SUPPORTING DOCUMENTS	
SITE PLANS	
<ul style="list-style-type: none"> • Site Plan of the proposed development at a scale of not less than 1:500. • North Point & Scale to be notated. • Street Name – Lot number and house number, where available. • Location of existing and proposed buildings on site. • Access arrangements (crossover, driveway, etc.) 	
PLANS OF BUILDINGS (IF REQUIRED)	
<ul style="list-style-type: none"> • Floor and Elevation plans at a scale of not less than 1:200. • Scale to be notated. 	
ALL DEVELOPMENT APPLICATIONS	
<ul style="list-style-type: none"> • Written description and justification of the proposal. • Hours of operation, where applicable. • Location of the proposal on site (shown on site Plan), where applicable. • Details of vehicle access and parking (shown on site Plan), where applicable. 	
Should an Application for Development Approval not contain all the requirements, as detailed above, it will be considered incomplete and will not be accepted by the Shire of Beverley.	

Attachment 9.5

DEVELOPMENT APPLICATION
BEVERLEY DOCTORS SURGERY
EXISTING BUILDING Being
127a Vincent street, Beverley WA 6304



Application of change of use for 127 Vincent street Beverley WA 6304

THE PROPERTY

Being 127 Vincent Street Beverley
Specified being 126 1416/17

Development

DOCTORS SURGERY

Proposal for 2 new consulting rooms, revamping for 2 existing room for Office admin & store room.
Revamping existing Kitchen, Bathroom, Toilet, and provide 1 vanity with hand washing basin for each
rooms. Temporary Gyprock walls for the new consulting rooms, and painting of the internal rooms walls.

Attachment 9.5

CAR BAYS

Please note there are ample room for at least 15 car bays on the back of the surgery.
Up to 35 car bays in front of the surgery (being Vincent Street), another 18 bays on Street.
And ample car park on near the Railway track.



9.6 Late Item Development Application – Shade Structure – Beverley Off Road Motor Sports Association (BORMSA) - Portion of Reserve 5265, Nicholas Street

SUBMISSION TO: Ordinary Council Meeting 28 May 2019
REPORT DATE: 28 May 2019
APPLICANT: Mr Shayne Lucy
FILE REFERENCE: ADM 0475
AUTHOR: B.S. de Beer, Shire Planner
ATTACHMENTS: Application Documentation

SUMMARY

Council has received an application for Planning Approval for a Shade Structure on a portion of Reserve 5265, Nicholas Street, Beverley. It will be recommended the application be approved.

BACKGROUND

The applicant proposes to construct a Shade Structure (6m x 8m - see attachments) as part of the Beverley Off Road Motor Sports Association's (BORMSA) activities on the subject land.

The subject portion of Reserve 5265 contains various off road circuits and other established infrastructure associated with the event. Council has a Management Order over the land, as well as an established land use agreement with BORMSA.

COMMENT

The proposal is supported as it is regarded as an improvement to the established event infrastructure and is therefore beneficial to the participants and event attending public generally.

CONSULTATION

The proposed site is located within *Special Control Area No. 4 – Infrastructure* in terms of Shire of Beverley Local Planning Scheme No. 3 (LPS 3). This requires the Shire to refer planning proposals to the relevant service provider prior to determination of the application.

The application was referred to the Water Corporation, and on the 28 May 2019 the following response was received:

'We have no objection to construct a shade structure on portion of reserve 5265. There are no Water Corporation assets in the vicinity.'

STATUTORY ENVIRONMENT

The application may be approved under the Shire of Beverley's Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to grant planning approval for a Shade Structure on a portion of Reserve 5265 Nicholas 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.

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: The applicant is advised a building permit is required prior to commencement of any building works.
- Note 5: 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.

COUNCIL RESOLUTION

M8/0519

Moved Cr Brown

Seconded Cr Shaw

That Council resolve to grant planning approval for a Shade Structure on a portion of Reserve 5265 Nicholas 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.**

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: The applicant is advised a building permit is required prior to commencement of any building works.

Note 5: 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.

CARRIED 9/0

3.31pm - The Manager of Planning and Development, Stefan de Beer left the meeting and did not return.

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

SUBMISSION TO: Ordinary Council Meeting 28 May 2019
REPORT DATE: 7 May 2019
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: April 2019 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 30 April 2019.

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 reports for the period ending 30 April 2019 have been provided and include:

- 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 April 2019 be accepted and material variances be noted.

COUNCIL RESOLUTION

M9/0519

Moved Cr Martin

Seconded Cr Gogol

That the monthly financial report for the month of April 2019 be accepted and material variances be noted.

CARRIED 9/0

SHIRE OF BEVERLEY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 April 2019					
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	3,147,094.00	3,156,819.18	9,725.18	
Governance	21,600.00	9,100.00	54,586.63	45,486.63	Local Government House interest \$46,400 brought to account
Law, Order & Public Safety	195,361.00	136,156.00	142,601.99	6,445.99	
Health	100.00	0.00	363.64	363.64	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	108,454.00	93,344.00	101,652.21	8,308.21	
Community Amenities	208,624.00	204,415.00	207,266.10	2,851.10	
Recreation & Culture	417,941.00	399,197.00	413,650.83	14,453.83	Insurance Reimbursement and hire fees of Function Centre \$6,769, CRC Old School Building rent fees \$3,364, Hall hire fees \$1,570, and Gym memberships \$1,765 greater than anticipated.
Transport	6,289,277.00	3,428,683.00	3,562,544.32	133,861.32	MRWA Direct Grant \$44,794, Blackspot Funding \$15,064 due to overspend and LGGC Special Bridge Funding \$100,550 greater than anticipated. Walk Trail funding (\$25,000) unlikely to be received this FY.
Economic Activities	141,750.00	107,710.00	112,730.91	5,020.91	
Other Property & Services	43,100.00	37,660.00	43,550.20	5,890.20	
Total Operating Revenue	10,664,777.00	7,563,359.00	7,795,766.01	232,407.01	
Operating Expenditure					
General Purpose Funding	(171,297.00)	(119,270.00)	(117,062.83)	2,207.17	
Governance	(246,521.00)	(208,083.00)	(303,921.51)	(95,838.51)	Write off of low value assets as per change in Regulations loss on disposal (\$96,512) and FBT expense (\$10,749) greater than anticipated. Councillor training expenses \$3,000, Conference expenses \$2,842 and Admin Allocation-Members \$2,950 lower than anticipated YTD.
Law, Order & Public Safety	(418,479.00)	(277,701.00)	(284,515.56)	(6,814.56)	
Health	(154,808.00)	(124,613.00)	(118,414.96)	6,198.04	
Education & Welfare	(85,143.00)	(53,430.00)	(50,016.08)	3,413.92	
Housing	(213,299.00)	(204,774.00)	(258,895.66)	(54,121.66)	Depreciation expense (\$64,372) and Hunt Road Village Mtce (\$5,334) greater than anticipated YTD. ILU maintenance expenses \$8,065 and Staff Housing maintenance expenses \$4,323 lower than anticipated YTD.
Community Amenities	(668,992.00)	(509,571.00)	(506,036.41)	3,534.59	
Recreation & Culture	(1,429,716.00)	(1,138,264.00)	(1,131,124.62)	7,139.38	
Transport	(2,704,666.00)	(2,054,350.00)	(2,049,430.57)	4,919.43	
Economic Activities	(509,340.00)	(319,456.00)	(314,666.07)	4,789.93	
Other Property & Services	(15,106.00)	9,163.00	51,391.44	42,228.44	Mechanic wages \$28,857 lower than anticipated due to leave. Loader insurance write off profit on disposal \$19,000.
Total Operating Expenditure	(6,617,367.00)	(5,000,349.00)	(5,082,692.83)	(82,343.83)	

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
30 April 2019**

Description	Budget 2018/19	YTD Budget 2018/19	YTD Actual 2018/19	YTD Variance	Notes To Material Variances
Net Operating	4,047,410.00	2,563,010.00	2,713,073.18	150,063.18	
Capital Income					
Self Supporting Loan - Principal Repayment	15,313.00	7,540.00	7,540.29	0.29	
Proceeds from Sale of Assets	162,000.00	142,000.00	141,920.00	(80.00)	
Total Capital Income	177,313.00	149,540.00	149,460.29	(79.71)	
Capital Expenditure					
Land and Buildings	(852,201.00)	(492,751.00)	(503,863.43)	(11,112.43)	Caravan Park Power Upgrade savings \$10,757.
Plant and Equipment	(265,000.00)	(130,000.00)	(154,259.79)	(24,259.79)	Swimming Pool Diving Board \$26,055 unbudgeted.
Office Furniture and Equipment	(60,000.00)	(37,000.00)	(36,770.34)	229.66	
Road Construction	(2,714,578.00)	(718,919.00)	(744,552.77)	(25,633.77)	Top Beverley Rd works expense (\$28,506) greater than anticipated.
Other Infrastructure	(4,015,208.00)	(1,810,186.00)	(1,810,238.25)	(52.25)	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(129,929.00)	(114,598.00)	(114,598.54)	(0.54)	
Total Capital Expenditure	(8,036,916.00)	(3,303,454.00)	(3,364,283.12)	(60,829.12)	
Net Capital	(7,859,603.00)	(3,153,914.00)	(3,214,822.83)	(60,908.83)	
Adjustments					
Depreciation Written Back	2,401,952.00	1,969,459.00	2,054,855.30	85,396.30	Depreciation expense greater than anticipated YTD.
Movement in Leave Reserve Cash Balance	0.00	0.00	4,350.80	4,350.80	
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 Investments	0.00	0.00	(46,400.31)	(46,400.31)	Local Government House Trust investment brought to account.
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	22,000.00	98,791.92	76,791.92	Write off of Low Value Assets as per changes to Regulations \$96,513.
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	(49,608.00)	(49,608.09)	(0.09)	
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	2,812,027.00	2,932,165.67	120,138.67	
CLOSING SURPLUS/(DEFICIT)	0.00	2,221,123.00	2,430,416.02	209,293.02	

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 30 April 2019	
Description	YTD Actual 2018/19
Current Assets	
Cash at Bank	250,061.93
Cash - Unrestricted Investments	2,020,580.95
Cash - Restricted Reserves	2,320,853.72
Cash on Hand	300.00
Accounts Receivable	494,703.25
Prepaid Expenses	0.00
Self-Supporting Loan - Current	7,772.53
Inventory - Fuel	12,996.52
Total Current Assets	5,107,268.90
Current Liabilities	
Accounts Payable	(133,573.88)
Loan Liability - Current	(15,330.95)
Annual Leave Liability - Current	(168,900.17)
Long Service Leave Liability - Current	(137,233.57)
Doubtful Debts	(108,545.88)
Total Current Liabilities	(563,584.45)
Adjustments	
Less Restricted Reserves	(2,320,853.72)
Less Self-Supporting Loan Income	(7,772.53)
Add Leave Reserves - Cash Backed	200,026.87
Add Loan Principal Expense	15,330.95
Total Adjustments	(2,113,268.43)
NET CURRENT ASSETS	2,430,416.02

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING
30 April 2019**

Description	Actual 2017/18	YTD Actual 2018/19	Movement
Current Assets			
Cash and Cash Equivalents	4,161,346.24	4,591,796.60	430,450.36
Accounts Receivable	768,606.93	494,703.25	(273,903.68)
Prepaid Expenses	39,629.21	0.00	(39,629.21)
Self-Supporting Loan - Current	15,312.82	7,772.53	(7,540.29)
Inventory	9,938.85	12,996.52	3,057.67
Total Current Assets	4,994,834.05	5,107,268.90	112,434.85
Current Liabilities			
Accounts Payable	(1,619,096.00)	(133,573.88)	1,485,522.12
Loan Liability - Current	(129,929.49)	(15,330.95)	114,598.54
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
Doubtful Debts	(108,545.88)	(108,545.88)	0.00
Total Current Liabilities	(2,163,705.11)	(563,584.45)	1,600,120.66
Non-Current Assets			
Non-Current Debtors	115,203.39	115,203.39	0.00
Non-Current Investments	0.00	46,400.31	46,400.31
Land and Buildings	21,346,251.95	21,181,346.08	(164,905.87)
Plant and Equipment	1,989,439.36	1,740,442.68	(248,996.68)
Furniture and Equipment	151,597.06	106,245.95	(45,351.11)
Infrastructure	56,115,882.67	57,529,253.69	1,413,371.02
Self Supporting Loan - Non Current	58,812.12	58,812.12	0.00
Total Non-Current Assets	79,777,186.55	80,777,704.22	1,000,517.67
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	83,629,221.91	2,713,073.18
Equity			
Accumulated Surplus	(38,881,645.54)	(41,545,110.63)	(2,663,465.09)
Reserves - Cash Backed	(2,271,245.63)	(2,320,853.72)	(49,608.09)
Reserve - Revaluations	(39,763,257.56)	(39,763,257.56)	0.00
Total Equity	(80,916,148.73)	(83,629,221.91)	(2,713,073.18)

