



## SHIRE OF BEVERLEY NOTICE OF MEETING

Notice is hereby given that the next Ordinary Meeting of Council will be held in the Council Chambers, 136 Vincent Street Beverley, on Tuesday 24 March 2020. Please arrive at 2:50pm if you wish to attend public question time to register your attendance.

### **Program**

3.00pm – 5.00pm                      Ordinary Meeting

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

Stephen Gollan  
Chief Executive Officer

19 March 2020

### **DISCLAIMER**

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



**24 March 2020**

**ORDINARY MEETING**

**AGENDA**

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## **1. OPENING**

The Chairperson to declare the meeting open.

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

### **2.1 Members Present**

Cr 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

### **2.2 Staff In Attendance**

Mr SK Marshall                 Acting Chief Executive Officer  
Mr SP Vincent                  Manager of Works  
Mr BS de Beer                  Manager of Planning and Development Services  
Mrs A Lewis                     Executive Assistant

### **2.3 Observers And Visitors**

### **2.4 Apologies and Approved Leave of Absence**

Mr SP Gollan                    Chief Executive Officer

### **2.5 Applications for Leave of Absence**

## **3. DECLARATIONS OF INTEREST**

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

Nil

## **5. PUBLIC QUESTION TIME**

## **6. CONDOLENCES**

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

PAULSEN

Kevin Richard

13 March 2020



## **7. CONFIRMATION OF MINUTES**

### **7.1 Minutes Of The Ordinary Council Meeting Held 25 February 2020**

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

That the Minutes of the Ordinary Council Meeting held Tuesday 25 February 2020 be confirmed.

## **7.2 Minutes Of The Audit and Risk Committee Meeting Held 4 March 2020**

### **OFFICER'S RECOMMENDATION**

That the Minutes of the Audit and Risk Committee Meeting held Wednesday 4 March 2020 be received.

Please refer to agenda item 11.3

(Minutes at the rear of this document)

## **8. TECHNICAL SERVICES**

### **8.1 Maintenance Truck Tender RFT 08/1920**

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**SUBMISSION TO:** Ordinary Council Meeting 24 March 2020  
**REPORT DATE:** 18 March 2020  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM  
**AUTHOR:** S.P. Vincent, Manager of Works  
**ATTACHMENTS:** Nil

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#### **SUMMARY**

Council to consider the replacement of maintenance truck BE037 through WALGA E-Quotes tender RFT08/1920. This truck is to be replaced to similar specifications to our current vehicle.

#### **BACKGROUND**

The call for Quotes through the WALGA E-Quotes closed 11 March 2020 for the replacement of the Fuso Canter maintenance truck (BE 037). There is an allocation of \$100,000 to purchase a new truck and \$30,000 for the trade; this is a changeover of \$70,000.00 (ex GST).

#### **COMMENT**

The following prices were received:

<b>Company</b>	<b>Truck Tendered</b>	<b>Price Ex Gst</b>	<b>Trade ex Gst</b>	<b>Change over Ex Gst</b>	<b>Change over Incl auto transmission less w/shop &amp;parts manual</b>
WA Hino	HINO 300 series	98,075	26,364	71,712	\$69,112.00
Daimler Trucks	Fuso Canter 918	88,160	22,730	65,430	\$70,611.00
South West Isuzu	Isuzu NQR 87/80-190LWB	97,740	24,545	73,195	\$75,695.00

We intend to inspect all three vehicles on Thursday 19 March 2020 to evaluate the cab layout and access points for the daily checks etc.

As part of the quote we have asked for an option for an automatic transmission. We feel that higher engine kilowatts would be an advantage if we were to purchase an automatic model.

The engine kilowatt for each truck above is: Fuso 129kW, Hino 151kW, Isuzu 140kW

To compare quotes, the workshop and parts manuals have been deleted as not all quotes included these.

## **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**

The budgeted amount for the changeover of this vehicle is \$70,000 the recommended Truck would be \$888.00 under budget for the Hino 300 series auto.

## **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, subject to viewing all three trucks on Thursday 19 March 2020, accept the quote from Hino WA for the replacement of the Maintenance Truck (BE 037) as quoted on 11 March 2020, with a HINO 300 Series Auto for the changeover price of \$69,112.00 ex GST.

## **9. PLANNING SERVICES**

### **9.1 Proposed Road Closure and Road Dedication – Woonderlin Road**

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**SUBMISSION TO:** Ordinary Council Meeting 24 March 2020  
**REPORT DATE:** 11 March 2020  
**APPLICANT:** Mr Bruce Mann  
**FILE REFERENCE:** RO 005  
**AUTHOR:** B.S. de Beer, Shire Planner  
**ATTACHMENTS:** Locality Map

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#### **SUMMARY**

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

#### **BACKGROUND**

At its 17 December 2019 meeting Council resolved as follows:

*“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.”*

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

#### **COMMENT**

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

<b>Respondent</b>	<b>Property</b>	<b>Comments</b>	<b>Planner's Response</b>
Department of Fire and Emergency Services	-	No Objection to the proposal.	Noted.
Water Corporation	-	No Objection to the proposal.  No infrastructure within this Road Reserve.	Noted.
Western Power	-	Thank you for your Notification intent to carry out work, received on 20th December, 2019.  A Danger Zone, Registered Easement, Restriction Zone or Minimum approach distance represent areas of high risk when building or working near the Western Power network. Before commencing any work it is essential that you complete a Dial Before You Dig enquiry to obtain the location and voltage of the Western Power network.  Areas of high risk include; <ul style="list-style-type: none"> <li>• Danger Zone – Defined by regulation 3.64 of the Occupational Safety and Health Regulations 1996</li> <li>• Registered Easement - Western Power easements are registered on the Certificate of Title for the property.</li> </ul>	Noted.

		<p>Easements and conditions are available from Landgate (<a href="http://www.landgate.wa.gov.au">www.landgate.wa.gov.au</a>)</p> <ul style="list-style-type: none"> <li>• Restriction Zone – These are applied in the absence of a registered easement and are calculated in line with the Australian Standard for overhead line design (AS/NZS 7000:2010)</li> <li>• Minimum approach distance</li> </ul> <p>It is recommended that persons planning to build or undertake works in high risk areas near transmission or communication assets (including those listed above) act in a safe manner at all times and in accordance with all applicable legal and safety requirements (including the 'duty of care' under the laws of negligence, Worksafe requirements and guidelines, Australian Standards and Western Power policies and procedures).</p> <p>Western Power provides services that may assist persons planning to build or work within high risk areas near transmission or communication assets (refer to your Dial Before You Dig enquiry for location and voltage). These services can be found by visiting the Transmission and communication assets section of the Western Power website (<a href="https://www.westernpower.com.au/safety-access/working-near-our-network/">https://www.westernpower.com.au/safety-access/working-near-our-network/</a>).</p>	
Loretta Adams	Lot 102 on DP72870 Lennard Road	<p>No Objection to the proposal.</p> <p>Dad thinks it is a good idea.</p>	Noted.

Since there were no objections to the proposal it will be recommended the road closure and road dedication be proceeded with.

### **STATUTORY ENVIRONMENT**

A request to the Minister to close a road must be made in compliance with section 58 of the *Land Administration Act 1997* and regulation 9 of the *Land Administration Regulations 1998*, whilst Road Dedication is dealt with by section 56 of the *Land Administration Act 1997*.

### **FINANCIAL IMPLICATIONS**

There are no financial implications relative to this application.

### **STRATEGIC IMPLICATIONS**

There are no strategic implications relative to this application.

### **POLICY IMPLICATIONS**

There are no policy implications relative to this application.

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council resolve to accept the Officer's comment on the advertising and request the Minister close the section of Woonderlin road reserve and dedicate a section of road as indicated on the attached drawing.

Attachment 9.1

Proposed Road Closure & Dedication - Woonderlin Road



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## **9.2 Road Dedication – York-Merredin Road**

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**SUBMISSION TO:** Ordinary Council Meeting 24 March 2020  
**REPORT DATE:** 12 March 2020  
**APPLICANT:** Main Roads WA  
**FILE REFERENCE:** ADM 0010  
**AUTHOR:** B.S. de Beer, Shire Planner  
**ATTACHMENTS:** Application Letter, Land Dealings Plan, Locality map

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### **SUMMARY**

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

### **BACKGROUND**

The subject sites are located on Lot 6680 & Lot 3897, respectively on Certificates of Title 2009/509 & 1004/833 and zoned 'Rural' in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3). Please refer to the attached Locality Map.

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

### **COMMENT**

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

### **CONSULTATION**

No consultation was deemed required.

### **STATUTORY ENVIRONMENT**

*Land Administration Act 1997.*

### **FINANCIAL IMPLICATIONS**

There are no financial implications relative to this application.

### **STRATEGIC IMPLICATIONS**

There are no strategic implications relative to this application.

### **POLICY IMPLICATIONS**

There are no policy implications relative to this application.

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council resolve to dedicate the land the subject of Main Roads Land Dealing Plan 1960-270 as a road pursuant to section 56 of the Land Administration Act 1997.



Attachment 9.2



Enquiries: Frank Mattaboni on 9323 5856  
Our Ref: 19/5238  
Your Ref:

19 February 2020

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

Dear Sir

**ROAD WIDENING & BRIDGE REPLACEMENT WORKS  
YORK MERREDIN ROAD (M41) 38.8SLK**

Attached for consideration by the Council is a plan depicting land required for works on the York Merredin Road at 38.8SLK. This land is required to enable services relocation to accommodate the replacement of Bridge 593 at East Beverley.

For the project to proceed, the land shown shaded on the enclosed copy of Land Dealings Plan 1960-270 is required for inclusion in the road reserve.

Main Roads has approached the landowner and arrangements for the acquisition of this land is being finalised. To enable the land to be dedicated as road reserve, it is a requirement of the *Land Administration Act 1997* that the local government resolves to dedicate the road.

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

*"Council at its ordinary meeting held on (Day Month Year) passed a resolution for the dedication of the land the subject of Main Roads Land Dealing Plan 1960-270 as a road pursuant to section 56 of the Land Administration Act 1997."*

In addition can you please provide a copy of the minutes of the Council meeting relating to the resolution for DPLH records.

Main Roads will be responsible for any costs and claims that may arise as a result of the dedication and if you require further information please contact me on 9323 5856.

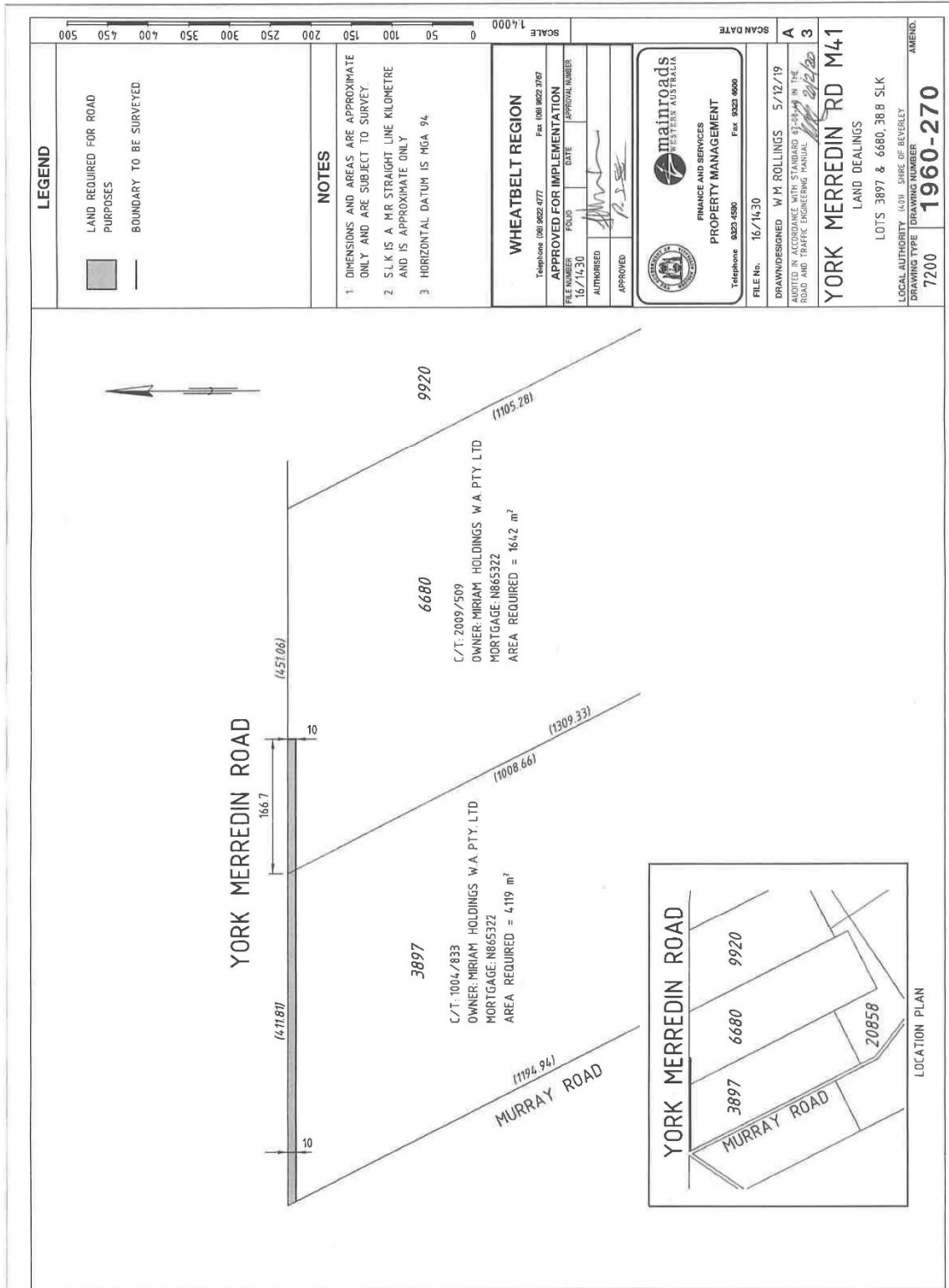
Yours faithfully

F Mattaboni  
LAND CONSULTANT  
Wheatbelt Region

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

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

Attachment 9.2



Attachment 9.2

LOCALITY MAP - LOTS 6680 & 3897



3/12/2020, 11:34:43 AM  
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### **9.3 Development Application – Outbuilding (Agricultural & Machinery Storage Shed & Ablution Facilities) – 16 (Lot 88) Turner Gully Road**

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**SUBMISSION TO:** Ordinary Council Meeting 24 March 2020  
**REPORT DATE:** 13 March 2020  
**APPLICANT:** Axiom Rural  
**FILE REFERENCE:** BUT 771  
**AUTHOR:** B.S. de Beer, Shire Planner  
**ATTACHMENTS:** Application Letters, Locality Map, Site Plan, Floor Plan and Elevation Plans

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#### **SUMMARY**

An application has been received to construct a Colorbond Clad Outbuilding (Agricultural & Machinery Storage Shed), including ablution and other facilities, at 16 (Lot 88) Turner Gully Road, Beverley. It will be recommended the application be approved.

#### **BACKGROUND**

The subject site is located at 16 (Lot 88) Turner Gully Road, Beverley and zoned *Rural* in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3) and is 131 ha in extent. It contains existing farming related outbuildings and a derelict homestead.

The Shire's Outbuilding Policy states the following:

*Ablution facilities within Outbuildings shall not be approved unless the Outbuilding is associated with an existing or substantially commenced dwelling to reduce any occurrence of the Outbuilding becoming a de facto house. If the Outbuilding is used in association with a commercial business, ablution facilities may be permitted.*

The applicant has submitted, amongst others, the following justification for the above requested departure from the Shire's Outbuilding Policy (please refer to attached application letters and documents):

- The new shed will replace an older existing machinery and storage shed as part of an ongoing extensive agricultural farming operation;
- They are currently farming, running livestock and undertaking ongoing maintenance which requires contractors & workers to have access to respite and sanitary facilities;
- Types of works undertaken necessitate the use of chemicals – under OH & S Regulations businesses are required to provide drinking water, sanitary facilities & First Aid facilities to workers – these facilities are shown incorporated into the new machinery & storage shed;
- Longer term plan (5 years) is to build a family residence – shown on site plans.

