



17 December 2019

ORDINARY MEETING

MINUTES

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1. OPENING

The Chairperson declared the meeting open at 3:02pm

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members Present

Cr DW Davis Shire President
Cr CJ Pepper Deputy President
Cr P Gogol
Cr CJ Lawlor
Cr TF McLaughlin
Cr TWT Seed
Cr DC White

2.2 Staff In Attendance

Mr SK Marshall Deputy Chief Executive Officer
Mr BS de Beer Manager of Planning (from 3:02pm to 3:17pm)
Mrs A Lewis Executive Assistant

2.3 Observers And Visitors

Mr Bruce Mann (from 3:02pm to 3:10pm)

2.4 Apologies and Approved Leave of Absence

Mr SP Gollan Chief Executive Officer
Mr SP Vincent Manager of Works
Cr DL Brown Apologies
Cr SW Martin Apologies

2.5 Applications for Leave of Absence

Nil

3. DECLARATIONS OF INTEREST

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.1 Question taken on notice from Ms Michelle Kerr in relation to Residential Fire Hazard Reduction at the 26 November 2019 Council Meeting:

If long grass (wild oats) in a yard is slashed and left on the ground is it not still a fire risk?

Answer: A property will comply with the Shire of Beverley's 2019/20 Fire Break Order by having its grass fuel loadings reduced to a height of 15cms or less.

Whilst the slashed grass is still present on the ground its ability to propagate and carry fire is significantly interrupted. Our professional bushfire mitigation contractors utilise similar practises when conducting mechanical slashing and mulching treatments along the banks of the Avon River within the Beverley townsite where the cleared vegetation remains in situ but its ability to propagate fire is sufficiently reduced in terms of a potential fire's flame height, intensity and rate of spread.

5. PUBLIC QUESTION TIME

Nil

6. CONDOLENCES

The Shire of Beverley flew the flag at half-mast, as a mark of respect to:

MCQUINN	Frances (Neil)	26 November 2019
ADAMS	Norma Ella	27 November 2019
MURRAY	Neil James	8 December 2019

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 26 November 2019

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 26 November 2019 be confirmed.

COUNCIL RESOLUTION

M1/1219

Moved Cr Pepper

Seconded Cr Lawlor

That the Minutes of the Ordinary Council Meeting held Tuesday 26 November 2019 be confirmed.

CARRIED 7/0

7.2 Minutes Of The Annual Electors Meeting Held 25 November 2019

OFFICER'S RECOMMENDATION

That the Minutes of the Annual Electors Meeting held Monday 25 November 2019 be received.

(Under separate cover)

COUNCIL RESOLUTION

M2/1219

Moved Cr White

Seconded Cr McLaughlin

That the Minutes of the Annual Electors Meeting held Monday 25 November 2019 be received.

CARRIED 7/0

COUNCIL RESOLUTION

M3/1219

Moved Cr White

Seconded Cr McLaughlin

That the Minutes of the Annual Electors Meeting be signed now in 2019, rather than in 12 months time, as true and correct.

CARRIED 7/0

7.3 Minutes Of The Works Committee Meeting Held 6 December 2019

OFFICER'S RECOMMENDATION

That the Minutes of the Works Committee Meeting held Friday 6 December 2019 be received.

(Under separate cover)

COUNCIL RESOLUTION

M4/1219

Moved Cr Lawlor

Seconded Cr Gogol

That the Minutes of the Works Committee Meeting held Friday 6 December 2019 be received.

CARRIED 7/0

3:05pm - Council agreed that the order of business in the agenda be changed to allow Planning Item 9.2 Proposed Road Closure to be brought forward and dealt with at this time in order for Mr Bruce Mann to hear the item and return to work.

9. PLANNING SERVICES

9.2 Proposed Road Closure & Road Dedication – Woonderlin Road

SUBMISSION TO: Ordinary Council Meeting 17 December 2019
REPORT DATE: 4 December 2019
APPLICANT: Mr Bruce Mann
FILE REFERENCE: RO 005
AUTHOR: B.S. de Beer, Shire Planner
ATTACHMENTS: Application Letter and Drawings

SUMMARY

It is proposed that a section of Woonderlin Road be closed. It is also proposed to create a new section of road by dedicating a portion of land as Road Reserve. It will be recommended that Council resolve to initiate closure of the subject section of the road, as well as the dedication of road reserve.

BACKGROUND

Council received a written request for Road Closure & Dedication from the affected landowner (Bruce Mann). The application letter and mapping are attached to this report.

The applicant submits that the closure and dedication proposal is requested to address road safety, farming operations and security issues, amongst others.

COMMENT

It is submitted that the closure of the section of road, and dedication of a new section of Road Reserve will address the concerns as raised by the applicant.

CONSULTATION & ADVERTISING

Should Council initiate the Road Closure and Road Dedication, public advertising must be conducted for a minimum of 35 days.

One affected Landowner, Trevor Speedy, has already supplied written support for the proposal – see attached.

STATUTORY ENVIRONMENT

Roads are closed pursuant to Section 58 and dedicated pursuant to Section 56 of the *Land Administration Act 1997* in compliance with *Land Administrative Regulations 1998*.

FINANCIAL IMPLICATIONS

The road closure/dedication process will require advertising.

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 initiate the closure of a section of Woonderlin Road Reserve and initiate the dedication of a section of Road Reserve and instruct the Shire Planner to commence with the required advertising for road closure and road dedication.

COUNCIL RESOLUTION

M5/1219

Moved Cr Seed

Seconded Cr White

That Council initiate the closure of a section of Woonderlin Road Reserve and initiate the dedication of a section of Road Reserve and instruct the Shire Planner to commence with the required advertising for road closure and road dedication.

CARRIED 7/0

3.10pm – Mr Bruce Mann left the meeting and did not return.

3.10pm – At this point business was resumed in the sequence of the agenda.

Attachment 9.2



The Barracks Pastoral Co

2nd December 2019

Stefan de Beer

Manager: Planning & Development Services

Shire of Beverley

136 Vincent Street, Beverley WA 6304

Dear Stefan

As previously submitted to the Shire of Beverley we wish to close a section of Woonderlin Road from Lennard Road as shown on the attached plan. We want to dedicate a road on Lot 101 Dep 72870. It needs to be no wider than 10 meters.

This road is accessed by Trevor Speedy to his residential home and the suggested road closure has been discussed with him of which he is in agreeance. Closing this section on Woonderlin Road will allow a new road to be made along the boundary that does not run through the middle of farming paddocks that are utilised for both sheep and cropping purposes. This will allow a more direct route for Trevor Speedy to his home and one that is safer for all vehicles. The current Woonderlin Road has a steep hill that is a safety concern with cars travelling on the same road as well as large farm machinery with limited visibility of oncoming vehicles in sections. This change will also reduce the fire risk of vehicles travelling so close and into farming paddocks.

We would also like the section of road closed for security reasons. There are increasing reports of theft on farm throughout regional areas recently of grain, vehicles, hay, tools and stock. By having this section closed we can have an entry point that can be locked.

Kind Regards,

Bruce, Christine, Justin & Kelly Mann

The Barracks Pastoral Co

Attachment 9.2



12/11/2019

Shire of Beverley

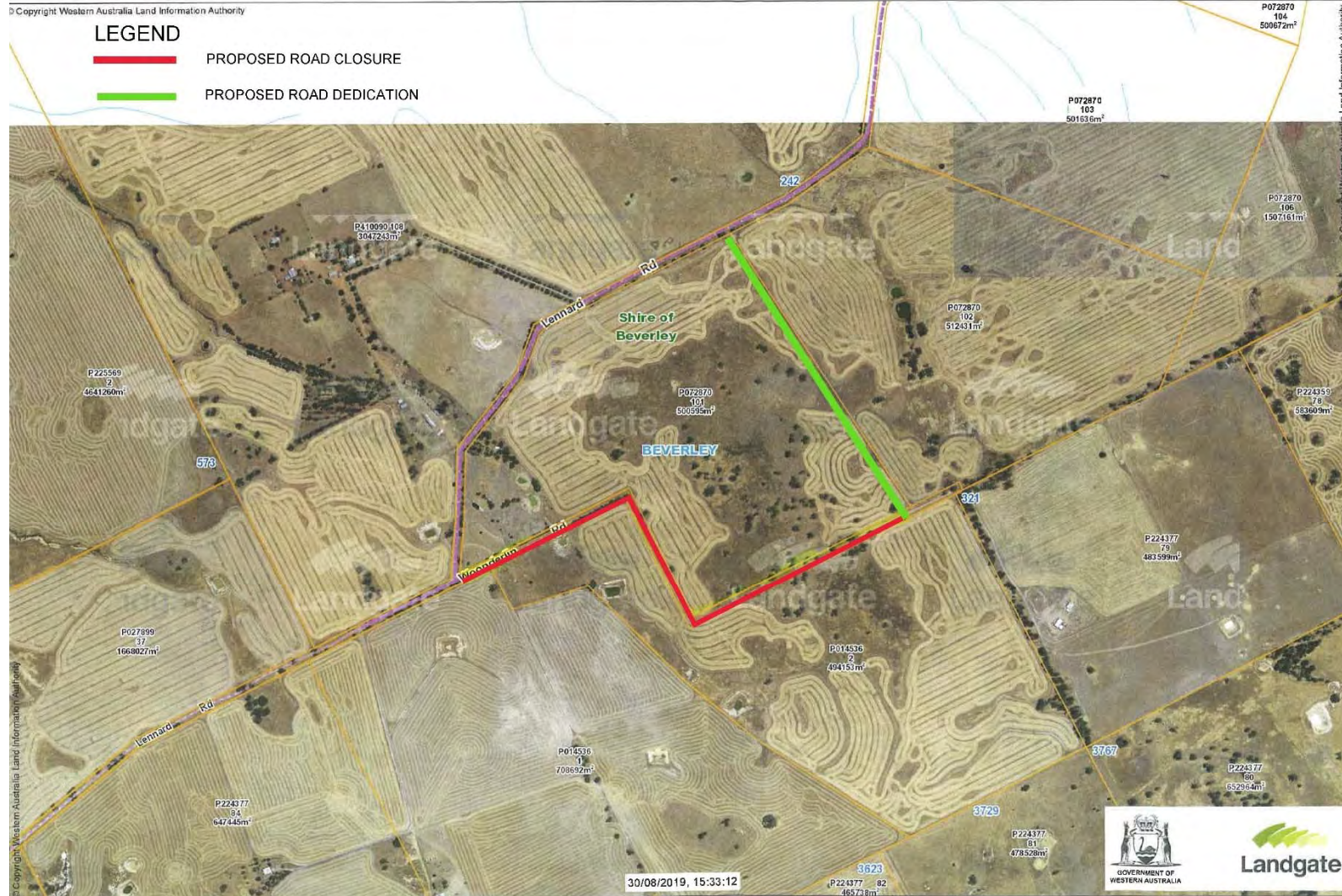
*I Trevor Speedy agree with Bruce Mann to close Woulinderlin Road
and put a new road along Bruce's boundary fence.*

Regards

Trevor Speedy

Attachment 9.2

Proposed Road Closure & Dedication - Woonderlin Road



8. TECHNICAL SERVICES

8.1 RFT03/1920 Backhoe and RFT05/1920 Loader

SUBMISSION TO: Ordinary Council Meeting 17 December 2019
REPORT DATE: 11 December 2019
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0501 & ADM 0472
AUTHOR: S.P. Vincent, Manager of Works
ATTACHMENTS: Nil

SUMMARY

Council to consider awarding of the Loader Tender RFT05/1920 and the non-acceptance of the Backhoe Tender RFT03/1920.

BACKGROUND

The 2019/20 budget has an allocation to replace the Loader BE036 and upgrade the Backhoe BE030 to an equal size wheel machine that could be utilised at the refuse site and for the assistance at fires when required.

During the Information Bulletin session at last months Council meeting (26 November 2019) it was suggested that Council should perhaps look at the option of retaining the current backhoe and the old loader, which could be utilised at the refuse site and for firefighting. If this option is chosen it would allow for outright purchase of a new larger loader.

COMMENT

After reviewing all the tenders and options available, the following scenarios are:

Option One we proceed and replace both machines

BACKHOE Changeover \$100,000 (new \$180,000 less trade \$80,000)

SUPPLIERS	MACHINE / MODEL	\$ NET PRICE ex GST	\$ TRADE VALUE ex GST	CHANGE OVER ex GST
McIntosh & Son	Case 695ST	165,880	75,000	90,880
JCB (non compliant)	JCB 3CX APC Classic	168,300	40,000	128,300
JCB (non compliant)	JCB 3CX Elite	181,600	40,000	141,600
Komatsu	WB97S_5EO	203,890	60,000	143,890
WesTrac	Cat 444F2	201,000	53,000	148,000
JCB	JCB 5CX APC	201,400	40,000	161,400

LOADER: Funds available changeover \$160,000 (new \$240,000 less trade \$80,000
- with new attachments to suit)

SUPPLIERS	MACHINE / MODEL	\$ NET PRICE ex GST	\$ TRADE VALUE ex GST	\$ CHANGE OVER ex GST	OPTION ONE New attachments
Komatsu	WA 200PZ-6	191,790	74,000	117,790	152,770
McIntosh & Son	Case 621F	209,170	80,000	129,170	
JCB	JCB426HT	205,800	58,000	147,800	186,035
McIntosh & Son	Case 721F XT	230,920	80,000	150,920	
Hitachi	ZW140-5	210,000	58,000	152,000	183,950
CJD	Volvo L70F	241,000	87,000	154,000	189,004
John Deere Afgri	John Deere 544L	259,500	80,000	179,500	189,900
WesTrac	Cat 924K	250,300	48,000	202,300	236,290

LOADER: Funds available changeover \$160,000 (new \$240,000 less trade \$80,000
- Modify to suit old attachments)

SUPPLIERS	MACHINE/MODEL	\$ NET PRICE ex GST	\$ TRADE VALUE ex GST	\$ CHANGE OVER EX GST	OPTION ONE Modify to suit old attachments
Komatsu	WA 200PZ-6	191,790	74,000	117,790	131,505
McIntosh & Son	Case 621F	209,170	80,000	129,170	129,170
JCB	JCB426HT	205,800	58,000	147,800	161,515
McIntosh & Son	Case 721F XT	230,920	80,000	150,920	150,920
Hitachi	ZW140-5	210,000	58,000	152,000	165,715
CJD	Volvo L70F	241,000	87,000	154,000	167,715
John Deere Afgri	John Deere 544L	259,500	80,000	179,500	193,215
WesTrac	Cat 924K	250,300	48,000	202,300	202,300
If both machines were to be purchased from the same company then a discount has been offered by Westrac for \$4,000 and McIntosh for \$8,000.					

Option two outright purchase new loader with no attachments. The old loader and existing attachments are to be retained and used at the refuse site and for fires when required. Four companies have also included a “no trade discount” (these range from \$3,000 to \$24,850).

OUTRIGHT PURCHASE: Funds available \$260,000

SUPPLIERS	MACHINE/MODEL	NET PRICE ex GST	OPTION TWO Outright purchase NO Trade discount No attachments
Komatsu	WA 200PZ-6	191,790	191,790
McIntosh & Son	Case 621F	209,170	184,320
JCB	JCB426HT	205,800	198,000
McIntosh & Son	Case 721F XT	230,920	207,950
Hitachi	ZW140-5	210,000	187,000
CJD	Volvo L70F	241,000	226,000
John Deere Afgri	John Deere 544L	259,500	253,500
WesTrac	Cat 924K	250,300	247,300

Options: Compuload 5000 \$7,280.00
Auto lube \$9,630.00

If we were to retain both the backhoe and loader, minor works would be required on each machine.

The loader requires repairs to the air seat and steering column adjustment lock. The backhoe requires work on the air-conditioning, it appears to be leaking gas from under the cab.

In the last 18 months the loader has had a new turbo, a new computer and all new injectors. The current hours for this machine is 4025.

At the Works Committee meeting Friday 6 December 2019, the Committee agreed that the preferred direction was to retain the existing backhoe and loader and only purchase a new loader subject to inspection of the tendered vehicles. A backhoe tender would unlikely be accepted.

The Inspection team will be Steve Vincent, Cr Davis, Cr Gogol and Darryl Burton leaving at 8.15am Tuesday 10 December 2019 to view the tendered vehicles.

Two loaders were inspected in Perth by the two councillors and two staff members. All agreed that the Case 721F XT was best suited for our operations.

STATUTORY ENVIRONMENT

Local Government Act 1995 and Local Government (Functions and General) Regulations 1996.

Regulation 11 (2b) of the *Local Government (Functions and General) Regulations 1996* provides that Tenders do not have to be publicly invited according to the requirements of this Division if the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA.

FINANCIAL IMPLICATIONS

There is a total allocation of \$260,000.00 in the 2019/20 Budget for the replacement of these two machines.

STRATEGIC IMPLICATIONS

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

Strategy 1.1 Performance and structure of roads are included in our road management plan, communicated to Council and the community.

Strategy 1.2 Shire assets are prepared for commercial and population increases.

POLICY IMPLICATIONS

Policy AF007 – Purchasing and Procurement: Goods and Services with value of \$150,000 or over, a call for tender is required. (WALGA E Quotes acceptable)

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council;

1. Not accept any of the tenders for the replacement backhoe and retain the current Case 590ST backhoe;
2. Retain the John Deere 544K Loader BE036; and
3. Accept the tender from McIntosh and Son for the purchase of a Case 721F XT Loader for \$215,230.00 ex GST. This includes the no trade discount and installation of Compuload 5000.

COUNCIL RESOLUTION

M6/1219

Moved Cr Gogol

Seconded Cr Lawlor

That Council;

1. **Not accept any of the tenders for the replacement backhoe and retain the current Case 590ST backhoe;**
2. **Retain the John Deere 544K Loader BE036; and**
3. **Accept the tender from McIntosh and Son for the purchase of a Case 721F XT Loader for \$215,230.00 ex GST. This includes the no trade discount and installation of Compuload 5000.**

CARRIED BY ABSOLUTE MAJORITY 7/0

9. PLANNING SERVICES

9.1 Third Party Appeal Rights in Planning

SUBMISSION TO: Ordinary Council Meeting 17 December 2019
REPORT DATE: 3 December 2019
APPLICANT: WALGA
FILE REFERENCE: ADM 0287
AUTHOR: B.S. de Beer, Manager: Planning & Development Services
ATTACHMENTS: WALGA letter & extract of WALGA Annual General Meeting Minutes 2019

SUMMARY

A request has been received from the Western Australian Local Government Association (WALGA), to consider endorsing an amendment to the existing preferred model for Third Party Appeal Rights for decisions made by Development Assessment Panels. It will be recommended that Council resolve not to support the amendment.

BACKGROUND

Development Assessment Panels:

For reference purposes: a *Development Assessment Panel* (DAP), is a panel of members (statutorily enabled by the DAP regulations), that determines Development Applications that meet set type and value thresholds as if it were the responsible authority under the relevant planning instrument, such as the Local Planning Scheme. The DAP regulations state that DAP applications cannot be determined by Local Government or the Western Australian Planning Commission (WAPC). Currently the mandatory threshold value is \$10 million (estimated development value).

An optional 'Opt-in' DAP are development applications where the applicant may choose to have the application determined by a Development Assessment Panel. The current threshold value is between \$2 million and \$10 Million.

There are two types of DAP's – Local DAP (only one in the State – for the City of Perth), and Joint DAP's (or JDAP's), which include Local Government Areas in the rest of the State. There are 8 JDAP's in the State. The Shire of Beverley is included in the Mid-West/Wheatbelt JDAP.

Each DAP consists of 5 panel members (3 specialist members and two Local Government Councillors).

WALGA:

At its May 2019 meeting, WALGA's State Council considered a 'Preferred Model' (for Third Parties Appeal Rights in Planning), and resolved that WALGA:

1. *Continues to advocate for the State Government to introduce Third Party Appeal Rights for decisions made by Development Assessment Panels, and*
2. *Endorses the 'Preferred Model' as presented in the May 2019 Agenda, as the Third Party Appeals process for decisions made by Development Assessment Panels and in future give consideration to broadening Third Party Appeal Rights to other parties relating to Development Assessment Panel decisions.*

(Please refer to attachments for a copy of the Preferred Model).

At the August 2019 Annual General Meeting of WALGA, an item was discussed by members which proposed an amendment to the existing 'Preferred Model' for Third Party Appeal Rights for decisions by DAP's. The following motion was carried by the members:

1. *That there be an amendment to the Third Party Appeals Process Preferred Model, being that third parties in addition to Local Governments are able to make an appeal;*
2. *That there be an amendment to the Third Party Appeals Process Preferred Model, being that closely associated third parties in addition to Local Governments are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels.*

In a letter from WALGA dated 6 November 2019 (attached), Beverley Shire Council is requested to indicate if they support or not support the above motion.

COMMENT

In response to the above request Shire Planner posed the following questions, for further clarification, to WALGA. Their responses are noted in *italic blue*:

- Does the Legislative Framework exist at present to facilitate inclusion of Third Parties in addition to Local Governments in an appeals process (I am assuming Section 105 of the State Administrative Tribunal Act 2004 applies)?
Possibly, but only where Local Government or the 'Third Party' was a party to the SAT discussions. Lately when DAP decisions are discussed, LG or others may not be one of the parties so would have no right of appeal after those determinations are made. There would need to be legislative amendments to make it clearer who is able to appeal a SAT decision.
- Whom would be regarded as 'closely associated third parties' and how will this be accommodated in the existing legislation?
This was not defined at the AGM. At the 2018 workshops, the principle was discussed that only the third parties who had been involved in the process could appeal, so would have needed to be part of the initial consultation process and made a submission. Otherwise, after the decision, anyone could put in appeal, which wouldn't be appropriate. Again, there would need to be clarity on the term 'closely associated third parties', so may need legislative amendments to be super clear.
- What legislative time frames would be afforded to Closely Associated Third Parties and Local Governments for appeals?
In the current 'Preferred Model', 28 Days was given as the timeframe for an appeal to be lodged. If the AGM motion is supported, then a revised 'Preferred Model' would also need to be prepared to fine tune the detail of how.
- WAPC already has a 28 day appeals process for subdivision applications. Will these two processes overlap then?
Wouldn't overlap if the 28 days in the current model is still supported. The WAPC appeals though is only for the applicant, so it would require changes to this appeal process for LG and others to appeal.
- Will appeals be able to be based on both a question of fact as well as law?