**SHIRE OF BEVERLEY
OPERATING STATEMENT BY NATURE & TYPE
FOR THE PERIOD ENDING
30 April 2019**

Description	Budget 2018/19	YTD Actual 2018/19
Income		
Rates	2,669,880.00	2,719,467.40
Operating Grants, Subsidies and Contributions	2,271,419.00	1,490,215.83
Profit On Asset Disposal	12,000.00	23,203.57
Service Charges	0.00	0.00
Fees & Charges	523,761.00	517,246.78
Interest Earnings	103,888.00	113,656.56
Other Revenue	60,500.00	99,950.65
Non-Operating Grants, Subsidies and Contributions	9,238,188.00	2,858,387.66
Total Income by Nature & Type	14,879,636.00	7,822,128.45
Expenditure		
Employee Costs	(2,134,739.00)	(1,551,882.10)
Materials & Contracts	(1,840,463.00)	(1,105,759.63)
Utilities	(208,638.00)	(166,748.87)
Depreciation On Non-Current Assets	(1,691,589.00)	(2,054,855.30)
Interest Expenses	(34,504.00)	(54,721.07)
Insurance Expenses	(168,227.00)	(184,220.82)
Other Expenditure	(81,975.00)	(91,672.67)
Loss On Asset Disposal	(8,000.00)	(121,995.49)
Loss on Revaluation of Non-Current Assets	0.00	0.00
Total Expenditure by Nature & Type	(6,168,135.00)	(5,331,855.95)
Allocations		
Reallocation Codes Expenditure	421,192.00	222,800.68
Reallocation Codes Income	0.00	0.00
Total Allocations	421,192.00	222,800.68
Net Operating by Nature & Type	9,132,693.00	2,713,073.18

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 April 2019**

Job #	Job Description	YTD Actual 2018/19
	Rural Road Maintenance	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	4,689.73
RR002	Athol Rd (RoadID: 26) (Maintenance)	3,452.03
RR003	Avoca Rd (RoadID: 98) (Maintenance)	731.05
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	6,898.71
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	713.68
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	5,145.64
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	8,903.13
RR008	Barrington Rd (RoadID: 13) (Maintenance)	4,522.55
RR009	Batemans Rd (RoadID: 78) (Maintenance)	160.30
RR010	Batys Rd (RoadID: 60) (Maintenance)	2,899.66
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	847.33
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	1,199.61
RR013	Beringer Rd (RoadID: 29) (Maintenance)	10,499.86
RR014	Bethany Rd (RoadID: 148) (Maintenance)	2,120.05
RR015	Billabong Rd (RoadID: 179) (Maintenance)	773.45
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	0.00
RR017	Bremner Rd (RoadID: 6) (Maintenance)	5,158.49
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	3,317.53
RR019	Bushhill Road (RoadID: 183) (Maintenance)	170.00
RR020	Butchers Rd (RoadID: 20) (Maintenance)	13,995.67
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	607.38
RR022	Carrs Rd (RoadID: 47) (Maintenance)	2,864.32
RR023	Cattle Station Road (RoadID: 181) (Maintenance)	1,563.87
RR024	Caudle Rd (RoadID: 140) (Maintenance)	806.60
RR025	Chocolate Hills Rd (RoadID: 138) (Maintenance)	354.41
RR026	Clulows Rd (RoadID: 16) (Maintenance)	17,194.19
RR027	Collins Rd (RoadID: 66) (Maintenance)	1,910.87
RR028	Cookes Rd (RoadID: 61) (Maintenance)	2,128.18
RR029	Corberding Rd (RoadID: 43) (Maintenance)	7,494.29
RR030	County Peak Rd (RoadID: 96) (Maintenance)	5,534.29
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	9,307.51
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	5,280.40
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	1,145.71
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	9,814.63
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	8,974.56
RR036	Drapers Rd (RoadID: 79) (Maintenance)	1,324.32
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	2,481.21
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	28,546.83
RR039	Ewert Rd (RoadID: 27) (Maintenance)	5,491.69

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 April 2019**

Job #	Job Description	YTD Actual 2018/19
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	1,599.64
RR041	Fishers Rd (RoadID: 75) (Maintenance)	1,111.50
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	3,745.67
RR043	Gors Rd (RoadID: 30) (Maintenance)	0.00
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	935.34
RR045	Heals Rd (RoadID: 95) (Maintenance)	3,313.16
RR046	Hills Rd (RoadID: 76) (Maintenance)	2,199.12
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	5,150.00
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	149.58
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	13,499.76
RR050	Jas Rd (Maintenance)	393.96
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	718.70
RR052	Jones Rd (RoadID: 48) (Maintenance)	2,769.80
RR053	K1 Rd (RoadID: 85) (Maintenance)	3,071.30
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	0.00
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	3,092.02
RR057	Kilpatricks Rd (RoadID: 74) (Maintenance)	1,085.52
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	11,716.23
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	24,592.37
RR060	Lennard Rd (RoadID: 58) (Maintenance)	39,988.31
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	1,569.55
RR062	Luptons Rd (RoadID: 22) (Maintenance)	10,042.03
RR063	Maitland Rd (RoadID: 39) (Maintenance)	8,807.17
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	2,740.75
RR065	Manns Rd (RoadID: 59) (Maintenance)	1,792.61
RR066	Manuels Rd (RoadID: 37) (Maintenance)	3,824.66
RR067	Mawson Rd (RoadID: 100) (Maintenance)	3,765.81
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	797.52
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	4,730.00
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	695.37
RR071	Mclean Rd (RoadID: 84) (Maintenance)	1,180.98
RR072	Millers Rd (RoadID: 49) (Maintenance)	11,022.81
RR073	Mills Rd (RoadID: 80) (Maintenance)	876.09
RR074	Morbinning Rd (RoadID: 1) (Maintenance)	17,940.82
RR075	Murrays Rd (RoadID: 71) (Maintenance)	2,340.84
RR076	Negus Rd (RoadID: 50) (Maintenance)	1,163.82
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	326.79
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	5,424.32
RR079	Patten Rd (RoadID: 53) (Maintenance)	1,121.40

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 April 2019**

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)	6,786.57
RR083	Potts Rd (RoadID: 14) (Maintenance)	1,005.20
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	5,635.52
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	825.68
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	641.23
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)	634.75
RR091	Rumble Rd (Maintenance)	3,055.32
RR092	Schillings Rd (RoadID: 65) (Maintenance)	1,775.99
RR093	Shaw Rd (RoadID: 184) (Maintenance)	1,528.14
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	2,461.80
RR095	Simmons Rd (RoadID: 101) (Maintenance)	1,855.13
RR096	Sims Rd (RoadID: 155) (Maintenance)	0.00
RR097	Ski Rd (RoadID: 83) (Maintenance)	14,490.06
RR098	Smith Rd (RoadID: 72) (Maintenance)	3,473.29
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	1,180.23
RR100	Spavens Rd (RoadID: 44) (Maintenance)	563.58
RR101	Springhill Rd (RoadID: 23) (Maintenance)	7,412.59
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)	276.92
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	3,249.42
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	807.01
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	6,892.43
RR109	Walgy Rd (RoadID: 42) (Maintenance)	17,817.36
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)	9,709.72
RR114	Westdale Rd (RoadID: 166) (Maintenance)	27,099.25
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	1,093.98
RR116	Woods Rd (RoadID: 68) (Maintenance)	0.00
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	3,040.39
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	0.00
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	24,660.78

SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 30 April 2019		
Job #	Job Description	YTD Actual 2018/19
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	21,684.51
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR777	Contract Road Side Spraying	44,340.91
RR888	Tree Lopping - Rural Roads (Maintenance)	6,120.00
RR999	Rural Roads Various (Maintenance)	62,594.02
WANDRRA	Disaster Recovery Works	0.00
Sub Total	Rural Road Maintenance	682,787.67
	Town Street Maintenance	
TS001	Barnsley St (RoadID: 162) (Maintenance)	0.00
TS002	Bartram St (RoadID: 114) (Maintenance)	1,614.13
TS003	Brockman St (RoadID: 129) (Maintenance)	0.00
TS004	Brooking St (RoadID: 122) (Maintenance)	96.31
TS005	Broun St (RoadID: 144) (Maintenance)	0.00
TS006	Chestillion Ct (RoadID: 139) (Maintenance)	0.00
TS007	Chipper St (RoadID: 126) (Maintenance)	0.00
TS008	Council Rd (RoadID: 149) (Maintenance)	2,078.30
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	3,399.62
TS011	Delisle St (RoadID: 120) (Maintenance)	1,044.47
TS012	Dempster St (RoadID: 111) (Maintenance)	48.16
TS013	Duffield St (RoadID: 160) (Maintenance)	442.84
TS014	Edward St (RoadID: 107) (Maintenance)	646.14
TS015	Elizabeth St (RoadID: 131) (Maintenance)	0.00
TS016	Ernest Drv (RoadID: 135) (Maintenance)	335.55
TS017	Forrest St (RoadID: 103) (Maintenance)	7,718.79
TS018	George St North (RoadID: 161) (Maintenance)	785.02
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)	981.32
TS023	Hope St (RoadID: 115) (Maintenance)	229.50
TS024	Hopkin St (RoadID: 128) (Maintenance)	96.31
TS025	Horley St (RoadID: 127) (Maintenance)	0.00
TS026	Hunt Rd (Maintenance)	3,383.99
TS027	Husking St (RoadID: 117) (Maintenance)	330.80
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	1,715.71
TS030	Langsford St (RoadID: 152) (Maintenance)	0.00

SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 30 April 2019		
Job #	Job Description	YTD Actual 2018/19
TS031	Lennard St (RoadID: 113) (Maintenance)	643.41
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00
TS033	Lukin St (RoadID: 104) (Maintenance)	1,950.94
TS034	Mcneil St (RoadID: 141) (Maintenance)	112.94
TS035	Monger St (RoadID: 116) (Maintenance)	324.87
TS036	Morrison St (RoadID: 112) (Maintenance)	141.38
TS037	Nicholas St (RoadID: 123) (Maintenance)	96.34
TS038	Prior Pl (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	367.11
TS040	Railway Pde (RoadID: 147) (Maintenance)	0.00
TS041	Railway St (RoadID: 146) (Maintenance)	0.00
TS042	Richardson St (RoadID: 124) (Maintenance)	102.24
TS043	Seabrook St (RoadID: 118) (Maintenance)	0.00
TS044	Sewell St (RoadID: 119) (Maintenance)	1,198.07
TS045	Shed St (RoadID: 136) (Maintenance)	39.16
TS046	Short St (RoadID: 121) (Maintenance)	626.05
TS047	Smith St (RoadID: 108) (Maintenance)	973.48
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	11,738.93
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	2,578.56
TS888	Tree Lopping - Town Streets (Maintenance)	0.00
TS999	Town Streets Various (Maintenance)	11,135.93
Sub Total	Town Streets Maintenance	56,976.37
Total	Road Maintenance	739,764.04

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 30 April 2019						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
2654398	Reserve Funds Bendigo					
	Long Service Leave	64,024.71				
	Office Equipment	21,829.31				
	Airfield Emergency	39,071.20				
	Plant	486,058.37				
	Bush Fire Fighters	125,750.03				
	Building	420,822.06				
	Recreation Ground	413,060.35				
	Cropping Committee	103,663.20				
	Avon River Development	25,274.01				
	Annual Leave	136,002.16				
	Community Bus	33,277.96				
	Road Construction	383,086.81				
	Senior Housing	68,933.55	2,320,853.72	2 mnths	2.25%	27/06/2019
9778-24193	Term Deposit ANZ	212,066.23		3 mnths	2.30%	22/05/2019
2913004	Term Deposit Bendigo	506,607.33		6 mnths	2.50%	11/06/2019
2914725	Term Deposit Bendigo	301,907.39		3 mnths	2.55%	13/06/2019
2920412	Term Deposit Bendigo	400,000.00		6 mnths	2.60%	18/07/2019
2930459	Term Deposit Bendigo	300,000.00		5 mnths	2.50%	26/08/2019
2930463	Term Deposit Bendigo	300,000.00	2,020,580.95	6 mnths	2.50%	24/09/2019
	Total		4,341,434.67			

11.2 Accounts Paid by Authority

SUBMISSION TO: Ordinary Council Meeting 28 May 2019
REPORT DATE: 2 May 2019
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: April 2019 – 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 April 2019.