The proposal furthermore requires a reduced setback from Turner Gully Road. LPS 3 requires a minimum setback of 35m whereas the applicant requests a setback of 18m. Applicant submitted the following justification for this departure:

- Turner Gully Road is a minor/cul-de-sac road;
- An existing much larger shed which is adjacent to the new shed is already built on a front setback of approx. 5m;

- The end profile of the proposed new shed facing Turner Gully Road is far less than that of another existing shed. The applicant submits that in this particular instance the reduced front setback will not have any adverse impact on the existing streetscape.

## **COMMENT**

### Ablution Facilities:

The applicant in his submission makes a compelling case for the inclusion of ablution facilities within the proposed Outbuilding development. Reference is made to concurrent legislation which requires such (*Occupational, Health and Safety Regulations, 1996*), for compliant continuation of agricultural labour related endeavours.

Notwithstanding the abovementioned concurrent legislation, the intent of the Shire's Outbuilding Policy in discouraging the inclusion of Ablution facilities in Outbuildings (in order to avoid the outbuilding of becoming a *De Facto* house) needs to be considered in terms of precedent setting should Council consider to approve the application.

The applicant did indicate a desire to obtain approval and commence construction of a dwelling within a medium term time frame, i.e. 5 years. This intent is shown on the submitted site plan. As there is no guarantee that this will occur, should Council consider to approve the application as it stands, Shire Planner would recommend that a condition of planning approval be imposed that would require the applicant to decommission the ablution facilities in the Outbuilding within 5 years from the granting of approval of the application, should construction of a dwelling on the same lot had not commenced.

Should Council consider to follow this route it is submitted that this would prevent setting an undesirable precedent by deviating from Council's Outbuilding Policy.

### Reduced setback:

Shire Planner agrees with the justification presented for a reduced setback from Turner Gully Road from the required 35m to proposed 18m.

### Bushfire Attack Level Assessment:

The proposed siting of the Outbuilding on the subject property is within a *Bushfire Prone Area*. The Outbuilding, with components as shown on drawings (secured office & storage, tearoom and change area) is regarded as a **Habitable Building** pursuant to section 78A of the *Planning & Development (Local Planning Schemes) Regulations 2015*, which requires that before commencement of development the developer must cause to be prepared a Bushfire Attack Level (BAL) Assessment for the development site, pursuant to section 78D of abovementioned Regulations.

Should Council resolve to approve the application, it will be recommended the above be made a condition of planning approval to be adhered to before commencement of construction.

The proposed development complies with all other aspects of LPS 3 and Council's 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 in relation to this application.

## **STRATEGIC IMPLICATIONS**

There are no strategic implications in relation to this application.

## **POLICY IMPLICATIONS**

A departure from Council's Outbuilding Policy will be required.

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council resolve to grant planning approval for an Outbuilding (Agricultural & Machinery Storage Shed), with ablution & other facilities, at 16 (Lot 88) Turner Gully Road, 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 or industrial purposes.
3. Should construction of an approved dwelling on the same lot not have commenced within a period of 5 years from the date of this approval, the ablution facilities shall be decommissioned, to the satisfaction of the Shire.
4. Prior to commencement of construction a Bushfire Attack Level Assessment for the subject site shall be prepared and submitted to the Shire. The building construction standard shall adhere to Australian Standard AS3959 for the Bushfire Attack Level so determined.

### **Advice Notes:**

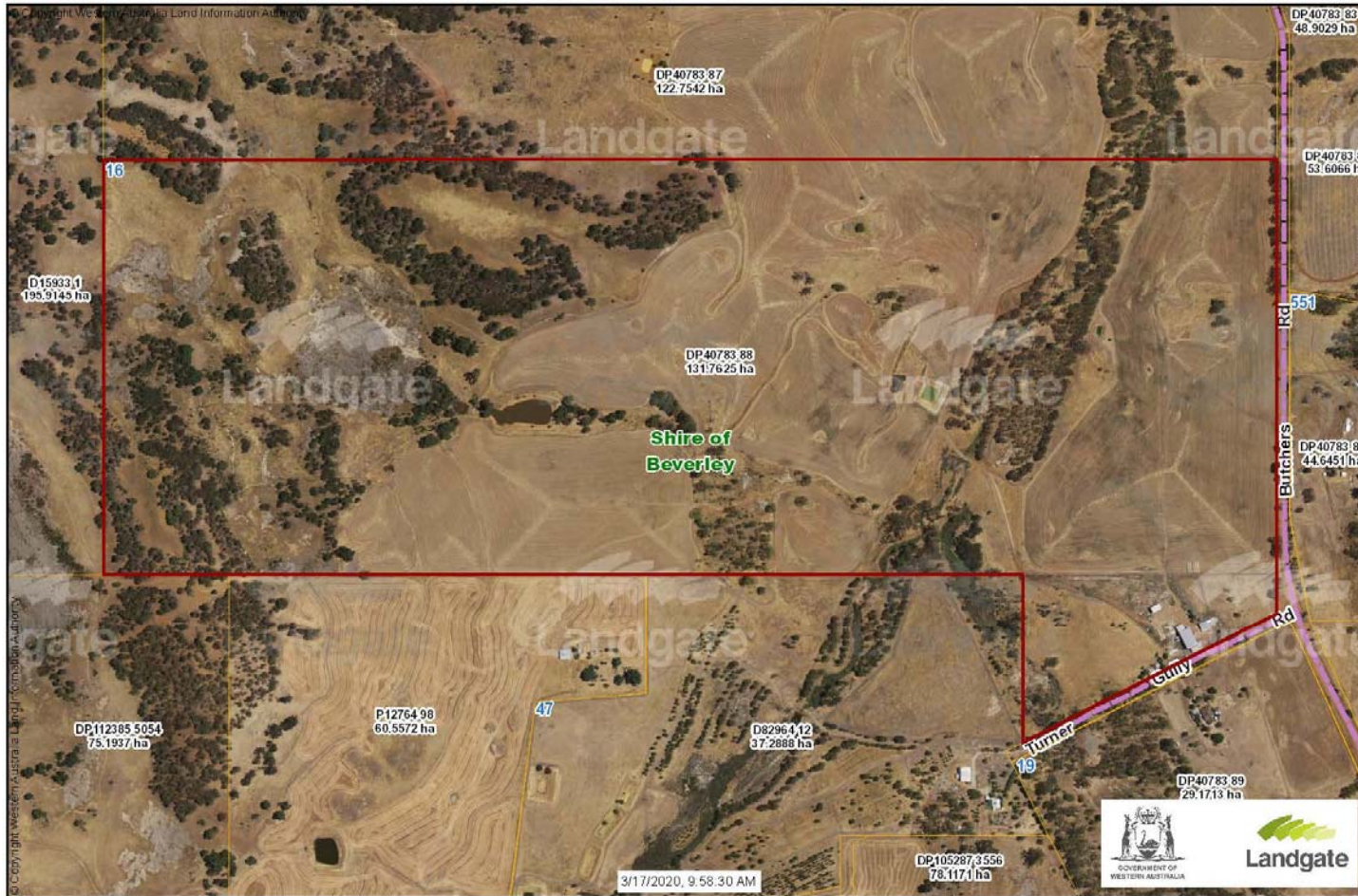
Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

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.

Attachment 9.3

Locality Map - 16 (Lot 88) Turner Gully Road



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Attachment 9.3



PART SITE PLAN  
1:1000



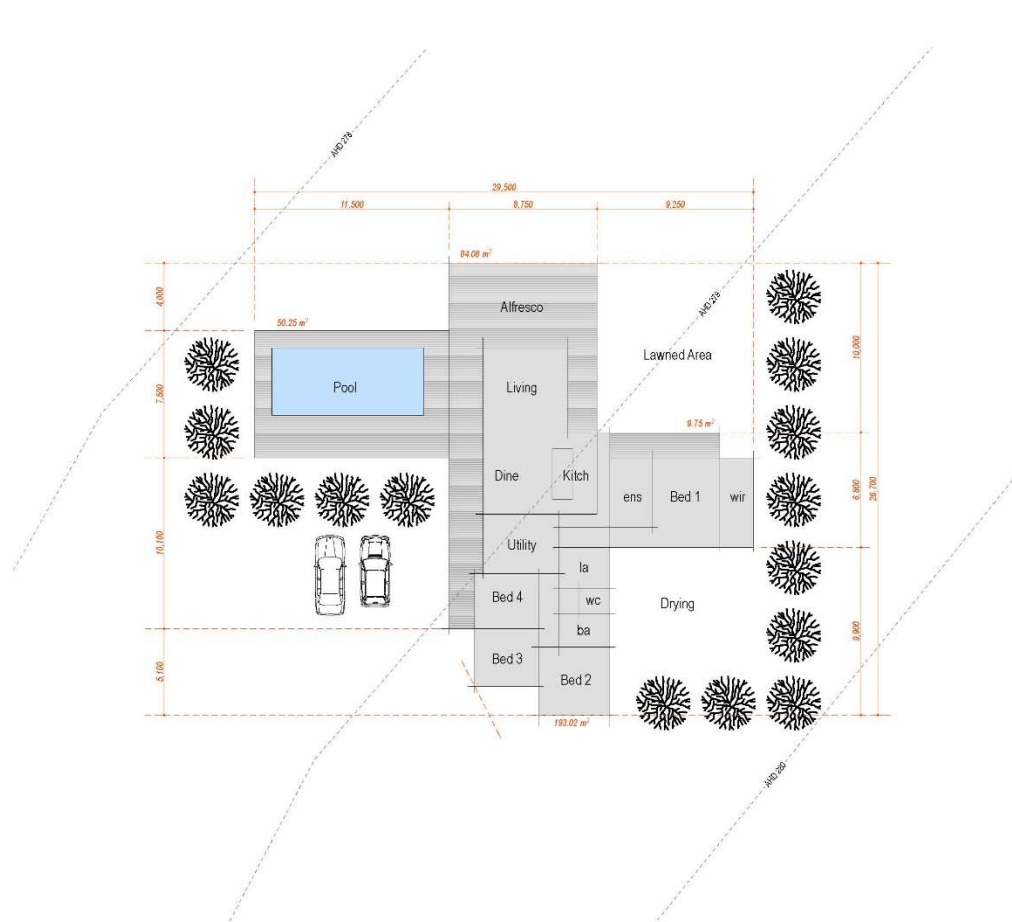
43 Leitchworth Centre Avenue, Salters Point WA 6152  
www.3dEDGE.com.au T: 04077 04177 F: 9430 9844

**New Shed**  
**Lot 88 Turner Gully Rd,**  
**Dale, Shire of Beverley**

**PART SITE PLAN - 1:1000**



Attachment 9.3



Turner Gully Rd plan  
DA Application Issue  
July 8, 2019  
19/0330



FUTURE DWELLING  
1:200



New Shed  
Lot 88 Turner Gully Rd,  
Dale, Shire of Beverley

FUTURE DWELLING - 1:200

Date	Drawn	Checked
2019	BB	BB
19-0330	A-04	0

In tandem with other all dimensions on site  
before commencing any work on this design.

## Attachment 9.3

Axiom Rural  
ABN 59318756657  
Lots 87 & 88 Butchers Road, Dale, WA, 6304  
Mb: 0432129987  
Leon.b.kennedy@bigpond.com

Beverley Shire Council/Snr Planner  
136 Vincent Street, Beverley, WA, 6304

### **RE: Planning Application – Farming Shed and Sanitary Facilities**

To Whom it may concern,

#### Preamble

We are writing in support of our Planning Application (PA) to build a machinery storage shed with respite and sanitary facilities for our ongoing agriculture – extensive business at Lots 87 & 88 Butchers Road, Dale WA 6304. The property comprises 254 Hectares (total) with 92 Hectares cropping and 60 Hectares of grazing and various infrastructure.

#### Referenced Documents

- Occupational, Health and Safety (OH & S) Regulations 1996

#### Existing Infrastructure

The existing infrastructure consists of:

1. Homestead – uninhabitable
2. 5 Stand Shearing Shed
3. Hay Shed
4. Machinery and Storage Shed

The existing machinery and storage shed is derelict and requires replacement.

#### PA Supporting Argument

The accompanying PA is for the construction of new a Machinery Storage/and Facilities shed to replace the existing Machinery and Storage shed as part of our ongoing business operations. Our business plan is exploring longer term options for agriculture including intensive operations. Currently we're undertaking agriculture – extensive business operations only until farm infrastructure can potentially support agriculture – intensive operations.

We are currently farming, running livestock, leasing storage space and undertaking ongoing maintenance on the property, which requires contractors, workers and family to have access to enable

### Attachment 9.3

work on the property. The location and hence the works undertaken are not close to any public facilities and does not currently have any respite or sanitary facilities on the property. The types of works undertaken necessitate the use of chemicals (hydrocarbons, herbicides, fertilizers and others) which can introduce hazards to personnel using these materials. To further mitigate the risk to personnel if these potential hazards it would be reasonable to ensure suitable facilities are available at the property for dignified sanitary use, ablutions and rest.

Under the Occupational, Health and Safety (OH & S) Regulations 1996 it is a requirement that a business provide drinking water and sanitary facilities for workers/contractors. As such we have incorporated these in the proposed machinery/storage/facilities shed.

Long term businesses currently working on and using our property can also attest to our business operations, include:

DS & NJ Morrison ABN 33546053573		Farm Direct Stockfeed Supplies ABN 81130855677	
Contact:	Nigel Morrison	Contact:	Pat Broisand
Mb:	0400515599	Mb:	0413708880
Email:	morrison532@bigpond.com	Email:	farmgateagencies@bigpond.com

It should be noted that we have long term plans to build a family residence and move from our current 4x2 residence, located in Helena Valley and thus eventually reside on the property to continue operating the business on a daily basis. These plans will be pursued within the next 5 years.

However for the moment we require approval of the attached PA.

#### Closing

We trust our application and supporting letter is in order and our PA is approved and we can move forward with the timely design, sundry approvals and construction of the proposed machinery/storage/facilities shed.

Owner/Proprietor Axiom Rural

Name: Leon Kennedy

Signed:



Dated: 12 March 2020

## Attachment 9.3



March 11, 2020

**Stefan De Beer**  
**Manager, Planning Services,**  
**Shire of Beverley.**

Dear Sir,

**Re: Development Approval Application**  
**Proposed New Shed**  
**Lot 88, Turner Gulley Road, Dale**

We submit the following information, in support of this DA application.

### **1. Applicant**

The applicant is the registered business Axiom Rural (ABN 593 187 56657).

The business proprietor is Leon Kennedy (m: 0432 129987) of 29 Drummond Gardens, Helen Valley WA 6056

The contact person for this application, with regard to planning matters, is Bruce Brunton (m: 04077 04177) of 3dEDGE, Designers and Planners.

### **2. Property Owner**

The owner of Lot 88 is Dreamtime Super Pty Ltd as trustee for the Kennedy Self-Managed Superannuation Fund.

The directors of Dreamtime Super Pty Ltd are Leon and Donna Kennedy of 29 Drummond Gardens, Helen Valley WA 6056

### **3. Site**

The subject property is Lot 88, Turner Gulley Road, Dale, which is located at the north west corner of the intersection with Butchers Road.

Lot 88 is zoned Rural under the Shire of Beverley Planning Scheme No. 3. The lot is 131.7625 hectares in area.

The existing improvements on Lot 88 comprise a derelict homestead and a number of outbuildings, all as indicated on the DA drawings.

We note that the site does fall within a Bushfire Zone, however we do not believe a BAL assessment is required for this application.

.../2

## Attachment 9.3



### **4. This Application**

This application seeks a Development Approval (DA) for a proposed farm shed which incorporates “ablution facilities”.

Three copies of the design drawings are attached, together with a DA application form, signed by the owners.

This letter contains design justifications (where required).

### **5. Design Considerations**

Lot 88 is part of a business enterprise, which carries out farming operations across both the subject lot and the adjoining Lot 87. Both properties are in the same ownership.