At the 2018 workshops, it was considered that appeals should be on the facts of the application, and on law. Questioning the facts was considered better than having to go through to a full Supreme Court process to query the law.

- Is the proposed new model possibly opening up the opportunity for vexatious appeals by third parties, and how would this be curbed?

Potentially. But any appeal model would need to have some ground rules to ensure that vexatious appeals aren't included. In the initial discussion papers, we stated that these principles would be the starting point of any model chosen. Based on the summary of Third Party Appeals processes that exist in other jurisdictions, the primary criteria for allowing Third Party Appeal Rights include:

- *Excluding vexatious or commercial interests appeals, and any appeals made on non-genuine planning matters,*
- *Excluding appeals by those parties who did not previously make a submission.*
- *Excluding appeals where an application meets 'deem-to-comply' requirements, and no discretion has been excised.*
- *Excluding appeals for some cases of minor development.*
- *Having a short window in which to appeal (example 14 days).*

- How does this proposal align with the objectives to streamline the planning system as per the Green Paper on Planning?

The Minister for Planning has advised that it is contrary to the objectives of the Green Paper. However, in other States the system hasn't resulted in massive time delays or complicated planning systems, nor do significant numbers of application end up in appeals. In discussing their models, other jurisdictions advised that developers were more willing to discuss and refine their development proposal during the assessment phase, so that the matters of concern wouldn't mean it ended up on appeal. So there are arguments for and against whether it would make the planning system more complicated.

CONCLUSION

In terms of the submissions received above there still seem to be a number of grey areas in how the proposed model will be implemented and function. Shire Planner's professional experience from planning systems in other jurisdictions are that Third Party Appeal systems can have a tremendous adverse effect on development progression. It makes the planning system legally clumsy and can potentially delay development for years.

Furthermore, the proposal does not align with the Green Paper on Planning Reform which very purpose is to streamline the planning system and make it more user friendly.

STATUTORY ENVIRONMENT

State Administrative Tribunal Act 2004, Planning & Development Act 2005.

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 inform the Western Australian Local Government Association that it does not support the motion to amend the Preferred Model for Third Party Appeals for decisions by Development Assessment Panels, as it is deemed to not align with the Green Paper on Planning Reform.

COUNCIL RESOLUTION

M7/1219

Moved Cr Gogol

Seconded Cr McLaughlin

That Council resolve to inform the Western Australian Local Government Association that it does not support the motion to amend the Preferred Model for Third Party Appeals for decisions by Development Assessment Panels, as it is deemed to not align with the Green Paper on Planning Reform.

CARRIED 7/0

Attachment 9.1

06 November 2019
VJ/NS

Our Ref: 06-06-01-0001

Mr Steve Gollan
Chief Executive Officer
Shire of Beverley

Dear Steve

AMENDMENT TO PREFERRED MODEL – THIRD PARTY APPEAL RIGHTS IN PLANNING

At the August 2019 WALGA Annual General Meeting (AGM), an item was discussed by members which proposed an amendment to the existing 'Preferred Model' for Third Party Appeal Rights for decisions made by Development Assessment Panels. A copy of the minutes of the Annual General Meeting are attached.

The following motion was carried by the attendees: -

1. *That there be an amendment to the Third Party Appeals Process Preferred Model, being that third parties in addition to Local Governments are able to make an appeal.*
2. *That there be an amendment to the Third Party Appeals Process Preferred Model, being that closely associated third parties in addition to Local Governments are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels.*

Prior to WALGA's State Council considering this AGM motion at its meeting in March 2020, could you please indicate if your Council supports or does not support this motion to amend the Preferred Model.

Submissions can be made:

- To the Planning Team via email at planning@walga.asn.au or
- By mail to WALGA directly at PO Box 1544, West Perth WA 6872

Comments would be appreciated before **30 January 2020**.

Any questions or comments can be sent to the above email or call on 9213 2000 to discuss with a member of the Planning Team.

Kind regards,

Nick

Nick Sloan | Chief Executive Officer | WALGA
(p) (08) 9213 2025 | (m) 0408 941 792 | (e) nsloan@walga.asn.au

9.3 Development Application – Outbuilding (Storage Shed) – 13 (lot 24) Monger Street

SUBMISSION TO: Ordinary Council Meeting 17 December 2019
REPORT DATE: 10 December 2019
APPLICANT: Travis Boyle
FILE REFERENCE: MON 1085
AUTHOR: B.S. de Beer, Shire Planner
ATTACHMENTS: Locality Map, Site Plan and Shed Structure

SUMMARY

An application has been received to construct a Colorbond Outbuilding (Storage Shed), in extent 72m² at 13 (Lot 24) Monger Street, Beverley. It will be recommended the application be approved.

BACKGROUND

The subject site is located at 13 (Lot 24) Monger Street, is 911m² in extent and zoned Residential R40 in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3). It contains an existing dwelling and garden shed.

In terms of the Shire's Outbuilding Policy, the maximum wall height of any outbuilding on a property in this zone is to be 3.0m, whereas the wall height of the new shed is proposed to be 3.5m. As can be seen on the site plan the proposal is to remove an existing garden shed prior to the new shed being constructed.

COMMENT

When considering the proposed increased wall height of the development proposal beyond the parameters as set by the Outbuilding Policy, Shire planner is of the opinion that the following aspects of the development should be taken into consideration:

- a) The specific siting of the Outbuilding on the property;
- b) The general character of the immediate area;
- c) The size of the subject property.

It is the opinion that the proposed siting of the Outbuilding at the subject property is such that it will not have any negative impact on the amenity of the surrounding area. The existing landscaping and the location of the house on the subject property will effectively screen the development so as to mitigate any perceived negative impact that the proposed development might have. It is considered that the proposed development will be in pace with the character of the area.

It is also considered a better planning outcome to have sufficient under-roof storage available on a property as opposed to storage of items outside which could potentially negatively affect the amenity of an area.

Given the above site specific considerations and the size of the property it is not anticipated that the granting of Planning Approval for this application will create an undesirable precedent.

The proposal complies with other aspects of the outbuilding policy.

CONSULTATION

No consultation was deemed required.

STATUTORY ENVIRONMENT

The application may be approved 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 REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to grant planning approval for an Outbuilding (Storage Shed) at 13 (Lot 24) Monger Street, Beverley, subject to the following conditions and advice notes:

Conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
2. The outbuilding shall not be used for human habitation, commercial or industrial purposes.

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 the Outbuilding is to be used for the collection of rainwater for human consumption, all cladding and other material associated with water collection

shall comply with Australian Standard 4020 (Products for use in contact with drinking water).

Note 6: 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

M8/1219

Moved Cr Seed

Seconded Cr Gogol

That Council resolve to grant planning approval for an Outbuilding (Storage Shed) at 13 (Lot 24) Monger Street, Beverley, subject to the following conditions and advice notes:

Conditions:

- 1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.**
- 2. The outbuilding shall not be used for human habitation, commercial or industrial purposes.**

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 the Outbuilding is to be used for the collection of rainwater for human consumption, all cladding and other material associated with water collection shall comply with Australian Standard 4020 (Products for use in contact with drinking water).

Note 6: 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 7/0

3:17pm – Mr Stefan de Beer, Manager of Planning and Development Services left the meeting and did not return.

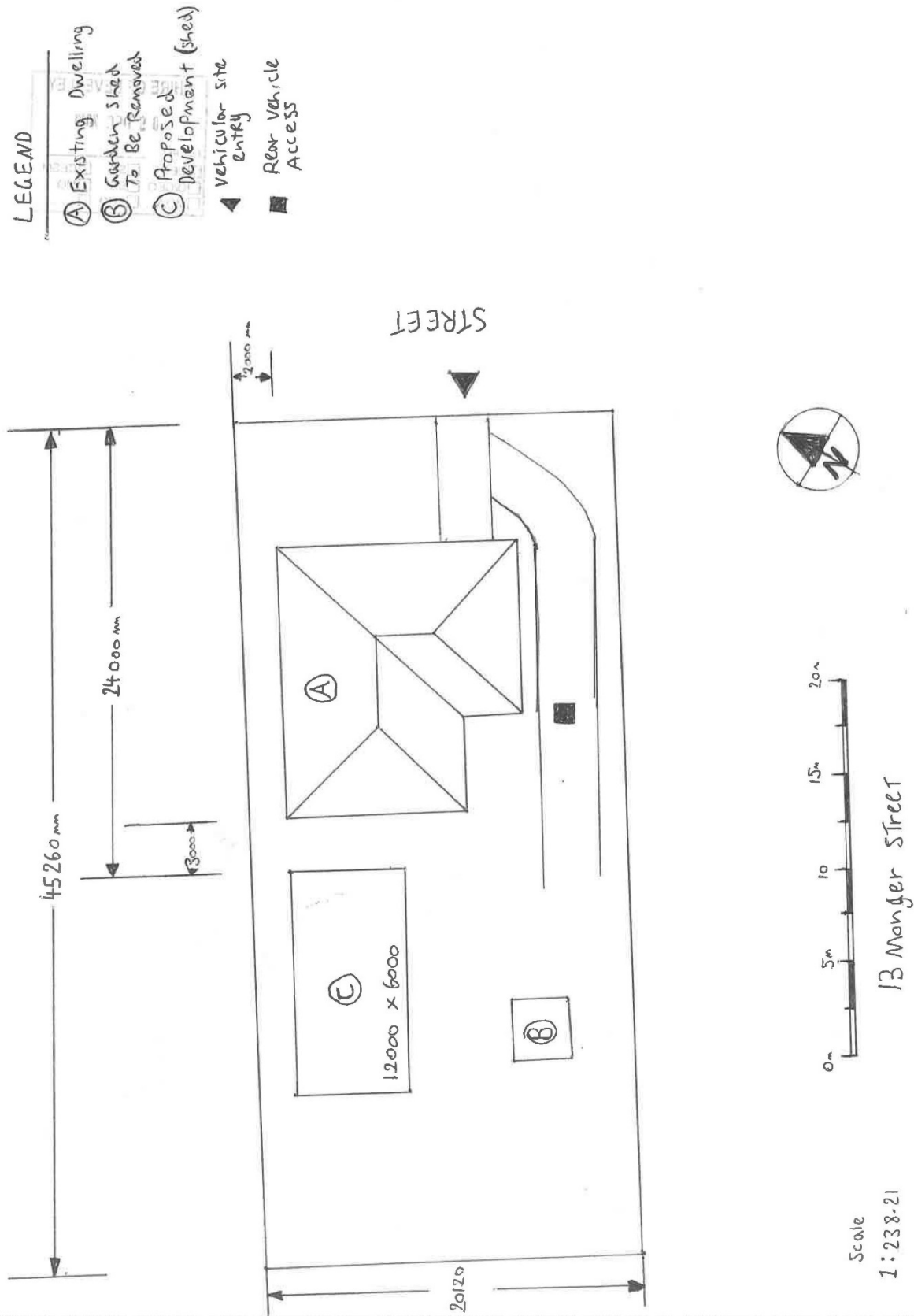
Attachment 9.3

13 (Lot 24) Monger Street



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Please refer to original documentation for all legal purposes.

Attachment 9.3

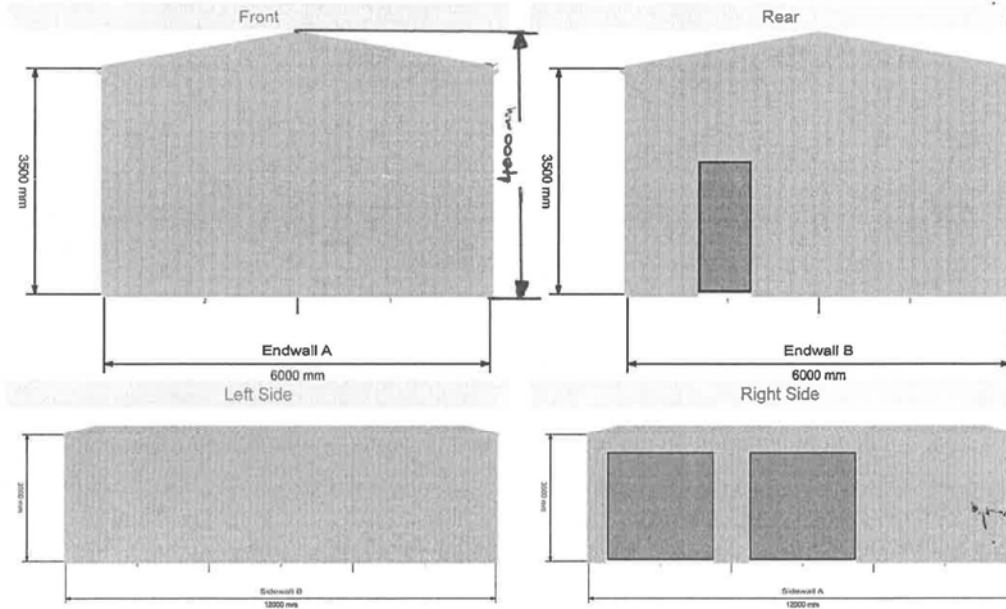
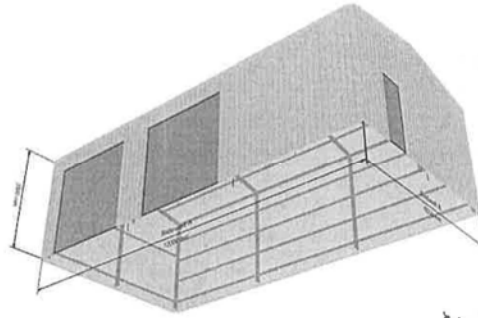
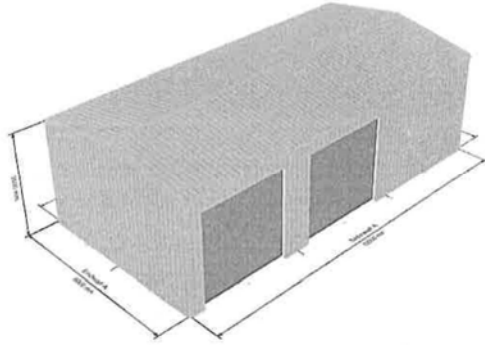


Attachment 9.3

Shed Boss Project – Project Quotation for TRAVIS BOYLE

Customer Name TRAVIS BOYLE
Site Address 13 MONGER ST
Suburb BEVERLEY
State WA Post Code 6304

Proposal No# 80356679
Prepared By Shedboss Northam
Date 4/11/2019
Valid for 30 days



Shed Height reasoning

The reason for the eave height to be 3500mm is to accommodate a roller door opening height of 3000mm to allow the storage of my boat and tractor

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

SUBMISSION TO: Ordinary Council Meeting 17 December 2019
REPORT DATE: 10 December 2019
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: November 2019 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 30 November 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 2019 Ordinary Meeting, item 11.3.

COMMENT

The monthly financial reports for the period ending 30 November 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 2019/20 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 November 2019 be accepted and material variances be noted.

OFFICER’S RECOMMENDATION

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

COUNCIL RESOLUTION

M9/1219

Moved Cr White

Seconded Cr Gogol

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

CARRIED 7/0

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

Description	Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Notes To Material Variances
Operating Revenue					
General Purpose Funding	3,296,127.00	3,026,516.00	3,044,893.26	18,377.26	Rates discount expense lower than expected \$16,876.
Governance	26,100.00	25,000.00	26,749.18	1,749.18	
Law, Order & Public Safety	210,156.00	58,337.00	58,767.94	430.94	
Health	100.00	0.00	200.00	200.00	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	117,192.00	57,419.00	58,391.46	972.46	
Community Amenities	207,073.00	198,281.00	203,015.00	4,734.00	
Recreation & Culture	642,701.00	162,284.00	168,657.20	6,373.20	
Transport	1,663,712.00	375,935.00	375,769.49	(165.51)	
Economic Activities	208,929.00	43,382.00	46,233.54	2,851.54	
Other Property & Services	43,100.00	16,830.00	17,428.02	598.02	
Total Operating Revenue	6,415,190.00	3,963,984.00	4,000,105.09	36,121.09	
Operating Expenditure					
General Purpose Funding	(182,995.00)	(67,825.00)	(59,503.11)	8,321.89	
Governance	(274,300.00)	(139,467.00)	(130,832.98)	8,634.02	
Law, Order & Public Safety	(392,971.00)	(179,674.00)	(181,308.90)	(1,634.90)	
Health	(170,695.00)	(68,043.00)	(61,745.09)	6,297.91	
Education & Welfare	(92,513.00)	(27,505.00)	(32,521.85)	(5,016.85)	
Housing	(212,325.00)	(94,711.00)	(88,657.23)	6,053.77	
Community Amenities	(676,208.00)	(268,022.00)	(262,891.97)	5,130.03	
Recreation & Culture	(1,575,216.00)	(617,810.00)	(612,974.22)	4,835.78	
Transport	(2,558,918.00)	(1,173,694.00)	(1,174,180.78)	(486.78)	
Economic Activities	(558,586.00)	(191,133.00)	(185,837.31)	5,295.69	
Other Property & Services	(15,064.00)	4,420.00	67,818.09	63,398.09	Timing variance between POC & PWOH costs incurred and reallocated.
Total Operating Expenditure	(6,709,791.00)	(2,823,464.00)	(2,722,635.35)	100,828.65	
Net Operating	(294,601.00)	1,140,520.00	1,277,469.74	136,949.74	
Capital Income					
Self-Supporting Loan - Principal Repayment	16,270.00	0.00	0.00	0.00	
Proceeds from Sale of Assets	345,000.00	41,000.00	42,427.27	1,427.27	
New Loan Raised	150,000.00	0.00	0.00	0.00	
Total Capital Income	511,270.00	41,000.00	42,427.27	1,427.27	

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

Description	Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Notes To Material Variances
Capital Expenditure					
Land and Buildings	(979,000.00)	(216,000.00)	(223,273.55)	(7,273.55)	
Plant and Equipment	(867,000.00)	(57,000.00)	(52,206.37)	4,793.63	
Office Furniture and Equipment	0.00	0.00	0.00	0.00	
Road Construction	(2,441,722.00)	(366,475.00)	(371,503.42)	(5,028.42)	
Other Infrastructure	(259,067.00)	(19,000.00)	(19,462.56)	(462.56)	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(153,429.00)	(49,565.00)	(49,564.79)	0.21	
Total Capital Expenditure	(4,700,218.00)	(708,040.00)	(716,010.69)	(7,970.69)	
Net Capital	(4,188,948.00)	(667,040.00)	(673,583.42)	(6,543.42)	
Adjustments					
Depreciation Written Back	2,306,734.00	965,100.00	968,068.47	2,968.47	
Movement in Leave Reserve Cash Balance	0.00	0.00	0.00	0.00	
Movement in Non-Current Loan Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current SSL Income	0.00	0.00	0.00	0.00	
Movement in Non-Current Investments	0.00	0.00	0.00	0.00	
Movement in Non-Current LSL Provision	0.00	0.00	0.00	0.00	
Movement in Non-Current Deferred Pensioner Rates	0.00	0.00	0.00	0.00	
(Profit)/Loss on Disposal of Assets Written Back	25,000.00	9,000.00	10,655.47	1,655.47	
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	427,171.00	0.00	0.00	0.00	
Opening Surplus/(Deficit)	1,724,644.00	1,724,644.00	1,724,644.16	0.16	
Total Adjustments	4,483,549.00	2,698,744.00	2,703,368.10	4,624.10	
CLOSING SURPLUS/(DEFICIT)	0.00	3,172,224.00	3,307,254.42	135,030.42	

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 30 November 2019		
Description	YTD Actual 2018/19	YTD Actual 2019/20
Current Assets		
Cash at Bank	1,079,949.68	917,228.69
Cash - Unrestricted Investments	1,000,000.00	2,213,362.28
Cash - Restricted Reserves	2,372,868.36	2,372,868.36
Cash on Hand	300.00	300.00
Accounts Receivable	390,058.46	713,622.87
Prepaid Expenses	0.00	0.00
Self-Supporting Loan - Current	16,270.62	16,270.62
Inventory - Fuel	12,501.60	9,650.64
Total Current Assets	4,871,948.72	6,243,303.46
Current Liabilities		
Accounts Payable	(595,620.53)	(384,365.01)
Loan Liability - Current	(153,428.91)	(103,864.12)
Annual Leave Liability - Current	(184,119.46)	(184,119.46)
Long Service Leave Liability - Current	(158,315.59)	(158,315.59)
Doubtful Debts	0.00	0.00
Total Current Liabilities	(1,091,484.49)	(830,664.18)
Adjustments		
Less Restricted Reserves	(2,372,868.36)	(2,372,868.36)
Less Self-Supporting Loan Income	(16,270.62)	(16,270.62)
Add Leave Reserves - Cash Backed	179,890.00	179,890.00
Add Loan Principal Expense	153,428.91	103,864.12
Total Adjustments	(2,055,820.07)	(2,105,384.86)
NET CURRENT ASSETS	1,724,644.16	3,307,254.42

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

Description	Actual 2018/19	YTD Actual 2019/20	Movement
Current Assets			
Cash and Cash Equivalents	4,453,118.04	5,503,759.33	1,050,641.29
Accounts Receivable	390,058.46	713,622.87	323,564.41
Contract Asset - Current	0.00	0.00	0.00
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	16,270.62	16,270.62	0.00
Inventory	12,501.60	9,650.64	(2,850.96)
Total Current Assets	4,871,948.72	6,243,303.46	1,371,354.74
Current Liabilities			
Accounts Payable	(595,620.53)	(384,365.01)	211,255.52
Contract Liability - Current	0.00	0.00	0.00
Loan Liability - Current	(153,428.91)	(103,864.12)	49,564.79
Lease Liability - Current	0.00	0.00	0.00
Annual Leave Liability - Current	(184,119.46)	(184,119.46)	0.00
L.S. Leave Liability - Current	(158,315.59)	(158,315.59)	0.00
Doubtful Debts	0.00	0.00	0.00
Total Current Liabilities	(1,091,484.49)	(830,664.18)	260,820.31
Non-Current Assets			
Non-Current Debtors	111,941.79	111,941.79	0.00
Non-Current Investments	46,400.31	46,400.31	0.00
Land and Buildings	21,206,039.31	21,150,356.13	(55,683.18)
Plant and Equipment	2,028,750.39	1,915,980.82	(112,769.57)
Furniture and Equipment	125,771.39	119,262.85	(6,508.54)
Infrastructure	60,219,210.22	60,039,466.20	(179,744.02)
Self Supporting Loan - Non Current	42,541.50	42,541.50	0.00
Total Non-Current Assets	83,780,654.91	83,425,949.60	(354,705.31)
Non-Current Liabilities			
Loan Liability - Non Current	(1,517,163.10)	(1,517,163.10)	0.00
Lease Liability - Non Current	0.00	0.00	0.00
Annual Leave - Non Current	0.00	0.00	0.00
L.S. Leave Liability - Non Current	(25,790.41)	(25,790.41)	0.00
Total Non Current Liabilities	(1,542,953.51)	(1,542,953.51)	0.00
Net Assets	86,018,165.63	87,295,635.37	1,277,469.74