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:

April 2019:

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

Cheque vouchers

15 April 19	1719-1721	(3)	\$	22,253.83	(authorised by CEO S Gollan and DCEO S Marshall)
23 April 19	1722-1722	(1)	\$	15,097.99	(authorised by CEO S Gollan and Cr D White)

Total of cheque vouchers for April 2019 incl \$ 37,351.82 previously paid

EFT vouchers

04 April 19	EFT 1-39	(39)	\$	51,864.05	(authorised by CEO S Gollan and DCEO S Marshall)
04 April 19	EFT 4546-4555	(10)	\$	13,710.68	(authorised by CEO S Gollan and DCEO S Marshall)
10 April 19	EFT 4558-4566	(9)	\$	67,509.83	(authorised by CEO S Gollan and DCEO S Marshall)
15 April 19	EFT 4567-4582	(16)	\$	46,518.81	(authorised by CEO S Gollan and DCEO S Marshall)
17 April 19	EFT 4583-4590	(8)	\$	21,794.52	(authorised by CEO S Gollan and Cr D White)
18 April 19	EFT 1-39	(39)	\$	51,010.90	(authorised by CEO S Gollan and DCEO S Marshall)
23 April 19	EFT 4591-4599	(8)	\$	32,716.10	(authorised by CEO S Gollan and Cr D White)
26 April 19	EFT 4601-4619	(19)	\$	21,838.06	(authorised by CEO S Gollan and DPres C Pepper)
30 April 19	EFT 4620-4622	(3)	\$	7,507.67	(authorised by CEO S Gollan and DCEO S Marshall)

Total of EFT vouchers for April 2019 incl \$ 314,470.62 previously paid.

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

Cheque vouchers

Nil vouchers

Total of cheque vouchers for April 2019 incl \$ 00.00 previously paid.

EFT vouchers

04 April 19	EFT 4544-4545	(2)	\$	400.00	authorised by CEO S Gollan and DCEO S Marshall)
10 April 19	EFT 4556-4556	(1)	\$	1,320.00	(authorised by CEO S Gollan and DCEO S Marshall)
10 April 19	EFT 4557-4557	(1)	\$	300.00	(authorised by CEO S Gollan and DCEO S Marshall)

Total of EFT vouchers for April 2019 incl \$ 2,020.00 previously paid.

(3) **Direct Debit** Payments totalling \$ 108,178.62 previously paid.

(4) **Credit Card** Payments totalling \$ 809.27 previously paid.

COUNCIL RESOLUTION

M10/0519

Moved Cr Seed

Seconded Cr White

That the List of Accounts as presented, be received:

April 2019:

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

Cheque vouchers

15 April 19	1719-1721	(3)	\$	22,253.83	(authorised by CEO S Gollan and DCEO S Marshall)
23 April 19	1722-1722	(1)	\$	15,097.99	(authorised by CEO S Gollan and Cr D White)

Total of cheque vouchers for April 2019 incl \$ 37,351.82 previously paid

EFT vouchers

04 April 19	EFT 1-39	(39)	\$	51,864.05	(authorised by CEO S Gollan and DCEO S Marshall)
04 April 19	EFT 4546-4555	(10)	\$	13,710.68	(authorised by CEO S Gollan and DCEO S Marshall)
10 April 19	EFT 4558-4566	(9)	\$	67,509.83	(authorised by CEO S Gollan and DCEO S Marshall)
15 April 19	EFT 4567-4582	(16)	\$	46,518.81	(authorised by CEO S Gollan and DCEO S Marshall)
17 April 19	EFT 4583-4590	(8)	\$	21,794.52	(authorised by CEO S Gollan and Cr D White)
18 April 19	EFT 1-39	(39)	\$	51,010.90	(authorised by CEO S Gollan and DCEO S Marshall)
23 April 19	EFT 4591-4599	(8)	\$	32,716.10	(authorised by CEO S Gollan and Cr D White)
26 April 19	EFT 4601-4619	(19)	\$	21,838.06	(authorised by CEO S Gollan and DPres C Pepper)
30 April 19	EFT 4620-4622	(3)	\$	7,507.67	(authorised by CEO S Gollan and DCEO S Marshall)

Total of EFT vouchers for April 2019 incl \$ 314,470.62 previously paid.

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

Cheque vouchers

Nil vouchers

Total of cheque vouchers for April 2019 incl \$ 00.00 previously paid.

EFT vouchers

04 April 19	EFT 4544-4545	(2)	\$	400.00	authorised by CEO S Gollan and DCEO S Marshall)
10 April 19	EFT 4556-4556	(1)	\$	1,320.00	(authorised by CEO S Gollan and DCEO S Marshall)
10 April 19	EFT 4557-4557	(1)	\$	300.00	(authorised by CEO S Gollan and DCEO S Marshall)

Total of EFT vouchers for April 2019 incl \$ 2,020.00 previously paid.

(3) Direct Debit Payments totalling \$ 108,178.62 previously paid.

(4) Credit Card Payments totalling \$ 809.27 previously paid.