The purpose of the proposed farm shed is to provide the following facilities:

- (a) Unsecured, covered parking for farm machinery
- (b) Secured, covered parking & workshop for farm machinery
- (c) Secured storage for farm supplies
- (d) Amenities for farm workers

We would ask the decision makers to note that, as part of the business operations, the owner has the following statutory and duty of care, workplace obligations, under the Occupational, Health and Safety (OH & S) Regulations 1996:

1. Clause 3.16 Drinking Water (summarised); the business owner must ensure that a supply of clean, cool, drinking water is provided for, and that outlet is a place other than a toilet
2. Clause 3.20 Sanitary and Other Facilities (summarised); the business owner must provide acceptable facilities for (a) changing of clothes, showering, eating, drinking or resting, (b) toilet or toilets with hand wash basins and (c) any other facility necessary for the safety
3. First aid facilities and services; the business owner must comply with the relevant Commission for OH & S Codes of Practice 2002,

### **6. Proposed Building Details**

The external cladding of the proposed shed will “Pale Eucalypt” Colorbond Steel (walls and roof), which is a soft greenish colour.

The overall built form area of the proposed shed is 480 square metres, with a main wall height of 5.0m and a ridge height of 6.0m. The proposed setback from Turner Gulley Road is 18m.

.../3

## Attachment 9.3



### **7. Planning Control Compliancy**

We understand that this application will be assessed under the provisions of the Shire of Beverley Town Planning Scheme No. 3 and, more specifically the Shire of Beverley Local Planning Policy for Outbuildings

We have reviewed our proposals against the provisions of the Town Planning Scheme No. 3 (TPS) and the Local Planning Policy (LPP) for Outbuildings variations and note the following:

- (a) According to Table 5 under TPS clause 38, a 35m front setback is required, whereas we are proposing a front setback of 18m, which will require a planning variation.
- (b) According to Table 1 of the LPP, this application falls under the Zone “Rural above 10 hectares”
- (c) Under the planning provisions applicable to Table 1, this application is fully compliant with LPP Table 1 – maximum number of outbuildings (not applicable), maximum area of individual outbuildings (1,000 sqm allowed vs 480 sqm proposed), maximum wall height (8m allowed vs 5m proposed), maximum roof height (9m allowed vs 6m proposed) and material finish for outbuildings within 75m of a road boundary.
- (d) Under the planning provisions contained in the LPP General Notes, clause 3, this application will require the Shire Council’s approval for the incorporation of ablution facilities without an associated dwelling (existing or substantially commenced).
- (e) Under the same clause, we see that ablution facilities may be permitted in association with a commercial business.

### **8. Planning Justifications**

We believe the proposed front setback of 18m from Turner Gulley Road can be justified for the following reasons:

- (a) Turner Gulley Road is a minor/cul-de-sac road, which was previously ungazetted, prior to the subdivision of the surrounding super lot.
- (b) An existing much larger shed, which is adjacent to the proposed new shed on Lot 88, is already built on a front setback of approximately 5m.
- (c) The end profile of the proposed new shed facing Turner Gulley Road is far less than that of another existing shed, which the new shed is replacing

In this particular instance, we cannot see how the proposed front setback variation will have any adverse impact on the existing streetscape, especially when considered against the existing status quo.

.../4



## Attachment 9.3



With regard to the ablation facilities, we submit the following:

Given that the property owner's submission will verify that a commercial farming business is being carried out on Lots 87 and 88, then we believe this application satisfies the planning criteria for ablation facilities to be approved without an associated dwelling.

If need be, we would also ask that special regard be given to the long term development intentions of the owners, whereby they do intend to build a new dwelling, within the next 5 years, as indicated on the design drawings for this DA application.

### 9. Summary

In the prevailing circumstances, we trust that the Shire Council will see fit to grant a Development Approval for the proposed shed and the incorporated ablation facilities.

A handwritten signature in black ink, appearing to read 'Bruce Brunton', is written over a horizontal line. The signature is stylized and cursive.

**Bruce Brunton**  
Director/Designer  
04077 04177

#### **9.4 Vincent Street, Streetscape Project – Replacement of Water Mains – Vincent Street**

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**SUBMISSION TO:** Ordinary Council Meeting 24 March 2020  
**REPORT DATE:** 17 March 2020  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0570  
**AUTHOR:** B.S. de Beer, Shire Planner  
**ATTACHMENTS:** WSP Report – location of Water Mains

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#### **SUMMARY**

As part of the anticipated implementation of the Vincent Street Streetscape Project, Council will be requested to endorse a formal request to Water Corporation to bring forward their schedule to replace the Water Mains in Vincent Street.

#### **BACKGROUND**

The Vincent Street, Streetscape Project - Urban Design Proposals have reference. Attached the Concept Design for reference purposes.

During ongoing consultations with various service providers, Water Corporation during 2019 indicated that they would not view planted street trees on the southern side of Vincent Street favourably, given the location of the water mains. Potted Street Trees are being investigated for this purpose.

It is also understood that the present Water Corporation Water Mains along Vincent Street is scheduled for replacement circa 2026 pursuant to the present Water Corporation Operational Program (replacement Water Mains is understood to remain in the same location).

It should be noted that planted street trees are still being considered for the northern side of Vincent Street as these will not impact on Water Corporation infrastructure.

#### **COMMENT**

It is anticipated that the water mains replacement exercise will result in a significant disruption of the road paved surface. It should therefore ideally be done prior to the Shire implementing the streetscape project that will see a new road surface being made.

It is therefore deemed practical and logical to request Water Corporation at this point in time to bring forward their Water Mains Replacement program for Vincent Street in order to align it with the anticipated implementation of the Streetscape Project.

Consultations with officials from Water Corporation regarding this aspect have been met favourably at administrative level.

#### **CONSULTATION**

Consultation was had with Water Corporation.

#### **STATUTORY ENVIRONMENT**

Various legislative mechanisms.

**FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this application - Water Corporation will bear the costs for the replacement Water Mains.

**STRATEGIC IMPLICATIONS**

There are no strategic implications in relation to this application.

**POLICY IMPLICATIONS**

There are no policy implications in relation to this application.

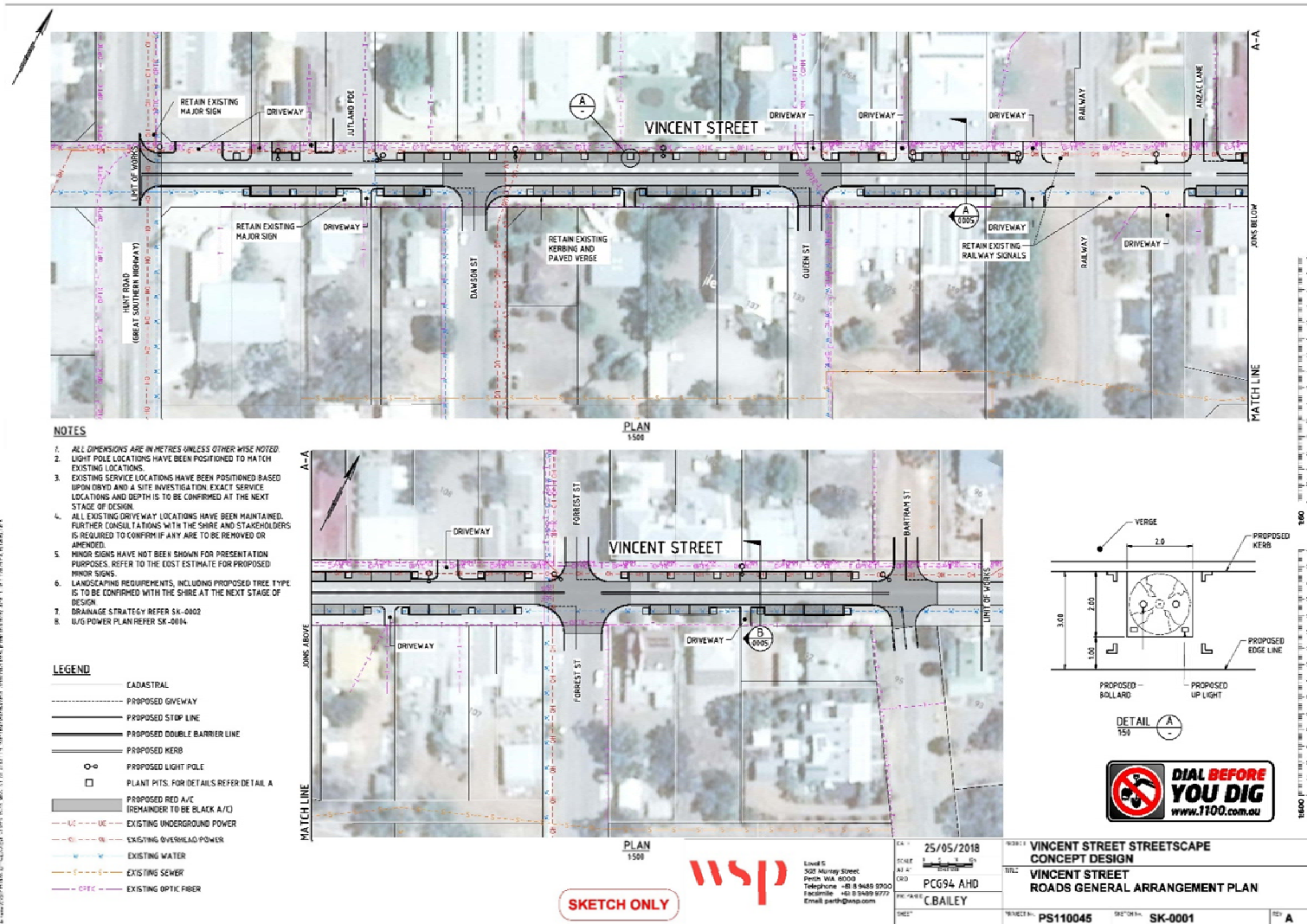
**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

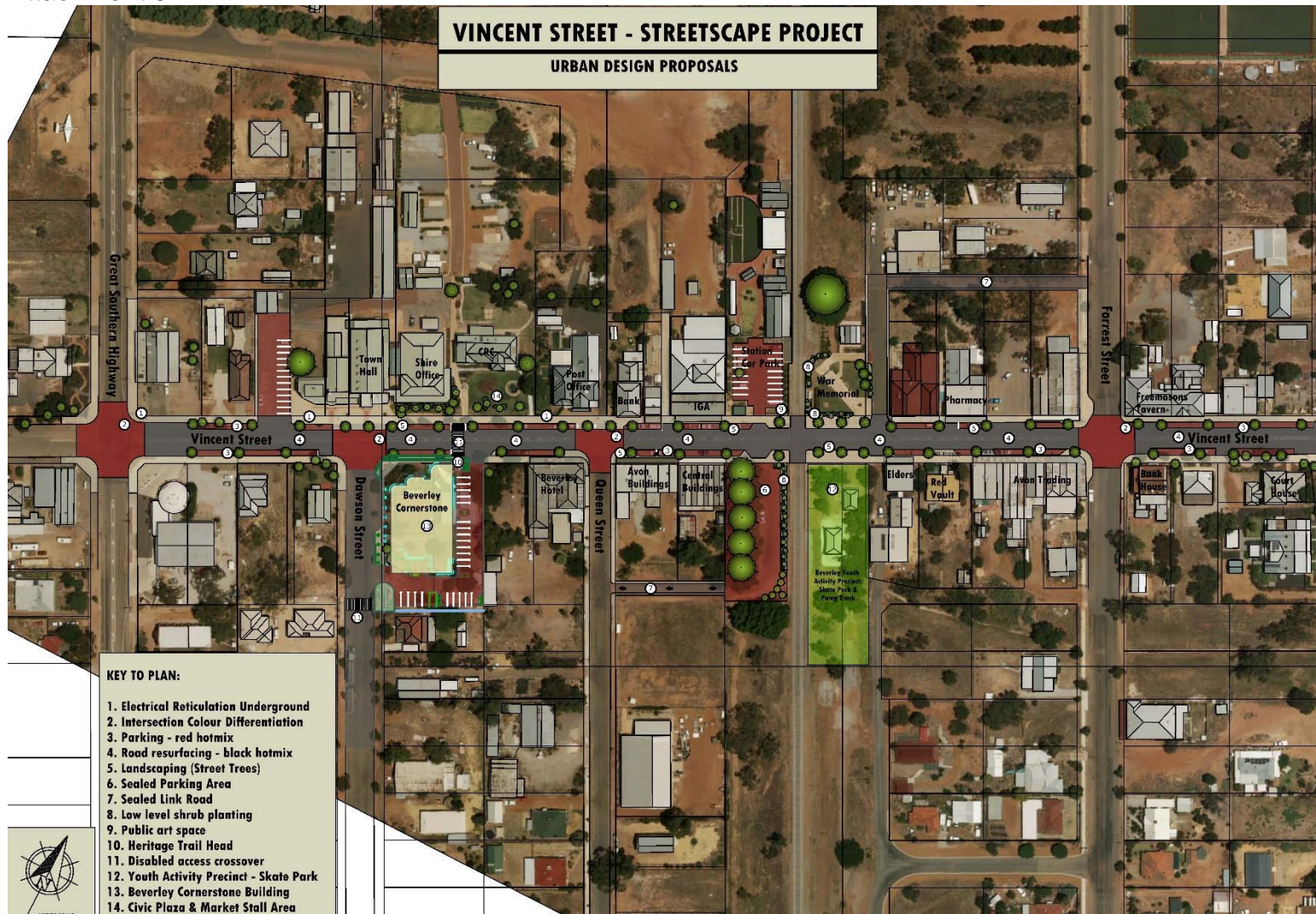
That Council resolve to formally request Water Corporation to bring forward the scheduled replacement of the Water Mains along Vincent Street in order to align with the anticipated implementation of the Vincent Street Streetscape Project.

Attachment 9.4





Attachment 9.4



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

Nil

## **11. FINANCE**

### **11.1 Monthly Financial Report**

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**SUBMISSION TO:** Ordinary Council Meeting 24 March 2020  
**REPORT DATE:** 16 March 2020  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S.K. Marshall, Acting Chief Executive Officer  
**ATTACHMENTS:** February 2020 Financial Reports

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#### **SUMMARY**

Council to consider accepting the financial report for the period ending 29 February 2020.

#### **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 29 February 2020 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 February 2020 be accepted and material variances be noted.