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

Description	Actual 2018/19	YTD Actual 2019/20	Movement
Equity			
Accumulated Surplus	(43,643,767.95)	(44,921,237.69)	(1,277,469.74)
Reserves - Cash Backed	(2,372,868.36)	(2,372,868.36)	0.00
Reserve - Revaluations	(40,001,529.32)	(40,001,529.32)	0.00
Total Equity	(86,018,165.63)	(87,295,635.37)	(1,277,469.74)

SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE & TYPE FOR THE PERIOD ENDING 30 November 2019		
Description	Budget 2019/20	YTD Actual 2019/20
Income		
Rates	2,669,880.00	2,810,875.73
Operating Grants, Subsidies and Contributions	2,271,419.00	633,740.69
Profit On Asset Disposal	12,000.00	0.00
Service Charges	0.00	0.00
Fees & Charges	523,761.00	352,071.71
Interest Earnings	103,888.00	23,294.30
Other Revenue	60,500.00	54,244.71
Non-Operating Grants, Subsidies and Contributions	9,238,188.00	128,279.22
Total Income by Nature & Type	14,879,636.00	4,002,506.36
Expenditure		
Employee Costs	(2,134,739.00)	(844,453.57)
Materials & Contracts	(1,840,463.00)	(679,672.85)
Utilities	(208,638.00)	(73,989.01)
Depreciation On Non-Current Assets	(1,691,589.00)	(968,068.47)
Interest Expenses	(34,504.00)	(13,441.36)
Insurance Expenses	(168,227.00)	(195,149.52)
Other Expenditure	(81,975.00)	(63,936.77)
Loss On Asset Disposal	(8,000.00)	(10,655.47)
Loss on Revaluation of Non-Current Assets	0.00	0.00
Total Expenditure by Nature & Type	(6,168,135.00)	(2,849,367.02)
Allocations		
Reallocation Codes Expenditure	421,192.00	124,330.40
Reallocation Codes Income	0.00	0.00
Total Allocations	421,192.00	124,330.40
Net Operating by Nature & Type	9,132,693.00	1,277,469.74

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

Job #	Job Description	YTD Actual 2019/20
	Rural Road Maintenance	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	1,094.71
RR002	Athol Rd (RoadID: 26) (Maintenance)	0.00
RR003	Avoca Rd (RoadID: 98) (Maintenance)	0.00
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	1,710.08
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	0.00
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Mtce)	5,681.04
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	11,118.17
RR008	Barrington Rd (RoadID: 13) (Maintenance)	3,554.25
RR009	Batemans Rd (RoadID: 78) (Maintenance)	671.78
RR010	Batys Rd (RoadID: 60) (Maintenance)	0.00
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	1,071.95
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	4,195.35
RR013	Beringer Rd (RoadID: 29) (Maintenance)	9,297.12
RR014	Bethany Rd (RoadID: 148) (Maintenance)	1,348.24
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	1,150.71
RR017	Bremner Rd (RoadID: 6) (Maintenance)	2,272.10
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	3,447.60
RR019	Bushhill Road (RoadID: 183) (Maintenance)	90.00
RR020	Butchers Rd (RoadID: 20) (Maintenance)	4,922.51
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	347.62
RR022	Carrs Rd (RoadID: 47) (Maintenance)	1,622.79
RR023	Cattle Station Road (RoadID: 181) (Maintenance)	0.00
RR024	Caudle Rd (RoadID: 140) (Maintenance)	0.00
RR025	Chocolate Hills Rd (RoadID: 138) (Maintenance)	0.00
RR026	Clulows Rd (RoadID: 16) (Maintenance)	738.77
RR027	Collins Rd (RoadID: 66) (Maintenance)	1,316.71
RR028	Cookes Rd (RoadID: 61) (Maintenance)	390.09
RR029	Corberding Rd (RoadID: 43) (Maintenance)	2,273.28
RR030	County Peak Rd (RoadID: 96) (Maintenance)	266.70
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	31,570.26
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	5,008.93
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	6,665.14
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	14,253.20
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	3,184.65
RR036	Drapers Rd (RoadID: 79) (Maintenance)	646.93
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	0.00
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	48,475.00

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

Job #	Job Description	YTD Actual 2019/20
RR039	Ewert Rd (RoadID: 27) (Maintenance)	17,969.34
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	336.87
RR041	Fishers Rd (RoadID: 75) (Maintenance)	4,161.97
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	2,674.60
RR043	Gors Rd (RoadID: 30) (Maintenance)	1,766.10
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	1,346.53
RR045	Heals Rd (RoadID: 95) (Maintenance)	348.34
RR046	Hills Rd (RoadID: 76) (Maintenance)	612.83
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	3,175.15
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	0.00
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	861.94
RR050	Jas Rd (Maintenance)	0.00
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	566.05
RR052	Jones Rd (RoadID: 48) (Maintenance)	1,284.65
RR053	K1 Rd (RoadID: 85) (Maintenance)	3,777.12
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	0.00
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	1,085.61
RR057	Kilpatricks Rd (RoadID: 74) (Maintenance)	1,147.10
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	5,034.20
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	13,791.21
RR060	Lennard Rd (RoadID: 58) (Maintenance)	2,704.41
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	0.00
RR062	Luptons Rd (RoadID: 22) (Maintenance)	4,688.89
RR063	Maitland Rd (RoadID: 39) (Maintenance)	14,808.94
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	1,247.70
RR065	Manns Rd (RoadID: 59) (Maintenance)	8,946.23
RR066	Manuels Rd (RoadID: 37) (Maintenance)	0.00
RR067	Mawson Rd (RoadID: 100) (Maintenance)	1,420.01
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	441.83
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	777.52
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	499.91
RR071	Mclean Rd (RoadID: 84) (Maintenance)	0.00
RR072	Millers Rd (RoadID: 49) (Maintenance)	1,280.56
RR073	Mills Rd (RoadID: 80) (Maintenance)	621.35
RR074	Morbinning Rd (RoadID: 1) (Maintenance)	5,504.11
RR075	Murrays Rd (RoadID: 71) (Maintenance)	1,753.94
RR076	Negus Rd (RoadID: 50) (Maintenance)	696.64
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	2,647.24

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

Job #	Job Description	YTD Actual 2019/20
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	3,359.94
RR079	Patten Rd (RoadID: 53) (Maintenance)	742.67
RR080	Petchells Rd (RoadID: 38) (Maintenance)	323.46
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	1,220.19
RR082	Pike Rd (RoadID: 45) (Maintenance)	2,366.32
RR083	Potts Rd (RoadID: 14) (Maintenance)	2,399.71
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	3,243.39
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	1,206.71
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	1,824.76
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	970.39
RR088	Rigoll Rd (RoadID: 157) (Maintenance)	0.00
RR089	Rogers Rd (RoadID: 62) (Maintenance)	997.55
RR090	Rossi Rd (RoadID: 156) (Maintenance)	586.41
RR091	Rumble Rd (Maintenance)	561.32
RR092	Schillings Rd (RoadID: 65) (Maintenance)	992.86
RR093	Shaw Rd (RoadID: 184) (Maintenance)	2,526.27
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	1,268.93
RR095	Simmons Rd (RoadID: 101) (Maintenance)	3,377.21
RR096	Sims Rd (RoadID: 155) (Maintenance)	0.00
RR097	Ski Rd (RoadID: 83) (Maintenance)	1,984.13
RR098	Smith Rd (RoadID: 72) (Maintenance)	4,035.73
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	1,464.20
RR100	Spavens Rd (RoadID: 44) (Maintenance)	323.46
RR101	Springhill Rd (RoadID: 23) (Maintenance)	3,877.38
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	1,009.18
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	590.93
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	3,785.07
RR105	Thomas Rd (RoadID: 31) (Maintenance)	1,112.00
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	2,529.23
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	459.87
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	0.00
RR109	Walgy Rd (RoadID: 42) (Maintenance)	1,156.96
RR110	Walkers Rd (RoadID: 86) (Maintenance)	0.00
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	1,439.60
RR112	Warradale Rd (RoadID: 67) (Maintenance)	1,215.61
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	5,317.61
RR114	Westdale Rd (RoadID: 166) (Maintenance)	2,988.47
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	404.34
RR116	Woods Rd (RoadID: 68) (Maintenance)	67.19

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

Job #	Job Description	YTD Actual 2019/20
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	1,993.84
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	671.78
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	5,711.50
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	2,449.76
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR777	Contract Road Side Spraying	24,340.91
RR888	Tree Lopping - Rural Roads (Maintenance)	40,062.00
RR999	Rural Roads Various (Maintenance)	25,260.29
WANDRRA	Disaster Recovery Works	0.00
Sub Total	Rural Road Maintenance	438,583.70
	Town Street Maintenance	
TS001	Barnsley St (RoadID: 162) (Maintenance)	0.00
TS002	Bartram St (RoadID: 114) (Maintenance)	432.57
TS003	Brockman St (RoadID: 129) (Maintenance)	0.00
TS004	Brooking St (RoadID: 122) (Maintenance)	694.83
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)	380.54
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	355.82
TS011	Delisle St (RoadID: 120) (Maintenance)	200.63
TS012	Dempster St (RoadID: 111) (Maintenance)	85.82
TS013	Duffield St (RoadID: 160) (Maintenance)	1,190.76
TS014	Edward St (RoadID: 107) (Maintenance)	82.21
TS015	Elizabeth St (RoadID: 131) (Maintenance)	363.67
TS016	Ernest Drv (RoadID: 135) (Maintenance)	24.22
TS017	Forrest St (RoadID: 103) (Maintenance)	7,026.34
TS018	George St North (RoadID: 161) (Maintenance)	268.79
TS019	George St South (RoadID: 145) (Maintenance)	0.00
TS020	Grigson St (RoadID: 172) (Maintenance)	0.00
TS021	Hamersley St (RoadID: 130) (Maintenance)	4,604.77
TS022	Harper St (RoadID: 109) (Maintenance)	829.38
TS023	Hope St (RoadID: 115) (Maintenance)	185.39
TS024	Hopkin St (RoadID: 128) (Maintenance)	0.00
TS025	Horley St (RoadID: 127) (Maintenance)	1,002.92

SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 30 November 2019		
Job #	Job Description	YTD Actual 2019/20
TS026	Hunt Rd (Maintenance)	1,232.47
TS027	Husking St (RoadID: 117) (Maintenance)	0.00
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	599.90
TS030	Langsford St (RoadID: 152) (Maintenance)	519.47
TS031	Lennard St (RoadID: 113) (Maintenance)	194.36
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00
TS033	Lukin St (RoadID: 104) (Maintenance)	1,933.40
TS034	Mcneil St (RoadID: 141) (Maintenance)	4,210.64
TS035	Monger St (RoadID: 116) (Maintenance)	0.00
TS036	Morrison St (RoadID: 112) (Maintenance)	0.00
TS037	Nicholas St (RoadID: 123) (Maintenance)	913.22
TS038	Prior PI (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	1,897.03
TS040	Railway Pde (RoadID: 147) (Maintenance)	302.57
TS041	Railway St (RoadID: 146) (Maintenance)	6,221.49
TS042	Richardson St (RoadID: 124) (Maintenance)	149.44
TS043	Seabrook St (RoadID: 118) (Maintenance)	179.16
TS044	Sewell St (RoadID: 119) (Maintenance)	0.00
TS045	Shed St (RoadID: 136) (Maintenance)	48.41
TS046	Short St (RoadID: 121) (Maintenance)	49.67
TS047	Smith St (RoadID: 108) (Maintenance)	489.75
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	3,337.08
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	0.00
TS888	Tree Lopping - Town Streets (Maintenance)	34.51
TS999	Town Streets Various (Maintenance)	2,490.85
Sub Total	Town Streets Maintenance	42,532.08
Total	Road Maintenance	481,115.78

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 30 November 2019						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
3027830	Reserve Funds Bendigo					
	Long Service Leave	43,300.98				
	Office Equipment	94.20				
	Airfield Emergency	39,239.79				
	Plant	488,155.74				
	Bush Fire Fighters	126,292.65				
	Building	352,637.94				
	Recreation Ground	419,842.73				
	Cropping Committee	134,138.51				
	Avon River Development	25,383.07				
	Annual Leave	136,589.02				
	Community Bus	36,074.87				
	Road Construction	495,739.86				
	Senior Housing	75,379.00	2,372,868.36	6 mnths	1.95%	3/01/2020
3152801	Term Deposit Bendigo	405,300.33		3 mnths	1.85%	15/04/2020
3194294	Term Deposit Bendigo	304,363.32		3 mnths	1.65%	28/04/2020
312599	Term Deposit Bendigo	303,698.63		6 mnths	1.62%	24/03/2020
3103193	Term Deposit Bendigo	300,000.00		4 mnths	1.65%	3/01/2020
3103195	Term Deposit Bendigo	300,000.00		5 mnths	1.65%	3/02/2020
3103197	Term Deposit Bendigo	300,000.00		6 mnths	1.65%	3/03/2020
9145-40222	ANZ Term Deposit	300,000.00	2,213,362.28	3 mnths	1.66%	2/12/2019
	Total		4,586,230.64			

11.2 Accounts Paid by Authority

SUBMISSION TO: Ordinary Council Meeting 17 December 2019
REPORT DATE: 11 December 2019
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: November 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 November 2019.

COMMENT

Unless otherwise identified, all payments have been made in accordance with Council's 2019/20 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 2019/20 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M10/1219

Moved Cr Pepper

Seconded Cr Gogol

That the List of Accounts as presented, be received:

November 2019:

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

Cheque vouchers

05 November 19	1749-1749	(1)	\$	979.00	(authorised by CEO S Gollan and DCEO S Marshall)
15 November 19	1750-1750	(1)	\$	1,676.80	(authorised by CEO S Gollan and DCEO S Marshall)
19 November 19	1751-1752	(2)	\$	43,813.34	(authorised by DCEO S Marshall and Cr D White)
				Total of cheque vouchers for November 2019 incl	\$46,469.14 previously paid

EFT vouchers

05 November 19	EFT 5213-5248	(36)	\$	72,339.50	(authorised by CEO S Gollan and DCEO S Marshall)
13 November 19	EFT 1-40	(40)	\$	54,378.66	(authorised by DCEO S Marshall and Cr D White)
19 November 19	EFT 5256-5291	(36)	\$	84,959.05	(authorised by DCEO S Marshall and Cr D White)
20 November 19	EFT 5292-5294	(3)	\$	3,469.98	(authorised by DCEO S Marshall and Cr D White)
27 November 19	EFT 1-40	(40)	\$	56,750.54	(authorised by DCEO S Marshall and Cr C Pepper)
28 November 19	EFT 5297-5322	(26)	\$	62,652.44	(authorised by CEO S Gollan and DCEO S Marshall)
				Total of EFT vouchers for November 2019 incl	\$334,550.17 previously paid.

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

Cheque vouchers

28 November 19	1510-1510	(1)	\$	200.00	(authorised by CEO S Gollan and DCEO S Marshall)
				Total of cheque vouchers for November 2019 incl	\$ 200.00 previously paid.

EFT vouchers

05 November 19	EFT 5207-5212	(6)	\$	440.00	(authorised by CEO S Gollan and DCEO S Marshall)
15 November 19	EFT 5249-5255	(7)	\$	6,534.00	(authorised by CEO S Gollan and DCEO S Marshall)
				Total of EFT vouchers for November 2019 incl	\$ 6,974.00 previously paid.

(3) Direct Debit Payments totalling \$ 75,692.76 previously paid.

(4) Credit Card Payments totalling \$ 4,831.95 previously paid.

CARRIED 7/0

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1749	05-Nov-2019	ACMA - Australian Comm & Media Authority	Bev North East Brigade: Land Mobile Appart Lic 252879/1, exp 10 Dec 2020	(979.00)	(979.00)
Cheque #	1750	15-Nov-2019	Telstra	2019-11 Nov Telephone Accounts	(1,676.80)	(1,676.80)
Cheque #	1751	19-Nov-2019	ATO - Australian Tax Office	2019-10 Oct BAS Obligation	(43,768.00)	
Cheque #	1752	19-Nov-2019	Water Corporation	Water use - Mens Shed (Vincent St) - Service Fees: Nov - Dec 19	(45.34)	(43,813.34)
EFT Pymt	EFT 5213	05-Nov-2019	AMD Chartered Accountants	Final Audit of financial statements for year ending 30 Jun 2019	(6,798.00)	
EFT Pymt	EFT 5214	05-Nov-2019	ASB Marketing P/L	Uniforms: Admin Staff	(410.80)	
EFT Pymt	EFT 5215	05-Nov-2019	Avon Trading Pty Ltd	2019-10 Oct Hardware Purchases	(632.00)	
EFT Pymt	EFT 5216	05-Nov-2019	Avon Waste	4,041 Bin Collection ME 25 Oct 19 inc Recycling Bins & 3 x Recycling Collections	(9,228.56)	
EFT Pymt	EFT 5217	05-Nov-2019	BOC Limited	2019-10 Oct Cylinder Rental: Medical oxygen C size	(6.09)	
EFT Pymt	EFT 5218	05-Nov-2019	Beverley Bakehouse & Cafe	Youth Activity Working Group Meeting, 25 Oct 2019: Catering	(42.40)	
EFT Pymt	EFT 5219	05-Nov-2019	Beverley Community Resource Centre (Bev CRC)	2019-10 Oct (Ed 420): Blarney Compilation for Production	(1,000.00)	
EFT Pymt	EFT 5220	05-Nov-2019	Beverley Country Kitchen (BCK)	Council Meeting, 29 Oct 2019: Lunch x 14	(420.00)	
EFT Pymt	EFT 5221	05-Nov-2019	Beverley Dome Fuel & Hire (BDF)	4,000 L Diesel @ \$1.4094/L GST incl	(5,637.60)	
EFT Pymt	EFT 5222	05-Nov-2019	Beverley Electrical Services (BES)	Depot: Electrical work	(126.36)	
EFT Pymt	EFT 5223	05-Nov-2019	Beverley Post News and Gifts (BPNG)	2019-10 Oct Stationery Purchases	(37.18)	
EFT Pymt	EFT 5224	05-Nov-2019	Beverley Supermarket & Liquor (IGA)	2019-10 Oct Purchases	(676.18)	
EFT Pymt	EFT 5225	05-Nov-2019	Beverley Transport Service	MUN2005 (Corberding Rd): Gravel carting ex Strange's pit	(4,620.00)	
EFT Pymt	EFT 5226	05-Nov-2019	Beverley Tyre Service (BTS)	2019-09 Sep Tyre Purchases	(746.50)	
EFT Pymt	EFT 5227	05-Nov-2019	Blackwoods	Various Bldgs: Cleaning products	(1,524.05)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5228	05-Nov-2019	Bunnings Building Supplies P/L	Various: Hardware Purchases	(1,387.34)	
EFT Pymt	EFT 5229	05-Nov-2019	CAS - Contract Aquatic Services	1 of 5 install of Contract Management for 2019/20 swim year	(14,608.00)	
EFT Pymt	EFT 5230	05-Nov-2019	Caravan Industry Association WA (Inc)	2020 Perth Caravan & Camping Show: 60% site fees	(1,933.23)	
EFT Pymt	EFT 5231	05-Nov-2019	Dept of Fire & Emergency Services (DFES)	Various Bldgs: 2019/20 ESL Levy	(3,824.36)	
EFT Pymt	EFT 5232	05-Nov-2019	Desert Telephone & Power Services	FC2001 - 2019/20 Footpath Renewal: Work to pits	(660.00)	
EFT Pymt	EFT 5233	05-Nov-2019	Focus Networks	2019-10 Oct Computer Support - Managed Proactive Services	(3,772.78)	
EFT Pymt	EFT 5234	05-Nov-2019	Freemasons Tavern (Iceberg Countrywide Holdings)	Bev BFB Training, 18 Oct 2019: Catering	(244.00)	
EFT Pymt	EFT 5235	05-Nov-2019	Garrards P/L	Mosquito Control: Chemical product	(660.00)	
EFT Pymt	EFT 5236	05-Nov-2019	Gerrard Hydraulics	PSP99 (Sundry Plant): Repairs	(437.58)	
EFT Pymt	EFT 5237	05-Nov-2019	Jason Signmakers	Area promotion: Visitor Centre Panel	(694.71)	
EFT Pymt	EFT 5238	05-Nov-2019	Keytel Communications P/L	Admin Bldg: Update telephone message on hold	(385.00)	
EFT Pymt	EFT 5239	05-Nov-2019	LGPA - Local Government Professionals Aust WA (LGMA)	2019 Annual State Conference (6 - 8 Nov 2019): CEO & DCEO	(3,110.00)	
EFT Pymt	EFT 5240	05-Nov-2019	Little Eco Hill	AS11053 (LBS1905) Westdale Fire Shed: Site preparation	(847.00)	
EFT Pymt	EFT 5241	05-Nov-2019	Michael Wilson	2019-11 Nov: Photocopying & Delivery of the Blarney	(250.00)	
EFT Pymt	EFT 5242	05-Nov-2019	PCS - Perfect Computer Solutions	Oct 2019 Medical Computer Support (including Antivirus subs)	(750.00)	
EFT Pymt	EFT 5243	05-Nov-2019	PGS Hope & Partners P/L	Consultancy - Bev Causeway: 2nd & final instalment	(3,080.00)	
EFT Pymt	EFT 5244	05-Nov-2019	QCA - Quick Corporate Australia	2019-09 Sep Stationery Order	(176.34)	
EFT Pymt	EFT 5245	05-Nov-2019	Simon Nicholas Broun	Rates refund (crossover rebate) for Ass 72 - 114 Forrest Street, Beverley 6304	(301.50)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5246	05-Nov-2019	Turn It Up Electrical (TIU)	Bally Bally Hall: Electrical works	(2,150.94)	
EFT Pymt	EFT 5247	05-Nov-2019	WA Contract Ranger Services	Ranger Services: 11 - 17 Oct 2019	(561.00)	
EFT Pymt	EFT 5248	05-Nov-2019	WALGA - WA Loc Gov Assoc	Loc Govt People & Culture Seminar - 11 Oct 2019: CEO & DCEO	(600.00)	(72,339.50)
EFT Pymt	EFT 5256	19-Nov-2019	AITIS Specialists P/L	2019-09 Sep & 2019-10 Oct Fuel Tax Credits	(681.34)	
EFT Pymt	EFT 5257	19-Nov-2019	APD Engineering	Vincent St Streetscape - Design Consultancy: 10% down payment	(1,045.00)	
EFT Pymt	EFT 5258	19-Nov-2019	Afgri Equipment Aust P/L	BE001 (PGRD04): Repairs of electrical fault & parts	(2,362.93)	
EFT Pymt	EFT 5259	19-Nov-2019	Arrow Bronze	Niche Wall - Anglican: Double Plaque Plate (Don & Sylvia Nicholls)	(651.09)	
EFT Pymt	EFT 5260	19-Nov-2019	Australia Post	2019-10 Oct Postage	(675.04)	
EFT Pymt	EFT 5261	19-Nov-2019	Avon Express	2019-10 Oct Freight Charges	(66.00)	
EFT Pymt	EFT 5262	19-Nov-2019	BSL - Department of Mines, Industry Regulations and Safety (DMIRS)	2019-10 Oct 19 Collections x 2 (Lics 19/20: 12, 13)	(639.35)	
EFT Pymt	EFT 5263	19-Nov-2019	Beverley Community Resource Centre (Bev CRC)	Advertising in the Bev Directory 2020 & Caravan Guide WA	(430.00)	
EFT Pymt	EFT 5264	19-Nov-2019	Beverley Country Kitchen (BCK)	Refuse site fire, 12 Nov 2019: Catering	(420.00)	
EFT Pymt	EFT 5265	19-Nov-2019	Beverley Electrical Services (BES)	Depot & Swim Pool: Electrical work	(1,352.92)	
EFT Pymt	EFT 5266	19-Nov-2019	Beverley Post News and Gifts (BPNG)	2019-10 Oct Newspaper subscription	(65.00)	
EFT Pymt	EFT 5267	19-Nov-2019	Beverley Station Arts Inc	Donation towards 2019 Christmas party	(1,500.00)	
EFT Pymt	EFT 5268	19-Nov-2019	Beverley Steel Fabrication (Hydraboom)	Depot: Materials	(21.52)	
EFT Pymt	EFT 5269	19-Nov-2019	Beverley Transport Service	RRG2001(Westdale Rd): Gravel carting 29 Oct - 01 Nov 2019	(3,821.40)	
EFT Pymt	EFT 5270	19-Nov-2019	Beverley Tyre Service (BTS)	2019-10 Oct Tyre Purchases	(2,432.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5271	19-Nov-2019	CTF - Construction Training Fund (BCTIF)	2019-10 Oct 19 Collections x 1 (Lics 19/20: 12)	(849.71)	
EFT Pymt	EFT 5272	19-Nov-2019	Chemdry Betta Finish	Rec Centre: Professional cleaning of all floors	(2,750.00)	
EFT Pymt	EFT 5273	19-Nov-2019	Country Copiers Northam	Copy Charges - IRA 8595: 17 Sep - 05 Nov 2019	(500.46)	
EFT Pymt	EFT 5274	19-Nov-2019	Dawsons Concrete & Reinforcing	Admin - 3 x Flag Poles Situate: Concrete	(2,640.00)	
EFT Pymt	EFT 5275	19-Nov-2019	Eds Sheds Solutions	AS11053 (LBS1905) Westdale Fire Shed: Supply concrete pad	(9,350.00)	
EFT Pymt	EFT 5276	19-Nov-2019	Eric Stanley Beer	Rates refund (18/19 rebate) for Ass 327 - 86 Hamersley Street, Beverley 6304	(463.29)	
EFT Pymt	EFT 5277	19-Nov-2019	IT Vision	SynergySoft Purchase Orders: Implementation & licence fees	(3,837.90)	
EFT Pymt	EFT 5278	19-Nov-2019	ITR WA	Various plant: Parts	(1,302.53)	
EFT Pymt	EFT 5279	19-Nov-2019	Joanne Mary Strange	Town Hall: Wedding linen package (tablecloths)	(250.00)	
EFT Pymt	EFT 5280	19-Nov-2019	LGIS (LGISWA)	Cornerstone: 2018/19 Property insurance adjustment	(7,296.38)	
EFT Pymt	EFT 5281	19-Nov-2019	Officeworks Ltd	2019-10 Oct Paper Order	(1,363.14)	
EFT Pymt	EFT 5282	19-Nov-2019	RJ Jas - All Mechanical & Electronics (Richard Jas)	Various plant: Parts & Repairs	(1,192.50)	
EFT Pymt	EFT 5283	19-Nov-2019	Synergy	2019-11 Nov Electricity Accounts	(9,267.92)	
EFT Pymt	EFT 5284	19-Nov-2019	Truckline	Various plant: Materials	(1,047.13)	
EFT Pymt	EFT 5285	19-Nov-2019	Twinkarri P/L	Various roads: Tree pruning & mulching	(8,250.00)	
EFT Pymt	EFT 5286	19-Nov-2019	Unique Strokes WA	AS11011 (LBS2003) - Rlwy Stn Painting External & Internal : Progress payment 2	(8,700.00)	
EFT Pymt	EFT 5287	19-Nov-2019	Valley Air - Valley Airconditioning & Refrigeration	Various Bldgs: Summer open services & maintenance	(4,688.20)	
EFT Pymt	EFT 5288	19-Nov-2019	WA Contract Ranger Services	Ranger Services: 24 - 30 Oct 2019 (including firebreak inspections)	(1,402.50)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5289	19-Nov-2019	Waterman Irrigation	Standpipes: Swipe cards	(467.50)	
EFT Pymt	EFT 5290	19-Nov-2019	Wheatbelt Arborist Service Professionals Aust	Town Hall: Removal of fiscus tree	(3,113.00)	
EFT Pymt	EFT 5291	19-Nov-2019	ZircoData Pty Ltd	2019-10 Oct: Storage of Archives 138 x A1 Storage Boxes (Std Ctn)	(63.30)	(84,959.05)
EFT Pymt	EFT 5292	20-Nov-2019	Core Business Australia Pty Ltd	WANDRRA AGRN743: Claims 23 & 24 - Apr to Oct 2019, Job # J00560	(2,507.23)	
EFT Pymt	EFT 5293	20-Nov-2019	Lorretta L Adams	Refund of planning fee as not required	(147.00)	
EFT Pymt	EFT 5294	20-Nov-2019	MAL Automotives P/L	BE594 (PBFT03): Repairs	(815.75)	(3,469.98)
EFT Pymt	EFT 5297	28-Nov-2019	AMD Chartered Accountants	Final instalment: Audit of financial statements for year ending 30 Jun 2019	(5,447.29)	
EFT Pymt	EFT 5298	28-Nov-2019	ASB Marketing P/L	Uniforms: Admin staff	(306.35)	
EFT Pymt	EFT 5299	28-Nov-2019	Air and Power	Sundry plant (PSP99) - Air compressor: Service	(495.83)	
EFT Pymt	EFT 5300	28-Nov-2019	Allstamps	Admin: Rubber stamp - Priority (for mail)	(16.50)	
EFT Pymt	EFT 5301	28-Nov-2019	Avon Valley Flyscreens	6 Barnsley St: Supply & fit stainless steel door	(858.00)	
EFT Pymt	EFT 5302	28-Nov-2019	Avon Waste	2,021 Bin Collection FE 08 Nov 19 inc Recycling Bins & 3 x Recycling Collections	(4,615.91)	
EFT Pymt	EFT 5303	28-Nov-2019	Beverley Community Resource Centre (Bev CRC)	2019-11 Nov (Ed 421): Blarney Compilation for Production & Uniforms	(1,059.00)	
EFT Pymt	EFT 5304	28-Nov-2019	Beverley Country Kitchen (BCK)	Annual Electors Meeting & Council Meet - 25, 26 Nov 2019: Catering	(474.00)	
EFT Pymt	EFT 5305	28-Nov-2019	Beverley Dome Fuel & Hire (BDF)	4,004 L Diesel @ \$1.3859/L GST incl	(5,549.14)	
EFT Pymt	EFT 5306	28-Nov-2019	Dawsons Concrete & Reinforcing	FC2001 (Footpath Renewal): Forrest St - progress payment 1	(20,000.00)	
EFT Pymt	EFT 5307	28-Nov-2019	Dorman Nominees P/L	Rates refund (o/payment) Ass 51145 - L500 Brookton Highway, Westdale 6304	(1,716.54)	
EFT Pymt	EFT 5308	28-Nov-2019	Flys 'R' Gone	Various Bldgs: Spraying for control of flies, spiders, cockroaches etc	(4,048.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5309	28-Nov-2019	Focus Networks	2019-11 Nov Computer Support - Managed Proactive Services	(3,691.27)	
EFT Pymt	EFT 5310	28-Nov-2019	Garrards P/L	Mosquito Control: Chemical product	(689.55)	
EFT Pymt	EFT 5311	28-Nov-2019	John Roy Perry	Rates refund (o/payment) for Ass 1582 - 4 Short Street, Beverley 6304	(194.33)	
EFT Pymt	EFT 5312	28-Nov-2019	Kimberley Leonard Boulton	Onsite Archiving: 25 Nov 2019	(735.28)	
EFT Pymt	EFT 5313	28-Nov-2019	McIntosh & Son - REDCLIFFE	BE021 (PLDR05): 100 hr Service	(969.66)	
EFT Pymt	EFT 5314	28-Nov-2019	Quest Innaloo	DoT Training 18-22 Nov: Accommodation A Bowman	(825.00)	
EFT Pymt	EFT 5315	28-Nov-2019	S & S Morrell	Airfield: Weed spraying	(1,043.28)	
EFT Pymt	EFT 5316	28-Nov-2019	Sealite P/L	Aerodrome: Aviation Lighting	(6,397.60)	
EFT Pymt	EFT 5317	28-Nov-2019	Skate Sculpture	Youth Activity Area (Skate Park): Consultation	(550.00)	
EFT Pymt	EFT 5318	28-Nov-2019	Speciale Smash Repairs	BE022 (PUTE04): Excess on insurance claim 633664328	(1,000.00)	
EFT Pymt	EFT 5319	28-Nov-2019	Staff - Stefan de Beer	Reimbursements: Oct to Nov 2019 Landline & Internet costs	(85.80)	
EFT Pymt	EFT 5320	28-Nov-2019	T-Bone Beverley	2019 Staff Hampers: 34 x Meat Vouchers	(1,020.00)	
EFT Pymt	EFT 5321	28-Nov-2019	Toll Ipec P/L (Courier Aust)	Freight Charges: 29 Oct 2019	(162.86)	
EFT Pymt	EFT 5322	28-Nov-2019	WA Contract Ranger Services	Ranger Services: 08 - 11 Nov 2019 (including firebreak inspections)	(701.25)	(62,652.44)
Direct Debit	DD 2441.01	12-Nov-2019	Shadforth Portfolio Service - Super	Superannuation contributions	(827.72)	
Direct Debit	DD 2441.02	12-Nov-2019	UniSuper	Superannuation contributions	(203.56)	
Direct Debit	DD 2441.03	12-Nov-2019	WA Super	Superannuation contributions	(7,043.83)	
Direct Debit	DD 2441.04	12-Nov-2019	BT Super For Life	Superannuation contributions	(358.99)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	DD 2441.05	12-Nov-2019	MLC MasterKey Personal Super	Superannuation contributions	(70.45)	
Direct Debit	DD 2441.06	12-Nov-2019	Sunsuper Superannuation Fund	Superannuation contributions	(111.81)	
Direct Debit	DD 2441.07	12-Nov-2019	Australian Super	Superannuation contributions	(221.21)	
Direct Debit	DD 2441.08	12-Nov-2019	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(235.92)	
Direct Debit	DD 2441.09	12-Nov-2019	Cbus Super Fund	Superannuation contributions	(202.54)	
Direct Debit	DD 2441.10	12-Nov-2019	AMP Lifetime Super	Superannuation contributions	(158.40)	(9,434.43)
Direct Debit	DD 2461.01	26-Nov-2019	Shadforth Portfolio Service - Super	Superannuation contributions	(827.72)	
Direct Debit	DD 2461.02	26-Nov-2019	UniSuper	Superannuation contributions	(203.36)	
Direct Debit	DD 2461.03	26-Nov-2019	WA Super	Superannuation contributions	(6,681.81)	
Direct Debit	DD 2461.04	26-Nov-2019	Australian Super	Superannuation contributions	(705.14)	
Direct Debit	DD 2461.05	26-Nov-2019	BT Super For Life	Superannuation contributions	(358.99)	
Direct Debit	DD 2461.06	26-Nov-2019	MLC MasterKey Personal Super	Superannuation contributions	(117.42)	
Direct Debit	DD 2461.07	26-Nov-2019	Sunsuper Superannuation Fund	Superannuation contributions	(149.08)	
Direct Debit	DD 2461.08	26-Nov-2019	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(252.83)	
Direct Debit	DD 2461.09	26-Nov-2019	Cbus Super Fund	Superannuation contributions	(202.54)	
Direct Debit	DD 2461.10	26-Nov-2019	AMP Lifetime Super	Superannuation contributions	(131.17)	(9,630.06)
Direct Debit	51	01-Nov-2019	12 - ANZ - BPAY	ANZ - BPAY Txn Fees	(52.80)	
Direct Debit	51	01-Nov-2019	8 - ANZ Transactive	ANZ Transactive Merchant Fee	(38.28)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	51	06-Nov-2019	8 - ANZ Transactive	ANZ Transactive	(89.60)	
Direct Debit	51	06-Nov-2019	8 - ANZ Transactive	ANZ Transactive	(77.00)	
Direct Debit	51	04-Nov-2019	7 - CBA Merchant Fee	CBA Merchant Fee	(323.64)	(581.32)
Direct Debit	51	01-Nov-2019	3 - Payments for DoT	Payments for DoT	(2,345.05)	
Direct Debit	51	04-Nov-2019	3 - Payments for DoT	Payments for DoT	(2,366.10)	
Direct Debit	51	05-Nov-2019	3 - Payments for DoT	Payments for DoT	(14,758.05)	
Direct Debit	51	06-Nov-2019	3 - Payments for DoT	Payments for DoT	(4,038.65)	
Direct Debit	51	07-Nov-2019	3 - Payments for DoT	Payments for DoT	(2,185.95)	
Direct Debit	51	08-Nov-2019	3 - Payments for DoT	Payments for DoT	(5,159.65)	
Direct Debit	51	11-Nov-2019	3 - Payments for DoT	Payments for DoT	(3,755.55)	
Direct Debit	51	12-Nov-2019	3 - Payments for DoT	Payments for DoT	(969.45)	
Direct Debit	51	13-Nov-2019	3 - Payments for DoT	Payments for DoT	(2,470.15)	
Direct Debit	51	14-Nov-2019	3 - Payments for DoT	Payments for DoT	(824.95)	
Direct Debit	51	15-Nov-2019	3 - Payments for DoT	Payments for DoT	(1,203.70)	
Direct Debit	51	18-Nov-2019	3 - Payments for DoT	Payments for DoT	(943.55)	
Direct Debit	51	19-Nov-2019	3 - Payments for DoT	Payments for DoT	(918.00)	
Direct Debit	51	20-Nov-2019	3 - Payments for DoT	Payments for DoT	(2,633.40)	
Direct Debit	51	21-Nov-2019	3 - Payments for DoT	Payments for DoT	(2,726.20)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	51	22-Nov-2019	3 - Payments for DoT	Payments for DoT	(816.50)	
Direct Debit	51	25-Nov-2019	3 - Payments for DoT	Payments for DoT	(1,456.30)	
Direct Debit	51	26-Nov-2019	3 - Payments for DoT	Payments for DoT	(1,793.15)	
Direct Debit	51	27-Nov-2019	3 - Payments for DoT	Payments for DoT	(561.20)	
Direct Debit	51	28-Nov-2019	3 - Payments for DoT	Payments for DoT	(1,825.15)	
Direct Debit	51	29-Nov-2019	3 - Payments for DoT	Payments for DoT	(2,296.25)	(56,046.95)
Direct Debit	EFT 5295	25-Nov-2019	Credit Card - Shire of Beverley	Oct 2019 Credit Card Purchases	(4,831.95)	(4,831.95)
PAYMENTS RAISED IN CURRENT MONTH					(350,414.82)	(350,414.82)
WAGES & SALARIES						
EFT Pymt		13-Nov-2019	Wages & Salaries	FE - 12 Nov 2019	(54,378.66)	
EFT Pymt		27-Nov-2019	Wages & Salaries	FE - 26 Nov 2019	(56,750.54)	
WAGES & SALARIES					(111,129.20)	(111,129.20)
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT						
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT					0.00	0.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					0.00	0.00
TRANSFERS to TRUST						
TRANSFERS to TRUST					0.00	0.00
OTHER AMENDMENTS/GENERAL JOURNALS						
OTHER AMENDMENTS/GENERAL JOURNALS					0.00	0.00

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS	
INVESTMENTS							
					<i>INVESTMENTS</i>	<i>0.00</i>	<i>0.00</i>
TOTAL EXPENDITURE for MUNICIPAL ACCOUNT						(461,544.02)	
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT							
Credit card	D054134 3783	24-Oct-2019	The Good Guys Midland	30A Dawson St: Oven & cooktop replacement	918.00		
Credit card	36181841	24-Oct-2019	Kmart	Town Hall: Cutlery	84.00		
Credit card	000004	23-Oct-2019	Books & Gifts Direct WA	Admin Kitchen: Cutlery	18.00		
Credit card	82990	22-Oct-2019	Surepak	Various bldgs: Various bin liners	891.00		
Credit card	860529	21-Oct-2019	Di Candilo Steel City	Various bldgs: Materials	2,876.50		
Credit card	BE1/SE9 19-02	27-Sep-2019	DoT	BE1 (PSDN14) - Change of Plate Fee 1GVT578 -> BE1	16.75		
Credit card	BE1/SEP 19-01	26-Sep-2019	DoT	BE1 (PSDN13) - Change of Plate Fee BE1 -> 1GQG684	27.70	4,831.95	
AVONDALE PURCHASES (Machinery Shed Museum)							
Credit card	007196- CR	06-Nov-2019	Bev Dome Fuel	Credit as entered in error (34.75L ULP @ \$1.439/L incl)	(50.00)		
Credit card	007196	13-Sep-2019	Bev Dome Fuel	34.75L ULP @ \$1.439/L incl	50.00	0.00	
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT					4,831.95	4,831.95	
TRUST ACCOUNT DETAILS							
PAYMENTS RAISED IN CURRENT MONTH							
Cheque #	1510	28-Nov-2019	Mr Brian Sims	Refund of Bonds - Hall Hire, Booking 23 Nov 2019 (Rec 23762)	(200.00)	(200.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5207	05-Nov-2019	Cr Christopher John Lawlor	Refund of 2019 Local Election Nomination Bond (Rec 22924)	(80.00)	
EFT Pymt	EFT 5208	05-Nov-2019	Cr Peter Joseph Gogol	Refund of 2019 Local Election Nomination Bond (Rec 22860)	(80.00)	
EFT Pymt	EFT 5209	05-Nov-2019	Cr Terrence Francis Mclaughlin	Refund of 2019 Local Election Nomination Bond (Recs 22934, 22939)	(80.00)	
EFT Pymt	EFT 5210	05-Nov-2019	Jan George	Refund of Gym Key Bond (Rec 18809)	(50.00)	
EFT Pymt	EFT 5211	05-Nov-2019	Luke Gilson	Refund of Gym Key Bonds (Recs 21426, 21110)	(100.00)	
EFT Pymt	EFT 5212	05-Nov-2019	Lynette Murphy	Refund of Key Bond - Meeting Room, Booking 20 Jun 2019 (Rec 21553)	(50.00)	(440.00)
EFT Pymt	EFT 5249	15-Nov-2019	Anne Theresa Schuoler	Refund of Gym Key Bond (Rec QB 3601)	(50.00)	
EFT Pymt	EFT 5250	15-Nov-2019	Cr Darryl Brown	Refund of 2019 Local Election Nomination Bond (Rec 22941)	(80.00)	
EFT Pymt	EFT 5251	15-Nov-2019	Darrell Hagan	Refund of Bonds - Rec Centre Hire, Booking 09 Nov 2019 (Rec 23684)	(200.00)	
EFT Pymt	EFT 5252	15-Nov-2019	Jade Ryan	Refund of Gym Key Bond (Rec 16559)	(50.00)	
EFT Pymt	EFT 5253	15-Nov-2019	Matthew Henry Norman	Refund of 2019 Local Election Nomination Bond (Rec 22943)	(80.00)	
EFT Pymt	EFT 5254	15-Nov-2019	Shire of Beverley	Transfer: 5 of 10 draw down ILU 49A Dawson St (D & J Paull)	(5,994.00)	
EFT Pymt	EFT 5255	15-Nov-2019	Thomas Buckland	Refund of 2019 Local Election Nomination Bond (Rec 22874)	(80.00)	(6,534.00)
PAYMENTS RAISED IN CURRENT MONTH					(7,174.00)	(7,174.00)
PAYMENTS UNPRESENTED IN CURRENT BANK #						
Cheque #	1510	28-Nov-2019	Mr Brian Sims	Refund of Bonds - Hall Hire, Booking 23 Nov 2019 (Rec 23762)	200.00	
PAYMENTS UNPRESENTED IN CURRENT BANK #					200.00	200.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					0.00	0.00

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
OTHER AMENDMENTS/GENERAL JOURNALS						
				OTHER AMENDMENTS/GENERAL JOURNALS	0.00	0.00
				TOTAL EXPENDITURE for TRUST ACCOUNT		(6,974.00)
TOTAL EXPENDITURE as reconciled to the NOVEMBER 2019 BANK STATEMENTS						
				Municipal Account Expenditure		(461,544.02)
				Trust Account Expenditure		(6,974.00)
				TOTAL EXPENDITURE for NOVEMBER 2019		(468,518.02)

11.3 Regulation 17 Review

SUBMISSION TO: Ordinary Council Meeting 17 December 2019
REPORT DATE: 11 December 2019
APPLICANT: N/A
FILE REFERENCE: ADM 0163
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2020 Risk Profile (Under separate cover)

SUMMARY

Council to consider that the Risk Management review conducted by the Chief Executive Officer be received.

BACKGROUND

Under regulation 17 of the *Local Government (Audit) Amendment Regulations 2013*, the Chief Executive Officer is to review the appropriateness and effectiveness of the Shire of Beverley's systems and procedures in relation to risk management, internal control and legislative compliance.

COMMENT

The Chief Executive Officer and Deputy Chief Executive Officer have conducted a review using the Risk Management template provided by Council's Insurers, LGIS.

Attached is the summary of control results covering identified risk areas including:

- Misconduct;
- Business and Community disruption;
- Environmental management;
- Errors, omissions and delays;
- External theft and fraud;
- IT and Communication systems;
- Statutory compliance;
- Safety and security;
- Providing advice and information;
- Employment practices;
- Records management;
- Project/Change management;
- Engagement practices;
- Supplier management;
- Asset sustainability practices; and
- Facility management.

Each identified risk was considered individually with risk ratings being applied based on the following risk matrix:

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Following the risk determination, improvement initiatives were formulated and enacting timeframes set with the aim of improving overall future risk ratings.

Risk assessment worksheets for each risk category have been provided under separate cover.

STATUTORY ENVIRONMENT

Regulation 17 of the *Local Government (Audit) Amendment Regulations 2013* requires that:

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

N/A

POLICY IMPLICATIONS

2.3 Risk Management

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the Regulation 17 review conducted by the Chief Executive Officer be received.

COUNCIL RESOLUTION

M11/1219

Moved Cr McLaughlin

Seconded Cr Lawlor

That the Regulation 17 review conducted by the Chief Executive Officer be received.

CARRIED 7/0

12. ADMINISTRATION

12.1 Fun 2 B Kids Lease Agreement

SUBMISSION TO: Ordinary Council Meeting 17 December 2019
REPORT DATE: 5 December 2019
APPLICANT: Fun 2 B Kids
FILE REFERENCE: N/A
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider approving the change of leasee's and term in the commercial lease agreement between the Shire of Beverley and Fun 2 B Kids in the Cornerstone Building.

BACKGROUND

In November 2018 Ms Mari Tita and Ms Maryka De Beer on behalf of Fun 2 B Kids entered into a lease agreement with the Shire of Beverley to secure the day care centre commercial space in the Cornerstone building with a commencement date of 4 February 2019.

Council were advised at the November 2019 meeting that Ms Mari Tita is relocating to Perth and would not be continuing in her half of Fun 2 B Kids.

COMMENT

Ms Tita had sought expressions of interest for a Business opportunity in Fun 2 B Kids in the October 2019 Beverley Blarney.

Ms Joanne Copping has come to an agreement with Ms Tita and Ms de Beer and the Shire has received a request to amend the lease agreement to be between the parties of Ms Maryka de Beer and Ms Joanne Copping, with two separate ABNs.

The current agreement had a term of "up to 5 years", the amended agreement is requested for 1 year, 4 February 2020 to 4 February 2021.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Lease charges receivable as per Councils 2019/20 Fees and Charges Schedule.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That;

1. the existing Lease agreement between the Shire of Beverley and Ms Mari Tita and Ms Maryka de Beer cease as of 3 February 2020; and
2. a lease agreement between the Shire of Beverley and Ms Maryka de Beer and Ms Joanne Copping with a term of one year, 4 February 2020 to 4 February 2021, and a weekly lease charge of \$350.00 incl GST be entered into.

COUNCIL RESOLUTION

M12/1219

Moved Cr Pepper

Seconded Cr Seed

That;

1. the existing Lease agreement between the Shire of Beverley and Ms Mari Tita and Ms Maryka de Beer cease as of 3 February 2020; and
2. a lease agreement between the Shire of Beverley and Ms Maryka de Beer and Ms Joanne Copping with a term of one year, 4 February 2020 to 4 February 2021, and a weekly lease charge of \$350.00 incl GST be entered into.

CARRIED 7/0

12.2 2020-30 Housing Development Plan

SUBMISSION TO: Ordinary Council Meeting
REPORT DATE: 9 December 2019
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Draft Housing Development Plan (under separate cover)

SUMMARY

Council to consider adopting the draft 10 Year Residential Housing Development Plan.

BACKGROUND

At the November 2019 Council Information Briefing, Council directed staff to develop a Residential Housing Development Plan with the aim of renewing Council's existing residential housing stock.

COMMENT

Following direction received from Council, Staff have produced a draft 10 Year Residential Housing Development Plan which proposes to periodically dispose of three existing residential properties, purchase two suitable residential blocks, construct three new residences to replace those disposed (utilising an existing vacant block) and sell one of the newly constructed residences.

The net cost of the proposed plan is estimated to be a surplus of \$150,000.

Further the plan recommends strata titling or subdividing existing Council owned blocks with multiple dwellings to make disposal of those dwellings easier in the future.

The cost of strata titling/sub dividing is not included in the estimated overall Plan cost above. However it is estimated the process, which would apply to two existing blocks (30A and 30B Dawson Street and Independent Living Unit block on Dawson Street) would cost between \$20,000 and \$50,000 per block.

STATUTORY ENVIRONMENT

There is no statutory obligation for Council to prepare a Housing Development Plan, however the Plan will inform Council's on going Asset Management strategies.

FINANCIAL IMPLICATIONS

Future Budgets and Council's Long Term Financial Plan.

STRATEGIC IMPLICATIONS

Goal 3.2: Shire facilitate the development of land that has strategic value.

Goal 3.3: Rationalise Shire owned assets.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the 2020-30 Residential Housing Development Plan be adopted.

Cr McLaughlin foreshadowed that the Officers Recommendation to adopt the 2020-30 Residential Housing Development Plan be delayed until the next meeting to allow more time for investigation.

M13/1219

Cr McLaughlin

Seconded

That Council lay the item on the table until the next meeting to allow further consideration.

Motion lapsed due to no seconder.

COUNCIL RESOLUTION

M14/1219

Moved Cr Gogol

Seconded Cr Seed

That the 2020-30 Residential Housing Development Plan be adopted.

CARRIED 6/1

Cr McLaughlin voted against the motion.

13. NEW BUSINESS ARISING BY ORDER OF THE MEETING

13.1 Tourism Advisory Group

Through the November and December Information Bulletin, Council were presented with an amended Terms of Reference for the Tourism Advisory Group (TAG). The group have been working to assist in implementing the Beverley Tourism Plan and the Beverley Tourism Framework. They have requested that their work continued to be supported by Council for another 12 months.

COUNCIL RESOLUTION

M15/1219

Moved Cr Pepper

Seconded Cr White

That Council approve the amended Terms of Reference for the Tourism Advisory Group and support an extension of 12 months, expiring 30 November 2020.

CARRIED 7/0

Attachment 13.1

BEVERLEY TOURISM ADVISORY GROUP

PREAMBLE

By invitation from the Shire of Beverley, a Group to be known as the Beverley Tourism Advisory Group will meet to assist in implementing the Beverley Tourism Plan and the Beverley Tourism Framework.

TERMS OF REFERENCE

The role of the Tourism Advisory Group (the Group) is to communicate and progress implementation of the Beverley Tourism Plan and the Tourism Framework by providing support, assistance, and non-binding strategic advice to the Tourism Project Officer.

The Tourism Advisory Group does not have executive powers, management functions or authority to implement actions, however will provide appropriate advice and recommendations on matters relevant to its Terms of Reference in order to facilitate decision making by Council and encourage Community participation in, and utilisation of, the Tourism Framework.

1. MEMBERSHIP

In accordance with the Preamble the Members of the Tourism Advisory Group will be

- i) One Shire Representative
- ii) One Community Resource Centre Representative
- iii) Tourism Officer
- iv) Up to Two Business Representatives with involvement in the Beverley tourism/visitation industry
- v) Community Group Representative from an organization with some involvement supporting Beverley tourism/visitation
- vi) Up to Two Community Member Representatives with interests which benefit the progress of Beverley tourism planning

The Group will be a combination of the above with a minimum of 6 members and a maximum of 8 members

- 1.1 The Chief Executive Officer, Senior Management and other administration staff of both the Shire of Beverley and the CRC may attend any meeting as observers.

2. SECRETARIAL RESOURCES

- 2.1 By invitation, the Executive Assistant for the Shire of Beverley has agreed

Attachment 13.1

to provide secretarial support at meetings for the purpose of minute taking only.

3. QUORUM

3.1 The quorum necessary for the transaction of business shall be four (4) members of the Group and include at least one of either the Chairman or Tourism Project Officer.

4. MEETINGS and COMMUNICATION

4.1 A meeting schedule specifying date and time (office hours) for each meeting will be agreed by the members of the Group.

4.2 The Chairman may alter the schedule of meetings as determined by a consensus of the Group.

4.3 If the Chairman is unavailable, the Group shall elect a chairman for that meeting from those members present.

4.4 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Group, no later than three (3) clear days before the date of the meeting.

4.5 Minutes of Group meetings shall be circulated within seven (7) working days after a meeting.

4.6 Minutes of the meetings will be available to the community.

~~4.6~~ 4.7 Between meetings the Tourism Officer may provide updates to the Tourism Advisory Group via email and seek feedback if required.

5. ROLE OF THE TOURISM ADVISORY GROUP

The Tourism Advisory Group shall:

5.1 Be strategic in its intent.

5.2 Aim for consensus on recommendations.

5.3 Engage in community discussion and consultation as a means of achieving the Tourism Advisory Group terms of reference.

5.4 Be champions of the Beverley Brand.

5.5 Assist the Tourism Project Officer to:-

5.5.1 Leverage Beverley Brand across region, State and beyond.

5.5.2 Communicate and educate stakeholders about the value of tourism.

5.5.3 Develop awareness across the community of the Five A strategy for destination planning (Access, Accommodation, Attractions, Amenities, Awareness (& ambience))

5.5.4 Develop and maintain a sustainable approach to tourism initiatives in Beverley

5.5.5 Investigate options for tourism partnerships.

5.5.6 Adopt well defined and agreed outcomes and performance measures for tourism strategies.

6. TERM OF MEMBERSHIP

6.1 12 months

6.2 To be reviewed 1st November, 2020

14. CLOSURE

The Chairman declared the meeting closed at 3:40pm

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

PRESIDING MEMBER:

DATE:



MINUTES

**ANNUAL ELECTORS MEETING
For The Financial Year Ended 30 June 2019
To Be Held At The Cornerstone Function Room,
141 Vincent Street, Beverley
On Monday 25 November 2019
Commencing At 6pm**

1. Commencement of Meeting

The President, Cr Davis declared the meeting opened at 6:01pm
The President introduced Councillors and Staff.

2. Attendance

Councillors

Cr D Davis	President
Cr C Pepper	Deputy President
Cr P Gogol	
Cr S Martin	
Cr TF McLaughlin	
Cr DC White	
Cr CJ Lawlor	

Staff

Mr SP Gollan	Chief Executive Officer
Mr SK Marshall	Deputy Chief Executive Officer
Mr SP Vincent	Manager of Works
Mr S de Beer	Manager of Planning and Development
Ms A Lewis	Executive Assistant

Public

Mrs G Petchell	Mrs M Whitney	Mrs P Pepper
Mr H Morrell	Mrs J Rayner	Mr C Luk
Mr R Kessener		

3. Apologies

Cr DL Brown
Cr TWT Seed
Mrs B Foster
Mrs D Ridgway

4. Confirmation of Previous Minutes

MAE1/1119

Moved: Cr Peter Gogol

Seconded: Mrs Morag Whitney

Minutes of the Annual Electors Meeting for the Financial Year Ended 30th June 2018, held in the Cornerstone Function Room, 141 Vincent Street, Beverley, on Thursday 15 November 2018, be confirmed.

CARRIED UNANIMOUSLY

5. Business Arising from Previous Minutes

5.1 Vincent Street Speed Limit

Shire staff met with Mainroads WA two weeks ago to discuss various issues.

6. Adoption of 2018/2019 Annual Report

MAE2/1119

Moved: Mr Corrie Luk

Seconded: Mrs Glenys Petchell

That the Annual Report for the Financial Year ended 30 June 2019, be received.

CARRIED UNANIMOUSLY

7. Annual Report Questions

7.1 Page 4, How was the Community Engaged in the listed Future Projects? – Mr H Morrell

The Main Street redevelopment has been an ongoing consultation since 2013 via Vincent Street walk throughs, Blarney adverting and website advertising.

The Youth Precinct Area was developed through a working group where community members were selected through an advertised application process. There were then two school and two community forums advertised in the Blarney, website and Facebook.

The Swimming Pool redevelopment also had a working group of community members and councillors. Two community workshops were held and well attended. Both were advertised in the Blarney and Shire website.

8. General Business

8.1 Does Council have a Maintenance Plan for Occupational Health and Safety Issues? – Mr H Morrell

Council has a Regional Risk Coordinator through its insurer LGIS. Council holds quarterly OSH meetings and monthly toolbox meetings. Outside staff are required to complete daily SWINS before operating machinery and completing daily tasks. When Council purchases equipment, staff receive training on how to competently use the plant and equipment.

8.2 Why is there no Evacuation Plan or Muster Point at Hunt Road Village and why are the footpath incidents not being looked into? – H Morrell.

Council will investigate the Muster Point and Evacuation, it was thought there was a muster point at Hunt Road Village?

Council was unaware of the footpath incident as it has not been reported.

8.3 Who does Hunt Road Village cater to as the Residents are unhappy with the Doctor taking a unit? – H Morrell

The Hunt Road Village is not a "Retirement Village" as per the Act and Council has the discretion to rent a unit out to whom it chooses. Council has not received any complaints, written or verbal about the Doctor.

8.4 Who sets the Annual Electors Meeting time and can it be changed back to 7:30pm – C Luk

Council sets the date and time dependent upon receiving the Auditors Reports and availability of meeting places and staff and Councillors. Council will take the request into consideration next year, however has been advised on previous occasions that 7:30pm is considered too late by some Seniors.

8.5 How has the Shire been going in regards to Bush Fire Safety – C Luk

DFES Funding of approximately \$75,000 has recently been awarded to conduct mitigation works in various locations including river slashing and spraying. In previous years Council has had problems getting the contractors to complete the work as our funding is relatively small compared to some areas such as Toodyay. The mitigation work can only be carried out by certain licensed contractors.

8.6 Does the Shire use an Engineer to construct roads and was an engineer consulted on Morbinning Road? – H Morrell

The Shire does not use an engineer for repair, widening and maintenance road work as it is too cost prohibitive. However when a new road is constructed an engineer is always consulted. Most of our stabilizing contractors now use an engineer so a lot of the road work is reviewed by an engineer.

8.7 How long until Council addresses the high kerbing on Vincent street, particularly near the Post Office? – J Rayner

Council acknowledges that the kerbing near the ANZ Bank and Post Office is very high and is an issue for people with mobility issues. The recent round of BBRF funding is now for drought affected towns which would disqualify Councils proposed application for the Main Street Redevelopment so it now cannot say when an upgrade would occur.

Council will look at some remedial work to alleviate the height of the kerbing until a full redevelopment can occur.

8.8 What Local Health Services are available and can it be printed in the Blarney? – H Morrell

Wheatbelt Country Health regularly advertise in the Blarney.

8.9 Recycling, who looks after it and how much do we actually recycle? – C Luk

The recycling in Beverley is contracted to Avon Waste. A waste and recycling report will be in the December issue of the Beverley Blarney.

8.10 Vote of Thanks

MAE3/1119

Moved: M Whitney

Seconded: J Rayner

That a vote of thanks be made to Staff and Councillors to recognise the work they do for the Beverley Community.

CARRIED UNANIMOUSLY

8.11 Motion of Appreciation

MAE4/1119

Moved: D White

Seconded: C Pepper

That a motion of appreciation be extended to ex Councillor Dee Ridgway and ex Councillor Lew Shaw to recognise their twelve years of service given to the Beverley Community.

CARRIED UNANIMOUSLY

9. Closure

The Shire President thanked everyone for their attendance and closed the meeting.

Meeting Closed at 6:41pm



6 DECEMBER 2019

WORKS COMMITTEE MEETING

MINUTES

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1. OPENING

The Chief Executive Officer declared the meeting open at 9:02am

2. ELECTION OF A CHAIR PERSON

Cr Brown nominated Cr Lawlor

Cr Lawlor declined the nomination but thanked Council for the vote of confidence.

Cr Pepper nominated Cr Davis

Cr Davis accepted the nomination.

There were no more nominations.

Cr Davis was duly elected as the Chairperson

3. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

3.1 Members Present

Cr DW Davis	Shire President
Cr CJ Pepper	Deputy President
Cr DL Brown	
Cr P Gogol	
Cr CJ Lawlor	
Cr SW Martin	
Cr TF McLaughlin	
Cr TWT Seed	
Cr DC White	

3.2 Staff In Attendance

Mr SP Gollan	Chief Executive Officer
Mr SK Marshall	Deputy Chief Executive Officer
Mr SP Vincent	Manager of Works
Mrs A Lewis	Executive Assistant
Mr M Kehlet	Garden Supervisor (from 9:02am to 9:15am)

Mr M Kehlet gave an update and overview of the planned planting for the front garden, located outside the Shire Administration Office. The Works Committee agreed with the plan.

3.3 Observers and Visitors

3.4 Apologies and Approved Leave of Absence

Mr T Granville	CESM
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4. DECLARATIONS OF INTEREST

Nil

5. OFFICER REPORTS

5.1 Loader and Backhoe Replacement

SUBMISSION TO: Works Committee Meeting 6 December 2019
REPORT DATE: 5 December 2019
APPLICANT: N/A
FILE REFERENCE: ADM
AUTHOR: S.P. Vincent, Manager of Works
ATTACHMENTS: Nil

SUMMARY

Works Committee to decide on the best option for the replacement of the Loader BE 036 and Backhoe BE 030.

BACKGROUND

In the 2019/20 budget there is an allocation to replace the Loader BE 036 and upgrade the Backhoe to an equal size wheel machine that could be utilised at the refuse site and for the assistance at fires when required.

During the Information Bulletin session at last months meeting (November 2019) it was suggested that maybe we should look at the option of retaining the old loader, which could be utilised at the refuse site and for firefighting, and retaining the backhoe. If this is the case, then outright purchase the new loader.

COMMENT

After reviewing all the quotes and options available the following scenarios are:

Option One we proceed and replace both machines

BACKHOE Changeover \$100,000 (new \$180,000 less trade \$80,000)

SUPPLIERS	MACHINE / MODEL	\$ NET PRICE ex GST	\$ TRADE VALUE ex GST	CHANGE OVER ex GST
McIntosh & Son	Case 695ST	165,880	75,000	90,880
JCB (non compliant)	JCB 3CX APC Classic	168,300	40,000	128,300
JCB (non compliant)	JCB 3CX Elite	181,600	40,000	141,600
Komatsu	WB97S_5EO	203,890	60,000	143,890
WesTrac	Cat 444F2	201,000	53,000	148,000
JCB	JCB 5CX APC	201,400	40,000	161,400

LOADER: Funds available changeover \$160,000 (new \$240,000 less trade \$80,000)
(with new attachments to suit)

SUPPLIERS	MACHINE / MODEL	\$ NET PRICE ex GST	\$ TRADE VALUE ex GST	\$ CHANGE OVER ex GST	OPTION ONE New attachments
Komatsu	WA 200PZ-6	191,790	74,000	117,790	152,770
McIntosh & Son	Case 621F	209,170	80,000	129,170	
JCB	JCB426HT	205,800	58,000	147,800	186,035
McIntosh & Son	Case 721F XT	230,920	80,000	150,920	
Hitachi	ZW140-5	210,000	58,000	152,000	183,950
CJD	Volvo L70F	241,000	87,000	154,000	189,004
John Deere Afgri	John Deere 544L	259,500	80,000	179,500	189,900
WesTrac	Cat 924K	250,300	48,000	202,300	236,290

LOADER: Funds available changeover \$160,000 (new \$240,000 less trade \$80,000)
(Modify to suit old attachments)

SUPPLIERS	MACHINE/MODEL	\$ NET PRICE ex GST	\$ TRADE VALUE ex GST	\$ CHANGE OVER EX GST	OPTION ONE Modify to suit old attachments
Komatsu	WA 200PZ-6	191,790	74,000	117,790	131,505
McIntosh & Son	Case 621F	209,170	80,000	129,170	129,170
JCB	JCB426HT	205,800	58,000	147,800	161,515
McIntosh & Son	Case 721F XT	230,920	80,000	150,920	150,920
Hitachi	ZW140-5	210,000	58,000	152,000	165,715
CJD	Volvo L70F	241,000	87,000	154,000	167,715
John Deere Afgri	John Deere 544L	259,500	80,000	179,500	193,215
WesTrac	Cat 924K	250,300	48,000	202,300	202,300
If both machines were to be purchased from the same company then a discount has been offered by Westrac for \$4,000 and McIntosh for \$8,000.					

Option two outright purchase new loader with no attachments. The old loader and existing attachments are to be retained and used at the refuse site and for fires when required. Four companies have also included a “no trade discount” (these range from \$3,000 to \$24,850).

OUTRIGHT PURCHASE: Funds available \$260,000

SUPPLIERS	MACHINE/MODEL	NET PRICE ex GST	OPTION TWO Outright purchase NO Trade discount No attachments
Komatsu	WA 200PZ-6	191,790	191,790
McIntosh & Son	Case 621F	209,170	184,320
JCB	JCB426HT	205,800	198,000
McIntosh & Son	Case 721F XT	230,920	207,950
Hitachi	ZW140-5	210,000	187,000
CJD	Volvo L70F	241,000	226,000
John Deere Afgri	John Deere 544L	259,500	253,500
WesTrac	Cat 924K	250,300	247,300

If we were to retain both the backhoe and loader minor works would be required on each machine.

The loader requires repairs to the air seat and steering column adjustment lock. The backhoe requires work on the air-conditioning, it appears to be leaking gas from under the cab.

In the last 18 months the loader has had a new turbo, a new computer and all new injectors. The current hours for this machine is 4025.

A late quote was also received from McIntosh and Son for their latest model Case 721G which will be available in March – April 2020, the price ex GST is \$209,060.

WAY FORWARD

- Committee to discuss options and provide direction.
- Arrange a visit to Perth on Tuesday 10 December 2019 to view Loaders tendered.

The Works Committee agreed the way forward is to retain the existing backhoe and loader and only purchase a new loader subject to inspection of the tendered vehicles. A backhoe tender is unlikely to be accepted.

The Inspection team will be Steve Vincent, Cr Davis, Cr Gogol and Darryl Burton leaving at 8.15am Tuesday 10 December 2019 to view the tendered vehicles.

6. NEW BUSINESS ARISING BY ORDER OF THE MEETING

Cr Brown expressed concerns about the amount of water being used at the Olive Farm and the effects it may have on surrounding waterways. Cr Brown is seeking further information.

7. CLOSURE

The Chairman declared the meeting closed at 9:42am

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

PRESIDING MEMBER:

DATE:

Shire of Beverley Risk Dashboard Report December 2019

Executive Summary

Being the Shire's third report under the introduced risk management framework, focus is on embedding and driving continual improvement. Future reports will continue to provide relevant insight and recommendations to assist governance activities for the Senior Management Team. It is supported by the attached documents that were produced through a workshop on the 2nd December 2019.

1. Risk Profiles for the 16 themes discussed.
2. Risk Management Policy amendments and Procedures.

Recommendations

Embedding

1. Arrange for the attached Policy amendments and Procedures to be endorsed and adopted.

Risk Profiles

1. Discuss and review the attached Risk Profiles Review and approve all Risk Profiles (from a Risk & Control perspective).
2. Confirm Current Issues / Actions / Treatments (Responsibility & Due Date)

<u>Misconduct</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Carry out new employee Induction process	On Going	HR	
Follow up Performance Review process	On Going	CEO/MOW/DCEO	

<u>Business & community disruption</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review LEMA and Recovery Plans	Jun-20	CESM	
Seek Mitigation Works Funding	Jun-20	CESM	
Coordinate Mitigation Works	Jun-20	CESM	

<u>Inadequate environmental management</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review of Landfill Remaining Life	Jun-20	EHO/MOW	

<u>Errors, omissions & delays</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review and expand documented procedures for main activities	Jun-20	DCEO	

<u>External theft & fraud (inc. Cyber Crime)</u>		Risk	Control
		High	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Raise awareness of IT Security (eg. Opening emails)	Ongoing	DCEO	
Review Depot Security	Jun-19	MOW	
Review IT Security	Ongoing	DCEO	

<u>Failure of IT &/or communication systems and infrastructure</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review IT Disaster Recovery Plan	Dec-19	DCEO	
Test Generator Backup	Jun-20	DCEO	
Test Data Recovery	Dec-19	DCEO	
Review ITC Operating Expenses	Jun-20	DCEO	

<u>Failure to fulfil statutory, regulatory or compliance requirements</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Strategic Community, Corporate Business and Long Term Financial Plans.	Jun-20	CEO	

<u>Inadequate safety and security practices</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Prepare training register and training plans	Jun-20	HR	
Implement Quarterly Workplace Safety Inspections	On Going	HR	
Maintain Contractor Inductions	On Going	HR	

<u>Providing inaccurate advice / information</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Implement a 'performance review' process for Executive Staff	Jun-20	CEO	
Monitor complaint register	On Going	DCEO	

<u>Ineffective employment practices</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Implement Performance Review Process	Jun-19	CEO	
Review Workforce Plan (Risks & Action Plans) for inclusion where relevant	Jun-20	DCEO	
Review Internal Communication Procedures	Jun-20	CEO/DCEO	

<u>Inadequate document management processes</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review electronic data management Policy and Procedures	Jun-20	DCEO	

<u>Inadequate project / change management</u>		Risk	Control
		Not Material	0
Current Issues / Actions / Treatments	Due Date	Responsibility	
No actions required at this stage			

<u>Inadequate engagement practices</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Strategic Community Plan	Jun-20	CEO	
Review Social Media Policies, Procedures &	Jun-20	Tourism	

<u>Inadequate supplier / contract management</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Electronic PO system	Dec-20	DCEO	

<u>Inadequate asset sustainability practices</u>		Risk	Control
		High	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Asset Management Plans	Jun-20	DCEO	
Develop Residential Housing Policy	Jun-20	DCEO	
Develop Bridge Maintenance Program	Jun-20	MOW	

<u>Ineffective management of facilities / venues / events</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
No actions required at this stage			

Business & community disruption

Dec-19

This Risk Theme is defined as:

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal Shire business activities. The event may result in damage to buildings, property, plant & equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (inc. vandalism). This includes;

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

Potential causes include;

- Cyclone, Storm Surges, Fire, Earthquake
- Terrorism / Sabotage / Criminal Behaviour
- Epidemic / Pandemic
- Extended power outage
- Economic Factors
- Loss of Key Staff

Key Controls	Type	Date	Shire Rating
<i>Business Continuity Framework</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Volunteer Management & Training</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>LEM Exercises</i>	<i>Detective</i>	<i>Dec-19</i>	Adequate
<i>Functional LEMC</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Current LEMA & Recovery Plans</i>	<i>Recovery</i>	<i>Dec-19</i>	Adequate
<i>Current Bushfire Risk Management Plan</i>	<i>Preventative</i>	<i>Dec-19</i>	Effective

Overall Control Ratings:	Adequate
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Risk Ratings	Shire Rating
Consequence:	<i>Major</i>
Likelihood:	<i>Unlikely</i>

Overall Risk Ratings:	Moderate
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Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2019.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review LEMA and Recovery Plans</i>	<i>Jun-20</i>	<i>CESM</i>
<i>Seek Mitigation Works Funding</i>	<i>Jun-20</i>	<i>CESM</i>
<i>Coordinate Mitigation Works</i>	<i>Jun-20</i>	<i>CESM</i>

Failure of IT &/or communication systems and infrastructure

Dec-19

This Risk Theme is defined as:

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Project / Change Management".

Potential causes include:

- Weather impacts
- Power outage at service provider
- Out dated / inefficient hardware
- Incompatibility between operating system and Microsoft
- Power failure
- Infrastructure breakdown such as landlines, radio communications.
- Lack of training
- Software vulnerability (e.g. MS Access)

Key Controls	Type	Date	Shire Rating
Data Back up Systems (Focus Networks)	Recovery	Dec-19	Effective
IT Vendor Support (Focus Networks)	Preventative / Recovery	Dec-19	Effective
UPS / Generator Entry Point	Preventative / Recovery	Dec-19	Effective
Disaster Recovery Plan	Detective	Dec-19	Adequate
IT Infrastructure Replacement / Refresh Program	Preventative	Dec-19	Effective

Overall Control Ratings:	Adequate
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Risk Ratings	Shire Rating
Consequence:	Moderate
Likelihood:	Unlikely

Overall Risk Ratings:	Moderate
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Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2019.

Current Issues / Actions / Treatments	Due Date	Responsibility
Review IT Disaster Recovery Plan	Dec-19	DCEO
Test Generator Backup	Jun-20	DCEO
Test Data Recovery	Dec-19	DCEO

External theft & fraud (inc. Cyber Crime)

Dec-19

This Risk Theme is defined as:

Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- Fraud – benefit or gain by deceit
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices
- Cash or other valuables from 'Outstations'.

Potential causes include:

- Inadequate security of equipment / supplies / cash
- Robbery
- Scam Invoices
- Inadequate provision for patrons belongings
- Lack of Supervision

Key Controls	Type	Date	Shire Rating
Security access - Admin Building	Preventative	Dec-19	Adequate
Depot Security	Preventative	Dec-19	Adequate
IT Firewall Systems	Preventative	Dec-19	Effective
Cameras	Preventative	Dec-19	Adequate

Overall Control Ratings:	Adequate
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Risk Ratings	Shire Rating
Consequence:	<i>Major</i>
Likelihood:	<i>Possible</i>

Overall Risk Ratings:	High
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Key Indicators	Tolerance	Date	Overall Shire Result
# Incidents			

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2019.

Current Issues / Actions / Treatments	Due Date	Responsibility
Raise awareness of IT Security (eg. Opening emails)	Ongoing	DCEO
Review Depot Security	Jun-19	MOW
Review IT Security	Ongoing	DCEO

Misconduct

Dec-19

This Risk Theme is defined as:

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

Potential causes include:

- Lack of training
- Changing of job titles
- Delegated authority process inadequately implemented
- Disgruntled employees
- Lack of understanding
- Poor internal checks (PO's and delegated authority)
- Password sharing

Key Controls	Type	Date	Shire Rating
<i>Delegation Register - Framework</i>	<i>Detective</i>	<i>Dec-19</i>	Adequate
<i>Staff Induction Process (Code of Conduct)</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Segregation of Duties (Financial) & Procurement</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>IT Security Access Framework (Profiles & Passwords)</i>	<i>Preventative</i>	<i>Dec-19</i>	Effective
<i>Staff Performance Reviews</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate

Overall Control Ratings:	Adequate
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Risk Ratings	Shire Rating
Consequence:	<i>Minor</i>
Likelihood:	<i>Unlikely</i>
Overall Risk Ratings:	Low

Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2019.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Carry out new employee Induction process</i>	<i>On Going</i>	<i>HR</i>
<i>Follow up Performance Review process</i>	<i>On Going</i>	<i>CEO/MOW/DCEO</i>

Inadequate safety and security practices

Dec-19

This Risk Theme is defined as:

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment

Potential causes include:

- Lack of appropriate PPE / Equipment
- Inadequate first aid supplies or trained staff
- Rubbish / Litter Control
- Inadequate security arrangements
- Inadequate signage, barriers or other exclusion techniques
- Storage and use of Dangerous Goods
- Ineffective / inadequate testing, sampling (similar) health based req'
- Lack of mandate and commitment from Senior Management

Key Controls	Type	Date	Shire Rating
Workplace Inspections	Preventative	Dec-19	Adequate
Staff Individual Training Plans	Preventative	Dec-19	Inadequate
Hazard Register	Detective	Dec-19	Adequate
OSH Management Framework	Preventative	Dec-19	Adequate
Contractor / Site Inductions	Preventative	Dec-19	Effective
Staff Inductions	Preventative	Dec-19	Effective
Organisational Emergency Preparedness (Wardens, evacs etc)	Preventative	Dec-19	Adequate

Overall Control Ratings:	Adequate
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Risk Ratings	Shire Rating
Consequence:	Minor
Likelihood:	Likely

Overall Risk Ratings:	Moderate
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Key Indicators	Tolerance	Date	Overall Shire Result
4801 Audit Results			
LTIFR			

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2019.

Current Issues / Actions / Treatments	Due Date	Responsibility
Prepare training register and training plans	Jun-20	HR
Implement Quarterly Workplace Safety Inspections	On Going	HR
Maintain Contractor Inductions	On Going	HR
Conduct evacuation roleplay	Dec-19	DCEO

Inadequate project / change management

Dec-19

This Risk Theme is defined as:

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Failures of IT Project Vendors/Contractors

This includes Directorate or Service Unit driven change initiatives except new Plant & Equipment purchases. Refer "Inadequate Asset Management"

Potential causes include:

- Lack of communication and consultation
- Lack of investment
- Ineffective management of expectations (scope creep)
- Inadequate project planning (resources/budget)
- Shire growth (too many projects)
- Inadequate monitoring and review
- Project risks not managed effectively
- Lack of Project methodology knowledge and reporting requirements

Key Controls	Type	Date	Shire Rating

Overall Control Ratings:	
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Risk Ratings	Shire Rating
Consequence:	<i>Not Material</i>
Likelihood:	<i>Not Material</i>

Overall Risk Ratings:	Not Material
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Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2019.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>No actions required at this stage</i>		

Errors, omissions & delays

Dec-19

This Risk Theme is defined as:

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

Potential causes include:

- Human Error
- Inadequate procedures or training
- Lack of Staff (or trained staff)
- Incorrect information
- Miscommunication

Key Controls	Type	Date	Shire Rating
<i>Documented Procedures / Checklists</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Segregation of Duties (Financial Control)</i>	<i>Detective</i>	<i>Dec-19</i>	Adequate

Overall Control Ratings:	Adequate
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Risk Ratings	Shire Rating
Consequence:	<i>Insignificant</i>
Likelihood:	<i>Possible</i>

Overall Risk Ratings:	Low
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Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2019.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review and expand documented procedures for main activities</i>	<i>Jun-20</i>	<i>DCEO</i>

Inadequate document management processes

Dec-19

This Risk Theme is defined as:

Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:

- Contact lists.
- Procedural documents.
- 'Application' proposals/documents.
- Contracts.
- Forms, requests or other documents.

Potential causes include:

- Spreadsheet/Database/Document corruption or loss
- Inadequate access and / or security levels
- Inadequate Storage facilities (including climate control)
- High Staff turnover
- Outdated record keeping practices / incompatible systems
- Lack of system/application knowledge
- High workloads and time pressures
- Incomplete authorisation trails

Key Controls	Type	Date	Shire Rating
<i>Policy & Procedural Review Process</i>	<i>Detective</i>	<i>Dec-19</i>	Adequate
<i>Records Management Process (Hard Copy)</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Records Management Process (Soft Copy)</i>	<i>Preventative</i>	<i>Dec-19</i>	Effective
<i>Records Management Policy</i>	<i>Preventative</i>	<i>Dec-19</i>	Effective
<i>Off-site Archiving (Zirco)</i>	<i>Preventative</i>	<i>Dec-19</i>	Effective

Overall Control Ratings:	Adequate
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Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>
Likelihood:	<i>Unlikely</i>

Overall Risk Ratings:	Moderate
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Key Indicators	Tolerance	Date	Overall Shire Result
<i># Documents not stored electronically or archived off-site</i>			

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2019.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review electronic data management Policy and Procedures</i>	<i>Jun-20</i>	<i>DCEO</i>

Inadequate supplier / contract management

Dec-19

This Risk Theme is defined as:

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

It does not include failures in the tender process; refer "Inadequate Procurement, Disposal or Tender Practices".

Potential causes include:

- Funding
- Complexity and quantity of work
- Inadequate tendering process
- Geographical remoteness
- Inadequate contract management practices
- Ineffective monitoring of deliverables
- Lack of planning and clarity of requirements
- Historical contracts remaining

Key Controls	Type	Date	Shire Rating
<i>Purchasing Policy</i>	<i>Preventative</i>	<i>Dec-19</i>	Effective
<i>Purchase Order Procedure</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Tender Register</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Contractor Inductions</i>	<i>Preventative</i>	<i>Dec-19</i>	Effective

Overall Control Ratings:	Adequate
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Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>
Likelihood:	<i>Possible</i>

Overall Risk Ratings:	Moderate
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Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2019.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review Electronic PO system</i>	<i>Dec-20</i>	<i>DCEO</i>

Providing inaccurate advice / information

Dec-19

This Risk Theme is defined as:

Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.

Examples include;

- incorrect planning, development or building advice,
- incorrect health or environmental advice
- inconsistent messages or responses from Customer Service Staff
- any advice that is not consistent with legislative requirements or local laws.

Potential causes include:

- Lack of qualified staff
- Long lead times for responses
- Increasing workloads
- Lack of appropriate technical knowlegde relevant to the context
- Poor working relationships between internal staff/departments

Key Controls	Type	Date	Shire Rating
<i>Performance Review Meetings</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Qualified Contractors (Planning, Building & Health)</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Complaints</i>	<i>Detective</i>	<i>Dec-19</i>	Adequate

Overall Control Ratings:	Adequate
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Risk Ratings	Shire Rating
Consequence:	<i>Major</i>
Likelihood:	<i>Unlikely</i>

Overall Risk Ratings:	Moderate
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Key Indicators	Tolerance	Date	Overall Shire Result
<i># Complaints / issues regarding inaccurate advice / information</i>			

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2019.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Implement a 'performance review' process for Executive Staff</i>	<i>Jun-20</i>	<i>CEO</i>
<i>Implement a 'performance review' process for Health, Building & Planning</i>	<i>Jun-20</i>	<i>CEO</i>
<i>Monitor complaint register</i>	<i>On Going</i>	<i>DCEO</i>

Ineffective employment practices

Dec-19

This Risk Theme is defined as:

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding OH&S).
- Discrimination, Harassment & Bullying in the workplace.
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place.
- Induction issues.
- Terminations (including any tribunal issues).
- Industrial activity.

Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.

Potential causes include:

- Leadership failures
- Available staff / volunteers are generally highly transient.
- Single Person Dependencies
- Poor internal communications / relationships
- Ineffective performance management programs or procedures.
- Ineffective training programs or procedures.
- Limited staff availability - mining / private sectors (pay & conditions).
- Inadequate Induction practices.

Key Controls	Type	Date	Shire Rating
<i>Policy & Procedures</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Training Needs Analysis & Training Register</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Cross Skilling / Multi tasking</i>	<i>Preventative</i>	<i>Dec-19</i>	Effective
<i>Internal Communication (Meetings / Newsletter)</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Staff Inductions (Code of Conduct Component)</i>	<i>Preventative</i>	<i>Dec-19</i>	Effective
<i>Performance Review Process</i>	<i>Detective</i>	<i>Dec-19</i>	Adequate

Overall Control Ratings:

Adequate

Risk Ratings	Shire Rating
Consequence:	<i>Minor</i>
Likelihood:	<i>Unlikely</i>

Overall Risk Ratings:

Low

Key Indicators	Tolerance	Date	Overall Shire Result
<i>% Staff turnover rate</i>	<i>TBD</i>	<i>2016</i>	<i>0%</i>
<i>Absenteeism</i>			
<i>Workers Compensation Claims (Stress Claims)</i>			

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2019.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Implement Performance Review Process</i>	<i>Jun-19</i>	<i>CEO</i>
<i>Review Workforce Plan (Risks & Action Plans) for inclusion where relevant</i>	<i>Jun-20</i>	<i>DCEO</i>
<i>Review Internal Communication Procedures</i>	<i>Jun-20</i>	<i>CEO/DCEO</i>

Failure to fulfil statutory, regulatory or compliance requirements

Dec-19

This Risk Theme is defined as:

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include Occupational Safety & Health Act (refer "Inadequate employee and visitor safety and security") or any Employment Practices based legislation (refer "Ineffective Employment practices")

It does include the Local Government Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for Local Government.

Potential causes include:

- Lack of training, awareness and knowledge
- Staff Turnover
- Inadequate record keeping
- Ineffective processes
- Lack of Legal Expertise
- Councillor Turnover
- Breakdowns in Tender process
- Ineffective monitoring of changes to legislation

Key Controls	Type	Date	Shire Rating
<i>Compliance Return (DLG)</i>	<i>Detective</i>	<i>Dec-19</i>	Adequate
<i>Compliance Calendars</i>	<i>Preventative</i>	<i>Dec-19</i>	Effective
<i>External Auditor Reviews (Compliance)</i>	<i>Detective</i>	<i>Dec-19</i>	Effective
<i>Subscriptions (WALGA)</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Induction Process - Councillors / Staff</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Tender Process (eQuotes)</i>	<i>Preventative</i>	<i>Dec-19</i>	Effective
<i>IPRF Reviews and Updates</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate

Overall Control Ratings:	Adequate
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Risk Ratings	Shire Rating
Consequence:	<i>Major</i>
Likelihood:	<i>Unlikely</i>

Overall Risk Ratings:	Moderate
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Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2019.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review Strategic Community, Corporate Business and Long Term Financial Plans.</i>	<i>Jun-20</i>	<i>CEO</i>

Inadequate asset sustainability practices

Dec-19

This Risk Theme is defined as:

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal. Areas included in the scope are;

- Inadequate design (not fit for purpose)
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities.
- Inadequate financial management and planning.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Potential causes include:

- Skill level & behaviour of operators
- Lack of trained staff
- Outdated equipment
- Unavailability of parts
- Lack of formal or appropriate scheduling (maintenance / inspections)
- Unexpected breakdowns

Key Controls	Type	Date	Shire Rating
<i>Asset Management System (Synergy Asset Register)</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Asset Management Plan</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Planned Building Maintenance</i>	<i>Detective</i>	<i>Dec-19</i>	Adequate
<i>Asset Replacement Program</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Road Asset Management System (RAMM)</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate

Overall Control Ratings:	Adequate
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Risk Ratings	Shire Rating
Consequence:	<i>Major</i>
Likelihood:	<i>Possible</i>

Overall Risk Ratings:	High
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Key Indicators	Tolerance	Date	Overall Shire Result
<i>Asset Sustainability Ratio</i>	<i>90% - 100%</i>	<i>2019</i>	<i>217%</i>
<i>Asset Consumption Ratio</i>	<i>50% - 75%</i>	<i>2019</i>	<i>75%</i>
<i>Asset Renewal Funding Ratio</i>	<i>95% - 105%</i>	<i>2019</i>	<i>156%</i>

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2019.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review Asset Management Plans</i>	<i>Jun-20</i>	<i>DCEO</i>
<i>Develop Residential Housing Policy</i>	<i>Jun-20</i>	<i>DCEO</i>
<i>Develop Bridge Maintenance Program</i>	<i>Jun-20</i>	<i>MOW</i>

Inadequate engagement practices

Dec-19

This Risk Theme is defined as:

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues.
- Infrastructure Projects.
- Regional or District Committee attendance.
- Local Planning initiatives.
- Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Potential causes include:

- Budget / funding issues
- Media attention
- Inadequate documentation or procedures
- Short lead times
- Miscommunication / Poor communication
- Relationship breakdowns with community groups

Key Controls	Type	Date	Shire Rating
<i>Open Council Meetings</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Newsletter (Beverley Blarney)</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Annual electors meeting</i>	<i>Detective</i>	<i>Dec-19</i>	Adequate
<i>Online Engagement (Website & Social Media)</i>	<i>Detective</i>	<i>Dec-19</i>	Effective
<i>Establish Working Groups for large Capital Project Planning</i>	<i>Detective</i>	<i>Dec-19</i>	Effective

Overall Control Ratings:	Adequate
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Risk Ratings	Shire Rating
Consequence:	<i>Minor</i>
Likelihood:	<i>Unlikely</i>

Overall Risk Ratings:	Low
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Key Indicators	Tolerance	Date	Overall Shire Result
<i>% community feeling they have opportunities to participate in planning</i>			
<i>% community satisfaction with the Shire's advocacy and community representation</i>			

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2019.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review Strategic Community Plan</i>	<i>Jun-20</i>	<i>CEO</i>
<i>Review Social Media Policies, Procedures & Feedback</i>	<i>Jun-20</i>	<i>Tourism</i>

Ineffective management of facilities / venues / events

Dec-19

This Risk Theme is defined as:

Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users
- Oversight / provision of peripheral services (eg. cleaning / maintenance)

Potential causes include:

- Double bookings
- Illegal alcohol consumption
- Managing bond payments
- Animal contamination.
- Failed chemical / health requirements.
- Access to facilities / venues.

Key Controls	Type	Date	Shire Rating
<i>Events Policy / Procedures</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Booking System (Outlook Calendar)</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Maintenance Schedules</i>	<i>Detective</i>	<i>Dec-19</i>	Adequate
<i>Complaints Register</i>	<i>Detective</i>	<i>Dec-19</i>	Effective

Overall Control Ratings:	Adequate
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Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>
Likelihood:	<i>Unlikely</i>

Overall Risk Ratings:	Moderate
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Key Indicators	Tolerance	Date	Overall Shire Result
<i>Attendance at Arts & cultural activities</i>			
<i>% community satisfaction with with services and facilities</i>			

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2019.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>No actions required at this stage</i>		

Inadequate environmental management

Dec-19

This Risk Theme is defined as:

Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes;

- Lack of adequate planning and management of coastal erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations).
- Weed control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping.
- Illegal clearing / land use.

Potential causes include:

- Inadequate management of landfill sites
- Inadequate reporting / oversight frameworks
- lack of understanding / knowledge
- Community apathy.
- Inadequate local laws / planning schemes

Key Controls	Type	Date	Shire Rating
<i>Landfill Site Management Procedures</i>	<i>Detective</i>	<i>Dec-19</i>	Effective
<i>Security at Landfill Site</i>	<i>Preventative</i>	<i>Dec-19</i>	Effective
<i>Mosquito Control</i>	<i>Preventative</i>	<i>Dec-19</i>	Adequate
<i>Monitoring bores</i>	<i>Detective</i>	<i>Dec-19</i>	Adequate

Overall Control Ratings:	Adequate
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Risk Ratings	Shire Rating
Consequence:	<i>Major</i>
Likelihood:	<i>Unlikely</i>

Overall Risk Ratings:	Moderate
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Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 2nd December 2019.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review of Landfill Remaining Life</i>	<i>Jun-20</i>	<i>EHO/MOW</i>



**HOUSING
DEVELOPMENT PLAN
2020-2030**

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CURRENT HOUSING STOCK

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PROPERTY REPORT

6 BARNSELY STREET

BUILDING AGE: 20 Years



Building Maintenance

Recently renewed garden retaining wall and renovated kitchen. Painting will need to be completed in the next 5 years. Carpets will need replacing in the next 5 years. Ensuite bathroom would benefit from a refurbishment. Heating in bedrooms is an issue-reverse cycle ducted AC would be good. Patio sheeting will need to be replaced in the next 10 years. Some cracking of the walls at the front of the house that has not deteriorated.

Garden Maintenance

Moderate maintenance garden with two large lawn areas. Front lawns have been replaced with gravel.

Energy Efficiency

Relatively low energy use with wood fire heater and evaporative AC. House is generally cool in Summer but can get cold in Winter. Would benefit from a solar system with battery as power utilities are paid by Council. Gas HWS.

Water Efficiency

Relatively moderate water use with conservative use of garden and lawn reticulation. Sceptic system.

Storage

One large and one small storage shed with room in the garage for shelving. Large storage shed would benefit from a shelving installation.

Tenanted

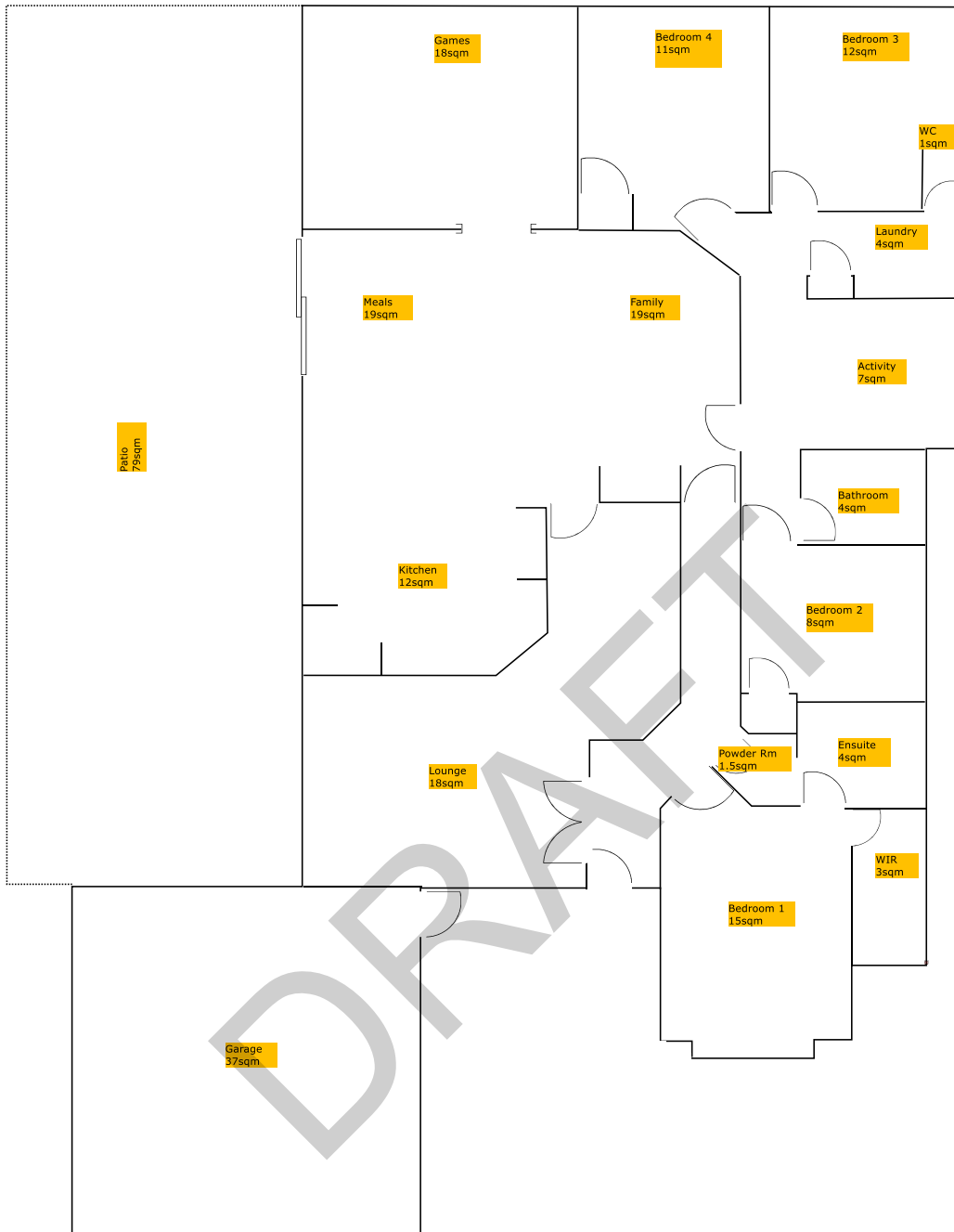
Yes - DCEO and family. No rent received.

Other Comments

Solar power system would have merit given Council pay utilities.

Recommendation

Retain



6 Barnsley St. Beverley
ID:12003

PROPERTY REPORT

30A DAWSON STREET

BUILDING AGE: 12 Years



Building Maintenance

Relatively low maintenance. Kitchen cooktop and oven recently renewed. Floor coverings and painting required in next 5-10 years.

Garden Maintenance

Low maintenance garden with small lawn area in the front and garden beds in the back with small garden shed.

Energy Efficiency

Relatively energy efficient with split system AC in main living area and evaporative cooling throughout.

Water Efficiency

Relatively water efficient with minimal garden areas.

Storage

Small garden shed in back yard.

Tenanted

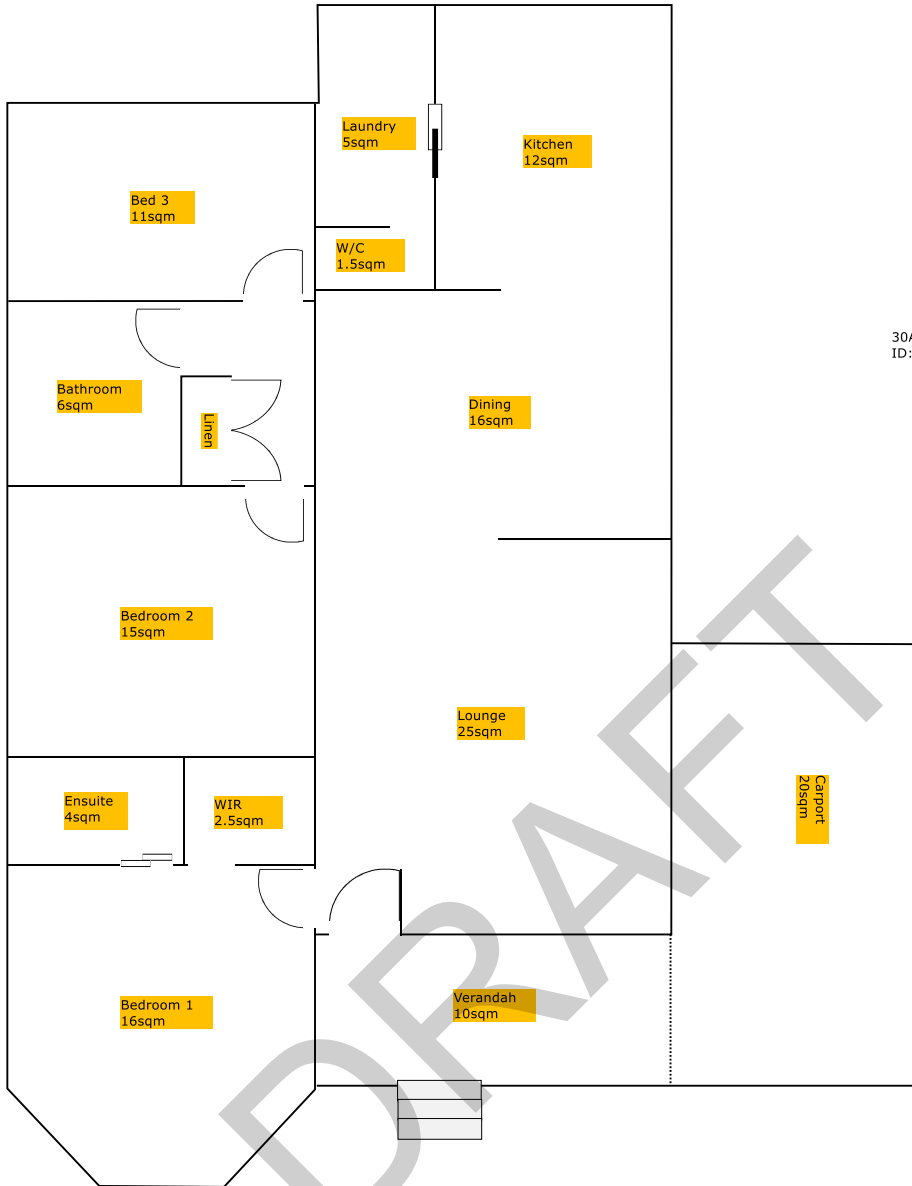
Yes - Manager Planning and Development Services and family. No rent received.

Other Comments

Shared title with rear house. Consider subdividing or strata titling lot.

Recommendation

Retain



30A Dawson St. Beverley
ID:12004

PROPERTY REPORT

30B DAWSON STREET

BUILDING AGE: 12 Years



Building Maintenance

Relatively low maintenance. Floor coverings and painting required in next 5-10 years.

Garden Maintenance

Low maintenance garden with small lawn area in the front.

Energy Efficiency

Relatively energy efficient with split system AC in main living area and evaporative cooling throughout.

Water Efficiency

Relatively water efficient with minimal garden areas.

Storage

Small garden shed in back yard.

Tenanted

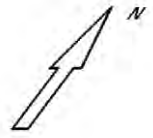
Yes - Beverley Electrical. Rent income of \$250 per week.

Other Comments

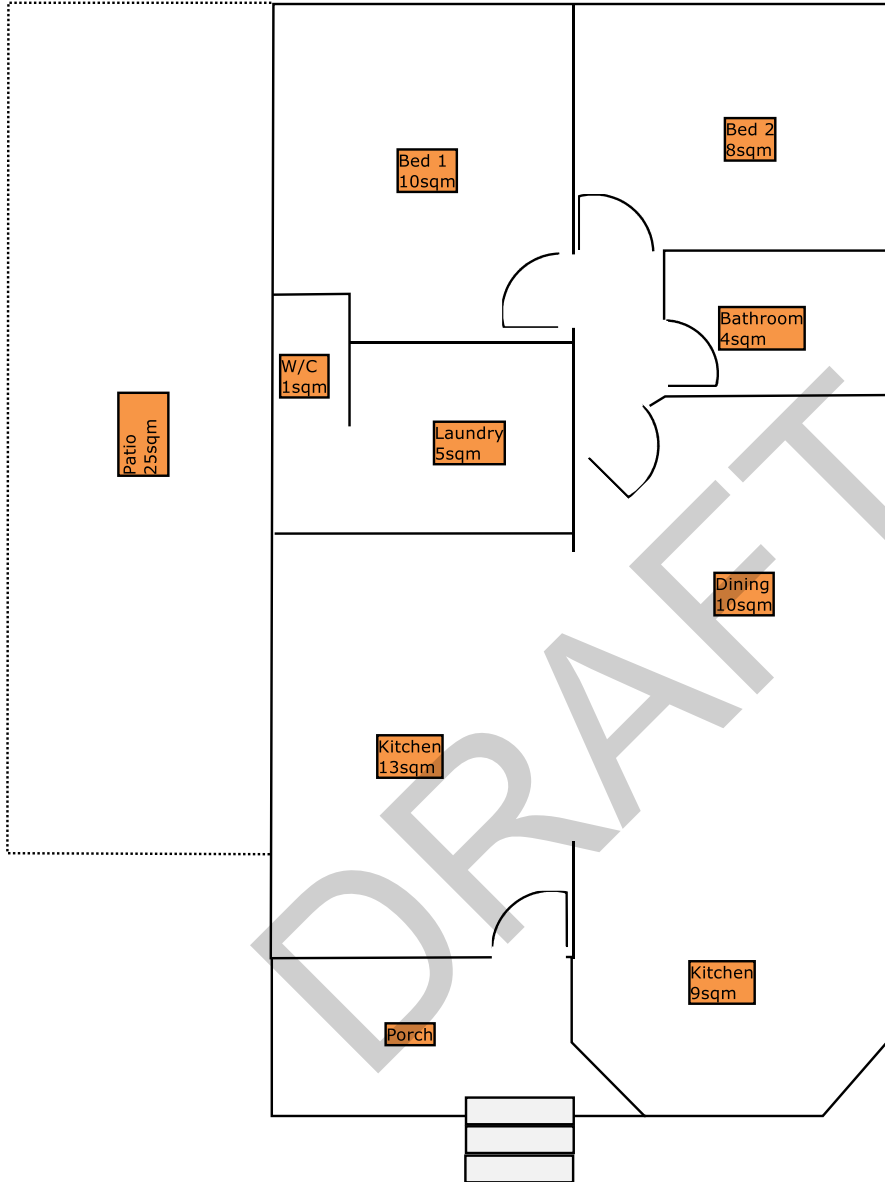
Shared title with rear house. Consider subdividing or strata titling lot. Handy asset for sort term contractor accommodation.

Recommendation

Retain



30B Dawson St. Beverley
ID:12005



PROPERTY REPORT

49A DAWSON STREET

BUILDING AGE: 7 Years



Building Maintenance

Relatively low maintenance. Floor coverings and painting required in next 10-15 years.

Garden Maintenance

Low maintenance garden beds with reticulation.

Energy Efficiency

Relatively energy efficient with reverse cycle ducted AC system throughout. Tenants have installed solar power.

Water Efficiency

Relatively water efficient with minimal garden areas.

Storage

No Additional Storage.

Tenanted

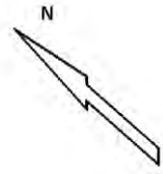
Yes - Lease for life arrangement.

Other Comments

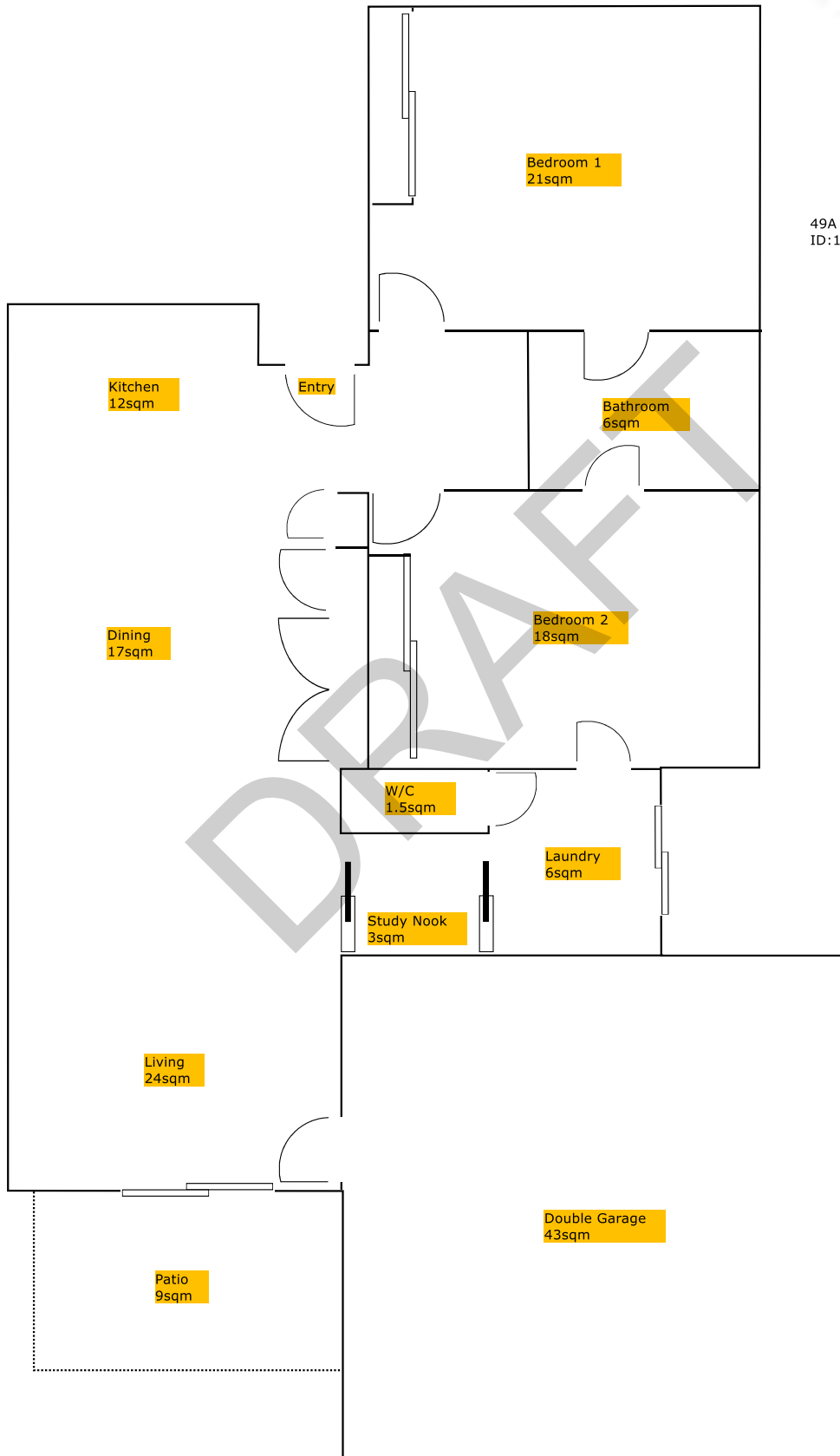
Nil

Recommendation

Retain



49A Dawson St. Beverley
ID:12011



PROPERTY REPORT

49B DAWSON STREET

BUILDING AGE: 7 Years



Building Maintenance

Relatively low maintenance. Floor coverings and painting required in next 10-15 years.

Garden Maintenance

Low maintenance garden beds with reticulation.

Energy Efficiency

Relatively energy efficient with reverse cycle ducted AC system throughout.

Water Efficiency

Relatively water efficient with minimal garden areas.

Storage

No Additional Storage. Water tank in rear courtyard.