CARRIED 9/0

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1719	15-Apr-2019	ATO - Australian Tax Office	2019-03 Mar BAS Obligation (incl FBT contribution)	(18,934.00)	(18,934.00)
Cheque #	1720	15-Apr-2019	Telstra	Phone Bills	(1,589.08)	(1,589.08)
Cheque #	1721	15-Apr-2019	Water Corporation	Water use - Balkuling Rd Standpipe: 18 Jan - 25 Mar 19	(1,730.75)	(1,730.75)
Cheque #	1722	23-Apr-2019	Water Corporation	Water Bills	(15,097.99)	(15,097.99)
EFT Pymt	EFT 4546	04-Apr-2019	Beverley Community Resource Centre (CRC)	2019-03 Mar (Ed 413): Blarney Compilation for Production	(1,000.00)	
EFT Pymt	EFT 4547	04-Apr-2019	Beverley Country Kitchen (BCK)	Council Meet - 26 Mar 2019: Catering	(360.00)	
EFT Pymt	EFT 4548	04-Apr-2019	Beverley Dome Fuel & Hire (BDF)	6,000 L Diesel @ \$1.4017/L GST incl	(8,410.20)	
EFT Pymt	EFT 4549	04-Apr-2019	LGPA - Local Government Professionals Aust WA (LGMA)	Training: Social Media Workshop - 26 Mar 2019: J Murray	(67.00)	
EFT Pymt	EFT 4550	04-Apr-2019	MAL Automotives P/L	BE020 (UTE10): 75,000km service	(302.68)	
EFT Pymt	EFT 4551	04-Apr-2019	Michael Wilson	2019-04 Apr: Photocopying & Delivery of the Blarney	(250.00)	
EFT Pymt	EFT 4552	04-Apr-2019	PCS - Perfect Computer Solutions	Computer Support - Medical Centre: Mar 2019	(255.00)	
EFT Pymt	EFT 4553	04-Apr-2019	RCPA (WA) Reinforced Concrete Pipes Aust (WA) P/L	MUN1901 (Morbinning Rd): Various piping	(650.72)	
EFT Pymt	EFT 4554	04-Apr-2019	Snap Osborne Park	Printing of bus cards for Planner, CESM and building envelopes	(714.78)	
EFT Pymt	EFT 4555	04-Apr-2019	WA Hino	BE012 (PTRK06): 104,055 km Service	(1,700.30)	(13,710.68)
EFT Pymt	EFT 4558	10-Apr-2019	Ailsa Winifred Elston	Rates refund (withdrawal) for Ass 894 - 34 Dawson Street, Beverley 6304	(1,000.00)	
EFT Pymt	EFT 4559	10-Apr-2019	Allington Agri	Various roads & bridges: Weed eradication	(26,800.00)	
EFT Pymt	EFT 4560	10-Apr-2019	Avon Waste	2,011 Bin Collection FE 29 Mar 19 inc Recycling Bins & 3 x Recycling Collections	(4,537.14)	
EFT Pymt	EFT 4561	10-Apr-2019	BGC Quarries	Various Roads: 8.56T Metal dust	(42.37)	
EFT Pymt	EFT 4562	10-Apr-2019	Building Commission (BSL)	2019-03 Mar 19 Collections x 1 (Lics 18/19: 36)	(56.65)	
EFT Pymt	EFT 4563	10-Apr-2019	CTF - Construction Training Fund (BCTIF)	2019-03 Mar 19 Collections x 2 (Lics 18/19: 35, 36)	(135.57)	
EFT Pymt	EFT 4564	10-Apr-2019	Dieter Prussner	Template for Silver Centenary model (laser cutting)	(200.00)	
EFT Pymt	EFT 4565	10-Apr-2019	Surepak (WA) P/L	Various: Plastic wrap & bin liners	(234.30)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 4566	10-Apr-2019	WA Treasury Corporation	Loan 120 (Cornerstone Building): DEB 02 of 30 Repayment - Apr 2019	(34,503.80)	(67,509.83)
EFT Pymt	EFT 4567	15-Apr-2019	Australia Post	2019-03 Mar Postage	(281.05)	
EFT Pymt	EFT 4568	15-Apr-2019	Beverley District High School	Reimbursements: Bus hire & Youth Activity Workshop	(233.36)	
EFT Pymt	EFT 4569	15-Apr-2019	Beverley Post News and Gifts	2019-03 Mar Newsagency Purchases	(124.76)	
EFT Pymt	EFT 4570	15-Apr-2019	Beverley Supermarket & Liquor (IGA)	2019-03 Mar Purchases	(997.61)	
EFT Pymt	EFT 4571	15-Apr-2019	CAS - Contract Aquatic Services	5 of 5 install of Contract Management for 18/19; Additional hours; Chemicals	(24,566.00)	
EFT Pymt	EFT 4572	15-Apr-2019	Colin Lindsay Day	Qualandry Rd: Repairs to control gates at Yenyenning Lakes	(3,700.00)	
EFT Pymt	EFT 4573	15-Apr-2019	Delisle Engineering	Wonderlin Rd: Repairs to cattle grid	(583.00)	
EFT Pymt	EFT 4574	15-Apr-2019	ITR WA	BE001 (PGRD04): Parts	(880.00)	
EFT Pymt	EFT 4575	15-Apr-2019	JR & A Hersey P/L	Personal Protective Equipment: Various	(338.58)	
EFT Pymt	EFT 4576	15-Apr-2019	M & B Building Products (M & B Sales P/L)	AS12001 (LBN1909) - Unit 9 Refurb: Materials	(372.90)	
EFT Pymt	EFT 4577	15-Apr-2019	MAL Automotives P/L	BE000 (PUTE12): 12,000km service	(372.20)	
EFT Pymt	EFT 4578	15-Apr-2019	Northam Mitre10	AS12000 (LBN1906) - Office space conversion: Materials	(1,004.85)	
EFT Pymt	EFT 4579	15-Apr-2019	State Library of WA (LISWA)	2018/19 Library Freight Recoup	(932.50)	
EFT Pymt	EFT 4580	15-Apr-2019	The Shed Company	AS11053 (LBS1905) Westdale Fire Shed: Deposit as agreed	(11,450.00)	
EFT Pymt	EFT 4581	15-Apr-2019	WA Contract Ranger Services	Ranger Services: 18, 25 Mar 2019	(561.00)	
EFT Pymt	EFT 4582	15-Apr-2019	Wilson Sign Solutions	Bev Cornerstone Opening: Hire of plaque stand	(121.00)	(46,518.81)
EFT Pymt	EFT 4583	17-Apr-2019	AITIS Specialists P/L	2019-03 Mar Fuel Tax Credits	(282.81)	
EFT Pymt	EFT 4584	17-Apr-2019	Avon Trading Pty Ltd	2019-03 Mar Hardware Purchases	(1,588.92)	
EFT Pymt	EFT 4585	17-Apr-2019	Avon Waste	2,014 Bin Collection FE 12 Apr 19 inc Recycling Bins & 3 x Recycling Collections	(4,543.60)	
EFT Pymt	EFT 4586	17-Apr-2019	BOC Limited	2019-03 Mar Cylinder Rental: Medical oxygen C size	(6.09)	
EFT Pymt	EFT 4587	17-Apr-2019	Beverley Dome Fuel & Hire (BDF)	8,000 L Diesel @ \$1.4188/L GST incl	(11,350.40)	
EFT Pymt	EFT 4588	17-Apr-2019	Building Commission (BSL)	2019-03 Mar 19 Collections Amendment x 1 (Lics 18/19: 35)	(56.65)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 4589	17-Apr-2019	Eastern Hills Saws & Mowers	Minor plant purchase: Kombi Engine	(783.00)	
EFT Pymt	EFT 4590	17-Apr-2019	Synergy	Street Lights: 25 Feb - 24 Mar 2019	(3,183.05)	(21,794.52)
EFT Pymt	EFT 4591	23-Apr-2019	ADC Projects	Swim Pool: Aquatic Centre Redevelopment	(4,015.00)	
EFT Pymt	EFT 4592	23-Apr-2019	Abco Products P/L	Various buildings: Cleaning products	(960.56)	
EFT Pymt	EFT 4594	23-Apr-2019	Focus Networks	AS40044 (OF1901) - Admin - Computer Equipment Renewal: 50% deposit	(21,896.09)	
EFT Pymt	EFT 4595	23-Apr-2019	Officeworks Ltd	2019-03 Mar Paper Order	(1,330.25)	
EFT Pymt	EFT 4596	23-Apr-2019	RM Surveys P/L	Swim Pool - Aquatic Centre Redevelopment: Feature survey	(3,795.00)	
EFT Pymt	EFT 4597	23-Apr-2019	Staff - Stefan de Beer	Reimbursement: Mar - Apr 2019 Landline and internet costs	(79.77)	
EFT Pymt	EFT 4598	23-Apr-2019	Toll Ipec P/L (Courier Aust)	Freight Charges: 05 Apr 19	(526.44)	
EFT Pymt	EFT 4599	23-Apr-2019	ZircoData Pty Ltd	2019-03 Mar: Storage of Archives - 141 x A1 boxes (std ctns) & barcodes	(112.99)	(32,716.10)
EFT Pymt	EFT 4601	26-Apr-2019	AAA Asphalt Surfaces	Various Rds: Coldmix	(869.00)	
EFT Pymt	EFT 4602	26-Apr-2019	BGC Builders Supplies	Various Rds: Building materials	(6,519.79)	
EFT Pymt	EFT 4603	26-Apr-2019	Beverley Bakehouse & Cafe	Youth Activity Area Workshop - 13 Apr 2019: Catering	(114.00)	
EFT Pymt	EFT 4604	26-Apr-2019	Beverley Community Resource Centre (CRC)	2019-04 Apr (Ed 414): Blarney Compilation for Production	(1,000.00)	
EFT Pymt	EFT 4605	26-Apr-2019	Beverley Tyre Service (BTS)	2019-03 Mar Tyre purchases	(648.00)	
EFT Pymt	EFT 4606	26-Apr-2019	Blackwoods	Various buildings: Cleaning products	(3,437.65)	
EFT Pymt	EFT 4607	26-Apr-2019	Bunnings Building Supplies P/L	Various Bldgs: Hardware supplies	(228.74)	
EFT Pymt	EFT 4608	26-Apr-2019	Cr Denise Jo Ridgway	Travel Claim: Jan - Mar 2019	(525.68)	
EFT Pymt	EFT 4609	26-Apr-2019	Elders Rural Services Aust Ltd	MUN1901 (Morbinning Rd): Materials	(283.50)	
EFT Pymt	EFT 4610	26-Apr-2019	GJM Contractors P/L	Cornerstone Bldg: Ceiling tiles	(264.00)	
EFT Pymt	EFT 4611	26-Apr-2019	IT Vision	Payroll Training - Essentials Workshop, 12-13 Mar 2019, Canning Bridge: 2 persons	(3,256.00)	
EFT Pymt	EFT 4612	26-Apr-2019	Landgate	14 Mar 19 - Req: 58868335 (A51177)	(102.80)	
EFT Pymt	EFT 4613	26-Apr-2019	Midalia Steel Northam	Various bldgs: Materials	(293.77)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 4614	26-Apr-2019	QCA - Quick Corporate Australia	2019-04 Apr Stationery Order	(383.66)	
EFT Pymt	EFT 4615	26-Apr-2019	RCPA (WA) Reinforced Concrete Pipes Aust (WA) P/L	Various Rds: Piping & headwalls	(758.80)	
EFT Pymt	EFT 4616	26-Apr-2019	Shacks Holden	BE1 (PSDN13): 12,000km service	(443.00)	
EFT Pymt	EFT 4617	26-Apr-2019	Synergy	Power use - Swim Pool: 12 Mar - 09 Apr 2019	(1,768.20)	
EFT Pymt	EFT 4618	26-Apr-2019	Turn It Up Electrical (TIU)	AS12001 (LBN1909) - Unit 9 Refurb: Electrical work	(380.47)	
EFT Pymt	EFT 4619	26-Apr-2019	WA Contract Ranger Services	Ranger Services: 01, 18 Apr 2019	(561.00)	(21,838.06)
EFT Pymt	EFT 4620	30-Apr-2019	Ceilings and Roofing Perth	Office Conversion - Admin Office	(6,831.00)	
EFT Pymt	EFT 4621	30-Apr-2019	Gibson Raison Settlements	Landgate fees - Transfer of Lot 32 Great Southern Hwy, Kokeby	(126.67)	
EFT Pymt	EFT 4622	30-Apr-2019	Woolfitt Home Improvements & Maintenance	Office Space Renovations - Admin Office Works	(550.00)	(7,507.67)
Direct Debit	DD 2129.1	02-Apr-2019	Superwrap - Personal Super Plan	Superannuation contributions	(979.72)	
Direct Debit	DD 2129.2	02-Apr-2019	WA Super	Superannuation contributions	(6,620.17)	
Direct Debit	DD 2129.3	02-Apr-2019	BT Super For Life	Superannuation contributions	(358.99)	
Direct Debit	DD 2129.4	02-Apr-2019	MLC MasterKey Personal Super	Superannuation contributions	(91.20)	
Direct Debit	DD 2129.5	02-Apr-2019	REST	Superannuation contributions	(171.87)	
Direct Debit	DD 2129.6	02-Apr-2019	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(215.39)	
Direct Debit	DD 2129.7	02-Apr-2019	Cbus Super Fund	Superannuation contributions	(195.84)	
Direct Debit	DD 2129.8	02-Apr-2019	AMP Lifetime Super	Superannuation contributions	(88.91)	
Direct Debit	DD 2129.9	02-Apr-2019	UniSuper	Superannuation contributions	(195.83)	(8,917.92)
Direct Debit	DD 2149.1	16-Apr-2019	Superwrap - Personal Super Plan	Superannuation contributions	(930.32)	
Direct Debit	DD 2149.2	16-Apr-2019	WA Super	Superannuation contributions	(6,783.87)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	DD 2149.3	16-Apr-2019	BT Super For Life	Superannuation contributions	(358.99)	
Direct Debit	DD 2149.4	16-Apr-2019	MLC MasterKey Personal Super	Superannuation contributions	(91.20)	
Direct Debit	DD 2149.5	16-Apr-2019	REST	Superannuation contributions	(171.87)	
Direct Debit	DD 2149.6	16-Apr-2019	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(215.39)	
Direct Debit	DD 2149.7	16-Apr-2019	Cbus Super Fund	Superannuation contributions	(195.84)	
Direct Debit	DD 2149.8	16-Apr-2019	AMP Lifetime Super	Superannuation contributions	(44.45)	
Direct Debit	DD 2149.9	16-Apr-2019	UniSuper	Superannuation contributions	(195.29)	(8,987.22)
Direct Debit	DD 2171.1	30-Apr-2019	Superwrap - Personal Super Plan	Superannuation contributions	(827.72)	
Direct Debit	DD 2171.2	30-Apr-2019	WA Super	Payroll deductions	(6,658.79)	
Direct Debit	DD 2171.3	30-Apr-2019	BT Super For Life	Superannuation contributions	(358.99)	
Direct Debit	DD 2171.4	30-Apr-2019	REST	Superannuation contributions	(171.87)	
Direct Debit	DD 2171.5	30-Apr-2019	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(219.50)	
Direct Debit	DD 2171.6	30-Apr-2019	Cbus Super Fund	Superannuation contributions	(199.56)	
Direct Debit	DD 2171.7	30-Apr-2019	AMP Lifetime Super	Superannuation contributions	(76.89)	
Direct Debit	DD 2171.8	30-Apr-2019	UniSuper	Superannuation contributions	(152.29)	(8,665.61)
Direct Debit	44	01-Apr-2019	1 - Bank Charges	Bank Charges - BPAY TXN FEES	(13.21)	(13.21)
Direct Debit	44	15-Apr-2019	1 - Bank Charges	Bank Charges - Unpresented CHQ 1492	(15.00)	
Direct Debit	44	15-Apr-2019	1 - Bank Charges	Bank Charges - Unpresented CHQ 1564	(15.00)	(30.00)
Direct Debit	44	17-Apr-2019	1 - Bank Charges	Bank Charges - Returned CHQ Fee Reversed	15.00	15.00
Direct Debit	44	03-Apr-2019	7 - CBA Merchant Fee	CBA Merchant Fee	(399.50)	(399.50)

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	44	04-Apr-2019	8 - ANZ TransactiveFEE	ANZ TransactiveFEE	(97.40)	(97.40)
Direct Debit	44	01-Apr-2019	3 - Payments for DOT	Payments for DOT	(2,190.90)	
Direct Debit	44	09-Apr-2019	3 - Payments for DOT	Payments for DOT	(9,005.95)	
Direct Debit	44	10-Apr-2019	3 - Payments for DOT	Payments for DOT	(3,273.55)	
Direct Debit	44	11-Apr-2019	3 - Payments for DOT	Payments for DOT	(2,181.25)	
Direct Debit	44	12-Apr-2019	3 - Payments for DOT	Payments for DOT	(1,864.50)	
Direct Debit	44	15-Apr-2019	3 - Payments for DOT	Payments for DOT	(5,555.60)	
Direct Debit	44	16-Apr-2019	3 - Payments for DOT	Payments for DOT	(4,207.00)	
Direct Debit	44	17-Apr-2019	3 - Payments for DOT	Payments for DOT	(2,871.10)	
Direct Debit	44	18-Apr-2019	3 - Payments for DOT	Payments for DOT	(4,003.95)	
Direct Debit	44	23-Apr-2019	3 - Payments for DOT	Payments for DOT	(2,225.35)	
Direct Debit	44	24-Apr-2019	3 - Payments for DOT	Payments for DOT	(2,601.35)	
Direct Debit	44	26-Apr-2019	3 - Payments for DOT	Payments for DOT	(3,450.30)	
Direct Debit	44	29-Apr-2019	3 - Payments for DOT	Payments for DOT	(1,099.70)	
Direct Debit	44	30-Apr-2019	3 - Payments for DOT	Payments for DOT	(3,078.30)	
Direct Debit	44	02-Apr-2019	3 - Payments for DOT	Payments for DOT	(3,554.30)	
Direct Debit	44	03-Apr-2019	3 - Payments for DOT	Payments for DOT	(2,535.45)	
Direct Debit	44	04-Apr-2019	3 - Payments for DOT	Payments for DOT	(24,570.30)	
Direct Debit	44	05-Apr-2019	3 - Payments for DOT	Payments for DOT	(1,095.15)	
Direct Debit	44	08-Apr-2019	3 - Payments for DOT	Payments for DOT	(1,683.30)	(81,047.30)

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	DD	30-Apr-2019	Ixom Operations P/L [Chemicals Aust Operations P/L (nee Orica)]	2019-03 Mar: Chlorine Gas 70kg Cylinder Rental x 2 cylinders	(35.46)	(35.46)
Direct Debit	EFT 4600	26-Apr-2019	Credit Card - Shire of Beverley	Various Purchases	(809.27)	(809.27)
PAYMENTS RAISED IN CURRENT MONTH					(357,935.38)	(357,935.38)
WAGES & SALARIES						
EFT Pymt		04-Apr-2019	Wages & Salaries	FE - 02 Apr 2019	(51,864.05)	
EFT Pymt		18-Apr-2019	Wages & Salaries	FE - 16 Apr 2019	(51,010.90)	
WAGES & SALARIES					(102,874.95)	(102,874.95)
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT						
Direct Debit	DD 2171.1	30-Apr-2019	Superwrap - Personal Super Plan	Superannuation contributions	827.72	
Direct Debit	DD 2171.2	30-Apr-2019	WA Super	Payroll deductions	6,658.79	
Direct Debit	DD 2171.3	30-Apr-2019	BT Super For Life	Superannuation contributions	358.99	
Direct Debit	DD 2171.4	30-Apr-2019	REST	Superannuation contributions	171.87	
Direct Debit	DD 2171.5	30-Apr-2019	Colonial First State Super (Gibson Daniel)	Superannuation contributions	219.50	
Direct Debit	DD 2171.6	30-Apr-2019	Cbus Super Fund	Superannuation contributions	199.56	
Direct Debit	DD 2171.7	30-Apr-2019	AMP Lifetime Super	Superannuation contributions	76.89	
Direct Debit	DD 2171.8	30-Apr-2019	UniSuper	Superannuation contributions	152.29	
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT					8,665.61	8,665.61
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
Cheque #	1718	29-Mar-2019	Cr Donald William Davis	18/19 Cr Year Remuneration: Oct 2018 - Mar 2019 (1 of 2 pymts)	(2,300.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					(2,300.00)	(2,300.00)
TRANSFERS to TRUST					0.00	0.00
OTHER AMENDMENTS/GENERAL JOURNALS						
Adjustment		17-Apr-2019	ANZ Bank	Bank Charges - Returned CHQ Fee Reversed	(15.00)	
OTHER AMENDMENTS/GENERAL JOURNALS					(15.00)	(15.00)
INVESTMENTS						
					0.00	
INVESTMENTS					0.00	0.00
TOTAL EXPENDITURE for MUNICIPAL ACCOUNT						(454,459.72)

CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT

Credit card	07032019-SG	07-Mar-2019	Parking - Convention Centre	Parking re Bethany Rd Clearing Permit Hearing (S Gollan), City of Perth Parking (Convention Centre): Parking re Bethany Rd Clearing Permit Hearing (S Gollan), GST	12.12
Credit card	052443030711242019	07-Mar-2019	Parking - Convention Centre	Parking re Bethany Rd Clearing Permit Hearing (S Vincent), City of Perth Parking (Convention Centre): Parking re Bethany Rd Clearing Permit Hearing (S Vincent), GST	18.17
Credit card	086144L0001	07-Mar-2019	Catalono's Café	Bethany Rd Clearing Permit Hearing - Refreshments for 2 persons, Catalono's Cafe: Bethany Rd Clearing Permit Hearing - Refreshments for 2 persons (CEO Stephen Gollan & MOW Stephen Vincent), GST	48.00
Credit card	122423	13-Mar-2019	Midland Tool Totals	Various plant - Equipment, Midland Total Tools: Various plant - 12 T jack, Midland Total Tools: Various plant - 12 T jack, Midland Total Tools: Various plant - Trolley, GST	228.90
Credit card	271426	20-Mar-2019	Succulent Foods - Refreshments	Skate Park Precinct Working Group: Refreshments for 9, Succulent Foods - Skate Park Precinct Working Group, Kellerberrin Inspection: Refreshments for 9 persons, GST	140.00

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Credit card	W159929	26-Mar-2019	Ampelite	Ampelite - 6 Barnsley St: Roof sheeting, Ampelite - 6 Barnsley St: Roof sheeting 4 @ 3.9m Prodek gel coat sheeting (Opal)	362.08	
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT					809.27	
TRUST ACCOUNT DETAILS						
PAYMENTS RAISED IN CURRENT MONTH						
Cheque #	26	15-Apr-2019	Bank Charges	Bank Charges - Stop Payment Fee CHQ 1492	(15.00)	
Cheque #	26	15-Apr-2019	Bank Charges	Bank Charges - Reverse Stop Payment Fee	15.00	
EFT Pymt	EFT 4544	04-Apr-2019	EA Strange & Co	Refund of Cleaning Bond - Hall Hire, Booking 30 Mar 2019 (Rec 20697)	(200.00)	
EFT Pymt	EFT 4545	04-Apr-2019	Shire of Beverley	Refund of Cleaning Bond - Hall Hire, Booking 29 Feb 2016 (Rec 4601). Trfd to Shire as a donation towards the erection of the 3 flag poles outside the Admin Bldg	(200.00)	
EFT Pymt	EFT 4556	10-Apr-2019	Shire of Beverley	Transfer of Office 1 Bond Bev Cornerstone (Rec 18677) Funds donated to the Youth Activity Area (Skate Park)	(1,320.00)	
EFT Pymt	EFT 4557	10-Apr-2019	Shire of Beverley	Forfeit of Housing & Pet Bonds: 30B Dawson St; Vacated unit on 14 Apr 2018 (Rec 13992)	(300.00)	
PAYMENTS RAISED IN CURRENT MONTH					(2,020.00)	(2,020.00)
PAYMENTS UNPRESENTED IN CURRENT BANK #						
PAYMENTS UNPRESENTED IN CURRENT BANK #					0.00	0.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					0.00	0.00
OTHER AMENDMENTS/GENERAL JOURNALS						
Adjustment		15-Apr-2019	ANZ Bank	Bank Charges - Reverse Stop Payment Fee	(15.00)	
OTHER AMENDMENTS/GENERAL JOURNALS					(15.00)	(15.00)
TOTAL EXPENDITURE for TRUST ACCOUNT						(2,035.00)

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
TOTAL EXPENDITURE as reconciled to the APRIL 2019 BANK STATEMENTS						
				Municipal Account Expenditure		(454,459.72)
				Trust Account Expenditure		(2,035.00)
				TOTAL EXPENDITURE for APRIL 2019		(456,494.72)

11.3 RFT 04/1819 Cool Room Tender

SUBMISSION TO: Ordinary Council Meeting 28 May 2019
REPORT DATE: 20 May 2019
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0565
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider tender applications for the disposal of the Town Hall Cool Room.

BACKGROUND

The Town Hall Kitchen is being refurbished and the cool room replaced by new free standing fridges. Proceeds from the disposal of the cool room will remain with the Shire of Beverley.

The tender was advertised on the Shire of Beverley website and the Beverley Blarney. Tenders closed on Friday 17 May 2019.

At the close of Tenders, two (2) applications were received. Tenders were opened in the presence of Deputy CEO Simon Marshall and Administration Officer Rochelle Prime.

COMMENT

The following tenders were received:

Name or Company	Tendered Amount inc GST
Aaron Baxter	\$350.00
Casper Nell	\$3,100.00

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 3.58 Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
- (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
 - and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

FINANCIAL IMPLICATIONS

\$3,100.00 proceeds of sale.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Purchasing and Procurement: Policy No AF007

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That the tender for the purchase of the Town Hall Cool Room, by Casper Nell for the price of \$3,100.00 incl GST be accepted.

COUNCIL RESOLUTION

M11/0519

Moved Cr Martin

Seconded Cr Davis

That the tender for the purchase of the Town Hall Cool Room, by Casper Nell for the price of \$3,100.00 incl GST be ratified.

CARRIED 9/0

11.4 2019/20 Capital Program

SUBMISSION TO: Ordinary Council Meeting 27 May 2019
REPORT DATE: 20 May 2019
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Draft 2019/20 Capital Program (Under separate cover)

SUMMARY

Council to consider including the draft 2019/20 Capital Program in the draft 2019/20 Budget.

BACKGROUND

Through Road Inspections, Committee Meetings and Workshops, Council has provided Staff with direction for the 2019/20 Capital Program throughout the 2018/19 Financial Year.

Further, the proposed 2019/20 Capital program has been informed by the long term financial plan review, which is on going.

COMMENT

The draft 2019/20 Capital Program (attached) outlines Councils Capital works plan for the next financial year.

Costs included for each Capital job have not been confirmed.

Following the Corporate Strategy Committee meeting on 14 May 2019, several changes to projects and funding were made.

A summary of revised net capital expenditure for 2019/20 is as follows:

Description	Net Estimated Expenditure
Roads	\$700,129
Bridges	\$0
Footpaths	\$100,000
Drainage	\$0
Land & Buildings	\$283,000
Plant & Equipment	\$530,000
Furniture & Equipment	\$0
TOTAL	\$1,613,129

Total capital expenditure for 2019/20 is proposed to be \$4,554,560 with linked Grant and Reserve funding contributions towards projects being \$2,941,431. No new loans are proposed, however if Council wish to progress refurbishment works on the Old School Building, allowing for loan funding may be considered in lieu of seeking grants which may not be forth coming.

Also, given the change over cost, Council to consider retaining the DCEO Vehicle for a further 12 months.

Note items at cost of less than \$5,000 are not capitalised. Provisions for IT equipment replacement (\$10,000) and medical equipment replacement (\$10,000) are included in Council's operating allocations.

Staff request Council to confirm the 2019/20 Program, following which firm quotes will be sought for each job (where possible).

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

2019/20 Budget

STRATEGIC IMPLICATIONS

Capital expenditure in line with goals set out in the Strategic Community Plan.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the draft 2019/20 Capital Program be included in the draft 2019/20 Budget.

COUNCIL RESOLUTION

M12/0519

Moved Cr Gogol

Seconded Cr Pepper

That the draft 2019/20 Capital Program be included in the draft 2019/20 Budget.

CARRIED 9/0

11.5 2019/20 Budget – Fees and Charges

SUBMISSION TO: Ordinary Council Meeting 28 May 2019
REPORT DATE: 16 May 2019
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Draft 2019/20 Schedule of Fees and Charges

SUMMARY

Council to review the Fees and Charges schedule for the 2019/20 financial year.

BACKGROUND

The Shire of Beverley's Schedule of Fees and Charges is reviewed annually and forms part of Council's Annual Budget.

COMMENT

The full Schedule of Fees and Charges and percentage increase comparisons for consideration is attached. Generally, a blanket percentage increase of 3% has currently been applied. Previously Council has considered increasing fees and charges at the same percentage rate as any intended Rate increases.

Variations to the 2019/20 Schedule include:

- Sporting Club charges not determined by an agreement have been rounded up following no increase last financial year;
- Remove Old School Building CRC lease charge – no longer rented;
- Remove BBP Senior's Housing lease charge – project did not proceed;
- Remove Copying charges – Copier has been removed;
- Remove District Map charges – never been requested;
- Remove Building Material Supply charges – support material suppliers;
- Increase Asbestos Burial fees – due to increased burden of licence requirements;
- Increase Car Body fees – due to area these take up;
- Addition of a Wedding Function Hall Hire fee – in anticipation of increased promotion following kitchen renovation works.

Gym Membership

A review of surrounding Shire's of similar size and their gym membership charges was conducted.

2018/19 Gym Fees		12 Months
Brookton	Adult	240
	Senior/Concession	120
	Junior	120
Pingelly	Adult	60
	Senior/Concession	31
	Junior	42
Quairading	Adult	160
	Senior/Concession	125
	Junior	125
Beverley	Adult	296
	Senior/Concession	147
	Junior	147

It is proposed to reduce the current charges (see attached schedule) to align with surrounding communities and to encourage more use of the gym.

It is believed that any reduction in revenue from lower fees will be offset by an increase in the number of members.

The Gym is currently subsidised by ~\$14,000.

Council direction regarding the reduction in Gym membership fees is requested.

Standpipes

Standpipe charges need to be reviewed following the decision by the Water Corporation to significantly increase standpipe water charges.

It is expected that new costs to council will be \$8.353 per kL, up from \$2.534 per kL.

Previously an administration charge has been included in the usage charge (i.e. per kL). This complicates billing as water charges are GST exempt whereas the admin charge attracts GST.

It is suggested that a fixed administration charge per bill be introduced to simplify billing and improve transparency.

Council direction regarding the revised kL charge is requested. Full cost recovery including supply rate would be preferred.

See attached information regarding Water Corporation Standpipe charge changes.

Cornerstone Conference Room – Community Hire

Council to consider introducing a community hire fee for the Cornerstone Conference Room. Currently there is a flat fee for all hirers.

Council offers a 50% discount to incorporated community groups for use of the Hall Complex and Function and Recreation Centre.

Council direction regarding the Cornerstone Conference Room community charge is requested.

Fee Schedule

The draft 2019/20 Fees and Charges schedule includes proposed increases of CPI (1.3% March Quarter All Groups – see attached), 3%, 4%, 5% and 6% respectively.

Some fees are increased annually by CPI under agreement, these fees are identified in the notes section of the schedule. These increases have been applied.

Statutory charges (for Dogs/Cats, Health, Building and Planning) may change following advice from the relevant Government departments. If changes do occur, the schedule will be updated accordingly.

At the Corporate Strategy Committee meeting held on 14 May 2019, the following amendments to the schedule of Fees and Charges were recommended:

- Sporting Club charges not determined by an agreement to be rounded up following no increase last financial year;
- Remove Old School Building CRC lease charge;
- Remove BBP Senior’s Housing lease charge;
- Remove Copying charges;
- Remove District Map charges;
- Community hire fee for the Cornerstone Conference Room be at a 50% discount.
- Addition of a Special Function Hall Hire fee;
- Gym membership fees to decrease to

Group	12 Months	6 Months
Adult	\$200	\$120
Senior	\$125	\$75
Junior	\$125	\$75

- Gym occasional use fee of \$50 for up to 30 consecutive days use;
- Standpipe charge of \$8.35 per kL and \$5 admin charge per invoice; and
- A blanket 1.3% increase on all other discretionary fees rounded to the nearest whole dollar excluding the Caravan Park.