**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING  
29 February 2020**

Description	Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Notes To Material Variances
<b>Operating Revenue</b>					
General Purpose Funding	3,296,127.00	3,160,739.00	3,177,523.40	16,784.40	Rates discount expense lower than expected \$16,876.
Governance	26,100.00	25,000.00	27,700.45	2,700.45	
Law, Order & Public Safety	210,156.00	132,999.00	133,584.06	585.06	
Health	100.00	0.00	363.64	363.64	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	117,192.00	88,508.00	92,150.80	3,642.80	
Community Amenities	207,073.00	202,949.00	208,562.80	5,613.80	
Recreation & Culture	642,701.00	232,411.00	236,899.07	4,488.07	
Transport	1,663,712.00	529,232.00	529,489.43	257.43	
Economic Activities	208,929.00	80,467.00	79,128.62	(1,338.38)	
Other Property & Services	43,100.00	24,828.00	30,382.29	5,554.29	
<b>Total Operating Revenue</b>	<b>6,415,190.00</b>	<b>4,477,133.00</b>	<b>4,515,784.56</b>	<b>38,651.56</b>	
<b>Operating Expenditure</b>					
General Purpose Funding	(182,995.00)	(93,638.00)	(87,043.58)	6,594.42	
Governance	(274,300.00)	(173,473.00)	(164,229.55)	9,243.45	
Law, Order & Public Safety	(392,971.00)	(286,912.00)	(268,321.84)	18,590.16	18/19 Fire Mitigation works expense (\$16,032) unbudgeted.
Health	(170,695.00)	(99,739.00)	(93,856.93)	5,882.07	
Education & Welfare	(92,513.00)	(53,308.00)	(49,204.91)	4,103.09	
Housing	(212,325.00)	(132,346.00)	(124,387.99)	7,958.01	
Community Amenities	(676,208.00)	(414,539.00)	(407,658.20)	6,880.80	
Recreation & Culture	(1,575,216.00)	(1,010,412.00)	(983,083.01)	27,328.99	Recreation and Culture Asset maintenance expenses \$14,142 and Administration Costs reallocated \$13,995 less than anticipated YTD.
Transport	(2,558,918.00)	(1,660,411.00)	(1,665,849.62)	(5,438.62)	
Economic Activities	(558,586.00)	(295,495.00)	(278,462.37)	17,032.63	Administration costs reallocated \$14,757 less than anticipated YTD.
Other Property & Services	(15,064.00)	21,799.00	31,549.08	9,750.08	Timing variance between POC & PWOH costs incurred and reallocated.
<b>Total Operating Expenditure</b>	<b>(6,709,791.00)</b>	<b>(4,198,474.00)</b>	<b>(4,090,548.92)</b>	<b>107,925.08</b>	
<b>Net Operating</b>	<b>(294,601.00)</b>	<b>278,659.00</b>	<b>425,235.64</b>	<b>146,576.64</b>	
<b>Capital Income</b>					
Self Supporting Loan - Principal Repayment	16,270.00	8,012.00	8,011.93	(0.07)	
Proceeds from Sale of Assets	345,000.00	261,000.00	128,790.91	(132,209.09)	Backhoe (\$80,000) and Loader (\$80,000) not disposed. Water Truck \$26,364 and CEO Vehicle \$1,427 trade in values higher than expected.
New Loan Raised	150,000.00	0.00	0.00	0.00	
<b>Total Capital Income</b>	<b>511,270.00</b>	<b>269,012.00</b>	<b>136,802.84</b>	<b>(132,209.16)</b>	

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING  
29 February 2020**

Description	Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Notes To Material Variances
<b>Capital Expenditure</b>					
Land and Buildings	(979,000.00)	(269,000.00)	(304,225.29)	(35,225.29)	Community Bus Shed (\$24,276) project unbudgeted but reimbursable from insurance cover. Cornerstone final superintendent charges (\$4,990) unbudgeted. Medical Centre AC replacement (\$8,700) unbudgeted.
Plant and Equipment	(867,000.00)	(497,000.00)	(464,336.37)	32,663.63	New Loader \$24,770, CEO Vehicle \$4,349 and Water Truck \$3,100 purchase savings.
Office Furniture and Equipment	0.00	0.00	0.00	0.00	
Road Construction	(2,441,722.00)	(1,310,181.00)	(648,037.01)	662,143.99	Cyclone Joyce AGRN 781 recovery works \$736,758 not to proceed offset by no funding received. Morbinning Road failure repair including engineer expense (\$66,481). Mann Street (\$2,394) additional internal labour and plant expense.
Other Infrastructure	(259,067.00)	(219,067.00)	(222,381.92)	(3,314.92)	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(153,429.00)	(86,441.00)	(86,441.03)	(0.03)	
<b>Total Capital Expenditure</b>	<b>(4,700,218.00)</b>	<b>(2,381,689.00)</b>	<b>(1,725,421.62)</b>	<b>656,267.38</b>	
<b>Net Capital</b>	<b>(4,188,948.00)</b>	<b>(2,112,677.00)</b>	<b>(1,588,618.78)</b>	<b>524,058.22</b>	
<b>Adjustments</b>					
Depreciation Written Back	2,306,734.00	1,539,947.00	1,547,001.93	7,054.93	
Movement in Leave Reserve Cash Balance	0.00	0.00	1,826.00	1,826.00	
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	25,000.00	20,362.96	(4,637.04)	
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
<b>Add Funding From</b>					
Transfer (To)/From Reserves	427,171.00	(24,087.00)	(24,086.24)	0.76	
Opening Surplus/(Deficit)	1,724,644.00	1,724,644.00	1,724,644.16	0.16	
<b>Total Adjustments</b>	<b>4,483,549.00</b>	<b>3,265,504.00</b>	<b>3,269,748.81</b>	<b>4,244.81</b>	
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>1,431,486.00</b>	<b>2,106,365.67</b>	<b>674,879.67</b>	

<b>SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 29 February 2020</b>		
<b>Description</b>	<b>Actual 2018/19</b>	<b>YTD Actual 2019/20</b>
<b>Current Assets</b>		
Cash at Bank	1,079,949.68	(72,962.48)
Cash - Unrestricted Investments	1,000,000.00	1,916,258.38
Cash - Restricted Reserves	2,372,868.36	2,396,954.60
Cash on Hand	300.00	300.00
Accounts Receivable	390,058.46	511,156.39
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	16,270.62	8,258.69
Inventory - Fuel	12,501.60	13,885.15
<b>Total Current Assets</b>	<b>4,871,948.72</b>	<b>4,773,850.73</b>
<b>Current Liabilities</b>		
Accounts Payable	(595,620.53)	(101,552.72)
Loan Liability - Current	(153,428.91)	(66,987.88)
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
<b>Total Current Liabilities</b>	<b>(1,091,484.49)</b>	<b>(510,975.65)</b>
<b>Adjustments</b>		
Less Restricted Reserves	(2,372,868.36)	(2,396,954.60)
Less Self Supporting Loan Income	(16,270.62)	(8,258.69)
Add Leave Reserves - Cash Backed	179,890.00	181,716.00
Add Loan Principal Expense	153,428.91	66,987.88
<b>Total Adjustments</b>	<b>(2,055,820.07)</b>	<b>(2,156,509.41)</b>
<b>NET CURRENT ASSETS</b>	<b>1,724,644.16</b>	<b>2,106,365.67</b>

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDING  
29 February 2020**

Description	Actual 2018/19	YTD Actual 2019/20	Movement
<b>Current Assets</b>			
Cash and Cash Equivalents	4,453,118.04	4,240,550.50	(212,567.54)
Accounts Receivable	390,058.46	511,156.39	121,097.93
Contract Asset - Current	0.00	0.00	0.00
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	16,270.62	8,258.69	(8,011.93)
Inventory	12,501.60	13,885.15	1,383.55
<b>Total Current Assets</b>	<b>4,871,948.72</b>	<b>4,773,850.73</b>	<b>(98,097.99)</b>
<b>Current Liabilities</b>			
Accounts Payable	(595,620.53)	(101,552.72)	494,067.81
Contract Liability - Current	0.00	0.00	0.00
Loan Liability - Current	(153,428.91)	(66,987.88)	86,441.03
Lease Liability - Current	0.00	0.00	0.00
Annual Leave Liability - Current	(184,119.46)	(184,119.46)	0.00
Long Service Leave Liability - Current	(158,315.59)	(158,315.59)	0.00
Doubtful Debts	0.00	0.00	0.00
<b>Total Current Liabilities</b>	<b>(1,091,484.49)</b>	<b>(510,975.65)</b>	<b>580,508.84</b>
<b>Non-Current Assets</b>			
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	21,066,877.13	(139,162.18)
Plant and Equipment	2,028,750.39	2,163,791.52	135,041.13
Furniture and Equipment	125,771.39	115,434.30	(10,337.09)
Infrastructure	60,219,210.22	60,176,493.15	(42,717.07)
Self Supporting Loan - Non Current	42,541.50	42,541.50	0.00
<b>Total Non-Current Assets</b>	<b>83,780,654.91</b>	<b>83,723,479.70</b>	<b>(57,175.21)</b>
<b>Non-Current Liabilities</b>			
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
Long Service Leave Liability - Non Current	(25,790.41)	(25,790.41)	0.00
<b>Total Non Current Liabilities</b>	<b>(1,542,953.51)</b>	<b>(1,542,953.51)</b>	<b>0.00</b>
<b>Net Assets</b>	<b>86,018,165.63</b>	<b>86,443,401.27</b>	<b>425,235.64</b>

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDING  
29 February 2020**

Description	Actual 2018/19	YTD Actual 2019/20	Movement
<b>Equity</b>			
Accumulated Surplus	(43,643,767.95)	(44,044,917.35)	(401,149.40)
Reserves - Cash Backed	(2,372,868.36)	(2,396,954.60)	(24,086.24)
Reserve - Revaluations	(40,001,529.32)	(40,001,529.32)	0.00
<b>Total Equity</b>	<b>(86,018,165.63)</b>	<b>(86,443,401.27)</b>	<b>(425,235.64)</b>

<b>SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE &amp; TYPE FOR THE PERIOD ENDING 29 February 2020</b>		
<b>Description</b>	<b>Budget 2019/20</b>	<b>YTD Actual 2019/20</b>
<b>Income</b>		
Rates	2,669,880.00	2,810,988.04
Operating Grants, Subsidies and Contributions	2,271,419.00	875,903.44
Profit On Asset Disposal	12,000.00	0.00
Service Charges	0.00	0.00
Fees & Charges	523,761.00	449,240.39
Interest Earnings	103,888.00	55,605.38
Other Revenue	60,500.00	108,529.28
Non-Operating Grants, Subsidies and Contributions	9,238,188.00	218,168.38
<b>Total Income by Nature &amp; Type</b>	<b>14,879,636.00</b>	<b>4,518,434.91</b>
<b>Expenditure</b>		
Employee Costs	(2,134,739.00)	(1,289,935.96)
Materials & Contracts	(1,840,463.00)	(997,156.15)
Utilities	(208,638.00)	(153,374.67)
Depreciation On Non-Current Assets	(1,691,589.00)	(1,547,001.93)
Interest Expenses	(34,504.00)	(39,873.60)
Insurance Expenses	(168,227.00)	(195,149.52)
Other Expenditure	(81,975.00)	(70,395.24)
Loss On Asset Disposal	(8,000.00)	(20,362.96)
Loss on Revaluation of Non-Current Assets	0.00	0.00
<b>Total Expenditure by Nature &amp; Type</b>	<b>(6,168,135.00)</b>	<b>(4,313,250.03)</b>
<b>Allocations</b>		
Reallocation Codes Expenditure	421,192.00	220,050.76
Reallocation Codes Income	0.00	0.00
<b>Total Allocations</b>	<b>421,192.00</b>	<b>220,050.76</b>
<b>Net Operating by Nature &amp; Type</b>	<b>9,132,693.00</b>	<b>425,235.64</b>

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
29 February 2020**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2019/20</b>
	<b>Rural Road Maintenance</b>	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	4,466.43
RR002	Athol Rd (RoadID: 26) (Maintenance)	134.40
RR003	Avoca Rd (RoadID: 98) (Maintenance)	0.00
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	1,859.47
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	0.00
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	5,681.04
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	12,635.91
RR008	Barrington Rd (RoadID: 13) (Maintenance)	3,722.25
RR009	Batemans Rd (RoadID: 78) (Maintenance)	671.78
RR010	Batys Rd (RoadID: 60) (Maintenance)	0.00
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	1,127.43
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	4,637.35
RR013	Beringer Rd (RoadID: 29) (Maintenance)	9,297.12
RR014	Bethany Rd (RoadID: 148) (Maintenance)	3,481.37
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	1,350.24
RR017	Bremner Rd (RoadID: 6) (Maintenance)	2,400.84
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	3,798.55
RR019	Bushhill Road (RoadID: 183) (Maintenance)	459.59
RR020	Butchers Rd (RoadID: 20) (Maintenance)	5,852.70
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)	2,686.91
RR028	Cookes Rd (RoadID: 61) (Maintenance)	715.65
RR029	Corberding Rd (RoadID: 43) (Maintenance)	3,580.89
RR030	County Peak Rd (RoadID: 96) (Maintenance)	266.70
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	37,146.26
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	6,768.86
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	6,665.14
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	16,347.07
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	4,466.37
RR036	Drapers Rd (RoadID: 79) (Maintenance)	646.93
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	0.00
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	58,761.01

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
29 February 2020**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2019/20</b>
RR039	Ewert Rd (RoadID: 27) (Maintenance)	19,125.34
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)	1,226.27
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	4,171.22
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	0.00
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	886.51
RR050	Jas Rd (Maintenance)	0.00
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	665.93
RR052	Jones Rd (RoadID: 48) (Maintenance)	1,284.65
RR053	K1 Rd (RoadID: 85) (Maintenance)	3,777.12
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	96.81
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)	16,279.55
RR060	Lennard Rd (RoadID: 58) (Maintenance)	2,704.41
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	109.01
RR062	Luptons Rd (RoadID: 22) (Maintenance)	6,230.04
RR063	Maitland Rd (RoadID: 39) (Maintenance)	18,182.29
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	1,247.70
RR065	Manns Rd (RoadID: 59) (Maintenance)	9,694.23
RR066	Manuels Rd (RoadID: 37) (Maintenance)	0.00
RR067	Mawson Rd (RoadID: 100) (Maintenance)	4,417.69
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	441.83
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	833.00
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	825.46
RR071	Mclean Rd (RoadID: 84) (Maintenance)	0.00
RR072	Millers Rd (RoadID: 49) (Maintenance)	2,863.15
RR073	Mills Rd (RoadID: 80) (Maintenance)	1,165.14
RR074	Morbinning Rd (RoadID: 1) (Maintenance)	9,039.80
RR075	Murrays Rd (RoadID: 71) (Maintenance)	1,870.14
RR076	Negus Rd (RoadID: 50) (Maintenance)	965.82
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	5,780.12



**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
29 February 2020**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2019/20</b>
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	3,359.94
RR079	Patten Rd (RoadID: 53) (Maintenance)	1,446.40
RR080	Petchells Rd (RoadID: 38) (Maintenance)	581.82
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	1,510.62
RR082	Pike Rd (RoadID: 45) (Maintenance)	3,230.98
RR083	Potts Rd (RoadID: 14) (Maintenance)	4,853.33
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	3,243.39
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	2,140.69
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	2,248.87
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)	2,796.43
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	1,268.93
RR095	Simmons Rd (RoadID: 101) (Maintenance)	3,377.21
RR096	Sims Rd (RoadID: 155) (Maintenance)	1,068.80
RR097	Ski Rd (RoadID: 83) (Maintenance)	1,984.13
RR098	Smith Rd (RoadID: 72) (Maintenance)	5,513.46
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	1,464.20
RR100	Spavens Rd (RoadID: 44) (Maintenance)	2,252.67
RR101	Springhill Rd (RoadID: 23) (Maintenance)	5,443.91
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	1,009.18
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	1,077.48
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	3,785.07
RR105	Thomas Rd (RoadID: 31) (Maintenance)	1,270.74
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	7,636.12
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	550.78
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)	8,198.68
RR114	Westdale Rd (RoadID: 166) (Maintenance)	4,556.20
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	404.34
RR116	Woods Rd (RoadID: 68) (Maintenance)	1,293.49

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 29 February 2020</b>		
<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2019/20</b>
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	1,993.84
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	768.59
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	7,117.36
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	4,617.41
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)	40,257.66
WANDRRA	Disaster Recovery Works	0.00
<b>Sub Total</b>	<b>Rural Road Maintenance</b>	<b>538,768.32</b>
	<b>Town Street Maintenance</b>	
TS001	Barnsley St (RoadID: 162) (Maintenance)	0.00
TS002	Bartram St (RoadID: 114) (Maintenance)	487.47
TS003	Brockman St (RoadID: 129) (Maintenance)	103.20
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)	471.45
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	376.37
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)	173.12
TS015	Elizabeth St (RoadID: 131) (Maintenance)	363.67
TS016	Ernest Drv (RoadID: 135) (Maintenance)	24.22
TS017	Forrest St (RoadID: 103) (Maintenance)	9,773.84
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)	4,651.41
TS022	Harper St (RoadID: 109) (Maintenance)	849.93
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

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 29 February 2020</b>		
<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2019/20</b>
TS026	Hunt Rd (Maintenance)	1,751.90
TS027	Husking St (RoadID: 117) (Maintenance)	0.00
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	1,039.66
TS030	Langsford St (RoadID: 152) (Maintenance)	519.47
TS031	Lennard St (RoadID: 113) (Maintenance)	436.21
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00
TS033	Lukin St (RoadID: 104) (Maintenance)	2,741.35
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)	1,091.33
TS038	Prior PI (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	1,914.03
TS040	Railway Pde (RoadID: 147) (Maintenance)	588.71
TS041	Railway St (RoadID: 146) (Maintenance)	6,805.30
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)	226.52
TS046	Short St (RoadID: 121) (Maintenance)	155.58
TS047	Smith St (RoadID: 108) (Maintenance)	957.38
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	5,442.67
TS050	Wright St (RoadID: 150) (Maintenance)	106.06
TS051	Great Southern Hwy (Maintenance)	0.00
TS888	Tree Lopping - Town Streets (Maintenance)	34.51
TS999	Town Streets Various (Maintenance)	2,490.85
<b>Sub Total</b>	<b>Town Streets Maintenance</b>	<b>51,744.59</b>
<b>Total</b>	<b>Road Maintenance</b>	<b>590,512.91</b>

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 29 February 2020						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
<b>3027830</b>	<b>Reserve Funds Bendigo</b>					
	Long Service Leave	43,740.51				
	Office Equipment	95.16				
	Airfield Emergency	39,638.10				
	Plant	493,110.86				
	Bush Fire Fighters	127,574.61				
	Building	356,217.46				
	Recreation Ground	424,104.42				
	Cropping Committee	135,500.11				
	Avon River Development	25,640.73				
	Annual Leave	137,975.49				
	Community Bus	36,441.05				
	Road Construction	500,771.96				
	Senior Housing	76,144.15	2,396,954.60	6 mnths	1.60%	29/06/2020
<b>3103197</b>	<b>Term Deposit Bendigo</b>	300,000.00		6 mnths	1.65%	3/03/2020
<b>312599</b>	<b>Term Deposit Bendigo</b>	303,698.63		6 mnths	1.62%	24/03/2020
<b>9145-40222</b>	<b>ANZ Term Deposit</b>	301,241.58		3 mnths	1.45%	2/04/2020
<b>3152801</b>	<b>Term Deposit Bendigo</b>	405,300.33		3 mnths	1.85%	15/04/2020
<b>3194294</b>	<b>Term Deposit Bendigo</b>	304,363.32		3 mnths	1.65%	28/04/2020
<b>3236190</b>	<b>Term Deposit Bendigo</b>	301,654.52	1,916,258.38	4 mnths	1.50%	4/05/2020
	<b>Total</b>		<b>4,313,212.98</b>			

Note: Bendigo Investment 3103197 \$300,000.00 transferred to operating account on maturity.