Tenanted

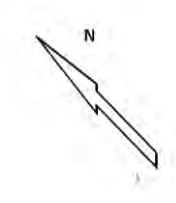
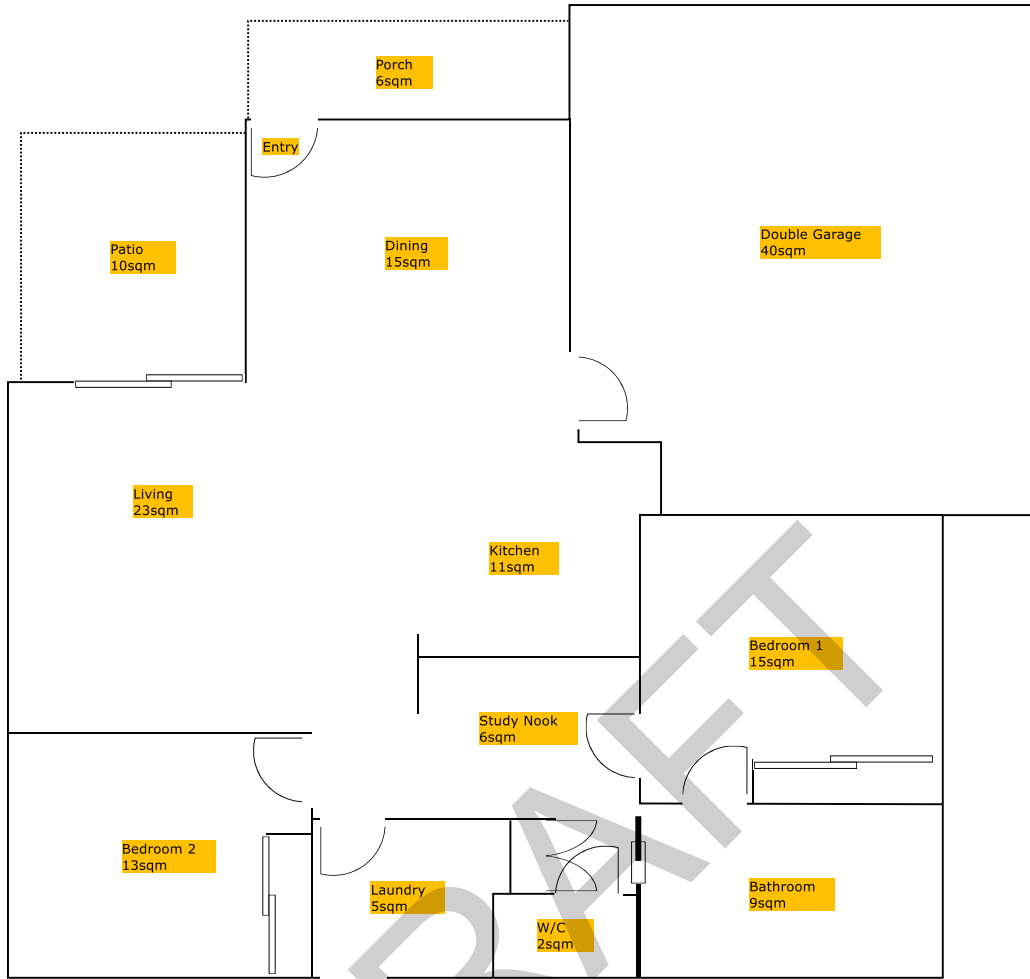
Yes - Lease for life arrangement.

Other Comments

Nil

Recommendation

Retain



49B Dawson St. Beverley
ID: 12012

PROPERTY REPORT

50 DAWSON STREET

BUILDING AGE: 69 Years



Building Maintenance

Roof tiles will need cleaning and sealing in next 5 years. Rear access needs to be sorted. Kitchen, bathroom and laundry need refurbishment.

Garden Maintenance

Low maintenance garden with small lawn area and established trees. Large tree at the back could be removed to allow lawn to grow. Front yard space needs refurbishing.

Energy Efficiency

Relatively low energy use with wood fire heater and split system AC throughout. Gas HWS.

Water Efficiency

Relatively low water use with conservative use of garden and lawn reticulation. Deep sewer(?)

Storage

Large shed at rear of the property. Shed could be realigned to provide better access.

Tenanted

No - Vacant

Other Comments

Oldest house in the Rural Town Site zone. May be attractive for development/business undertaking.

Recommendation

Sell

No Floor Plan Available

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PROPERTY REPORT

58 JOHN STREET

BUILDING AGE: 34 Years



Building Maintenance

Roof tiles will need cleaning and sealing in next 5 years. Kitchen, bathrooms and laundry need refurbishment. Floor coverings and paint required in next 5-10 years.

Garden Maintenance

Moderate maintenance garden with small trees and bushes. Garden maintained by Shire staff.

Energy Efficiency

Relatively low energy use with wood fire heater, evaporative AC and split system AC throughout.

Water Efficiency

Relatively moderate water use with conservative use of garden and lawn reticulation.

Storage

Medium sized shed in back yard.

Tenanted

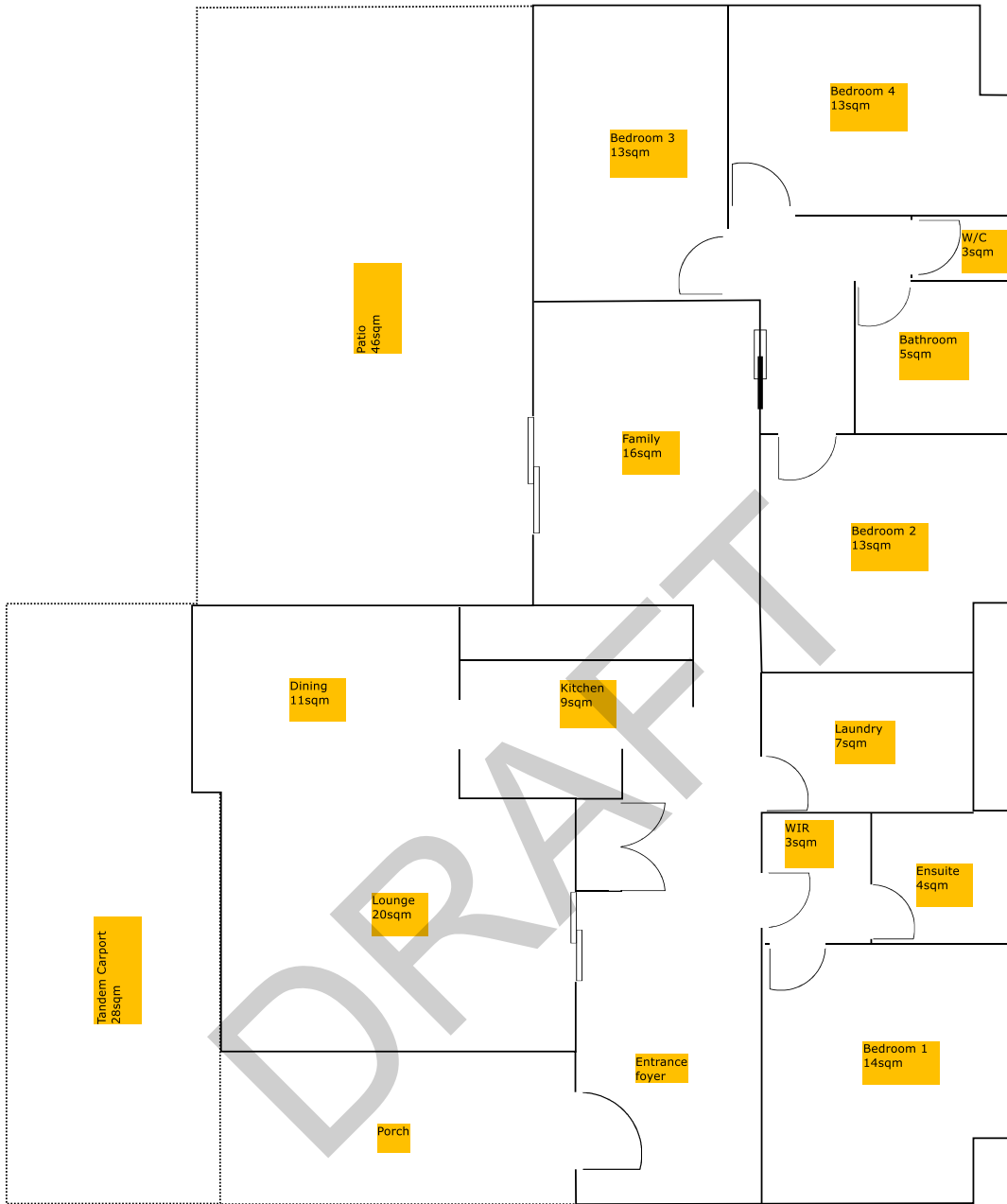
Yes - Doctor Surgery. No Rent received.

Other Comments

Building is aging and generally only houses one doctor for a few nights per week.

Recommendation

Sell



PROPERTY REPORT

5 SHORT STREET

BUILDING AGE: 38 Years



Building Maintenance

Roof tiles will need cleaning and sealing in next 5 years. Kitchen, bathrooms and laundry need refurbishment. Floor coverings and paint required in next 5-10 years.

Garden Maintenance

Moderate maintenance garden required. Garden reticulated. Maintenance undertaken by Tenant.

Energy Efficiency

Relatively low energy use with wood fire heater, evaporative AC and fans throughout.

Water Efficiency

Relatively moderate water use with conservative use of garden and lawn reticulation.

Storage

Tenanted

Yes - Garden Supervisor and family. Rent received.

Other Comments

Nil

Recommendation

Sell

No Floor Plan Available

DRAFT

PROPERTY REPORT

59 SMITH STREET

BUILDING AGE: 11 Years



Building Maintenance

Recently renewed kitchen bench top. Painting will need to be completed in the next 5 years. Carpets will need replacing in the next 5 years. Patio sheeting will need to be replaced in the next 10 years.

Garden Maintenance

High maintenance garden with two large and two small lawn areas.

Energy Efficiency

Relatively low energy use with wood fire heater and evaporative AC. Would benefit from a solar system with battery as power utilities are paid by Council. Gas HWS.

Water Efficiency

Relatively moderate water use with conservative use of garden and lawn reticulation. Septic system.

Storage

One large storage shed with room in the garage for shelving. Large storage shed would benefit from a shelving installation.

Tenanted

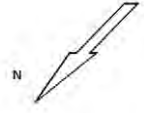
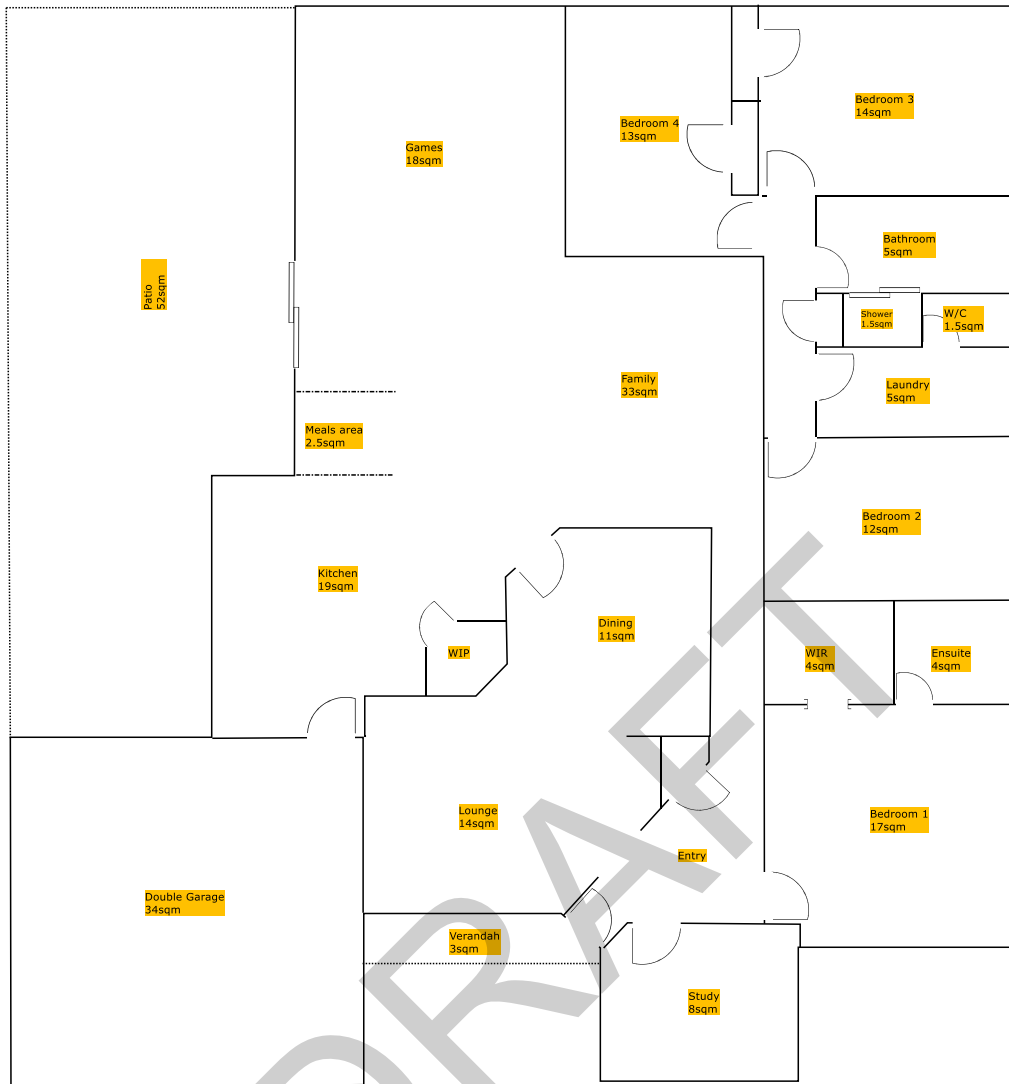
Yes - CEO and family. No rent received.

Other Comments

Solar power system would have merit given Council pay utilities.

Recommendation

Retain



59 Smith St. Beverley
ID: 12009

DRAFT

PROPERTY REPORT

5 WRIGHT STREET

BUILDING AGE: 11 Years



Building Maintenance

Relatively low maintenance. Floor coverings and painting required in next 5-10 years.

Garden Maintenance

Moderate maintenance garden required. Garden reticulated. Maintenance undertaken by Tenant. Front lawn to be replaced with pea gravel.

Energy Efficiency

Relatively low energy use with solar HWS and split system AC throughout.

Water Efficiency

Relatively moderate water use with conservative use of garden and lawn reticulation. However water use has been excessively high compared to other tenancies.

Storage

Small garden shed in backyard.

Tenanted

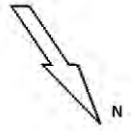
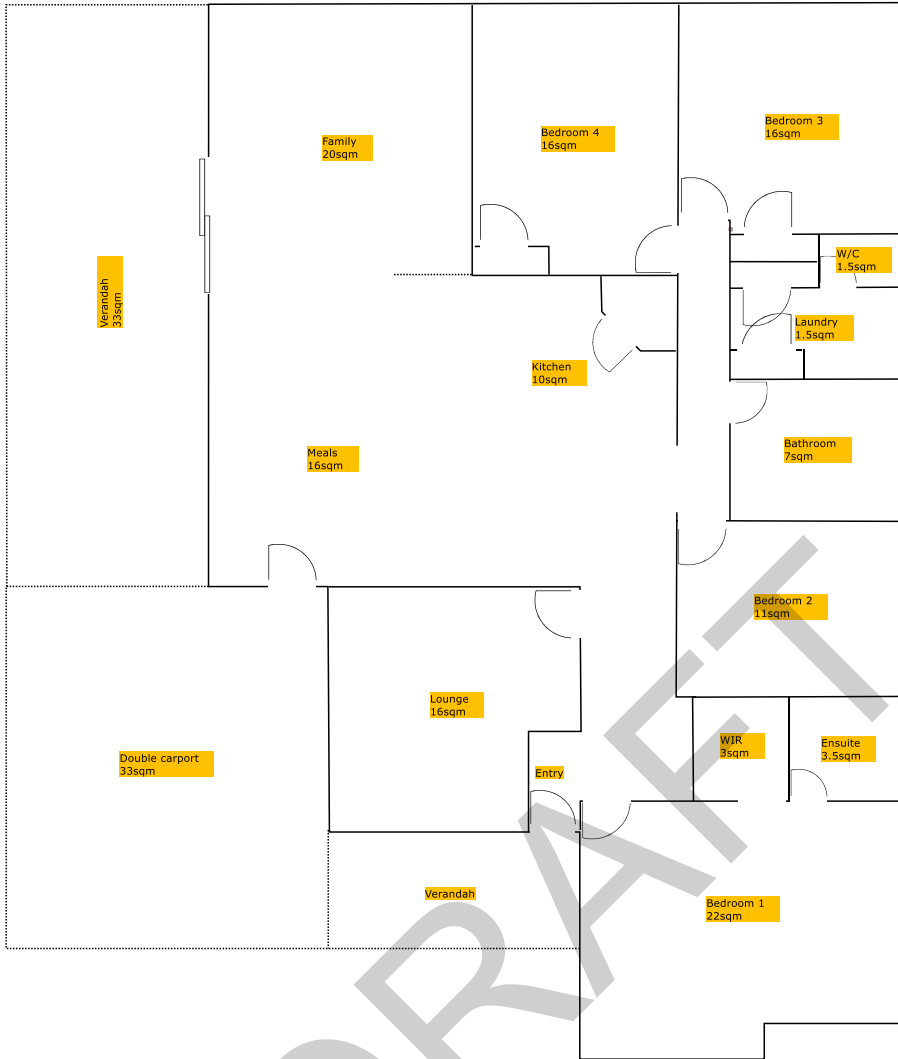
Yes - Pool Manager. Rent received.

Other Comments

Convenient location close to Swimming Pool.

Recommendation

Retain



**5 Wright St. Beverley
ID:12010**

**CURRENT VACANT LAND
STOCK**

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VACANT LAND REPORT

LOT 114 BARNSELY STREET

AREA: 1,167m²



Available Utility Services

Mains power and water. No deep sewer. Sceptics (or equivalent) required.

Distance to Town Centre

1.6 Km

Near By Community Services

Hospital, Medical Practice, School, Recreation Ground and Swimming Pool within walking distance.
Town Centre 3.2Km round trip.

Restrictions

Conditions on structures allowable in this precinct. Brick and iron materials.

Other Comments

Neighbouring 6 Barnsely Street (Council owned). New house recently built behind this block in Prior Place.

Recommendation

Develop with 4x2 Residence.

**SUITABLE AVAILABLE
LAND**

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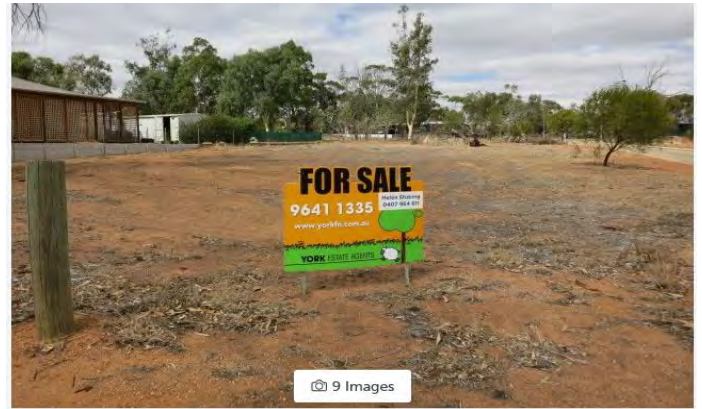
7 Prior Place

Beverley, WA 6304

Residential Land • 1,783 m²

\$67,000 Negotiable

[Share](#) [Save](#)



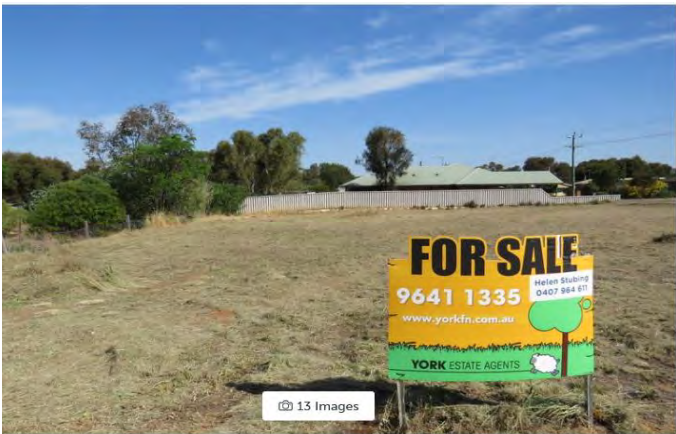
55 Smith Street

Beverley, WA 6304

Residential Land • 946 m²

\$70,000

[Share](#) [Save](#)



57 John Street

Beverley, WA 6304

Residential Land • 829 m²

\$65,000

[Share](#) [Save](#)



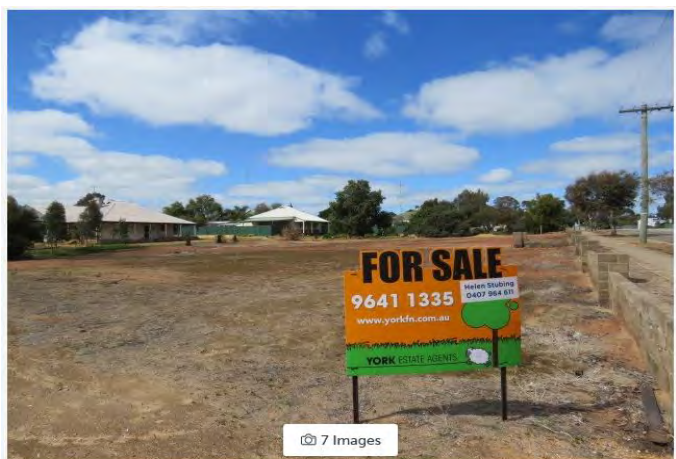
59 John Street

Beverley, WA 6304

Residential Land • 829 m²

\$70,000

[Share](#) [Save](#)



64 Hunt Road

Beverley, WA 6304

Residential Land • 2,013 m²

\$78,000

[Share](#) [Save](#)

DEVELOPMENT PLAN

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Plan

			Net.
50 Dawson St	Sell	250,000	
57 John St	Purchase	-60,000	
59 John St	Purchase	-60,000	
Lot 114 Barnsley St	Develop	-350,000	Replace 58 John St
58 John St	Sell	300,000	
59 John St	Develop	-300,000	Replace 5 Short St
5 Short St	Sell	300,000	
57 John St	Develop	-300,000	
57 John St	Sell	370,000	150,000

Other

49A Dawson St	Strata Title
49B Dawson St	Strata Title
30A Dawson St	Strata Title
30B Dawson St	Strata Title

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