STATUTORY ENVIRONMENT

Section 6.16 of the *Local Government Act* provides that:

- (1) a local government may impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.
- (2) A fee or charge may be imposed for the following
 - a. Providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government
 - b. Supplying a service or carrying out work at the request of a person

- c. Subject to section 5.94, providing information from local government records;
 - d. Receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorization or certificate;
 - e. Supplying goods;
 - f. Such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be –
- a. Imposed (by absolute majority) during a financial year; and
 - b. Amended (by absolute majority) from time to time during a financial year.

Section 6.17 further provides:

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors –
- a. The cost to the local government of providing the service or goods;
 - b. The importance of the service or goods to the community; and
 - c. The price at which the service or goods could be provided by an alternative provider.
- (2) A high fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service –
- a. Under section 5.96;
 - b. Under section 6.16 (2) (d); or
 - c. Prescribed under section 6.16 (2) (f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service
- (4) Regulations may –
- a. Prohibit the imposition of a fee or charge in prescribed circumstances; or
 - b. Limit the amount of a fee or charge in prescribed circumstances.

Regulation 2 of the *Local Government (Financial Management) Regulations* (2) provides that the CEO is to –

- (a) ensure that the resources of the local government are effectively and efficiently managed;
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and

Section 6.19 of the *Local Government Act* provides that if a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

Section 41 of the *Health Act* provides that every local government may from time to time, as occasion may require, make and levy as aforesaid and cause to be collected an annual rate for the purpose of providing for the proper performance of all or any of the services mentioned in section 112, and the maintenance of any sewerage works constructed by the local government under Part IV. Such annual rate shall not exceed —

- (a) 12 cents in the dollar on the gross rental value; or
- (b) where the system of valuation on the basis of the unimproved value is adopted, 3 cents in the dollar on the unimproved value of the land in fee simple, provided that the local government may direct that the minimum annual amount payable in respect of any one separate tenement shall not be less than \$1.

Provided also, that where any land in the district is not connected with any sewer, and a septic tank or other sewerage system approved by the local government is installed and used upon such land by the owner or occupier thereof for the collection, removal, and disposal of nightsoil, urine, and liquid wastes upon such land, the local government may by an entry in the rate record exempt such land from assessment of the annual rate made and levied under this section, and, in lieu of such annual rate, may, in respect of such land, make an annual charge under and in accordance with section 106 for the removal of refuse from such land.

Section 112 of the *Health Act* provides that:

- (1) A local government may, and when the Executive Director, Public Health so requires, shall undertake or contract for the efficient execution of the following works within its district, or any specified part of its district:
 - (a) The removal of house and trade refuse and other rubbish from premises.
 - (b) The supply of disinfectants for the prevention or control of disease, and pesticides for the destruction of pests.
 - (c) The cleansing of sanitary conveniences and drains.
 - (d) The collection and disposal of sewage.
 - (e) The cleaning and watering of streets.
 - (f) The providing, in proper and suitable places, of receptacles for the temporary deposit of refuse and rubbish collected under this section.
 - (g) The providing of suitable places, buildings, and appliances for the disposal of refuse, rubbish and sewage.
 - (ga) The construction and installation of plant for the disposal of refuse, rubbish and sewage.
 - (h) The collection and disposal of the carcasses of dead animals, provided that it shall not be lawful to deposit nightsoil in any place where it will be a nuisance or injurious or dangerous to health.
- (2) Any local government which has undertaken or contracted for the efficient execution of any such work as aforesaid within its district or any part thereof may by local law prohibit any person executing or undertaking the execution of any

of the work undertaken or contracted for within the district or within such part thereof as aforesaid, as the case may be, so long as the local government or its contractor executes or continues the execution of the work or is prepared and willing to execute or continue the execution of the work.

- (3) After the end of the year 1934 no nightsoil collected in one district shall be deposited in any other district, except with the consent of the local government of such other district, or of the Executive Director, Public Health.

Section 30 of the *Residential Tenancies Act* provides that:

- (1) Subject to this section, the rent payable under a residential tenancy agreement may be increased by the owner by notice in writing to the tenant specifying the amount of the increased rent and the day as from which the increased rent becomes payable, being a day —
 - (a) not less than 60 days after the day on which the notice is given; and
 - (b) not less than 6 months after the day on which the tenancy commenced, or, if the rent has been increased under this section, the day on which it was last so increased, but otherwise the rent shall not increase or be increased.
- (2) The right of the owner to increase rent in accordance with subsection (1) —
 - (a) is not exercisable in relation to an agreement that creates a tenancy for a fixed term during the currency of that term unless the agreement provides that the rent may increase or be increased; and
 - (b) in any case, may be excluded or limited by agreement between the owner and the tenant.
- (3) A notice of increase of rent that has been given in accordance with this section and that has not been withdrawn by the owner varies the residential tenancy agreement to the effect that the increased rent specified in the notice is payable under the agreement as from the day specified in the notice.

Section 66 of the *Waste Avoidance and Resource Recovery Act 2007* (Local government may impose waste collection rate) provides:

- (1) A local government may impose on rateable land within its district, and cause to be collected, an annual rate for the purpose of providing for the proper performance of all or any of the waste services it provides.
- (2) The annual rate must not exceed —
 - (a) 12 cents in the dollar on the gross rental value; or
 - (b) where the system of valuation on the basis of the unimproved value is adopted, 3 cents in the dollar on the unimproved value of the land in fee simple.
- (3) The provisions of the *Local Government Act 1995* relating to the making, payment and recovery of general rates apply with respect to rates referred to in subsection (1).

FINANCIAL IMPLICATIONS

2019/20 Budget

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COMMITTEE'S RECOMMENDATION

That the draft 2019/20 Fees and Charges Schedule be adopted and included in the draft 2019/20 Budget.

COUNCIL RESOLUTION

M13/0519

Moved Cr Gogol

Seconded Cr Martin

That the draft 2019/20 Fees and Charges Schedule be adopted and included in the draft 2019/20 Budget.

CARRIED 9/0

12. ADMINISTRATION

12.1 2019 Annual General Meeting – Voting Delegates

SUBMISSION TO: Ordinary Council Meeting 28 May 2019
REPORT DATE: 1 May 2019
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0283
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council is to select two (2) voting delegates for the WA Local Government Association AGM on Wednesday 7 August 2019.

BACKGROUND

The Western Australian Local Government Association (WALGA) have advised that their Annual General Meeting will be held prior to the commencement of the Local Government Convention on Wednesday 7 August 2019 at the Perth Convention and Exhibition Centre, followed by the Trade Exhibition and Convention Welcome Reception that evening.

COMMENT

Council is entitled to be represented by two (2) voting delegates. If Council is seeking to exercise their voting entitlements, registration for the two voting delegates must be forwarded to the Association by Friday 5 July 2019. Last year Council nominated Cr Ridgway and Cr Gogol, however any member of Council may be nominated.

Motions for the WA Local Government Association AGM must be received by close of business Tuesday 4 June 2019.

STATUTORY ENVIRONMENT

Pursuant to the WALGA Constitution, all Member Councils are entitled to be represented by two (2) voting delegates.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Council Leadership – be accountable and make informed decisions within our resource and government structures.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council elect two members as voting delegates for the 2019 WA Local Government Association Annual General Meeting.

COUNCIL RESOLUTION

M14/0519

Moved Cr White

Seconded Cr Davis

That Council elect Cr Martin and Cr Gogol as voting delegates for the 2019 WA Local Government Association Annual General Meeting.

CARRIED 9/0

12.2 WA Tractor Pull Association Licence Agreement

SUBMISSION TO: Ordinary Council Meeting 28 May 2019
REPORT DATE: 20 May 2019
APPLICANT: N/A
FILE REFERENCE: ADM 0155
AUTHOR: S.P. Gollan, Deputy Chief Executive Officer
ATTACHMENTS: Licence Agreement (Under separate cover)

SUMMARY

Council to enter into the attached Licence Agreement with WA Tractor Pull Association as recommended by the Corporate Strategy Committee.

BACKGROUND

At the December 2017 Ordinary Council Meeting, Council agreed to develop a licence agreement after the trial 2018 season if no complaints or issues arose. The WA Tractor Pull held six events throughout 2018 with the Shire receiving no complaints.

COMMENT

The Licence Agreement is attached under separate cover for Councils consideration. The agreement was drawn up by McLeods and has been reviewed by the Chief Executive Officer and Shire Planner.

Council issued Planning Approval, which included neighbour consultation, at the 26 February 2019 Ordinary Council Meeting for the 2019 event dates: 4th May 2019; 2nd June 2019; 9th June 2019; 27th July 2019; 31st August 2019; and 13th October 2019.

This agreement enables the WA Tractor Pull Association to have a licence agreement over the area for the next ten years.

The club were sent the agreement on 6 March 2019 for their Committee to review. The Committee returned the agreement on 3 May 2019 with no requested changes.

The agreement was reviewed by the Corporate Strategy Committee at its 14 May 2019 meeting where a few typing, grammatical and date errors were changed.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

\$294.00 fee charged per event

STRATEGIC IMPLICATIONS

Goal 7: Increase all forms of club participation

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COMMITTEE'S RECOMMENDATION

That Council enter into a Licence Agreement with the WA Tractor Pull Association for a period of five years, ending 28 February 2024 and authorise the Shire President and Chief Executive Officer to execute the agreement.

COUNCIL RESOLUTION

M15/0519

Moved Cr Seed

Seconded Cr Gogol

That Council enter into a Licence Agreement with the WA Tractor Pull Association for a period of five years, ending 28 February 2024 and authorise the Shire President and Chief Executive Officer to execute the agreement.

CARRIED 9/0

12.3 Wheatbelt Secondary Freight Route

SUBMISSION TO: Ordinary Council Meeting 28 May 2019
REPORT DATE: 20 May 2019
APPLICANT: Regional Road Group
FILE REFERENCE: ADM 0173
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider support for the Wheatbelt Secondary Freight Network project by reallocation of funds from Building Better Regions fund co-contribution to role of Lead Consultant Project Management in support of successful Regional Economic Development grant as recommended by the Corporate Strategy Committee.

BACKGROUND & COMMENT:

The Wheatbelt Secondary Freight Network (WSFN) network comprises 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost effective access to business.

The project is being driven by local government authorities with a Working Group established consisting of representatives from the following organisations:

- Wheatbelt North Regional Road Group (WN RRG)
- Wheatbelt South Regional Road Group (WS RRG)
- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA-Wheatbelt Region (MRWA-WR)
- Wheatbelt Development Commission (WDC)

Over the last 2 years, 42 Local Government authorities across the region have collaborated to identify priority routes and have also participated in a technical data collection process, preparation of a pre-feasibility business case and a cost benefit analysis of the planning process. The in-kind investment by local government to date is estimated to be in excess of \$750,000. The process has been an excellent example of a large number of local governments working together on a common strategic regional priority. The key undertakings of the project so far are:

1. Identification of nominated WSFN roads based upon a simple criteria developed by RRG.
2. Determination of basic project framework and minimum design standards.
3. Road condition assessment against minimum design standards.
4. High level scope of works and order of magnitude costs for upgrades required.
5. A summary of data collection and assessment across the 42 local of governments is:

	Route Length (km)	Proposed Works (km)	Proposed Length (%)	Indicative Costs (\$)
TOTAL	4,337	2,851	66	\$ 493,000,000

This initial approach was to assist the Working Group to work towards an Infrastructure Australia Stage 3/4 submission for inclusion of the WSFN project on the Infrastructure Australia Infrastructure Priority List (IPL). The long term goal is to obtain funding support for a broadly estimated, \$500 million capital works program over 10 - 20 year timeframe to bring the network up to a fit for purpose standard for current and anticipated future needs. The group is working towards submitting an IA Stage 4 Business Case submission for the WSFR. The project development costs associated with the business case submission are estimated to be \$5M, which is in the order of 1% of the estimated capital investment.

The following provides an outline of the proposed budget and funding applications that were submitted to assist with the development and planning stages the WSFN project.

Stages	Budget and Funding Sources
Stage 1 – Strategic Planning	\$1,000,000
<ul style="list-style-type: none"> ▪ Design Criteria and Objectives ▪ Options Assessment ▪ Collated Data Review ▪ Multiple Criteria Assessment ▪ Staging Plan 	<ul style="list-style-type: none"> ▪ BBRF (\$750K) ▪ LGA co-contribution (\$250K)
Stage 2 – Detailed Planning	\$3,600,000
<ul style="list-style-type: none"> ▪ Concept Design Investigations ▪ Preliminary Design Investigations 	<ul style="list-style-type: none"> ▪ Commodity Route (\$1M) ▪ LGA in-kind
Stage 3 – IA Stage 3/4 Submission	\$400,000
<ul style="list-style-type: none"> ▪ Project Management ▪ Governance Plan ▪ Business Case Development 	<ul style="list-style-type: none"> ▪ REDS (\$100K) ▪ LGA in-kind
	\$5,000,000

Building Better Regions Fund (BBRF) submission

The Building Better Regions Fund (BBRF) submission is only intended to contribute towards funding activities associated with Stage 1 – Strategic Planning at an estimated budget of \$1M.