## **11.2 Accounts Paid by Authority**

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**SUBMISSION TO:** Ordinary Council Meeting 24 March 2020  
**REPORT DATE:** 16 March 2020  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S.K. Marshall, Acting Chief Executive Officer  
**ATTACHMENTS:** February 2020 – List of Accounts

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### **SUMMARY**

Council to consider authorising the payment of accounts.

### **BACKGROUND**

The following list represents accounts paid by authority for the month of February 2020.

### **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 2018/19 Budget.

### STRATEGIC IMPLICATIONS

Nil

### POLICY IMPLICATIONS

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

### VOTING REQUIREMENTS

Simple Majority

### OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

#### **February 2020:**

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

##### Cheque vouchers

14 February 20	1761-1761	(1)	\$	1,605.63	(authorised by CEO S Gollan and Pres D Davis)
24 February 20	1762-1762	(1)	\$	30,957.64	(authorised by CEO S Gollan and Cr P Gogol)
Total of cheque vouchers for February 2020 incl				\$32,563.27	previously paid

##### EFT vouchers

05 February 20	EFT 1-37	(37)	\$	53,236.19	(authorised by CEO S Gollan and DCEO S Marshall)
07 February 20	EFT 5501-5528	(28)	\$	76,233.97	(authorised by CEO S Gollan and DCEO S Marshall)
14 February 20	EFT 5530-5543	(14)	\$	67,185.65	(authorised by CEO S Gollan and Pres D Davis)
19 February 20	EFT 5545-5555	(11)	\$	267,440.64	(authorised by CEO S Gollan and Pres D Davis)
19 February 20	EFT 1-38	(38)	\$	54,848.79	(authorised by CEO S Gollan and Pres D Davis)
24 February 20	EFT 5556-5566	(11)	\$	54,432.84	(authorised by CEO S Gollan and Cr P Gogol)
Total of EFT vouchers for February 2020 incl				\$573,378.08	previously paid.

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

##### Cheque vouchers

Nil vouchers

Total of cheque vouchers for February 2020 incl \$0.00 previously paid.

##### EFT vouchers

07 February 20	EFT 5499-5500	(2)	\$	6,744.00	(authorised by CEO S Gollan and DCEO S Marshall)
14 February 20	EFT 5544-5544	(1)	\$	200.00	(authorised by CEO S Gollan and Pres D Davis)
Total of EFT vouchers for February 2020 incl				\$6,944.00	previously paid.

(3) **Direct Debit** Payments totalling \$96,177.72 previously paid.

(4) **Credit Card** Payments totalling \$337.72 previously paid.

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1761	14-Feb-2020	Telstra	2020-02 Feb Telephone Accounts	(1,605.63)	(1,605.63)
Cheque #	1762	24-Feb-2020	Water Corporation	2020-02 Feb Water Accounts	(30,957.64)	(30,957.64)
EFT Pymt	EFT 5501	07-Feb-2020	ADC Projects	Consultancy: Bev Aquatic Redevelopment & Bev Youth Area	(30,085.00)	
EFT Pymt	EFT 5502	07-Feb-2020	Afgri Equipment Aust P/L	BE001 (PGRD04): Parts	(309.66)	
EFT Pymt	EFT 5503	07-Feb-2020	Alan Robert McKinnon	Rates refund (o/pymt) for Ass 1030 - L19673 off Kokendin Road, Talbot West 6304	(582.26)	
EFT Pymt	EFT 5504	07-Feb-2020	Arrow Bronze	Niche Wall - Methodist: Single Plaque - Peter Ronald Banks	(223.68)	
EFT Pymt	EFT 5505	07-Feb-2020	Avon Trading Pty Ltd	2020-01 Jan: Hardware purchases	(331.35)	
EFT Pymt	EFT 5506	07-Feb-2020	Avon Waste	2,024 Bin Collection FE 17 Jan 20 inc Recycling Bins & 3 x Recycling Collections	(4,622.45)	
EFT Pymt	EFT 5507	07-Feb-2020	BOC Limited	2020-01 Jan Cylinder Rental: Medical oxygen C size	(6.09)	
EFT Pymt	EFT 5508	07-Feb-2020	Beverley Post News and Gifts (BPNG)	2020-01 Jan Newspaper subscriptions & Stationery Purchases	(79.99)	
EFT Pymt	EFT 5509	07-Feb-2020	Beverley Steel Fabrication (Hydraboom)	BE70181 & BE70182 Signage trailers: Parts	(35.84)	
EFT Pymt	EFT 5510	07-Feb-2020	Beverley Supermarket & Liquor (IGA)	2020-01 Jan Purchases	(97.76)	
EFT Pymt	EFT 5511	07-Feb-2020	Beverley Transport Service	RRG2003 (Mawson Rd): Gravel carting 10 Jan 2020	(2,772.00)	
EFT Pymt	EFT 5512	07-Feb-2020	Downer EDI Works P/L	Various Roads: Emulsion for patching repairs	(273.90)	
EFT Pymt	EFT 5513	07-Feb-2020	Fleet Commercial Gymnasiums P/L	Gym: Various equipment	(360.80)	
EFT Pymt	EFT 5514	07-Feb-2020	Focus Networks	Cstone: Virtual Windows 10 PC for Integriti Security Software	(793.50)	
EFT Pymt	EFT 5515	07-Feb-2020	Gerrard Hydraulics	BE3579 (PTRL10): Parts	(33.00)	
EFT Pymt	EFT 5516	07-Feb-2020	Hanson Construction Materials Pty Ltd	RRG2003 - Mawson Rd: 10mm washed granite	(6,327.65)	
EFT Pymt	EFT 5517	07-Feb-2020	Keith the Maintenance Man P/L	AS11055 (LBN2003) Community Bus Shed: Asbestos removal	(1,135.20)	



TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5518	07-Feb-2020	MAL Automotives P/L	BE000 (PUTE12): 40,000km service	(3,262.02)	
EFT Pymt	EFT 5519	07-Feb-2020	McIntosh & Son - REDCLIFFE	BE030 (PBH02): Parts	(85.43)	
EFT Pymt	EFT 5520	07-Feb-2020	Michael Wilson	2020-02 Feb: Photocopying & Delivery of the Blarney	(250.00)	
EFT Pymt	EFT 5521	07-Feb-2020	Northam & Districts Glass Service	Bally Bally Hall: Repair broken window	(360.25)	
EFT Pymt	EFT 5522	07-Feb-2020	PCS - Perfect Computer Solutions	2020-01 Jan Medical Computer Support	(382.50)	
EFT Pymt	EFT 5523	07-Feb-2020	Practical Products P/L	Town Hall Kitchen: Dishwasher	(5,181.00)	
EFT Pymt	EFT 5524	07-Feb-2020	Redhouse Entertainment	Swim Pool: DJ for 2020 Australia Day Pool Party - 26 Jan 2020	(440.00)	
EFT Pymt	EFT 5525	07-Feb-2020	Shazmac Plumbing	AS11053 (LBS1905) Westdale Fire Shed: Plumbing Progress pymt 1	(14,556.00)	
EFT Pymt	EFT 5526	07-Feb-2020	Staff - Stefan de Beer	Reimbursements: Dec 2019 - Jan 2020 Landline & Internet costs	(83.72)	
EFT Pymt	EFT 5527	07-Feb-2020	Synergy	2020-01 Jan Self read accts	(3,165.55)	
EFT Pymt	EFT 5528	07-Feb-2020	WA Contract Ranger Services	Ranger Services: 20, 30 Jan 2020	(397.37)	(76,233.97)
EFT Pymt	EFT 5530	14-Feb-2020	AITIS Specialists P/L	2020-01 Jan Fuel Tax Credits	(257.95)	
EFT Pymt	EFT 5531	14-Feb-2020	Australia Post	2020-01 Jan Postage	(261.55)	
EFT Pymt	EFT 5532	14-Feb-2020	Avon Waste	2,024 Bin Collection FE 31 Jan 20 inc Recycling Bins & 3 x Recycling Collections	(4,622.45)	
EFT Pymt	EFT 5533	14-Feb-2020	BSL - Department of Mines, Industry Regulations and Safety (DMIRS)	2019-10 Oct 19 Collections amended x 1 (Lics 19/20: 12)	(67.43)	
EFT Pymt	EFT 5534	14-Feb-2020	BT Equipment P/L ta Tutt Bryant Equipment	BE026 (PROL02): Parts	(300.72)	
EFT Pymt	EFT 5535	14-Feb-2020	Beverley Dome Fuel & Hire (BDF)	4,006 L Diesel @ \$1.3202/L & 2,004 L ULP @ \$1.3004/L GST incl	(7,894.72)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5536	14-Feb-2020	CAS - Contract Aquatic Services	3 of 5 install of Contract Management for 2019/20 swim year; Chemical Supplies; Vac Swim Lessons, Repairs	(34,373.00)	
EFT Pymt	EFT 5537	14-Feb-2020	CTF - Construction Training Fund (BCITF)	2019-10 Oct 19 Collections amended x 1 (Lics 19/20: 12)	(98.43)	
EFT Pymt	EFT 5538	14-Feb-2020	Fire & Safety WA	Bev Fire Brigades: Personal Protective Equipment	(2,988.10)	
EFT Pymt	EFT 5539	14-Feb-2020	Kimberley Leonard Boulton	Onsite Archiving: 10, 13 Feb 2020	(711.56)	
EFT Pymt	EFT 5540	14-Feb-2020	MAL Automotives P/L	BEV0 (PSDN08): 60,000km Service	(301.88)	
EFT Pymt	EFT 5541	14-Feb-2020	MSA Group P/L	AS11055 (LBN2003) Community Bus Shed: Compliance certification	(858.00)	
EFT Pymt	EFT 5542	14-Feb-2020	RJ Jas - All Mechanical & Electronics (Richard Jas)	Nov, Dec 2019, Jan 2020: Various plant: Services, Repairs, Parts	(4,879.86)	
EFT Pymt	EFT 5543	14-Feb-2020	Valley Air - Valley Airconditioning & Refrigeration	Doctors Surgery: Decommission ducted air con system & replace with new ducted system	(9,570.00)	(67,185.65)
EFT Pymt	EFT 5545	19-Feb-2020	Avon Express	2020-01 Jan Freight Charges	(396.00)	
EFT Pymt	EFT 5546	19-Feb-2020	Bunnings Building Supplies P/L	2020-01 Jan Hardware purchases	(782.10)	
EFT Pymt	EFT 5547	19-Feb-2020	Colas WA P/L	RRG2003 - Mawson Rd: Bitumen sealing work	(16,912.50)	
EFT Pymt	EFT 5548	19-Feb-2020	Country Copiers Northam	Copy Charges - IRA 8595: 18 Dec 2019 - 07 Feb 2020	(394.95)	
EFT Pymt	EFT 5549	19-Feb-2020	Focus Networks	Computer Support: 2019-12 Dec Additional Charges	(78.60)	
EFT Pymt	EFT 5550	19-Feb-2020	Inkosi Design Electrical Consultants	Youth Activity Area - Electrical design: Progress payment	(2,970.00)	
EFT Pymt	EFT 5551	19-Feb-2020	JR & A Hersey P/L	Various: Purchases	(542.52)	
EFT Pymt	EFT 5552	19-Feb-2020	McIntosh & Son - REDCLIFFE	AS21007 (VP2006): 2019 Case 721FXT Loader - BE032	(236,753.00)	
EFT Pymt	EFT 5553	19-Feb-2020	Riverjet Pipeline Solutions	Stormwater collection ponds: Cleaning	(5,761.25)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5554	19-Feb-2020	Synergy	Street Lights: 25 Dec 19 - 24 Jan 20	(2,282.72)	
EFT Pymt	EFT 5555	19-Feb-2020	WALGA - WA Loc Gov Assoc	Payroll Training LG Industry Award 2010, Intermediate, 19 June 2020	(567.00)	(267,440.64)
EFT Pymt	EFT 5556	24-Feb-2020	Afgri Equipment Aust P/L	BE001 (PGRD04): Parts	(257.89)	
EFT Pymt	EFT 5557	24-Feb-2020	Avon Waste	2,025 Bin Collection FE 14 Feb 20 inc Recycling Bins & 3 x Recycling Collections	(4,625.71)	
EFT Pymt	EFT 5558	24-Feb-2020	Beverley Tyre Service (BTS)	2020-Jan Tyre Purchases	(2,209.00)	
EFT Pymt	EFT 5559	24-Feb-2020	Darren Long Consulting	Consultancy: Draft Extractive Industries Local Law	(264.00)	
EFT Pymt	EFT 5560	24-Feb-2020	M & B Building Products (M & B Sales P/L)	Rlwy Stn Gallery & Platform Theatre: Supplies	(151.98)	
EFT Pymt	EFT 5561	24-Feb-2020	Synergy	Power use - Swim Pool, Cstone, Cpark, Sports Complex: 08 Jan - 11 Feb 20	(3,498.23)	
EFT Pymt	EFT 5562	24-Feb-2020	Toll Ipec P/L (Courier Aust)	Freight Charges: 21 Jan 2020	(68.53)	
EFT Pymt	EFT 5563	24-Feb-2020	WA Contract Ranger Services	Ranger Services: 03 - 13 Feb 2020	(841.50)	
EFT Pymt	EFT 5564	24-Feb-2020	Western Stabilisers P/L	RRG2003 - Mawson Rd: Cement stabilisation of road	(42,294.30)	
EFT Pymt	EFT 5565	24-Feb-2020	Wilson Sign Solutions	Council: Honour Board update	(158.40)	
EFT Pymt	EFT 5566	24-Feb-2020	ZircoData Pty Ltd	2020-01 Jan: Storage of Archives 138 x A1 Storage Boxes (Std Ctn)	(63.30)	(54,432.84)
Direct Debit	DD 2554.01	04-Feb-2020	Shadforth Portfolio Service - Super	Superannuation contributions	(845.61)	
Direct Debit	DD 2554.02	04-Feb-2020	WA Super	Payroll deductions	(6,156.79)	
Direct Debit	DD 2554.03	04-Feb-2020	Australian Super	Superannuation contributions	(686.47)	
Direct Debit	DD 2554.04	04-Feb-2020	BT Super For Life	Superannuation contributions	(358.99)	
Direct Debit	DD 2554.05	04-Feb-2020	Sunsuper Superannuation Fund	Superannuation contributions	(177.03)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	DD 2554.06	04-Feb-2020	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(228.27)	
Direct Debit	DD 2554.07	04-Feb-2020	Cbus Super Fund	Superannuation contributions	(202.54)	
Direct Debit	DD 2554.08	04-Feb-2020	UniSuper	Superannuation contributions	(205.59)	(8,861.29)
Direct Debit	DD 2572.01	18-Feb-2020	Shadforth Portfolio Service - Super	Superannuation contributions	(845.61)	
Direct Debit	DD 2572.02	18-Feb-2020	AMP Lifetime Super	Superannuation contributions	(71.77)	
Direct Debit	DD 2572.03	18-Feb-2020	UniSuper	Superannuation contributions	(202.03)	
Direct Debit	DD 2572.04	18-Feb-2020	WA Super	Superannuation contributions	(6,151.37)	
Direct Debit	DD 2572.05	18-Feb-2020	Australian Super	Superannuation contributions	(686.52)	
Direct Debit	DD 2572.06	18-Feb-2020	Superwrap - Personal Super Plan	Superannuation contributions	(168.30)	
Direct Debit	DD 2572.07	18-Feb-2020	BT Super For Life	Superannuation contributions	(358.99)	
Direct Debit	DD 2572.08	18-Feb-2020	MLC MasterKey Personal Super	Superannuation contributions	(120.36)	
Direct Debit	DD 2572.09	18-Feb-2020	Sunsuper Superannuation Fund	Superannuation contributions	(177.03)	
Direct Debit	DD 2572.10	18-Feb-2020	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(229.07)	
Direct Debit	DD 2572.11	18-Feb-2020	Cbus Super Fund	Superannuation contributions	(202.54)	(9,213.59)
Direct Debit	54	03-Feb-2020	7 - CBA Merchant Fee	CBA Merchant Fee	(345.55)	(345.55)
Direct Debit	54	03-Feb-2020	8 - ANZ Transactive	ANZ Transactive Merchant Fee	(12.12)	(12.12)
Direct Debit	54	05-Feb-2020	8 - ANZ Transactive	ANZ Transactive	(77.00)	(77.00)
Direct Debit	54	05-Feb-2020	8 - ANZ Transactive	ANZ Transactive	(71.50)	(71.50)

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	54	05-Feb-2020	12 - ANZ - BPay	ANZ - BPay	(67.65)	(67.65)
Direct Debit	54	03-Feb-2020	3 - Payments for DoT	Payments for DoT	(2,463.55)	
Direct Debit	54	06-Feb-2020	3 - Payments for DoT	Payments for DoT	(2,062.65)	
Direct Debit	54	07-Feb-2020	3 - Payments for DoT	Payments for DoT	(1,458.10)	
Direct Debit	54	10-Feb-2020	3 - Payments for DoT	Payments for DoT	(551.70)	
Direct Debit	54	11-Feb-2020	3 - Payments for DoT	Payments for DoT	(2,355.55)	
Direct Debit	54	12-Feb-2020	3 - Payments for DoT	Payments for DoT	(4,783.55)	
Direct Debit	54	13-Feb-2020	3 - Payments for DoT	Payments for DoT	(1,880.15)	
Direct Debit	54	14-Feb-2020	3 - Payments for DoT	Payments for DoT	(2,892.75)	
Direct Debit	54	17-Feb-2020	3 - Payments for DoT	Payments for DoT	(1,139.80)	
Direct Debit	54	18-Feb-2020	3 - Payments for DoT	Payments for DoT	(1,784.80)	
Direct Debit	54	19-Feb-2020	3 - Payments for DoT	Payments for DoT	(18,340.00)	
Direct Debit	54	20-Feb-2020	3 - Payments for DoT	Payments for DoT	(2,873.10)	
Direct Debit	54	21-Feb-2020	3 - Payments for DoT	Payments for DoT	(1,620.90)	
Direct Debit	54	24-Feb-2020	3 - Payments for DoT	Payments for DoT	(911.85)	
Direct Debit	54	25-Feb-2020	3 - Payments for DoT	Payments for DoT	(2,354.70)	
Direct Debit	54	26-Feb-2020	3 - Payments for DoT	Payments for DoT	(1,641.00)	
Direct Debit	54	27-Feb-2020	3 - Payments for DoT	Payments for DoT	(3,921.65)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	54	28-Feb-2020	3 - Payments for DoT	Payments for DoT	(4,024.70)	
Direct Debit	54	04-Feb-2020	3 - Payments for DoT	Payments for DoT	(15,239.85)	
Direct Debit	54	05-Feb-2020	3 - Payments for DoT	Payments for DoT	(5,074.10)	(77,374.45)
Direct Debit	EFT 5498	03-Feb-2020	Exetel P/L	2020-01 Jan: 2nd NBN service SMB NBN 50/20 unlimited	(70.00)	(70.00)
Direct Debit	EFT 5568	28-Feb-2020	Ixom Operations P/L [Chemicals Aust Operations P/L (nee Orica)]	2020-01 Jan: 2 x Chlorine gas 70kg Cylinder Rental	(84.57)	(84.57)
Direct Debit	EFT 5567	24-Feb-2020	Credit Card - Shire of Beverley	Jan 2020 Credit Card Purchases	(337.72)	(337.72)
<b>PAYMENTS RAISED IN CURRENT MONTH</b>					<b>(594,371.81)</b>	<b>(594,371.81)</b>
<b>WAGES &amp; SALARIES</b>						
EFT Pymt		05-Feb-2020	Wages & Salaries	FE - 04 Feb 2020	(53,236.19)	
EFT Pymt		18-Feb-2020	Wages & Salaries	FE - 18 Feb 2020	(54,848.79)	
<b>WAGES &amp; SALARIES</b>					<b>(108,084.98)</b>	<b>(108,084.98)</b>
<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>						
<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>					<b>0.00</b>	<b>0.00</b>
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>						
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>					<b>0.00</b>	<b>0.00</b>
<b>TRANSFERS to TRUST</b>						
<b>TRANSFERS to TRUST</b>					<b>0.00</b>	<b>0.00</b>
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>						

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
				<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>	<b>0.00</b>	<b>0.00</b>
<b>INVESTMENTS</b>						
				<b>INVESTMENTS</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURE for MUNICIPAL ACCOUNT</b>						<b>(702,456.79)</b>
<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>						
Credit card	028 7877 000/JAN20 CC	01-Jan-2020	Telstra	CEO Res Tel: Rent to 27 Jan 20, Calls to 27 Dec 19 (paid by CC to avoid late payment fee)	35.72	
Credit card	200 7768 000/JAN20 CC	01-Jan-2020	Telstra	DCEO & C/Stone: Rent to 27 Jan 20, Calls to 27 Dec 19 (paid by cc to avoid late payment fee)	65.00	
Credit card	433779	15-Jan-2020	Aust Credit Stationers	Debtors payment reminder stickers	87.00	
Credit card	ANNUAL_FE E_2020	29-Jan-2020	ANZ Bank	2020 Annual Card Fees: Shire of Beverley - S P Gollan	150.00	<b>337.72</b>
<b>AVONDALE PURCHASES (Machinery Shed Museum)</b>						<b>0.00</b>
<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>					<b>337.72</b>	<b>337.72</b>
<b>TRUST ACCOUNT DETAILS</b>						
<b>PAYMENTS RAISED IN CURRENT MONTH</b>						
EFT Pymt	EFT 5499	07-Feb-2020	Florica Mariana Tita	Refund of Cornerstone Commercial Tenancy Bond Creche (Rec 18619)	(750.00)	
EFT Pymt	EFT 5500	07-Feb-2020	Shire of Beverley	Transfer: 2 of 10 draw down ILU 49B Dawson St (J ISLIP)	(5,994.00)	
EFT Pymt	EFT 5544	14-Feb-2020	Debbie Annette Eastwell	Refund of Cleaning Bond - Rec Centre Hire, Booking 28 Dec 2019 (Rec 24187)	(200.00)	
<b>PAYMENTS RAISED IN CURRENT MONTH</b>					<b>(6,944.00)</b>	<b>(6,944.00)</b>



<b>TYPE</b>	<b>NUM</b>	<b>DATE</b>	<b>PAYEE</b>	<b>DETAILS</b>	<b>AMT PAID</b>	<b>TOTALS</b>
<b>PAYMENTS UNPRESENTED IN CURRENT BANK #</b>						
				<b>PAYMENTS UNPRESENTED IN CURRENT BANK #</b>	<b>0.00</b>	<b>0.00</b>
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>						
				<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>	<b>0.00</b>	<b>0.00</b>
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>						
				<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>	<b>0.00</b>	<b>0.00</b>
				<b>TOTAL EXPENDITURE for TRUST ACCOUNT</b>		<b>(6,944.00)</b>
<b>TOTAL EXPENDITURE as reconciled to the FEBRUARY 2020 BANK STATEMENTS</b>						
				Municipal Account Expenditure		(702,456.79)
				Trust Account Expenditure		(6,944.00)
				<b>TOTAL EXPENDITURE for FEBRUARY 2020</b>		<b>(709,400.79)</b>

### **11.3 2019/20 Budget Review**

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**SUBMISSION TO:** Ordinary Council Meeting 24 March 2020  
**REPORT DATE:** 10 March 2020  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0092  
**AUTHOR:** S.K Marshall, Acting Chief Executive Officer  
**ATTACHMENTS:** 2019/20 Budget Review Statement of Financial Activity  
2019/20 Budget Review Year to Date Details (under separate cover)

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#### **SUMMARY**

Council to consider receiving the 2019/20 Budget Review as recommended by the Audit and Risk Committee.

#### **BACKGROUND**

A Budget Review is conducted annually by comparing actual revenue and expenditure as at 31 December to budget estimates and forecasting predicted revenue and expenditure to 30 June.

The budget review process is a statutory requirement, but also reflects good management practice.

At its 04 March 2020 committee meeting, the Audit and Risk Committee reviewed the budget review and recommended the 2019/20 Budget Review be received by Council and forwarded to the Department of Local Government.

#### **COMMENT**

A budget review has been undertaken by staff as per the requirements of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Any savings realised or over expenditure incurred as at 31 December 2018 has been included in forward projections.

The detailed Budget Review is attached to this report.

In summary, it is forecast that a budget surplus of \$73,759.29 may be realised as at 30 June 2020.

See Budget Review financial report attached to this report for Surplus components.

## **STATUTORY ENVIRONMENT**

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* provides that:

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

- (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
- (b) consider the local government's financial position as at the date of the review; and
- (c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*\*Absolute majority required.*

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Goal 12 - Council leads the organisation and engages with the community in an accountable and professional manner.

## **POLICY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Absolute Majority

## **AUDIT AND RISK COMMITTEE RECOMMENDATION**

That the 2019/20 Budget Review be received and forwarded to the Department of Local Government.

<b>SHIRE OF BEVERLEY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 December 2019</b>					
<b>Description</b>	<b>Budget 2019/20</b>	<b>YTD Actual 2019/20</b>	<b>Forecast Actual 2019/20</b>	<b>Forecast Variance</b>	<b>Notes To Material Variances</b>
<b>Operating Revenue</b>					
General Purpose Funding	3,296,127.00	3,049,134.69	3,321,449.47	25,322.47	Penalty Interest \$11,745, Instalment charges \$2,000 and Financial Assistance grant \$3,647 expected to be greater than anticipated. Rates discount expense \$16,876 lower than anticipated. Interest earnings (\$7,455) expected to be lower than anticipated.
Governance	26,100.00	27,700.45	28,708.42	2,608.42	
Law, Order & Public Safety	210,156.00	59,290.21	217,686.00	7,530.00	
Health	100.00	363.64	363.64	263.64	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	117,192.00	66,055.65	126,492.00	9,300.00	
Community Amenities	207,073.00	203,713.82	214,602.17	7,529.17	
Recreation & Culture	642,701.00	214,437.32	708,494.79	65,793.79	Cornerstone income \$15,396 and Youth Activity Area grant funding \$48,576 expected to be greater than anticipated.
Transport	1,663,712.00	465,161.16	1,024,351.80	(639,360.20)	WANDRRA funding for AGRN 781 event (\$657,450) and Trail Funding (\$40,000) will not be received and associated capital projects will not proceed this FY. Additional Roads to Recovery funding \$60,752 received.
Economic Activities	208,929.00	55,806.27	208,179.00	(750.00)	
Other Property & Services	43,100.00	23,354.33	71,869.00	28,769.00	Community Bus Shed insurance reimbursement \$26,000 offset by capital project expenditure.
<b>Total Operating Revenue</b>	<b>6,415,190.00</b>	<b>4,165,017.54</b>	<b>5,922,196.29</b>	<b>(492,993.71)</b>	
<b>Operating Expenditure</b>					
General Purpose Funding	(182,995.00)	(67,249.90)	(164,983.74)	18,011.26	Administration Expenses Reallocated \$16,674 estimated to be ~11% lower than anticipated.
Governance	(274,300.00)	(157,831.03)	(255,072.49)	19,227.51	Members Travel Allowance expense \$2,000 expected to be lower than anticipated. members Conference expense \$2,947 savings. Members Other expenses \$7,500 inc Budget printing, general advertising and CEO appraisal expected to be lower than anticipated. Administration Expenses Reallocated \$8,356 estimated to be ~11% lower than anticipated. Administration expenses \$152,465 inc; No Project Officer employed, Less Training undertaken and less Planning projects to proceed, expected to be lower than anticipated offset by lower Admin Costs reallocated to other programs.

<b>SHIRE OF BEVERLEY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 December 2019</b>					
<b>Description</b>	<b>Budget 2019/20</b>	<b>YTD Actual 2019/20</b>	<b>Forecast Actual 2019/20</b>	<b>Forecast Variance</b>	<b>Notes To Material Variances</b>
Law, Order & Public Safety	(392,971.00)	(215,558.03)	(354,379.08)	38,591.92	Administration Expenses Reallocated \$17,232 estimated to be ~11% lower than anticipated. Loss on Disposal of Backhoe \$35,000 not to be realised as Plant retained. 18/19 Mitigation works expenses (\$14,784) not budgeted.
Health	(170,695.00)	(72,067.55)	(161,951.48)	8,743.52	
Education & Welfare	(92,513.00)	(38,149.49)	(79,849.00)	12,664.00	Community event expenses \$9,000 expected to be lower than anticipated. Administration Expenses Reallocated \$4,164 estimated to be ~11% lower than anticipated. Donations (\$1,500) greater than anticipated due to additional support of BSA Community Christmas Celebration.
Housing	(212,325.00)	(96,767.69)	(206,876.00)	5,449.00	
Community Amenities	(676,208.00)	(308,033.30)	(662,922.91)	13,285.09	Administration Expenses Reallocated \$14,356 estimated to be ~11% lower than anticipated.
Recreation & Culture	(1,575,216.00)	(759,057.31)	(1,551,764.00)	23,452.00	Administration Expenses Reallocated \$22,052 estimated to be ~11% lower than anticipated.
Transport	(2,558,918.00)	(1,348,064.93)	(2,567,322.68)	(8,404.68)	
Economic Activities	(558,586.00)	(214,208.79)	(499,485.00)	59,101.00	Administration Expenses Reallocated \$35,101 estimated to be ~11% lower than anticipated. Avondale cataloguing project \$20,000 expected not to proceed. Promotion initiatives \$4,000 expected to be lower than anticipated.
Other Property & Services	(15,064.00)	79,638.91	(17,433.00)	(2,369.00)	
<b>Total Operating Expenditure</b>	<b>(6,709,791.00)</b>	<b>(3,197,349.11)</b>	<b>(6,522,039.38)</b>	<b>187,751.62</b>	
<b>Net Operating</b>	<b>(294,601.00)</b>	<b>967,668.43</b>	<b>(599,843.09)</b>	<b>(305,242.09)</b>	
<b>Capital Income</b>					
Self Supporting Loan - Principal Repayment	16,270.00	8,011.93	16,270.00	0.00	
Proceeds from Sale of Assets	345,000.00	42,427.27	185,000.00	(160,000.00)	Loader and Backhoe disposals not to proceed.
New Loan Raised	150,000.00	0.00	103,000.00	(47,000.00)	Youth Activity Area loan requirements expected to be lower than anticipated due to higher grant funding.
<b>Total Capital Income</b>	<b>511,270.00</b>	<b>50,439.20</b>	<b>304,270.00</b>	<b>(207,000.00)</b>	
<b>Capital Expenditure</b>					
Land and Buildings	(979,000.00)	(262,066.69)	(1,005,731.12)	(26,731.12)	Community Bus Shed replacement (\$31,000), Medical Centre AC replacement (\$10,000) and Cornerstone Project Close expense \$4,990 not budgeted. Town Hall Kitchen refurbishment cost (\$6,522) greater than anticipated relating to internal labour costs. Recreation ground lighting tower lamp replacement \$3,565 savings. Railway Station painting \$1,853 saving. Hunt Road Village Unit refurbishment \$20,000 not to proceed as complex fully tenanted.