Funding and the associated BBRF application can be summarised as follows:

- Budget
 - Total Cash \$1M
- Funding
 - BBRF \$750K
 - LGA cash co-contribution \$250K.

This strategic planning work will inform the strategic allocation of road capital works funding provided to LGAs in the region, the economically optimal sequence for developing the network and ensure that roads are designed and constructed to an optimal standard from a 'whole-of-life' asset management perspective. The detailed planning exercise is expected to achieve a net benefit in the order of \$20 million based solely on the benefits gained from freight route prioritisation.

Commodity Freight Roads Fund (CFRF)

The Commodity Freight Roads Fund submission is intended to contribute towards funding of activities associated with Stage 2 – Detailed Planning. This will specifically entail \$1M for consultants to undertake Preliminary Design Investigations. The remainder of Stage 2 is intended to be undertaken via in-kind by local governments and other funding sources currently being investigated, should they become available.

Regional Economic Development (RED) Grant

The Regional Economic Development (RED) Grants submission is intended to contribute towards funding activities associated with Stage 3 – IA Stage 3/4 Submission. This will specifically entail \$100K for a Lead Consultant to undertake project management. The remainder of Stage 3 is intended to be undertaken via in-kind by local governments and other funding sources being investigated should they become available.

Major Project Business Case Fund (MPBCF) Initiative

The Australian Government is investing \$100 billion over 10 years from 2019–20 through its rolling infrastructure plan to help manage our growing population, meet our national freight challenge and get Australians home sooner and safer. This includes \$250 million allocated to the Major Project Business Case Fund (MPBCF) initiative. Projects with clear strategic merit that has:

- Engagement in the project planning stage
- View of future priorities
- Ready to invest to enable economic activity
- Address nationally significant deficits in the transport system
- Drive economic productivity growth and liveability in cities and regions through transport infrastructure investment

The WSFR Working Group sees the \$5M sought for the Stage 4 IA submission for this regionally significant project as an ideal candidate for the MPBCF.

Roads of Strategic Importance (ROSI) Initiative

The Australian Government will invest \$4.5 billion, including \$1 billion of additional funding committed in the 2019-20 Budget, to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities. ROSI has the following principles:

- Key freight corridors that connect primary agricultural areas and mining resource regions to ports and other transport hubs.
- Support communities along the corridors and provide better access for tourists and other road users
- Characterised by narrow sections of road, low capacity bridges and deteriorating pavements,

- Constrains the productivity and efficiency of freight movements.
- Catalyse economic activity and improve access to communities and tourist attractions.

From an estimated total of \$500,000,000 in funding the Working Group sought \$125,000,000 over the next 3 years for the delivery of the first stage of capital works.

The Working Group put in separate funding submissions for each of the abovementioned funding sources for the various stages of the project. The project has been successful in obtaining funding from the following sources:

- ROSI initiative funding ()
 - Stage 1 Priority Works – Wheatbelt Secondary Freight Network.
 - The Australian Government has committed \$70 million towards the project.
“Upgrades will be prioritised based on linkages to state and national roads and highways and the rail network. Consideration will also be given to links to six ports and two livestock centres, as well as regional and metro grain receival sites, accessed by the producers of the Wheatbelt region.

Benefits of the project include:

- improve road safety
 - improve freight efficiency, connectivity and travel time
 - ensure consistent Restricted Access Vehicles (RAVs) ratings across the network, which will provide improved access for agricultural and mining regions to transport hubs”
- RED Grants (Supported by the WA State Government’s Royalties for Regions Program)
 - Lead Consultant Project Coordinator – Wheatbelt Secondary Freight Network.
 - \$100,000.

“The Lead Consultant will form part of the Project Management Team and work with the member organisation Working Group.

The Lead Consultant - Project Management is an integral key to successful project delivery. The complexity and scale of this project is significant and well beyond the technical and financial capabilities of the Wheatbelt shires on an individual basis. Engaging a Lead Consultant – Project Management with the skills and expertise required to work with all technical consultants and the PMT will ensure a cohesive collaborative environment is established for optimum outputs.

The project is planned to be managed via oversight from the WSFR Steering Committee with a nominated Project Manager and the Project Management Team (PMT) representing the WSFR.

Lead Consultant – Project Management will direct the work of the external technical consultants and will be the main contact for communication between the Project Management Team and external consultants.

The WSFN Project will require the specialised skills of a range of external technical consultants. Key areas of technical expertise identified for the project are:

- Civil Design
- Surveying
- Environmental

- Economic Assessment'

Previously 42 local governments were asked to financially contribute to the WSNF project via a budget allocation of \$6,000 which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become project management pool of approximately \$350,000. This would contribute towards the overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated 3 year delivery timeframe. Funding would contribute towards the following nominal requirements:

- Project Coordinator
 - Nominal \$60,000 per annum (\$180,000 across 3 years)
- Project Administration and Communications Officer.
 - Nominal \$20,000 per annum (\$60,000 across 3 years)
- Technical Consultancy Resources
 - Nominal \$100,000.

STATUTORY ENVIRONMENT

Nil.

STRATEGIC AND POLICY IMPLICATIONS

Goal 1: Shire infrastructure is prepared for economic gains and an increase in our population.

The Community will see: Roads maintained and improved to a trafficable standard; Roads supporting and improving efficiency for key industries

FINANCIAL IMPLICATIONS

Reallocation of funds from Building Better Regions fund co-contribution to role of Lead Consultant Project Management in support of successful Regional Economic Development grant.

VOTING REQUIREMENTS:

Simple majority

COMMITTEE'S RECOMMENDATION

That Council:

1. Continues to support the strategic intent of the Wheatbelt Secondary Freight Network Project;
2. Authorises the Chief Executive Officer to prepare and sign a letter of support that endorses the re-allocation of \$6,000 in 2019/20 budget to co-fund the project management of the Wheatbelt Secondary Freight Network in combination with the WA State Government's \$100,000 of Regional Economic Development Grant funding, as part of the delivery of its Stage 1 Priority Works.

COUNCIL RESOLUTION

M16/0519

Moved Cr Pepper

Seconded Cr Shaw

That Council:

- 1. Continues to support the strategic intent of the Wheatbelt Secondary Freight Network Project;**
- 2. Authorises the Chief Executive Officer to prepare and sign a letter of support that endorses the re-allocation of \$6,000 in 2019/20 budget to co-fund the project management of the Wheatbelt Secondary Freight Network in combination with the WA State Government's \$100,000 of Regional Economic Development Grant funding, as part of the delivery of its Stage 1 Priority Works.**

CARRIED 9/0

12.4 Social Media and Communications Policy

SUBMISSION TO: Ordinary Council Meeting 28 May 2019
REPORT DATE: 20 May 2019
APPLICANT: N/A
FILE REFERENCE: ADM 0468
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Communications Policy Amended & Original;
Social Media Policy

SUMMARY

Council to consider adopting the reviewed Social Media and Communications Policy as recommended by the Corporate Strategy Committee.

BACKGROUND

At the February 2019 Council Meeting, the Tourism Officer presented an amended and combined Communications and Social Media Policy Council requested further changes be made and the policies lay on the table.

Council at the April 2019 meeting resolved to investigate a Facebook account to communicate with the Community. It was then resolved that the Communication and Social Media Policy should remain as two separate policies.

COMMENT

The two amended policies were presented to the 14 May 2019 Corporate Strategy Committee meeting where they were reviewed and recommended for adopting.

Staff had been in contact with WALGA, other Shires including regional and metropolitan localities and attended social media forums to produce the policies.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

Strategic Community Plan SWOT

Internal Risk: Keeping up with technology

Opportunity: Embracing technology to improve efficiency

Goal 12: Council leads the organisation and engages with the community in an accountable and professional manner - Transparent communication from Council

POLICY IMPLICATIONS

Amended Policy S025 Communications Policy

New Policy S028 Social Media Policy

VOTING REQUIREMENTS

Simple Majority

COMMITTEE'S RECOMMENDATION

That Council adopt the reviewed Communications and Social Media Policy and incorporate it into the Shire of Beverley Policy Manual.

COUNCIL RESOLUTION

M17/0519

Moved Cr Martin

Seconded Cr White

That Council adopt the reviewed Communications and Social Media Policy and incorporate it into the Shire of Beverley Policy Manual.

CARRIED 9/0

Attachment 12.4 – Amended Policy

9.25 Communications Policy

Policy Type:	Elected Members
Date Adopted:	

Policy No:	
Date Last Reviewed:	

Legal (Parent): <i>Local Government Act 1995</i>
--

Legal (Subsidiary):

ADOPTED POLICY	
Title:	COMMUNICATIONS POLICY
Objective:	This policy establishes protocols for the Shire of Beverley’s official communications with all stakeholders to ensure that all forms of communication and correspondence are responded to in a timely manner.

Policy Scope

This policy applies to:

1. Communications between the Shire of Beverley and community;
2. Elected Members (“Councillors”) in either their role as Councillor or in a personal capacity; and
3. Communications between Shire of Beverley Staff and Elected Members

Policy Statement

1. Official Communications

The purposes of the Shire of Beverley’s official communications shall include not but limited to:

- Sharing information required by law to be publicly available;
- Sharing information that is of interest and benefit to the Community;
- Promoting Beverley’s events and services;
- Promoting Public Notices and community consultation / engagement opportunities;
- Answering questions and responding to requests for information relevant to the role of the Shire of Beverley; and
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire of Beverley’s official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful, professional, and timely.

The Shire of Beverley will use a combination of different communication modes to suit the type of information to be communicated to meet the requirements of the community or specific audience, including:

Attachment 12.4 – Amended Policy

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire President, to promote specific Shire of Beverley positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire of Beverley's Administration at the discretion of the CEO.

2. Speaking on behalf of the Shire of Beverley

The Shire President is the official spokesperson for the Shire of Beverley and may represent the Shire of Beverley in official communications including; speeches, comment, print, electronic and social media. *[s.2.8(1)(d) of the Local Government Act 1995]*

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson. *[s.2.9 and s.5.34 of the Local Government Act 1995]*

The CEO may speak on behalf of the Shire of Beverley, where authorised to do so by the Shire President. *[s.5.41(f) of the Local Government Act 1995]*
The CEO may speak in relation to operational matters of the Shire of Beverley.

Councillors shall not undertake any unauthorised communication by any means, including use of social media, on behalf of the Shire of Beverley and neither shall they present their personal views so as to imply these views represent the official view of the Shire of Beverley.

Councillors must be authorised by either the President or Deputy President (where the President is unavailable) before communicating in an official capacity and such communications must comply with the code of conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Beverley.

3. Written Correspondence

All external written correspondence (including electronic mail and facsimiles) will receive a written acknowledgement within fourteen (14) working days of receipt.

External correspondence that is marked as a copy and addressed to a third party will not be acknowledged unless, in the opinion of the CEO or D/CEO a response is appropriate.

The CEO, D/CEO and Managers shall determine which items of correspondence will be presented to Council, through the appropriate means. All correspondence addressed to Council or Councillors will be presented to Council.

3.1 Presidential Correspondence

Presidential correspondence will be issued on Shire of Beverley letterhead, and a file copy be kept in the appropriate file(s) together with the originating correspondence.

All external correspondence addressed to the Shire President will be opened, date stamped, recorded and left in the Shire President's tray.

3.2 Councillor Correspondence

All external correspondence addressed to Councillor will be opened, date stamped, recorded and left in the Executive Assistant's tray to distribute.

Attachment 12.4 – Amended Policy

3.3 Stationery

The Shire's stationery and equipment, including letterhead and envelopes are not to be used by Councillors or those seeking election for election purposes.

4. Responding to Media Enquiries

In accordance with the Local Government Act 1995 and Shire of Beverley Policy EM003, all media contact and communication will be conducted or approved the Shire President.

5. Website

The Shire of Beverley will maintain an official website as a means of communication.

6. Record Keeping and Freedom of Information

Publications produced by the Shire will be available for residents and ratepayers in the Beverley Library, the website and the administration office.

7. Communication between Councillors and Staff

Where a councillor has a minor query that can be satisfied by direct enquiry to the relevant staff member, the councillor may make such direct enquiry. Where the the matter of concern to the councillor is a matter of an operational or policy matter, the Councillor shall take the enquiry to the CEO or such person as delegated by the CEO and the CEO may request that the matter be put in writing and submitted to the CEO.

Staff will communicate to Council any projects or activities which have varied in the scope of works or budget from the original planning process.

Attachment 12.4 – Original Policy

9.25 Communications Policy

Policy Type:	Staff
Date Adopted:	December 2016

Policy No:	S025
Date Last Reviewed:	23 October 2018

Legal (Parent):
1.

Legal (Subsidiary):
1.

ADOPTED POLICY	
Title:	COMMUNICATIONS POLICY
Objective:	To provide a high quality service to all stakeholders by ensuring all forms of communication and correspondence are responded to in a timely manner.

Policy

The Shire of Beverley is committed to ensuring that the community is kept informed on matters before Council, whilst providing a helpful and professional service. Effective communication is key to ensuring this service is met. All communication regarding Council business from a member of staff or an elected member shall be at all times courteous, clear and professional.

Correspondence will be managed within the protocol of Council's Records Management program and will comply with the requirements of the *State Records Act 2000*.

Correspondence

All external written correspondence will receive a written acknowledgement within fourteen (14) working days of receipt.

External correspondence that is marked as a copy and addressed to a third party will not be acknowledged unless, in the opinion of the CEO or D/CEO a response is appropriate.

Electronic mail and facsimiles will be treated as written correspondence.

The CEO, D/CEO and Managers shall determine which items of correspondence will be presented to Council, through the appropriate committee or information bulletin.

Presidential Correspondence

Presidential correspondence will be issued on Shire of Beverley letterhead, and a file copy be kept in the appropriate file(s) together with the originating correspondence.

All external correspondence addressed to the Shire President will be opened, date stamped, recorded and left in the Shire President's tray.

Attachment 12.4 – Original Policy

Elected Member Correspondence

All external correspondence addressed to an elected member will be opened, date stamped, recorded and left in the Executive Assistant's tray to distribute.

Stationery

The Shire's stationery and equipment, including letterhead and envelopes are not to be used by elected members or members elect for election purposes.

Communication between Elected Members and Staff

In order to facilitate effective use of staff resources, all enquiries and requests from elected members shall be directed to the CEO in writing. Where the request requires the use of shire resources (human or physical) to an extent which may impact on effective management, the CEO may refer the matter to Council for determination. These written requests will then be captured into the Shire's recordkeeping system.

Communication between Elected members and staff will in general be governed by section 1.5 of the Shire of Beverley Code of Conduct.

Staff will communicate to Council any projects or activities which have varied in the scope of works or budget from the original planning process. To be placed into the new policy.

Media contact

In accordance with the Local Government Act 1995 and Shire of Beverley Policy EM003, all media contact and communication will be conducted or approved the Shire President.

Publications

Publications produced by the Shire will be available for residents and ratepayers in the Beverley Library, the website and the administration office.

12.5 Social Media Presence

SUBMISSION TO: Ordinary Council Meeting 28 May 2019
REPORT DATE: 20 May 2019
APPLICANT: N/A
FILE REFERENCE: ADM 0468
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to endorse the attached guidelines and protocols as part of the implementation of a Shire of Beverley Facebook and Instagram account.

BACKGROUND

Through various committee meetings, Council at its 30 April 2019 Ordinary meeting resolved to investigate opening a Facebook account to further our communication capabilities with the wider community.

COMMENT

Attached are the guidelines for users of our Facebook account and protocol for staff produced by the Tourism Officer. The staff roster for monitoring the Facebook page is yet to be determined.

The guidelines and protocols were reviewed by the Corporate Strategy Committee at its 14 May 2019 meeting.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan SWOT

Internal Risk: Keeping up with technology

Opportunity: Embracing technology to improve efficiency

Goal 12: Council leads the organisation and engages with the community in an accountable and professional manner - Transparent communication from Council

COMMITTEE'S RECOMMENDATION

That Council adopt the reviewed guidelines and protocols for Council as part of the implementation of a Facebook and Instagram account.

COUNCIL RESOLUTION

M18/0519

Moved Cr Gogol

Seconded Cr Martin

That Council adopt the reviewed guidelines and protocols for Council as part of the implementation of a Facebook and Instagram account.

CARRIED 8/1

Attachment 12.5



Shire of Beverley Social Media Guidelines for Visitors and Users

The Shire of Beverley encourages community discussion on its social media platforms however guidelines have been developed to ensure users are aware of expected behaviour on the social media platform.

The Shire does not accept responsibility for external comments on this page. They are not representative of the opinions or views of the Shire, nor does the Shire make any warranty to their accuracy.

Posts may be deleted as determined at the Shire's absolute discretion if they contain:

- violent, obscene, profane, hateful, derogatory, racist or sexist language links or images;
- information that may compromise the safety or security of the public;
- any discussion or promotion of behaviour that is unlawful;
- comments that threaten or defame any person or organisation;
- solicitations, advertisements, endorsements or spam;
- encouragement or glamorisation of the use of alcohol, tobacco, or illegal drugs;
- multiple successive off-topic posts by a single user;
- repetitive posts copied and pasted or duplicated by single or multiple users; and/or
- any other inappropriate content or comments as determined by the Shire of Beverley.

When interacting with this page, the Shire requests that you:

- exercise courtesy;
- do not post your personal address or phone number;
- acknowledge that the Shire cannot check the accuracy of every post and does not take any responsibility for reliance on posts on this page; and
- adhere to [Facebook Guidelines](#).

You enter into an agreement with the Shire of Beverley by 'liking' the Shire of Beverley Facebook page. Visitors to the page are considered a user of the page and so should conform to these guidelines. It is at the discretion of the Shire of Beverley to block any users that do not comply with these guidelines.

Contact the Shire of Beverley on (08) 96461200 or admin@beverley.wa.gov.au for further enquiries.

Attachment 12.5

Social Media Protocol

Objective:

This Protocol has been developed:

- To provide guidance to employees on the use of social media as representatives of the Shire of Beverley either at work or in a personal capacity;
- To ensure social media channels are used in an appropriate manner, consistent with business needs and best practice;
- To ensure the Shire of Beverley maximises the use of social media tools to inform and engage with stakeholders and the community; and
- To protect the Shire of Beverley's reputation.

Scope

This Protocol applies to all employees using social media sites. This Protocol does not apply to Elected Members.

Definitions

Social media tools are online platforms or sites which facilitate the building of social networks for the purpose of communicating, sharing news, comments and opinions. The business objective of social media tools is to converse and engage with stakeholders, customers and the community. The social media tools permitted are:

- Facebook
- Instagram
- Shire website.

Management of Social Media Tools and Content

The Chief Executive Officer will decide the extent of use of social media sites by employees.

For the purposes of record keeping requirements, postings on social media sites are managed in the same way as other forms of electronic communication. It is therefore the responsibility of the employee publishing or viewing information, videos, photos and the like to determine if the content constitutes a corporate record.

Business Use of Social Media

When preparing information for posting on social media sites, employees are expected to be aware of their responsibilities to:

- Ensure appropriate authorisations are obtained before providing any information for posting on social media sites;
- Ensure that any information posted online serves to enhance the services of the Shire, is in line with the Shire's mission and values, and will not bring the Shire into disrepute;
- Comply with Shire policies and protocols, in particular the Shire's Code of Conduct;
- Comply with all laws relating to copyright, recordkeeping, privacy and defamation, including the need for accurate information, maintaining reliable records of official use, and ensuring comments are free from discrimination and harassment;
- Cite all sources quoted within information posted;
- Ensure advice or comments posted relate to the officer's area of responsibility and ensure that appropriate approvals are obtained before publishing;
- Ensure all communication is objective and courteous;
- Ensure that the privacy and confidentiality of information acquired at work is protected at all times;

Attachment 12.5

- Avoid making statements or engaging in activities of a party political nature; and
- Seek advice if unsure what is required.

Non compliance with Shire policies and protocols may result in the loss of access privileges or disciplinary action, and will be subject to the provisions of the Shire's Code of Conduct Policy and the Managing Employee Relations Issues or provisions of other relevant State or Commonwealth legislation.

Personal Use of Social Media

If identified as Shire employees on social media sites, employees are reminded of the need to ensure they do not bring themselves and/or the Shire into disrepute in their personal use of social media whether using personal computer equipment at home or at work. Where comments or personal profiles identify individuals as Shire of Beverley employees, it is necessary to:

- Avoid derogatory comments about the Shire of Beverley;
- Ensure that any personal comments are declared as personal comments and not official Shire statements;
- Ensure that all content published is accurate and not misleading, and complies with Shire policies and protocols;
- Ensure any photographs published are appropriate;
- Ensure that comments about fellow Shire employees cannot be regarded as harassing or discriminatory, or impact on workplace relationships;
- Disclose and discuss only publicly available information relating to the Shire; and
- Be polite and respectful to people whom the officer is communicating.

Community Use of the Shire's Social Media Sites

Guidelines which determine appropriate conduct for community users of the Shire's social media tools are to be made available on the relevant media sites. See the *Shire of Beverley Social Media Guidelines for Visitors and Users*.

Promotion of Shire Programs, Services and Events

1. Officers seek relevant approval from Managers to use social media tools for the promotion of programs, services and events as required.
2. Upload content to the respective social media sites.
3. Monitor social media platforms on a regular basis each day during business hours and after hours.

Responding to Comments from the Public

1. Assess whether a response is required to social media posts made by members of the public.
2. Draft a response to comments posted on the Shire's social media sites and publishes the comment. If the content is considered to be contentious, refer the response to the relevant Managers, or the Chief Executive Officer for approval before publishing.
3. If community posts are deemed to be inappropriate or derogatory, respond to the comments, *advising that the item has been removed as it does not meet the Shire's Social Media Guidelines for Community Users*.
4. If community posts are inaccurate, respond with accurate and relevant information to clarify the issue. If the content is considered to be contentious, refer the response to the relevant Managers, or the Chief Executive Officer for approval before publishing.

Attachment 12.5

Record Keeping Requirements

Shire officers must store a copy of any information, videos, photos etc published by Shire employees or external users on social media platforms if the content published is deemed a **corporate record**, ie:

1. *It conveys information essential or relevant in making a decision.*
2. *It conveys information upon which others will be, or are likely to make decisions affecting the Shire's operations, or rights and obligations under legislation.*
3. *It conveys information about matters of public safety or public interest, or involves information upon which contractual undertakings are entered into.*
4. *The information likely to be needed for future use, or is it of historical value or interest.*

If content is deemed to be a corporate record, a screen-dump of the content must be taken and stored to the recordkeeping system (TRIM). Requests for information or services made via social media sites must be forwarded to the Records Helpdesk for processing to the relevant Business Unit for a response.

Effective Response for Negative Feedback

Reply- in a timely manner

Empathise

Apologise – Whether or not the Shire's fault, you are not apologising for a mistake but for the bad experience

Offer resolution – Never make a promise you cannot keep direct to the Shire office for further information

Hide rather than delete – *Deleting can be misinterpreted as censorship or deception.*

Holding Statement examples for negative feedback

“Thankyou for bringing that to our attention, we have the relevant personnel looking into it and will post an update as soon as we can. Thank you for your patience.”

“We apologise for any inconvenience caused and appreciate your patience.”

12.6 Use of the Common Seal

SUBMISSION TO: Ordinary Council Meeting 28 May 2019
REPORT DATE: 20 May 2019
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. Appointment of Settlement Agent and Contractual fees for the sale of Lot 151 Hutchinson Street Beverley by Gibson Raison Settlements on behalf of 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. Appointment of Settlement Agent and Contractual fees for the sale of Lot 151 Hutchinson Street Beverley by Gibson Raison Settlements on behalf of the Shire of Beverley.

COUNCIL RESOLUTION

M19/0519

Moved Cr Seed

Seconded Cr Pepper

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

- 1. Appointment of Settlement Agent and Contractual fees for the sale of Lot 151 Hutchinson Street Beverley by Gibson Raison Settlements on behalf of the Shire of Beverley.**
- 2. Beverley Medical Centre Service Agreement between the Shire of Beverley and Dr. Aderemi Adebayo.**

CARRIED 9/0

13. NEW BUSINESS ARISING BY ORDER OF THE MEETING

13.1 Reallocation of Budget Funds

During the Council Briefing the Deputy Chief Executive Officer suggested the unused budget allocation for the Federation Square upgrade be used to renew the Town Hall Stage Curtains. Both programs are to the benefit of the community and Federation Square will be considered in the Vincent Street upgrade.

M20/0519

Moved Cr Pepper

Seconded Cr Seed

That Council reallocate funds from the unused Federation Square upgrade to the renewal of Town Hall Stage Curtains.

CARRIED 9/0

14. CLOSURE

The Chairman declared the meeting closed 4.11pm