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING  
31 December 2019**

Description	Budget 2019/20	YTD Actual 2019/20	Forecast Actual 2019/20	Forecast Variance	Notes To Material Variances
Plant and Equipment	(867,000.00)	(52,206.37)	(665,913.37)	201,086.63	Backhoe retained \$180,000. Loader outright purchase \$24,770 saving. CEO vehicle purchase \$4,349 saving. Water Truck purchase \$4,080 saving. Cherry Picker modification (\$12,557) unbudgeted.
Office Furniture and Equipment	0.00	0.00	0.00	0.00	
Road Construction	(2,441,722.00)	(475,728.75)	(1,858,128.33)	583,593.67	Disaster Recovery works relating to AGRN781 \$596,758 not to proceed. Corberding Road Gravel Sheet works \$56,899 lower than anticipated due to less contractor use. Morbinning Road failure repair (\$66,106) unbudgeted.
Other Infrastructure	(259,067.00)	(64,591.75)	(219,463.96)	39,603.04	Trail Projects \$39,603 not to proceed due to lack of grant funding.
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(153,429.00)	(86,441.03)	(153,429.00)	0.00	
<b>Total Capital Expenditure</b>	<b>(4,700,218.00)</b>	<b>(941,034.59)</b>	<b>(3,902,665.78)</b>	<b>797,552.22</b>	
<b>Net Capital</b>	<b>(4,188,948.00)</b>	<b>(890,595.39)</b>	<b>(3,598,395.78)</b>	<b>590,552.22</b>	
<b>Adjustments</b>					
Depreciation Written Back	2,306,734.00	1,163,078.84	2,306,734.00	0.00	
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	10,655.47	11,655.00	(13,345.00)	Loader and Backhoe retained.
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
<b>Add Funding From</b>					
Transfer (To)/From Reserves	427,171.00	0.00	228,963.00	(198,208.00)	Transfer to Reserves (\$34,208) expected to be higher. Transfer from Reserves (\$164,000) expected to be lower.
Opening Surplus/(Deficit)	1,724,644.00	1,724,644.16	1,724,644.16	0.16	
<b>Total Adjustments</b>	<b>4,483,549.00</b>	<b>2,898,378.47</b>	<b>4,271,996.16</b>	<b>(211,552.84)</b>	
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>2,975,451.51</b>	<b>73,757.29</b>	<b>73,757.29</b>	Estimated closing Surplus.

## **11.4 Youth Activity Area Tender RFT 06/1920**

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**SUBMISSION TO:** Ordinary Council Meeting 24 March 2020  
**REPORT DATE:** 18 March 2020  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 05  
**AUTHOR:** S.K. Marshall, Acting Chief Executive Officer  
**ATTACHMENTS:** Tender Analysis (Confidential under separate cover)

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### **SUMMARY**

Council to consider awarding a tender for the design and construction of the Beverley Youth Activity Area.

### **BACKGROUND**

#### **2013 – 2016:**

A Beverley Youth consultation forum was held in the Town Hall on 3 May 2013 with the aim of identifying possible youth initiatives for the community. 29 Children from Beverley District High School (BDHS), aged 11 to 15 attended and one of the main outcomes of this consultation was for the construction of a skate park.

From the Youth Consultation, communication between the Community Development Officer and CONVIC resulted in a site visit in June 2013 to report on possible locations for the skate park, however further meetings did not take place.

The Community Development Officer (CDO) researched and prepared a report for a youth space. Costs ranged from \$30,000 (not including pad) for a small portable street course, to upwards of \$150,000 - \$700,000 for a design including landscape & skateable elements, unconventional seating and a smooth, moulded surface.

In 2014, there were approximately 165 individuals in the 12 – 25 years demographic.

At the June 2014 Council meeting, it was resolved that *Council not proceed with the development of a Youth Activity Area and focus on the Youth Action Plan to develop youth initiatives.*

At the same Council meeting (June 2014) it was also resolved *that the Youth Action Plan 2010 be reviewed during 2014/15.* As part of the review, the CDO spent time with BDHS Year 7 students in September 2015 and the students sent in submissions for a Skate Park. Unfortunately, the Youth Action Plan was not reviewed in totality and still remains a plan of 2010.

Previous Youth initiatives sponsored by the Shire have included the Beverley Heroic Town Ride, Noongar Sports, Wheatbelt Ball, Curious Critters Youth Art Workshop, Music Rocks Workshops, "The Truth about Forever" Drug and Alcohol Workshop and Scitech Element of Surprise. The last youth targeted event was held in 2016.

#### **2016 – 2019:**

In February 2018, Councillors at their planning day listed working with Beverley Youth as high priority.



A Facebook comment on the Beverley Buy Sell and Swap page in June 2018 led to many comments by the public generally agreeing that a Youth area is required.

On 28 August 2018, Mr Eric Ellis presented a proposal to Council for a Pump Track in the corner of the Beverley Recreational Oval near the Water Tank and Pony Club. The proposal was received favourably by Council.

At the Ordinary Council meeting held on 25 September 2018, Council resolved to form a Youth Precinct Working Group and develop a feasibility study.

Expressions of Interest were called in January 2019 for interested community members to join the Youth Precinct Working Group (YPWG). At the 26 February 2019 Ordinary Council Meeting, five community members were appointed to the group by Council, a Terms of Reference adopted and Skate Sculpture appointed to facilitate the consultation and design process.

Over the six month period March – July 2019, the YPWG held six meetings, travelled on two site visits (Kellerberrin 20 March and Newdegate 8 April), held two school forums on 12 April and 5 July and two public forums on 13 April and 6 July.

Throughout the location and design process, the wider community have been involved completing a poll for the location and providing comments and requirements for the design. At the 25 June 2019 Ordinary Council meeting it was resolved that the location known as Site 3 Vincent Street (Railway Reserve) be endorsed for the location of the proposed Youth Activity Area.

At the 23 July 2019 Ordinary Council Meeting the 2019/20 Budget was adopted with an allocation of \$650,000.00 for the Youth Activity Area.

The final design, costing and report was received by Council and the Working Group at a combined meeting on 25 October 2019. The concept incorporated many of the requests of the children, parents and community members who attended the various forums. It was agreed at the meeting the way forward was to proceed with a Lotterywest Funding Application.

An application was submitted to Lotterywest. On 6 March 2020, Shire Staff were advised that the Youth Activity Area funding application was successful and had been awarded \$426,234.00

## **COMMENT**

24 tender packages were issued to interested parties. At the close of the tender submission period, 2 tenders had been received from the following firms-

<b>Tenderer</b>	<b>Tendered Price</b>
Convic	\$650,000.00
Phase 3	\$617,507.61

The CEO appointed Mr Simon Marshall, Mr Brian Adcroft and Mrs Ali Lewis to undertake an evaluation of all tender submissions and provide a tender analysis (see attached under separate cover).

After consideration and analysis, the tender deemed most advantageous to Council is Phase 3 for the following reasons:

- (1) Phase 3 scored 100 points out of a possible 100 points where as Convic scored 90.94 points. (Qualitative analysis provided under separate cover).
- (2) The price submitted by Phase 3 is the lowest priced tender.
- (3) The construction time by Phase 3 is approximately 10 weeks shorter than CONVIC.
- (4) The design intent by Phase 3 is to use the concept plan as developed by the Youth Activity Area Working Group and endorsed by the Community. CONVIC have chosen to submit a tender based on an alternative design.

Both tendered prices were a higher than expected and staff were disappointed to only receive two tender submissions after sending out 24 packages. It is noted that the Phase 3 tender is subcontracting several functions to companies who have previously tendered on similar projects individually. Therefore staff believe if no tenders were accepted and the tender project was to be readvertised no financial gain is to be expected.

Should the lowest tender be accepted, the overall project cost would be as follows:

<b>Project Component Description</b>	<b>Confirmed Cost?</b>	<b>Cost (ex. GST)</b>
Design and Construction	Yes - Tender	617,507.61
Electrical Works	Yes - Quote	107,200.00
CCTV*	Yes - Quote	63,525.00
Western Power Head Works	No - Estimate	30,000.00
Rail Safety Management Plan	Yes - Quote	1,550.00
Rail Safety Inspector	No - Estimate	1,699.20
<b>TOTAL</b>		<b>821,481.81</b>

\*Note that CCTV works are to include upgrades to the Memorial Park CCTV and to link the YAA network and the Memorial Park network to the Shire office for effective management. The CCTV component can be installed after the construction of the YAA and could be treated as a separate project.

Staff recommend that a design contingency be allowed for, and consequently, to increase the project budget to \$875,000. Note this budget does not include in-kind site works or supply of rock for landscaping which is intended to be sourced locally through donations.

The YAA project is proposed to be funded as follows:

<b>Funding Source</b>	<b>Project Eligibility Confirmed</b>	<b>Funding ex GST</b>
Lotterywest	Yes	426,234.00
Drought Communities Fund	Yes	421,384.00
Stronger Communities Fund	Yes	16,000.00
Community Fundraising	Yes	11,382.00
<b>TOTAL</b>		<b>875,000.00</b>

## **CONSULTATION**

In accordance with *Functions and General Regulations 14 and 15*, Council placed a state-wide advertisement in the West Australian on 5 and 8 February 2020, with the closing date being 6 March 2020 providing a period of greater than 14 days for tender submissions to be made.

Community Consultation undertaken as per information provided in the Background section of this report.

## **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

2019/20 Budget allocation of \$700,000 including \$50,000 for design development to be funded by Grant funds of \$397,000, Loan funds of \$150,000, Reserve funds of \$100,000, General revenue of \$50,000 and community contribution of \$3,000.

Project budget proposed to increase to \$875,000 including design development expenses with no direct cost to the Shire of Beverley with the exception of in-kind site works and rocks for landscaping.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

3.57 Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

*Local Government (Functions and General) Regulations 1996*

11. Tenders to be invited for certain contracts

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements

- of this Division if —
- (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act;
  - (b) the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA;
  - (ba) the local government intends to enter into a contract arrangement for the supply of goods or services where —
    - (i) the supplier is either —
      - (I) an individual whose last employer was the local government; or
      - (II) a group, partnership or company comprising at least 75% of persons whose last employer was that local government;
    - (ii) the contract —
      - (I) is the first contract of that nature with that individual or group; and
      - (II) is not to operate for more than 3 years; and
    - (iii) the goods or services are —
      - (I) goods or services of a type; or
      - (II) (in the opinion of the local government) substantially similar to, or closely related to, goods or services of a type, that were provided by the individual (or persons) whilst employed by the local government;
  - (c) within the last 6 months —
    - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications; or
    - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;
  - (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government;
  - (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government;
  - (ea) the goods or services are to be supplied —
    - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
    - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;
  - (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
  - (g) the goods to be supplied under the contract are —
    - (i) petrol or oil; or

- (ii) any other liquid, or any gas, used for internal combustion engines.

14. Requirements for publicly inviting tenders

- (1) When regulation 11(1), 12 or 13 requires tenders to be publicly invited, State-wide public notice of the invitation is to be given.
- (2) If the CEO has, under regulation 23(4), prepared a list of acceptable tenderers, instead of giving State-wide public notice the CEO is required to give notice of the invitation to each acceptable tenderer listed.
- (2a) If a local government —
  - (a) is required to invite a tender; or
  - (b) not being required to invite a tender, decides to invite a tender, the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.
- (3) The notice, whether under subregulation (1) or (2), is required to include —
  - (a) a brief description of the goods or services required;
  - (b) particulars identifying a person from whom more detailed information as to tendering may be obtained;
  - (c) information as to where and how tenders may be submitted; and
  - (d) the date and time after which tenders cannot be submitted.
- (4) In subregulation (3)(b) a reference to detailed information includes a reference to —
  - (a) such information as the local government decides should be disclosed to those interested in submitting a tender;
  - (b) detailed specifications of the goods or services required;
  - (c) the criteria for deciding which tender should be accepted;
  - (d) whether or not the local government has decided to submit a tender; and
  - (e) whether or not the CEO has decided to allow tenders to be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.
- (5) After a notice has been given under subregulation (1) or (2), a local government may vary the information referred to in subregulation (3) by taking reasonable steps to give each person who has sought copies of the tender documents or each acceptable tenderer, as the case may be, notice of the variation.

15. Minimum time to be allowed for submitting tenders

- (1) If the notice is published in the newspaper as part of giving State-wide public notice, the time specified in the notice as the time after which tenders cannot be submitted has to be at least 14 days after the notice is first published in the newspaper as part of giving State-wide public notice.
- (2) If the notice is given to a person listed as an acceptable tenderer, the time specified in the notice as the time after which tenders cannot be submitted has to be at least 14 days after the notice is given.

16. Receiving and opening tenders

- (1) The CEO is responsible for keeping any tender submitted including a

tender submitted by facsimile or other electronic means in safe custody, and for ensuring that it remains confidential.

- (2) Tenders are not to be opened, examined, or assessed until the time after which further tenders cannot be submitted.
- (3) When tenders are opened —
  - (a) at least one and, if practicable, more than one employee of the local government or one person authorised by the CEO to open tenders and, if practicable, one or more other persons, is required to be present;
  - (b) members of the public are entitled to be present; and
  - (c) details of the tenders (other than the consideration sought in the tender) are to be immediately recorded in a register to be known as the tenders register.

#### 18. Choice of tender

- (1) A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.
- (2) A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.
- (3) If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.
- (4) Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them it thinks it would be most advantageous to the local government to accept.
- (4a) To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.
- (5) The local government may decline to accept any tender.
- (6) If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.
- (7) If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.

#### **STRATEGIC IMPLICATIONS**

Goal 4. Vincent Street is activated and aesthetically improved

Goal 8. Beverley continues to be an inclusive, friendly and caring community

Strategy 8.3 Develop and implement a youth activity plan with key stakeholders and local young people

Strategy 8.4 Increase the opportunity to belong, socialise, and empathise through arts and culture activity

### **OFFICER'S RECOMMENDATION**

That;

1. Tender 06/1920 – Design Development, Documentation and Construction Services – Beverley Youth Activity Area be awarded to Phase 3 for the tendered price of \$617,507.61 (excluding GST) as per their tender submission and the Request for Tender documentation, subject to Phase 3 entering into an agreed contract with the Shire of Beverley;
2. the Acting Chief Executive Officer be delegated authority to award the final contract;
3. the Youth Activity Area Project budget be increased to \$875,000 ex GST;
4. the Youth Activity Area Project be included as part of the Drought Communities Extension funding application;
5. requests for donations of rock be advertised locally for use in landscaping at the Youth Activity Area; and
6. a Naming Competition be promoted to name the Beverley Youth Activity Area.

## **12. ADMINISTRATION**

### **12.1 Use of the Common Seal**

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**SUBMISSION TO:** Ordinary Council Meeting 24 March 2020  
**REPORT DATE:** 16 March 2020  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0265  
**AUTHOR:** S.K. Marshall, Acting Chief Executive Officer  
**ATTACHMENTS:** Nil

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#### **SUMMARY**

Council to endorse the use of the Common Seal.

#### **BACKGROUND**

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

#### **COMMENT**

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

1. Disbursement of SEAVROC Funds Agreement between the Shires of Beverley, Brookton, Cunderdin, Quairading, Tammin and York
2. Lease of Office Four, Cornerstone Community Centre between the Shire of Beverley and Welfar Pty Ltd

#### **STATUTORY ENVIRONMENT**

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

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



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

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

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Strategic Community Plan

Goal 12 – Council leads the organisation and engages with community in an accountable and professional manner.

### **POLICY IMPLICATIONS**

Delegation EO-D010

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

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

1. Disbursement of SEAVROC Funds Agreement between the Shires of Beverley, Brookton, Cunderdin, Quairading, Tammin and York
2. Lease of Office Four, Cornerstone Community Centre between the Shire of Beverley and Welfar Pty Ltd

## **12.2 Acting CEO – Extension**

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**SUBMISSION TO:** Ordinary Council Meeting 24 March 2020  
**REPORT DATE:** 16 March 2020  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0402  
**AUTHOR:** Cr D.W Davis, Shire President  
**ATTACHMENTS:** Nil

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### **SUMMARY**

Council to consider the extension of the Acting Chief Executive Officer appointment to Mr Simon Marshall until the Ordinary April Council meeting.

### **BACKGROUND**

The Chief Executive Officer had approved leave for 3 working weeks (9-27 March 2020) after being selected to represent Australia in the Over 50's International Cricket Tournament held in South Africa.

At the 25 February 2020 Ordinary Council meeting it was resolved:

*That Council;*

1. *Authorise Mr Simon Marshall to be Acting Chief Executive Officer of the Shire of Beverley from Monday 9 March 2020 to Friday 27 March 2020 (inclusive); and*
2. *That Mr Simon Marshall is paid higher duties at the Chief Executive Officer rate for the period 9 March to 27 March 2020.*

On Sunday 15 March 2020 the International Cricket Tournament was cancelled effective immediately due to the COVID-19 outbreak. At the time of writing the CEO, Mr Stephen Gollan was due to arrive in Australia on Friday 20 March.

### **COMMENT**

The escalation of the Government and State Government response to COVID-19 will now see the Chief Executive Officer go into a mandatory self quarantine period for 14 days after his return to Australia.

In case of any flight delay or sickness to Mr Gollan, it will be recommended that the appointment of Acting Chief Executive Officer to Simon Marshall be extended until the Ordinary April Council Meeting to be held 28 April 2020. Should Mr Gollan be able to return to work prior to this date, Mr Marshall will return to his Deputy Chief Executive Officer position.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

#### **5.36. Local government employees**

- (1) A local government is to employ —
  - (a) a person to be the CEO of the local government; and

- (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
- (a) believes that the person is suitably qualified for the position; and
  - (b) is satisfied\* with the provisions of the proposed employment contract.

\* *Absolute majority required.*

#### **5.41. Functions of CEO**

The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day to day operations of the local government; and
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- (f) speak on behalf of the local government if the mayor or president agrees; and
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

#### **FINANCIAL IMPLICATIONS**

2019/20 Budget – no provision made for CEO higher duties

#### **STRATEGIC IMPLICATIONS**

Strategic Community Plan

Goal 12 - Council leads the organisation and engages with the community in an accountable and professional manner.

#### **POLICY IMPLICATIONS**

N/A

## **VOTING REQUIREMENTS**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

That Council;

1. Authorise Mr Simon Marshall to continue as Acting Chief Executive Officer of the Shire of Beverley from Monday 30 March 2020 to Tuesday 28 April 2020 (inclusive);
2. That Mr Simon Marshall be paid higher duties at the Chief Executive Officer rate for the period 30 March to 28 April 2020; and
3. Should Mr Stephen Gollan be able to return to work prior to the 28 April 2020 Ordinary Council Meeting, Mr Simon Marshall will return to the Deputy Chief Executive Officer position and his rate of pay will return to his normal rate of pay from the date of Mr Gollan's return.

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

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

**14. CLOSURE**

The Chairman to declare the meeting closed.



**04 MARCH 2020**

**AUDIT & RISK COMMITTEE  
MEETING**

**MINUTES**



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## **1. OPENING**

The Chairperson declared the meeting open at 9:00am

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

### **2.1 Members Present**

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

### **2.2 Staff In Attendance**

Mr SP Gollan                      Chief Executive Officer  
Mr SK Marshall                      Deputy Chief Executive Officer  
Mrs A Lewis                      Executive Assistant

### **2.3 Observers And Visitors**

Nil

### **2.4 Apologies and Approved Leave of Absence**

Cr CJ Pepper                      Deputy President

## **3. DECLARATIONS OF INTEREST**

Nil

#### **4. CONFIRMATION OF MINUTES**

##### **4.1 Minutes Audit and Risk Committee Meeting 11 February 2020**

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

That the Minutes of the Audit and Risk Committee Meeting held 11 February 2020 be confirmed.

###### **COMMITTEE RESOLUTION**

**MAA1/0320**

**Moved Cr Gogol**

**Seconded Cr Martin**

**That the Minutes of the Audit and Risk Committee Meeting held 11 February 2020 be confirmed.**

**CARRIED 6/0**

## **5. OFFICER REPORTS**

### **5.1 2019/20 Budget Review**

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**SUBMISSION TO:** Audit and Risk Committee Meeting 04 March 2020  
**REPORT DATE:** 27 February 2020  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0092  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** 2019/20 Budget Review Statement of Financial Activity  
2019/20 Budget Review Year to Date Details (under  
separate cover)

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#### **SUMMARY**

The Audit and Risk Committee to review the 2019/20 Budget Review and consider recommending to Council that it be received.

#### **BACKGROUND**

A Budget Review is conducted annually by comparing actual revenue and expenditure as at 31 December to budget estimates and forecasting predicted revenue and expenditure to 30 June.

The budget review process is a statutory requirement, but also reflects good management practice.

This item was presented to the Audit and Risk Committee at its 11 February 2020 meeting, but the item was deferred until the return of Deputy Chief Executive Officer from leave.

#### **COMMENT**

A budget review has been undertaken by staff as per the requirements of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Any savings realised or over expenditure incurred as at 31 December 2018 has been included in forward projections.

The detailed Budget Review is attached to this report.

In summary, it is forecast that a budget surplus of \$73,759.29 may be realised as at 30 June 2020.

See Budget Review financial report attached to this report for Surplus components.

## **STATUTORY ENVIRONMENT**

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* provides that:

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

- (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
- (b) consider the local government's financial position as at the date of the review; and
- (c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*\*Absolute majority required.*

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Goal 12 - Council leads the organisation and engages with the community in an accountable and professional manner.

## **POLICY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Absolute Majority

## **OFFICER'S RECOMMENDATION & COMMITTEE RESOLUTION**

**MAA2/0320**

**Moved Cr Lawlor**

**Seconded Cr Martin**

**That the Audit and Risk Committee recommend to Council that the 2019/20 Budget Review be received and forwarded to the Department of Local Government.**

**CARRIED BY ABSOLUTE MAJORITY 6/0**

<b>SHIRE OF BEVERLEY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 December 2019</b>					
<b>Description</b>	<b>Budget 2019/20</b>	<b>YTD Actual 2019/20</b>	<b>Forecast Actual 2019/20</b>	<b>Forecast Variance</b>	<b>Notes To Material Variances</b>
<b>Operating Revenue</b>					
General Purpose Funding	3,296,127.00	3,049,134.69	3,321,449.47	25,322.47	Penalty Interest \$11,745, Instalment charges \$2,000 and Financial Assistance grant \$3,647 expected to be greater than anticipated. Rates discount expense \$16,876 lower than anticipated. Interest earnings (\$7,455) expected to be lower than anticipated.
Governance	26,100.00	27,700.45	28,708.42	2,608.42	
Law, Order & Public Safety	210,156.00	59,290.21	217,686.00	7,530.00	
Health	100.00	363.64	363.64	263.64	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	117,192.00	66,055.65	126,492.00	9,300.00	
Community Amenities	207,073.00	203,713.82	214,602.17	7,529.17	
Recreation & Culture	642,701.00	214,437.32	708,494.79	65,793.79	Cornerstone income \$15,396 and Youth Activity Area grant funding \$48,576 expected to be greater than anticipated.
Transport	1,663,712.00	465,161.16	1,024,351.80	(639,360.20)	WANDRRA funding for AGRN 781 event (\$657,450) and Trail Funding (\$40,000) will not be received and associated capital projects will not proceed this FY. Additional Roads to Recovery funding \$60,752 received.
Economic Activities	208,929.00	55,806.27	208,179.00	(750.00)	
Other Property & Services	43,100.00	23,354.33	71,869.00	28,769.00	Community Bus Shed insurance reimbursement \$26,000 offset by capital project expenditure.
<b>Total Operating Revenue</b>	<b>6,415,190.00</b>	<b>4,165,017.54</b>	<b>5,922,196.29</b>	<b>(492,993.71)</b>	
<b>Operating Expenditure</b>					
General Purpose Funding	(182,995.00)	(67,249.90)	(164,983.74)	18,011.26	Administration Expenses Reallocated \$16,674 estimated to be ~11% lower than anticipated.
Governance	(274,300.00)	(157,831.03)	(255,072.49)	19,227.51	Members Travel Allowance expense \$2,000 expected to be lower than anticipated. members Conference expense \$2,947 savings. Members Other expenses \$7,500 inc Budget printing, general advertising and CEO appraisal expected to be lower than anticipated. Administration Expenses Reallocated \$8,356 estimated to be ~11% lower than anticipated. Administration expenses \$152,465 inc; No Project Officer employed, Less Training undertaken and less Planning projects to proceed, expected to be lower than anticipated offset by lower Admin Costs reallocated to other programs.

<b>SHIRE OF BEVERLEY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 December 2019</b>					
<b>Description</b>	<b>Budget 2019/20</b>	<b>YTD Actual 2019/20</b>	<b>Forecast Actual 2019/20</b>	<b>Forecast Variance</b>	<b>Notes To Material Variances</b>
Law, Order & Public Safety	(392,971.00)	(215,558.03)	(354,379.08)	38,591.92	Administration Expenses Reallocated \$17,232 estimated to be ~11% lower than anticipated. Loss on Disposal of Backhoe \$35,000 not to be realised as Plant retained. 18/19 Mitigation works expenses (\$14,784) not budgeted.
Health	(170,695.00)	(72,067.55)	(161,951.48)	8,743.52	
Education & Welfare	(92,513.00)	(38,149.49)	(79,849.00)	12,664.00	Community event expenses \$9,000 expected to be lower than anticipated. Administration Expenses Reallocated \$4,164 estimated to be ~11% lower than anticipated. Donations (\$1,500) greater than anticipated due to additional support of BSA Community Christmas Celebration.
Housing	(212,325.00)	(96,767.69)	(206,876.00)	5,449.00	
Community Amenities	(676,208.00)	(308,033.30)	(662,922.91)	13,285.09	Administration Expenses Reallocated \$14,356 estimated to be ~11% lower than anticipated.
Recreation & Culture	(1,575,216.00)	(759,057.31)	(1,551,764.00)	23,452.00	Administration Expenses Reallocated \$22,052 estimated to be ~11% lower than anticipated.
Transport	(2,558,918.00)	(1,348,064.93)	(2,567,322.68)	(8,404.68)	
Economic Activities	(558,586.00)	(214,208.79)	(499,485.00)	59,101.00	Administration Expenses Reallocated \$35,101 estimated to be ~11% lower than anticipated. Avondale cataloguing project \$20,000 expected not to proceed. Promotion initiatives \$4,000 expected to be lower than anticipated.
Other Property & Services	(15,064.00)	79,638.91	(17,433.00)	(2,369.00)	
<b>Total Operating Expenditure</b>	<b>(6,709,791.00)</b>	<b>(3,197,349.11)</b>	<b>(6,522,039.38)</b>	<b>187,751.62</b>	
<b>Net Operating</b>	<b>(294,601.00)</b>	<b>967,668.43</b>	<b>(599,843.09)</b>	<b>(305,242.09)</b>	
<b>Capital Income</b>					
Self Supporting Loan - Principal Repayment	16,270.00	8,011.93	16,270.00	0.00	
Proceeds from Sale of Assets	345,000.00	42,427.27	185,000.00	(160,000.00)	Loader and Backhoe disposals not to proceed.
New Loan Raised	150,000.00	0.00	103,000.00	(47,000.00)	Youth Activity Area loan requirements expected to be lower than anticipated due to higher grant funding.
<b>Total Capital Income</b>	<b>511,270.00</b>	<b>50,439.20</b>	<b>304,270.00</b>	<b>(207,000.00)</b>	
<b>Capital Expenditure</b>					
Land and Buildings	(979,000.00)	(262,066.69)	(1,005,731.12)	(26,731.12)	Community Bus Shed replacement (\$31,000), Medical Centre AC replacement (\$10,000) and Cornerstone Project Close expense \$4,990 not budgeted. Town Hall Kitchen refurbishment cost (\$6,522) greater than anticipated relating to internal labour costs. Recreation ground lighting tower lamp replacement \$3,565 savings. Railway Station painting \$1,853 saving. Hunt Road Village Unit refurbishment \$20,000 not to proceed as complex fully tenanted.

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING  
31 December 2019**

Description	Budget 2019/20	YTD Actual 2019/20	Forecast Actual 2019/20	Forecast Variance	Notes To Material Variances
Plant and Equipment	(867,000.00)	(52,206.37)	(665,913.37)	201,086.63	Backhoe retained \$180,000. Loader outright purchase \$24,770 saving. CEO vehicle purchase \$4,349 saving. Water Truck purchase \$4,080 saving. Cherry Picker modification (\$12,557) unbudgeted.
Office Furniture and Equipment	0.00	0.00	0.00	0.00	
Road Construction	(2,441,722.00)	(475,728.75)	(1,858,128.33)	583,593.67	Disaster Recovery works relating to AGRN781 \$596,758 not to proceed. Corberding Road Gravel Sheet works \$56,899 lower than anticipated due to less contractor use. Morbinning Road failure repair (\$66,106) unbudgeted.
Other Infrastructure	(259,067.00)	(64,591.75)	(219,463.96)	39,603.04	Trail Projects \$39,603 not to proceed due to lack of grant funding.
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(153,429.00)	(86,441.03)	(153,429.00)	0.00	
<b>Total Capital Expenditure</b>	<b>(4,700,218.00)</b>	<b>(941,034.59)</b>	<b>(3,902,665.78)</b>	<b>797,552.22</b>	
<b>Net Capital</b>	<b>(4,188,948.00)</b>	<b>(890,595.39)</b>	<b>(3,598,395.78)</b>	<b>590,552.22</b>	
<b>Adjustments</b>					
Depreciation Written Back	2,306,734.00	1,163,078.84	2,306,734.00	0.00	
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	10,655.47	11,655.00	(13,345.00)	Loader and Backhoe retained.
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
<b>Add Funding From</b>					
Transfer (To)/From Reserves	427,171.00	0.00	228,963.00	(198,208.00)	Transfer to Reserves (\$34,208) expected to be higher. Transfer from Reserves (\$164,000) expected to be lower.
Opening Surplus/(Deficit)	1,724,644.00	1,724,644.16	1,724,644.16	0.16	
<b>Total Adjustments</b>	<b>4,483,549.00</b>	<b>2,898,378.47</b>	<b>4,271,996.16</b>	<b>(211,552.84)</b>	
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>2,975,451.51</b>	<b>73,757.29</b>	<b>73,757.29</b>	Estimated closing Surplus.

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

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

**7. CLOSURE**

The Chairman declared the meeting closed at 9:06am

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

PRESIDING MEMBER:

DATE: