



**23 JULY 2013**

**ORDINARY MEETING**

**MINUTES**



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## **1. OPENING**

The Chairperson declared the meeting open at 2:05pm

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

### **2.1 Members Present**

Cr DJ Ridgway	President	South Ward
Cr CJ Pepper	Deputy President	West Ward
Cr JD Alexander		North Ward
Cr BM Foster		West Ward
Cr P Gogol		North Ward
Cr KM Murray		North Ward
Cr DC White		South Ward

### **2.2 Staff in Attendance**

Mr SP Gollan	Chief Executive Officer
Mr SK Marshall	Deputy Chief Executive Officer
Mr BS de Beer	Shire Planner (from 2:05pm to 2:17pm)
Mrs A Lewis	Executive Assistant

### **2.3 Observers and Visitors**

Nil

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

Approved Leave of Absence:

Cr LC Shaw	West Ward
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### **2.5 Condolences**

The Shire of Beverley offers its condolences to the families of:

WILLIAMSON	Wendy	09 July 2013
SCOTT	Kevin	09 July 2013

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

Nil

## **4. PUBLIC QUESTION TIME**

Nil

## **5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

## **6. DECLARATIONS OF INTEREST**

Nil

**7. CONFIRMATION OF MINUTES**

**7.1 Minutes of the Ordinary Council Meeting held 25 June 2013**

**OFFICER'S RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held Tuesday 25 June 2013 be confirmed.

**COUNCIL RESOLUTION**

**M1/0713**

**Moved Cr Gogol**

**Seconded Cr Pepper**

**That the Minutes of the Ordinary Council Meeting held Tuesday 25 June 2013 be confirmed.**

**CARRIED 7/0**

## **8. TECHNICAL SERVICES**

Nil

## **9. PLANNING SERVICES**

### **9.1 Subdivision Application – Lot 24 and 28 Negus Road Kokeby**

This item was withdrawn due to new information being received before the Council Meeting. The item will be presented at the next Ordinary Council Meeting.

## **9.2 Development Application – Single House Lot 3695 Kokeby East Road**

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**SUBMISSION TO:** Ordinary Council Meeting 23 July 2013  
**REPORT DATE:** 16 July 2013  
**APPLICANT:** AJ & RM Jackson  
**FILE REFERENCE:** KOK 51499  
**AUTHOR:** B S de Beer, Shire Planner  
**ATTACHMENTS:** Locality Map, Site & House Plan, Application Letters

---

### **SUMMARY**

It is proposed to construct a Single House on a landlocked property at Lot 3695 Kokeby East Road. It will be recommended the application be approved.

### **BACKGROUND**

The subject site is approximately 66.7 ha in extent, zoned 'Farming' and is vacant. The proposal is to construct a Single House on the property (Lot 3695 Kokeby East Road), which lot is not abutting a constructed road.

### **COMMENT**

*(Kindly consider this section by referring to the attached Application Letter, Contextual Locality Map, Access Easement Diagram, Site Plan & House Plans).*

The Shire of Beverley Town Planning Scheme No. 2 (TPS 2) stipulates the following regarding development of lots not abutting a constructed public road:

#### *4.4 Development of lots not abutting a constructed public road*

*Notwithstanding anything elsewhere appearing in the Scheme where an application for planning consent is made in respect of land abutting an unconstructed road or a lot which does not have frontage to a constructed road the Council shall either:*

- a) refuse the application until the road has been constructed or access by means of a constructed road is provided as the case may be;*
- b) grant the application subject to a condition requiring the applicant to pay a sum of money in or towards payment of the cost or estimated cost of construction of the road or part thereof and any other conditions it thinks fit to impose; or*
- c) grant the application subject to the following conditions, or any other conditions Council see fit to impose –*
  - Arrangements are to be made for permanent access, to the satisfaction of the Council.*
  - The location of any legal access shall be to the satisfaction of Council.*
  - Access must be constructed and maintained to the satisfaction of Council.*
  - A notification is to be placed on the title of the land alerting landowners that the lot does not have access to a constructed public road and alternative access arrangements must be maintained, both physically and legally.*

The applicant is in the process to register a carriageway access easement over Lot 5367 Kokeby East Road (the burdened Lot), to the benefit of the subject property (Lot 3695 Kokeby East Road). A copy of the proposed access easement diagram is attached to this report.

As can be seen from the abovementioned diagram, the access easement is 20 meters in width, and will provide legal access to the subject land from Kokeby East Road, which is a constructed road. In their letter of submission, the present owners



of the to-be-burdened property mention that there is an existing road within the proposed easement that has been used in conjunction with farming related purposes since 1981. They do undertake though to form a road within the proposed easement, and this can be affirmed in a conditional approval of the application.

Shire Planner is of the opinion that the abovementioned steps to be taken by the applicant and present owner of the land, to allow for permanent access to Lot 3695, Kokeby East Road, and conditioned as such in an approval, will meet the requirements of Section 4.4 c) of Town Planning Scheme No. 2, as quoted above.

The proposed Single Dwelling development meets all other requirements of the Shire of Beverley Town Planning Scheme No.2 and will therefore be recommended for approval.

### **STATUTORY ENVIRONMENT**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications relative to this application.

### **STRATEGIC IMPLICATIONS**

There are no strategic implications relative to this application.

### **POLICY IMPLICATIONS**

There are no policy implications relative to this application.

### **VOTING REQUIREMENTS**

Simple majority

### **OFFICER'S RECOMMENDATION**

That Council grant Planning Approval for a Single House at Lot 3695 Kokeby East Road, Beverley, subject to the following conditions and advice notes:

#### Conditions:

1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.
2. 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.
3. As the Water Corporation reticulated sewer is not available the premises are to be connected to an approved wastewater system, which complies with the requirements of the Treatment of Sewerage and Disposal of Effluent and Liquid

Waste Regulations. The approved system is not to be used for disposal of industrial liquid waste or other non-ablution wastes (refer to advice note 3).

4. A minimum of 120,000 litres domestic water storage tank or other approved potable water supply and storage facility is to be established with the dwelling, prior to occupation.
5. Arrangements are to be made for permanent access by way of a registered access easement to enable access to lot 3695 from Kokeby East Road.
6. Access must be constructed as proposed in the application and maintained to the satisfaction of Council.
7. A Notification is to be placed on the title of the subject land that the lot does not have access to a constructed public road and alternative access arrangements must be maintained, both physically and legally.

Advice Notes:

1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
2. The applicant is advised a building permit is required prior to commencement of any building works.
3. With regard to condition 3, an application is to be submitted to the Council's Environmental Health Section in conjunction with the Building Permit application.

**COUNCIL RESOLUTION**

**M2/0713**

**Moved Cr Murray**

**Seconded Cr Pepper**

**That Council grant Planning Approval for a Single House at Lot 3695 Kokeby East Road, Beverley, subject to the following conditions and advice notes:**

**Conditions:**

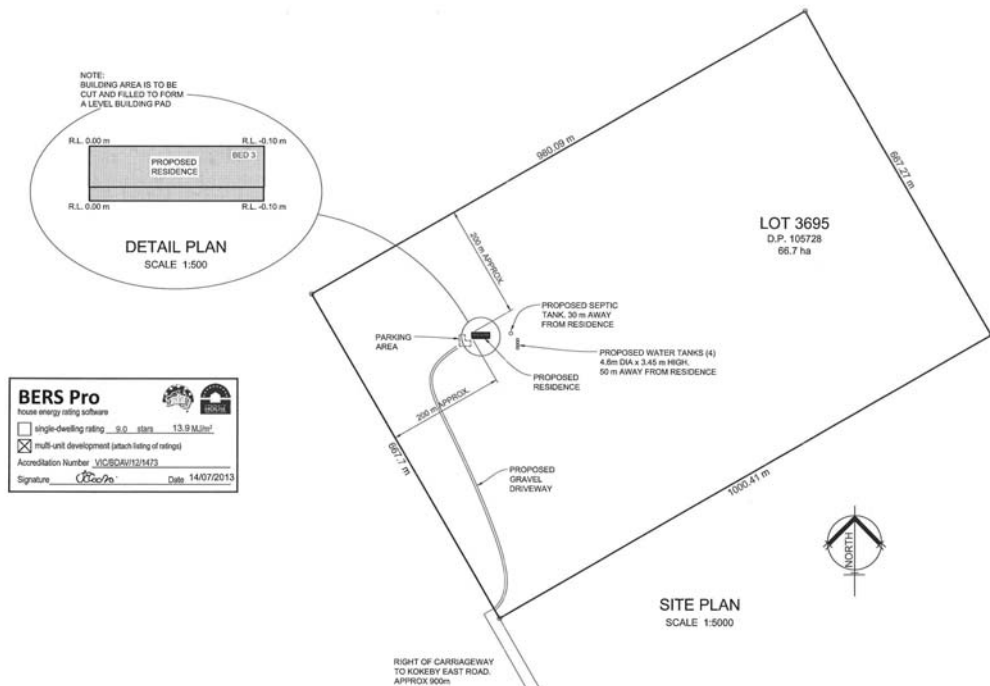
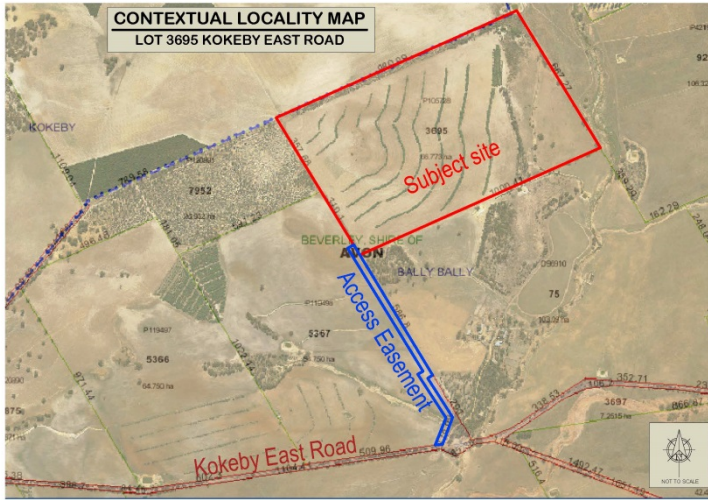
- 1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.**
- 2. 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.**
- 3. As the Water Corporation reticulated sewer is not available the premises are to be connected to an approved wastewater system, which complies with the requirements of the Treatment of Sewerage and Disposal of Effluent and Liquid Waste Regulations. The approved system is not to be used for disposal of industrial liquid waste or other non-ablution wastes (refer to advice note 3).**
- 4. A minimum of 120,000 litres domestic water storage tank or other approved potable water supply and storage facility is to be established with the dwelling, prior to occupation.**
- 5. Arrangements are to be made for permanent access by way of a registered access easement to enable access to lot 3695 from Kokeby East Road.**
- 6. Access must be constructed as proposed in the application.**
- 7. A Notification is to be placed on the title of the subject land that the lot does not have access to a constructed public road and alternative access arrangements must be maintained, both physically and legally.**

**Advice Notes:**

- 1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**
- 2. The applicant is advised a building permit is required prior to commencement of any building works.**
- 3. With regard to condition 3, an application is to be submitted to the Council's Environmental Health Section in conjunction with the Building Permit application.**

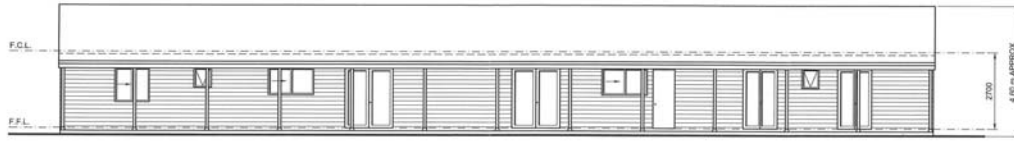
**CARRIED 6/1**

Condition 6 was amended in the Council Resolution as maintenance is the responsibility of the owner and cannot be enforced by Council.



	DOCUMENTATION BY: <b>HUGHES plan &amp; design</b> Michael Hughes Building Designer Architectural Domestic Lic. No. CC4429 (Tasmania) Building Design Low Rise Lic. No. 1597496 BSA (Queensland)	DESIGNED AND SUPPLIED BY: <b>Met-Ki Homes pty. ltd.</b> P.O. Box 290 Perth NSW 2751 Ph: (02) 4738 4377 COPYRIGHT PAAL HOMES 2013	PROPOSED NEW STEEL FRAMED RESIDENCE FOR <b>Mr. &amp; Mrs. A. &amp; R. Jackson</b> AT <b>Lot 3695 DP 105728</b> <b>Kokeby East Road</b> <b>Beverley WA 6340</b>	PLAN <b>Daintree variation</b> TITLE <b>Site Plan</b>	SCALE <b>AS SHOWN</b> DATE <b>28-05-2013</b> DRAWN <b>M.J.H.</b> REF. <b>13036</b> JOB No. <b>HPLANS</b> DWG No. <b>1 A</b>
A	ISSUED TO CLIENT	28-05			
REV	DESCRIPTION	DATE			

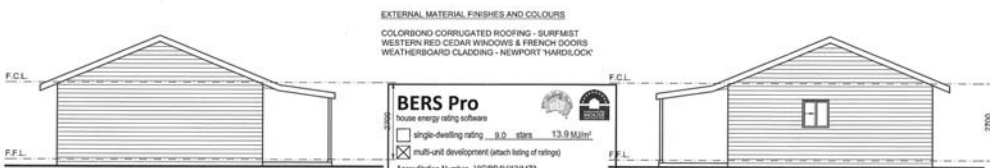
VER	AMENDMENT	AUTHORISED BY	DATE	FOR OTHER PURPOSES ONLY		TYPE	PURPOSE	HELD BY LANDGATE IN DIGITAL FORM ONLY		
						FREEHOLD	INTEREST			
						<b>PLAN OF</b> <b>EASEMENT AND/OR</b> <b>OTHER INTEREST</b> <b>OVER LOT 5367 ON DP194/98</b>		SSA NO		
						DISTRICT AVON		DPI FILE		
LOCAL AUTHORITY SHIRE OF BEVERLEY						LOCALITY BALLY BALLY				
FORMER TENURE				ON	FIELD BOOK					
				INDEX	QUA IABN 125 SW					
SCALE: 1:5000 @A3										
SURVEYOR'S CERTIFICATE - Part 54						SURVEYOR'S CERTIFICATE - Completed				
I, A.J. MARSH hereby certify that this plan is accurate and is a correct representation of the (a) boundary, and (b) subdivisions from measurements. (Where F is applicable) I certify on the basis of this plan that it complies with the relevant urban laws in relation to which it is lodged.						I hereby certify that this completed plan (a) is a correct and accurate representation of the survey of the subject land; and (b) is in accordance with the relevant law in relation to which it is lodged.				
Licensed Surveyor Date: 21 May 2013						Licensed Surveyor Date:				
LODGED DATE: 16-May-13 FEE PAID: \$242.00 ASSESS No.: 12699306						TYPE OF VALIDATION FULL AUDIT LEGAL COMPONENT: Francis DOCKET: TRIM CERTIFIED (Where F is applicable) CORRECT: 21-May-2013 I.S.C. F.S.C.			SURVEY FIRM  Alan Marsh (Director) L.S. A.L.T. M.L.S. PG No. 516 (2/2005) A.A. 890 144/158 - 152/162 Fax: (08) 9386 1774 a.j.marsh@westernland.com.au	
IN ORDER FOR DEALINGS SUBJECT TO: - Simultaneous Lodgement of Transfer and Easement Documents.						APPROVED BY WESTERN AUSTRALIAN PLANNING COMMISSION FILE: DATE:				
DEPOSITED UNDER THE PLO ACT 2009						 Western Australian Land Information Authority				
FOR INSPECTOR OF PLANS & SURVEYS DATE: 21-May-2013 AUTHORIZED LAND OFFICER:						DEPOSITED PLAN <b>77683</b> SHEET 1 OF 1 VERSION 1				
APPROVED:						INSPECTOR OF PLANS & SURVEYS DATE: AUTHORIZED LAND OFFICER:				



Front (South) Elevation



Rear (North) Elevation



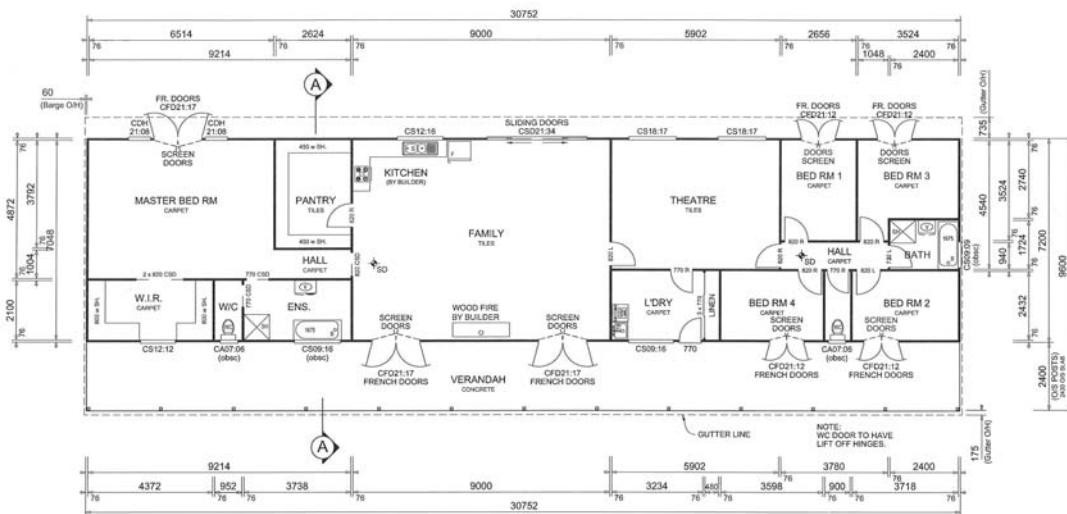
L. Side (West) Elevation

R. Side (East) Elevation

EXTERNAL MATERIAL FINISHES AND COLOURS  
COLORBOND CORRUGATED ROOFING - SURFMIST  
WESTERN RED CEDAR WINDOWS & FRENCH DOORS  
WEATHERBOARD CLADDING - NEWPORT HARDLOCK

**BERS Pro**  
house energy rating software  
 single-dwelling rating 3.0 stars 13.9 MJ/m<sup>2</sup>  
 multi-unit development (attach listing of ratings)  
Accreditation Number: VIC-SDA/121473  
Signature: [Signature] Date: 14/07/2013

DOCUMENTATION BY: <b>HUGHES plan &amp; design</b> Michael Hughes Building Designer Architectural Domestic Lic. No. CC6425 (Tasmania) Building Design Low Rise Lic. No. 1187496 BSA (Queensland)	DESIGNED AND SUPPLIED BY: <b>Met-Kit Homes Pty. Ltd.</b> P.O. Box 290 Perth WA 6001 Ph: (02) 4725 4377 COPYRIGHT PAAL HOMES 2013	PROPOSED NEW STEEL FRAMED RESIDENCE FOR Mr. & Mrs. A. & R. Jackson AT Lot 3695 DP 105728 Kokeby East Road Beverly WA 6340	PLAN Daintree variation	SCALE 1:100
A ISSUED TO CLIENT REV DESCRIPTION	28-05 DATE		TITLE Elevations	DATE 28-05-2013 DRAWN M.J.H. REF. 13036 JOB No. HPLANS DWG No. 3 A



Proposed Floor Plan

**WINDOW LEGEND**

ALL GLAZING TO COMPLY WITH OVERGLASS

ALL WINDOWS AND DOOR GLASS PANELS TO BE DOUBLE GLASS

WESTERN RED CEDAR DOUBLE HUNG WINDOW  
WESTERN RED CEDAR SLIDING WINDOW  
WESTERN RED CEDAR HANDED WINDOW  
WESTERN RED CEDAR SLIDING DOOR (REVERSED STYLE)

CSH 21 05  
CS 09 16  
CA 07 06  
CSD 21 34  
CF021-17  
CF021-13  
CF021-12

CONCRETE HEIGHT (21 x 3 for screen)  
HORIZONTAL VETRY (21 x 3 for screen)  
OBSCURE GLASS

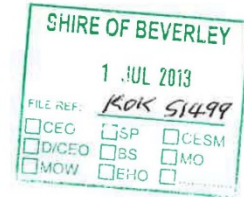
AREA TABLE

LIVING	221.42 m <sup>2</sup>
VERANDAH	73.26 m <sup>2</sup>
TOTAL	294.68 m <sup>2</sup>

**BERS Pro**  
house energy rating software  
 single-dwelling rating 3.0 stars 13.9 MJ/m<sup>2</sup>  
 multi-unit development (attach listing of ratings)  
Accreditation Number: VIC-SDA/121473  
Signature: [Signature] Date: 14/07/2013

DOCUMENTATION BY: <b>HUGHES plan &amp; design</b> Michael Hughes Building Designer Architectural Domestic Lic. No. CC6425 (Tasmania) Building Design Low Rise Lic. No. 1187496 BSA (Queensland)	DESIGNED AND SUPPLIED BY: <b>Met-Kit Homes Pty. Ltd.</b> P.O. Box 290 Perth NSW 2751 Ph: (02) 4725 4377 COPYRIGHT PAAL HOMES 2013	PROPOSED NEW STEEL FRAMED RESIDENCE FOR Mr. & Mrs. A. & R. Jackson AT Lot 3695 DP 105728 Kokeby East Road Beverly WA 6340	PLAN Daintree variation	SCALE 1:100
A ISSUED TO CLIENT REV DESCRIPTION	28-05 DATE		TITLE Proposed Floor Plan	DATE 28-05-2013 DRAWN M.J.H. REF. 13036 JOB No. HPLANS DWG No. 2 A

P.O. Box 55  
Beverley WA 6304  
08 96416052  
Richard Mob 0409 208626



30<sup>th</sup> June 2013

Mr Stefan de Beer  
Shire Planner  
Shire of Beverley  
PO Box 20  
Beverley WA 6304

Dear Stefan

RE: Easement on Avon Loc 5367 for Avon Loc 3695

We write in support of the Jackson's building application which is attached here.

To support the application we intend to do the following:-

1 Fence off the Easement as per the Deposited Plan 77683 (attached ) allowing gate access to all titles that access the easement for the movement of emergency vehicles & livestock.

2. Forming a road within the easement which will have proper waterlines and run-offs.

We consider the existing soils to be satisfactory to grade this road as we have had a similar farm road along this fence line since 1981. We have carted grain over this road during harvest and seed and fertiliser over during the winter seeding months, without any problems.

3. We have also used the gravel and culvert pipe crossing on the lower section without any problems for 30 years, and advise that we have just renovated this with a reasonable amount of gravel.

We will fully support the Jackson's application to have this easement subdivided off Title 5367 and included in Loc 3695 sometime after settlement.

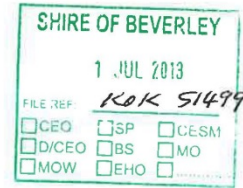
Yours faithfully

Diana and Richard Smith.

Tony & Robyn Jackson

PO Box 668

Newman WA 6753



Proposed development Lot 3695 Kokeby East Rd Beverley.

Stephan

We intend to use the house as our principal place of residence.

We will be owner Builders

We have plans to farm the land with a mixture of poultry, cropping, orchards, Sandalwood and an Olive Grove.

The sewerage system that we propose to use will be a self contained treatment system.

We also intend and have an agreement with the vendors to apply for freehold title of the easement to the block when settlement has been finalized for Lot 3695 Kokeby East Rd.

The proposed development is a condition of the offer to purchase from the owners.

If you need any more information please don't hesitate to contact me on 0417965523

Thankyou

Tony jackson



### **9.3 Development Application – Restaurant 115 (Lot 3) Vincent Street**

This Development Application was withdrawn due to new information being presented prior to the Council Meeting. The item will be presented at the next ordinary Council Meeting.

2:17pm – Mr Stefan de Beer, Shire Planner left the meeting and did not return.

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

Nil

## **11. FINANCE**

### **11.1 Monthly Financial Report**

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**SUBMISSION TO:** Ordinary Council Meeting 23 July 2013  
**REPORT DATE:** 07 July 2013  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S K Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** June 2013 Financial Reports

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#### **SUMMARY**

Council to consider accepting the interim financial reports for the period ending 30 June 2013.

#### **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 August 2012 Ordinary Meeting, item 8.4.1.4.

#### **COMMENT**

The monthly financial report for the period ending 30 June 2013 has been provided and includes:

- Financial Activity Statement;
- Statement of Net Current Assets;
- Statement of Financial Position; and
- Supplementary information, including;
  - Road Maintenance Report; and
  - Investment of Surplus Funds Report.

The final balances for 2012/13 will be advised with the presentation of the 2012/13 Annual Financial 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 2012/13 Budget.

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Investing Surplus Funds – That the Shire of Beverley only invests any surplus funds with the ANZ bank.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATION**

That the interim monthly financial report for the month of June 2013 is accepted and material variances be noted.

**COUNCIL RESOLUTION**

**M3/0713**

**Moved Cr Foster**

**Seconded Cr Pepper**

**That the interim monthly financial report for the month of June 2013 is accepted and material variances be noted.**

**CARRIED 7/0**

**SHIRE OF BEVERLEY  
INTERIM FINANCIAL ACTIVITY STATEMENT  
FOR THE PERIOD ENDED 30 JUNE 2013**

	2012/13 ANNUAL BUDGET	2012/13 JUNE BUDGET MONTH	2012/13 JUNE ACTUAL MONTH	VARIANCE MONTH	2012/13 JULY- JUNE BUDGET YTD	2012/13 JULY-JUNE ACTUAL YTD	VARIANCE YTD	MATERIAL VARIANCES YTD
	\$	\$	\$	\$	\$	\$	\$	
<b>OPERATING REVENUE</b>								
General Purpose Funding	3,366,346	88,040	404,856	316,816	3,366,346	3,513,769	147,422	CLGF Individual Grants not yet received \$335,640 , General Purpose Grant paid in advance \$373,604, additional Interest on Investments \$77,150, additional Penalty Interest \$15,487 and additional Legal Charges \$13,871.
Governance	29,900	189	68	(121)	29,900	22,990	(6,910)	
Law, Order Public Safety	149,497	40	41	1	149,497	151,899	2,402	
Health	500	220	0	(220)	500	140	(360)	
Education and Welfare	6,500	1,760	103	(1,657)	6,500	5,504	(996)	
Housing	81,514	5,713	4,764	(949)	81,514	73,511	(8,003)	
Community Amenities	122,425	1,350	644	(706)	122,425	120,384	(2,041)	
Recreation and Culture	1,107,833	30,749	54,529	23,780	1,107,833	1,078,960	(28,873)	CSRFF Grant not received \$50,000 and additional Reimbursements \$18,000
Transport	1,497,627	22,909	321,133	298,224	1,497,627	1,747,853	250,226	General Purpose Road Grant paid in advance \$243,523
Economic Services	214,400	13,602	7,331	(6,271)	214,400	180,289	(34,111)	Avondale Salary Reimbursement less than expected \$57,586 and additional Caravan Park Fees \$24,719
Other Property and Services	52,000	5,950	38,422	32,472	52,000	97,391	45,391	Additional Diesel Rebate \$8,739, Reimbursements Maternity Leave \$10,917 , Work for the Dole \$12,636, Private Works \$5,983 and Workers Compensation \$8,664
<i>Sub Total</i>	<b>6,628,542</b>	<b>170,522</b>	<b>831,891</b>	<b>661,369</b>	<b>6,628,542</b>	<b>6,992,690</b>	<b>364,147</b>	
<b>LESS OPERATING EXPENDITURE</b>								
General Purpose Funding	(45,087)	(16,318)	(3,645)	12,673	(45,087)	(52,665)	(7,578)	
Governance	(291,037)	(70,904)	(12,906)	57,998	(291,037)	(222,112)	68,925	Consultants under expenditure \$21,436, Advertising less than expected \$14,600, Conference expenses less than anticipated \$11,127 and Annual & LSL Accruals yet to be realised \$25,000
Law, Order, Public Safety	(189,946)	(1,538)	(12,220)	(10,682)	(189,946)	(170,821)	19,125	Under expenditure CESM \$10,836 and Fire Control Operations \$12,408
Health	(120,177)	(3,583)	(5,591)	(2,008)	(120,177)	(94,383)	25,794	Savings Health Scheme \$11,848 and Drs Residence Mtce \$9,010
Education and Welfare	(92,715)	(34,000)	(3,540)	30,460	(92,715)	(51,150)	41,565	Under expenditure Old School Bldg Mtce \$13,603, Aged Care Plan \$5,000 and Youth Officer \$8,493
Housing	(210,522)	(2,899)	(13,784)	(10,885)	(210,522)	(218,388)	(7,866)	
Community Amenities	(535,542)	(25,275)	(65,621)	(40,346)	(535,542)	(452,686)	82,856	Under expenditure Heritage Study Landfill \$10,000, Environmental Services \$11,956, Kerbside Collections \$10,546, Ground Water Study \$5,000 and Town Planning \$55,784
Recreation and Culture	(839,118)	(10,451)	(138,598)	(128,147)	(839,118)	(879,904)	(40,786)	Over Expenditure Bldg Mtce Halls \$20,092, Parks and Gardens \$42,806 and Recreation Grounds \$34,122 and Savings to Court House \$7,485 and Railway Station \$10,546
Transport	(1,653,156)	(28,563)	153,777	182,340	(1,653,156)	(1,514,144)	139,012	Under expenditure Road Mtce \$39,795, Bridge Mtce \$48,702, General Admin Allocation \$21,707 and Street Trees \$14,374
Economic Services	(478,943)	(9,427)	(27,020)	(17,593)	(478,943)	(353,540)	125,403	Under expenditure Contract Building Surveyor \$26,328, Avondale Staff Expenses \$64,437, Avondale Maintenance \$17,171 and Aeronautical Museum \$9,512
Other Property & Services	(288,413)	5,493	223,801	218,308	(288,413)	58,017	346,430	Over allocation of Plant Operation Costs (Depreciation allocated) \$338,145 and Public Works Overheads \$13,514 and over expenditure Maternity Leave \$10,917 and Work for the Dole \$11,700
<i>Sub Total</i>	<b>(4,744,656)</b>	<b>(197,465)</b>	<b>94,653</b>	<b>292,118</b>	<b>(4,744,656)</b>	<b>(3,951,777)</b>	<b>792,879</b>	
<i>Increase(Decrease)</i>	<b>1,883,886</b>	<b>(26,943)</b>	<b>926,544</b>	<b>953,487</b>	<b>1,883,886</b>	<b>3,040,912</b>	<b>1,157,026</b>	

**SHIRE OF BEVERLEY  
INTERIM FINANCIAL ACTIVITY STATEMENT  
FOR THE PERIOD ENDED 30 JUNE 2013**

	2012/13 ANNUAL BUDGET	2012/13 JUNE BUDGET MONTH	2012/13 JUNE ACTUAL MONTH	VARIANCE MONTH	2012/13 JULY- JUNE BUDGET YTD	2012/13 JULY-JUNE ACTUAL YTD	VARIANCE YTD	MATERIAL VARIANCES YTD
	\$	\$	\$	\$	\$	\$	\$	
-								
<b>ADD</b>								
Principal Repayment Received - Loans	10,590	5,295	0	(5,295)	10,590	0	(10,590)	Repayment of SSL (Bowling Club) deferred for 12 months
Provision for Long Service Leave	0	0	0	0	0	0	0	End of year adjustments not yet done
Profit/ Loss on the disposal of assets	9,043	(6,582)	0	6,582	9,043	16,540	7,497	
Depreciation Written Back	1,005,872	0	95,025	95,025	1,005,872	1,101,577	95,705	Additional Depreciation allocated
Book Value of Assets Sold Written Back	278,957	0	58,568	58,568	278,957	215,266	(63,691)	WDV less then estimated
	<b>1,304,462</b>	<b>(1,287)</b>	<b>153,593</b>	<b>154,880</b>	<b>1,304,462</b>	<b>1,333,383</b>	<b>28,921</b>	
<i>Sub Total</i>	<b>3,188,348</b>	<b>(28,230)</b>	<b>1,080,137</b>	<b>1,108,367</b>	<b>3,188,348</b>	<b>4,374,295</b>	<b>1,185,947</b>	
-								
<b>LESS CAPITAL PROGRAMME</b>								
Purchase Tools	0	0	0	0	0	0	0	Refer to Capital Programme Analysis Sheet
Purchase Land & Buildings	(533,072)	(99,620)	0	99,620	(533,072)	(59,190)	473,882	Refer to Capital Programme Analysis Sheet
Infrastructure Assets - Roads	(2,497,841)	(49,957)	(628,520)	(578,563)	(2,497,841)	(1,865,500)	632,341	Refer to Capital Programme Analysis Sheet
Infrastructure Assets - Recreation Facilities	(3,262,997)	(1,023,909)	(137,534)	886,375	(3,262,997)	(3,269,006)	(6,009)	Refer to Capital Programme Analysis Sheet
Infrastructure Assets - Other	(89,414)	0	0	0	(89,414)	(18,337)	71,077	Refer to Capital Programme Analysis Sheet
Purchase Plant and Equipment	(634,200)	(4,200)	(206,370)	(202,170)	(634,200)	(542,196)	92,004	Refer to Capital Programme Analysis Sheet
Purchase Furniture and Equipment	(96,000)	(30,000)	(5,309)	24,691	(96,000)	(80,239)	15,761	Refer to Capital Programme Analysis Sheet
Repayment of Debt - Loan Principal	(38,081)	(19,041)	(19,325)	(285)	(38,081)	(38,081)	0	
Transfer to Reserves	(55,274)	(55,274)	(38,961)	16,313	(55,274)	(105,990)	(50,716)	Additional Interest earned on Reserve Funds \$50,641
<i>Sub Total</i>	<b>(7,206,879)</b>	<b>(1,282,000)</b>	<b>(1,036,019)</b>	<b>245,981</b>	<b>(7,206,879)</b>	<b>(5,978,538)</b>	<b>1,228,341</b>	
-								
<b>ABNORMAL ITEMS</b>								
Prior Years Adjustment	0	0	0	0	0	0	0	
Prior Years Doubtful Debts Provision	0	0	0	0	0	0	0	
Prior Years Trust Receipts Transferred	0	0	0	0	0	0	0	
Bad Debts - Written Off	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	
Rounding								
	<b>(7,206,879)</b>	<b>(1,282,000)</b>	<b>(1,036,019)</b>	<b>245,981</b>	<b>(7,206,879)</b>	<b>(5,978,538)</b>	<b>1,228,341</b>	
<i>Sub Total</i>	<b>(4,018,531)</b>	<b>(1,310,231)</b>	<b>44,118</b>	<b>1,354,349</b>	<b>(4,018,531)</b>	<b>(1,604,243)</b>	<b>2,414,288</b>	
-								
<b>LESS FUNDING FROM</b>								
Reserves	260,000	260,000	100,000	160,000	260,000	100,000	160,000	Expenditure not incurred and not recouped from Reserve Funds CRC Building \$150,000 and ILU \$10,000
Loans Raised	1,000,000	1,000,000	0	1,000,000	1,000,000	1,000,000	0	
Closing Funds	2,758,531	0	0	0	2,758,531	2,722,310	36,221	Correction to determination of Surplus brought forward from 2011/12
<i>Sub Total</i>	<b>4,018,531</b>	<b>1,260,000</b>	<b>100,000</b>	<b>1,160,000</b>	<b>4,018,531</b>	<b>3,822,310</b>	<b>196,221</b>	
<b>NET SURPLUS( DEFICIT)</b>	<b>0</b>	<b>(50,231)</b>	<b>144,118</b>	<b>194,349</b>	<b>0</b>	<b>2,218,067</b>	<b>2,218,067</b>	

**SHIRE OF BEVERLEY  
CAPITAL PROGRAMME ANALYSIS  
FOR THE PERIOD ENDED 30 JUNE 2013**

DESCRIPTION	2012/13 ANNUAL BUDGET	2012/13 JULY-JUNE ACTUAL YTD	VARIANCE YTD	MATERIAL VARIANCES COMMENT
Purchase Tools	0	0	0	Nil
Purchase Land & Buildings	(533,072)	(59,190)	473,882	<ul style="list-style-type: none"> <li>▼ Solar Heating to Admin Building not installed - \$25,000</li> <li>▼ Alternative Power supply to Admin Building not installed - \$10,000</li> <li>▼ Chambers Air Conditioner not replaced - \$10,000</li> <li>▼ Sealing of Surgery Carpark less than anticipated - \$7,000</li> <li>▼ Railway Carriage not refurbished - \$10,000</li> <li>▼ Toilet block to Railway Station not built - \$40,000</li> <li>▼ Lesser Hall Refurbishment not completed - \$96,000</li> <li>▼ Town Hall Facade painting allocated to Maintenance - \$18,000</li> <li>▼ Caravan Park RV Area development not completed - \$40,000</li> <li>▼ Industrial Land development not initiated - \$70,000</li> <li>▼ CRC structural improvements not completed - \$150,000</li> </ul>
Infrastructure Assets - Roads	(2,497,841)	(1,865,500)	632,341	<ul style="list-style-type: none"> <li>▼ Kokendin Road under expenditure - \$17,000</li> <li>▼ Edison Mill Road under expenditure - \$31,000</li> <li>▼ Corberding Road Bridge 3224 works not yet completed by MRWA - \$374,000</li> <li>▼ Westdale Road Bridge 0726 works not yet completed by MRWA - \$146,000</li> <li>▼ Corberding Road Bridge 0730 works not yet completed by MRWA - \$64,000</li> <li>* Real surplus on Road construction is equal to approximately \$48,000</li> </ul>
Infrastructure Assets - Recreation Facilities	(3,262,997)	(3,269,006)	(6,009)	<ul style="list-style-type: none"> <li>▲ Planter boxes between Function Centre and Netball Courts - \$7,000</li> <li>▼ Walk Trail development not initiated - \$50,000</li> <li>▼ Waste Water tanks not installed - \$20,000</li> <li>▼ Avon River Park BBQ upgrade not completed - \$10,000</li> <li>▼ Oval seating not installed - \$10,000</li> <li>▼ Fencing at 50 Dawson Street not completed - \$11,500</li> <li>▲ Recreation &amp; Function Centre over expended \$50,000 (Total YTD \$3,059,267)</li> <li>▲ Netball Courts construction over expended \$50,000 (Total YTD \$209,739)</li> <li>* \$100,000 transferred from Cropping Committee Reserve as per Budget provision.</li> </ul>
Infrastructure Assets - Other	(89,414)	(18,337)	71,077	<ul style="list-style-type: none"> <li>▼ Entry Statement Project not completed - \$20,000</li> <li>▼ Townscape Development Project not initiated - \$30,000</li> <li>▼ Airfield runway sealing cost less than anticipated - \$21,000</li> </ul>
Purchase Plant and Equipment	(634,200)	(542,196)	92,004	<ul style="list-style-type: none"> <li>▼ CEO Vehicle Traded once only - \$56,000</li> <li>▼ Hilux Ute not traded - \$30,000</li> <li>▼ DCEO Vehicle cost less than anticipated - \$4,000</li> <li>▼ Doctor Vehicle cost less than anticipated - \$4,000</li> </ul>
Purchase Furniture and Equipment	(96,000)	(80,239)	15,761	<ul style="list-style-type: none"> <li>▼ Expenditure on Christmas Decorations less than anticipated - \$7,500</li> <li>▼ Hunt Road Village Whitegoods not replaced - \$3,000</li> <li>▼ Gym Equipment not replaced - \$4,000</li> <li>▼ Marquee cost less than anticipated - \$1,250</li> </ul>
	<b>(7,113,524)</b>	<b>(5,834,467)</b>	<b>1,279,057</b>	

**SHIRE OF BEVERLEY  
INTERIM SUMMARY OF CURRENT ASSETS AND LIABILITIES  
FOR THE PERIOD ENDED 30 JUNE 2013**

<b>CURRENT ASSET</b>	<b>ACTUAL</b>
Cash at Bank	
- Cash Advance	300.00
- Cash at Bank	204,253.78
- Investments Unrestricted	1,823,936.07
- Investments Reserves	1,578,688.75
Sundry Debtors General	314,171.99
Stock on Hand	11,478.37
Self Supporting Loans	-
GST	-
<b>Total Current Assets</b>	<b>3,932,828.96</b>
<b>LESS CURRENT LIABILITIES</b>	<b>ACTUAL</b>
Accounts Payable	(56,686.29)
Interest Bearing Loans and Borrowings	-
Provision for Annual and Long Service Leave	(264,283.81)
<b>Total Current Liabilities</b>	<b>(320,970.10)</b>
<b>ADJUSTMENTS</b>	
Less Cash Backed Reserves	(1,578,688.75)
Plus Interest Bearing Loans and Borrowings	-
Plus Annual Leave Cash Backed Reserve as at 30/06/2012	130,460.00
Plus LSL and Gratuity Cash Backed Reserve as at 30/06/2012	100,000.00
Less Deferred Pensioner Rates Non-Current as at 30/06/2012	(56,202.91)
Plus Reimbursement -Current Asset Portion of S/Supporting Loan 117 2012-13	10,640.51
<b>Total Adjustments</b>	<b>(1,393,791.15)</b>
<b>SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES</b>	<b>\$2,218,067.71</b>



**SHIRE OF BEVERLEY  
INTERIM STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 30 JUNE 2013**

Note: This section analyses the movements in Assets, Liabilities and Equity between 2011/12 and 2012/13.	Actual 2011/12 \$	Actual 2012/13 \$	Variance \$
<b>Current Assets</b>			
Cash and cash equivalents	4,718,543	3,607,179	(1,111,364)
Trade and other receivables	287,853	314,172	26,319
Inventories	13,096	11,478	(1,617)
Other assets	0	0	0
<b>Total Current Assets</b>	<b>5,019,491</b>	<b>3,932,829</b>	<b>(1,086,662)</b>
<b>Non-Current Assets</b>			
Trade and other receivables	178,178	132,616	(45,562)
Property, plant and equipment	6,761,230	9,395,017	2,633,787
Infrastructure	35,983,802	37,867,639	1,883,837
<b>Total Non-Current Assets</b>	<b>42,923,210</b>	<b>47,395,272</b>	<b>4,472,062</b>
<b>Total Assets</b>	<b>47,942,701</b>	<b>51,328,101</b>	<b>3,385,400</b>
<b>Current Liabilities</b>			
Trade and other payables	690,658	56,686	633,972
Interest-bearing loans and borrowings	38,081	0	38,081
Provisions	264,284	264,284	0
<b>Total Current Liabilities</b>	<b>993,023</b>	<b>320,970</b>	<b>672,053</b>
<b>Non-Current Liabilities</b>			
Interest-bearing loans and borrowings	208,251	1,208,251	(1,000,000)
Provisions	30,498	30,498	0
<b>Total Non-Current Liabilities</b>	<b>238,749</b>	<b>1,238,749</b>	<b>(1,000,000)</b>
<b>Total Liabilities</b>	<b>1,231,772</b>	<b>1,559,719</b>	<b>(327,947)</b>
<b>Net Assets</b>	<b>46,710,929</b>	<b>49,768,382</b>	<b>3,057,453</b>
<b>Equity</b>			
Accumulated surplus	41,659,137	41,653,148	(5,990)
Net Result	0	3,057,453	3,057,453
Asset revaluation reserve	3,479,093	3,479,093	0
Other reserves	1,572,699	1,578,689	5,990
<b>Total Equity</b>	<b>46,710,929</b>	<b>49,768,383</b>	<b>3,057,453</b>

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR PERIOD ENDED 30 JUNE 2013</b>							
	<b>M &amp; C (Exp)</b>	<b>Other Expenses (Exp)</b>	<b>POC (Alloc)</b>	<b>PWOH (Alloc)</b>	<b>Wages (Alloc)</b>	<b>Total Alloc (Exp)</b>	<b>Total Exp</b>
<b>BRIDGES</b>							
BRG-3200 YORK-WILLIAMS RD	0.00	0.00	0.00	18.23	21.45	39.68	39.68
BRG-3202 KOKEBY EAST RD	0.00	0.00	0.00	72.93	85.80	158.73	158.73
<b>Total BRIDGES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>91.16</b>	<b>107.25</b>	<b>198.41</b>	<b>198.41</b>
<b>MISC</b>							
CM03-Anglican Cemetery Maintenance	0.00	0.00	12.50	8.99	10.58	32.07	32.07
MS7-Private Works - Stockpipe Gravel	2,346.00	0.00	6,687.50	2,798.78	3,306.77	12,793.05	15,139.05
MS8-Main Street Banners	15.95	20.76	427.50	273.47	321.71	1,022.68	1,059.39
<b>Total MISC</b>	<b>2,361.95</b>	<b>20.76</b>	<b>7,127.50</b>	<b>3,081.24</b>	<b>3,639.06</b>	<b>13,847.80</b>	<b>16,230.51</b>
<b>ROAD</b>							
0001 MORBINING RD	0.00	0.00	7,232.50	3,317.60	3,906.61	14,456.71	14,456.71
0002 WATERHATCH RD	0.00	0.00	6,030.00	2,803.01	3,297.74	12,130.75	12,130.75
0003 YORK-WILLIAMS RD	13.58	0.00	15,570.00	5,592.95	6,697.28	27,860.23	27,873.81
0004 KOKEBY EAST RD	0.00	0.00	148.75	181.81	213.91	544.47	544.47
0005 EDISON MILL RD	0.00	0.00	12,947.50	4,078.25	4,811.98	21,837.73	21,837.73
0006 BREMNER RD	0.00	0.00	237.50	255.27	300.32	793.09	793.09
0007 YENYENING LAKES RD	34.00	0.00	22,690.00	7,293.42	8,628.45	38,611.87	38,645.87
0008 TOP BEVERLEY YORK RD	0.00	0.00	332.50	336.69	396.09	1,065.28	1,065.28
0009 BALLY-BALLY RD	0.00	0.00	9,407.50	2,721.45	3,216.59	15,345.54	15,345.54
0010 DALE KOKEBY RD	0.00	0.00	9,390.00	4,135.55	4,865.42	18,390.97	18,390.97
0011 KOKENDIN RD	0.00	0.00	5,602.50	1,664.02	1,957.68	9,224.20	9,224.20
0012 TALBOT WEST RD	0.00	0.00	1,215.00	502.95	592.28	2,310.23	2,310.23

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR PERIOD ENDED 30 JUNE 2013</b>							
	<b>M &amp; C (Exp)</b>	<b>Other Expenses (Exp)</b>	<b>POC (Alloc)</b>	<b>PWOH (Alloc)</b>	<b>Wages (Alloc)</b>	<b>Total Alloc (Exp)</b>	<b>Total Exp</b>
0013 BARRINGTON RD	0.00	0.00	2,782.50	819.95	969.01	4,571.46	4,571.46
0014 POTTS RD	0.00	0.00	2,045.00	598.65	704.32	3,347.97	3,347.97
0015 JACOBS WELL RD	0.00	0.00	3,197.50	1,092.34	1,288.77	5,578.61	5,578.61
0016 CLULOWS RD	272.00	0.00	7,417.50	2,389.19	2,820.20	12,626.89	12,898.89
0018 DONGADILLING RD	646.00	0.00	3,400.00	1,249.47	1,472.39	6,121.86	6,767.86
0019 QUALANDARY RD	0.00	0.00	2,797.50	903.03	1,063.67	4,764.20	4,764.20
0020 BUTCHERS RD	0.00	0.00	2,695.00	972.71	1,196.89	4,864.60	4,864.60
0021 VALLENTINES RD	0.00	0.00	1,447.50	604.67	713.76	2,765.93	2,765.93
0022 LUPTONS RD	0.00	0.00	847.50	484.57	570.07	1,902.14	1,902.14
0023 SPRINGHILL RD	0.00	0.00	3,075.00	871.87	1,098.25	5,045.12	5,045.12
0024 DALEBIN NORTH RD	0.00	0.00	2,925.00	801.66	943.14	4,669.80	4,669.80
0025 BALLY-BALLY COUNTYPEAK RD	136.00	0.00	3,617.50	1,176.71	1,387.05	6,181.26	6,317.26
0026 ATHOL RD	34.00	0.00	5,952.50	1,854.34	2,191.96	9,998.80	10,032.80
0027 EWERTS RD	68.00	0.00	6,417.50	1,869.31	2,201.58	10,488.39	10,556.39
0028 NORTHBOURNE RD	0.00	0.00	1,205.00	351.36	413.37	1,969.73	1,969.73
0029 BERINGER RD	0.00	0.00	3,103.75	1,024.14	1,209.64	5,337.53	5,337.53
0030 GORS RD	0.00	0.00	150.00	47.07	55.38	252.45	252.45
0031 THOMAS RD	0.00	0.00	1,297.50	444.61	524.90	2,267.01	2,267.01
0032 BALKULING RD	0.00	0.00	2,431.25	824.97	970.57	4,226.79	4,226.79
0033 GLENCOE RD	0.00	0.00	516.25	174.87	205.74	896.86	896.86
0034 ST JACKS RD	0.00	0.00	100.00	36.94	43.46	180.40	180.40
0035 RICKEYS RD	0.00	0.00	475.00	129.29	152.11	756.40	756.40
0036 GREENHILLS SOUTH RD	0.00	0.00	890.00	430.23	506.16	1,826.39	1,826.39
0037 MANUELS RD	0.00	0.00	150.00	36.94	43.46	230.40	230.40
0038 PETCHELLS RD	0.00	0.00	1,735.00	522.37	643.37	2,900.74	2,900.74

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR PERIOD ENDED 30 JUNE 2013**

	<b>M &amp; C (Exp)</b>	<b>Other Expenses (Exp)</b>	<b>POC (Alloc)</b>	<b>PWOH (Alloc)</b>	<b>Wages (Alloc)</b>	<b>Total Alloc (Exp)</b>	<b>Total Exp</b>
0039 MAITLAND RD	0.00	0.00	712.50	232.63	273.69	1,218.82	1,218.82
0040 HOBBS RD	0.00	0.00	4,052.50	1,898.83	2,265.44	8,216.77	8,216.77
0041 SOUTHERN BRANCH RD	0.00	0.00	900.00	249.35	293.36	1,442.71	1,442.71
0042 WALGY RD	0.00	0.00	1,007.50	386.14	456.66	1,850.30	1,850.30
0043 CORBERDING RD	0.00	0.00	850.00	240.11	282.49	1,372.60	1,372.60
0044 SPAVENS RD	0.00	0.00	707.50	287.37	339.35	1,334.22	1,334.22
0045 PIKE RD	0.00	0.00	1,255.00	407.99	479.99	2,142.98	2,142.98
0046 BLACKBURN RD	0.00	0.00	381.25	101.47	119.38	602.10	602.10
0047 CARRS RD	0.00	0.00	195.00	73.40	86.36	354.76	354.76
0048 JONES RD	0.00	0.00	1,250.00	387.53	455.93	2,093.46	2,093.46
0049 MILLERS RD	0.00	0.00	537.50	147.77	173.85	859.12	859.12
0050 NEGUS RD	0.00	0.00	450.00	120.06	141.25	711.31	711.31
0051 AIKENS RD	0.00	0.00	750.00	192.99	228.17	1,171.16	1,171.16
0053 PATTEN RD	0.00	0.00	1,235.00	276.35	325.13	1,836.48	1,836.48
0054 McDONALDS RD	663.00	0.00	5,035.00	1,936.01	2,284.80	9,255.81	9,918.81
0055 KIEARA RD	170.00	0.00	1,400.00	382.03	451.83	2,233.86	2,403.86
0058 LENNARD RD	507.91	0.00	4,277.50	1,438.75	1,700.88	7,417.13	7,925.04
0059 MANNS RD	0.00	0.00	742.50	230.37	271.03	1,243.90	1,243.90
0061 COOKES RD	0.00	0.00	870.00	257.53	325.48	1,453.01	1,453.01
0062 ROGERS RD	0.00	0.00	475.00	129.29	152.11	756.40	756.40
0063 WILLIAMSONS RD	0.00	0.00	112.50	27.71	32.60	172.81	172.81
0065 SCHILLINGS RD	0.00	0.00	257.50	101.12	118.96	477.58	477.58
0066 COLLINS RD	0.00	0.00	1,325.00	387.88	456.33	2,169.21	2,169.21
0067 WARRADALE RD	0.00	0.00	1,250.00	360.17	423.74	2,033.91	2,033.91
0070 PICCADILLY RD	0.00	0.00	225.00	63.01	74.14	362.15	362.15

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR PERIOD ENDED 30 JUNE 2013</b>							
	<b>M &amp; C (Exp)</b>	<b>Other Expenses (Exp)</b>	<b>POC (Alloc)</b>	<b>PWOH (Alloc)</b>	<b>Wages (Alloc)</b>	<b>Total Alloc (Exp)</b>	<b>Total Exp</b>
0071 MURRAYS RD	0.00	0.00	562.50	159.53	187.69	909.72	909.72
0072 SMITH RD	0.00	0.00	210.00	100.88	118.69	429.57	429.57
0073 JOHNSONS RD	0.00	0.00	75.00	18.47	21.73	115.20	115.20
0074 KILPATRICKS RD	0.00	0.00	2,860.00	665.98	789.23	4,315.21	4,315.21
0075 FISHERS RD	0.00	0.00	1,057.50	303.93	357.58	1,719.01	1,719.01
0076 HILLS RD	0.00	0.00	112.50	36.94	43.46	192.90	192.90
0077 WANSBROUGH RD	0.00	0.00	1,007.50	273.49	325.12	1,606.11	1,606.11
0078 BATEMANS RD	0.00	0.00	140.00	36.70	43.46	220.16	220.16
0079 DRAPERS RD	0.00	0.00	337.50	83.12	97.79	518.41	518.41
0082 DEEP POOL RD	0.00	0.00	1,212.50	387.29	455.65	2,055.44	2,055.44
0084 McLEAN RD	0.00	0.00	275.00	72.93	86.23	434.16	434.16
0085 KI RD	816.00	0.00	5,370.00	1,668.74	1,968.98	9,007.72	9,823.72
0086 WALKERS RD	0.00	0.00	75.00	18.48	21.74	115.22	115.22
0087 MANDIAKIN RD	0.00	0.00	905.00	301.92	377.71	1,584.63	1,584.63
0090 SHEAHANS RD	0.00	0.00	2,065.00	691.34	813.36	3,569.70	3,569.70
0091 BENNETTS RD	0.00	0.00	562.50	147.76	173.84	884.10	884.10
0092 KENNEDYS RD	0.00	0.00	108.75	54.94	64.63	228.32	228.32
0093 McKELLARS RD	0.00	0.00	162.50	70.61	83.07	316.18	316.18
0094 BUCKINGHAMS RD	0.00	0.00	1,287.50	424.83	499.80	2,212.13	2,212.13
0096 COUNTY PEAK RD	0.00	0.00	375.00	201.27	236.79	813.06	813.06
0098 AVOCA RD	0.00	0.00	677.50	218.78	257.39	1,153.67	1,153.67
0100 MAWSON RD	0.00	0.00	1,620.00	1,673.37	1,968.68	5,262.05	5,262.05
0101 SIMMONS RD	0.00	0.00	3,530.00	1,762.63	2,073.70	7,366.33	7,366.33
0102 DOBADERRY RD	0.00	0.00	3,537.50	978.94	1,151.71	5,668.15	5,668.15
0103 FORREST ST	7,450.00	0.00	1,000.00	1,430.19	1,682.58	4,112.77	11,562.77

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR PERIOD ENDED 30 JUNE 2013</b>							
	<b>M &amp; C (Exp)</b>	<b>Other Expenses (Exp)</b>	<b>POC (Alloc)</b>	<b>PWOH (Alloc)</b>	<b>Wages (Alloc)</b>	<b>Total Alloc (Exp)</b>	<b>Total Exp</b>
0104 LUKIN ST	0.00	0.00	937.50	616.22	724.99	2,278.71	2,278.71
0105 JOHN ST	0.00	0.00	328.75	254.37	299.26	882.38	882.38
0106 DAWSON ST	0.00	0.00	182.50	311.04	365.94	859.48	859.48
0107 EDWARD ST	0.00	0.00	90.00	36.47	42.90	169.37	169.37
0108 SMITH ST	0.00	0.00	661.25	428.55	504.22	1,594.02	1,594.02
0109 HARPER ST	0.00	0.00	348.75	611.37	719.26	1,679.38	1,679.38
0110 QUEEN ST	0.00	0.00	183.75	154.34	181.59	519.68	519.68
0111 DEMPSTER ST	0.00	0.00	210.00	62.65	73.72	346.37	346.37
0113 LENNARD ST	0.00	0.00	160.00	426.28	501.50	1,087.78	1,087.78
0114 BARTRAM ST SOUTH	0.00	0.00	960.00	395.59	465.41	1,821.00	1,821.00
0115 HOPE ST	0.00	0.00	472.50	200.56	235.97	909.03	909.03
0117 HUSKING ST	0.00	0.00	0.00	35.96	42.30	78.26	78.26
0119 SEWELL ST	0.00	0.00	22.50	9.12	10.73	42.35	42.35
0122 BROOKING ST	0.00	0.00	1,303.75	706.60	831.36	2,841.71	2,841.71
0123 NICHOLAS ST	0.00	0.00	4,415.00	1,769.95	2,092.75	8,277.70	8,277.70
0124 RICHARDSON ST	0.00	0.00	878.75	437.46	514.67	1,830.88	1,830.88
0125 VINCENT ST	0.00	0.00	2,381.25	1,835.17	2,159.07	6,375.49	6,375.49
0126 CHIPPER ST	0.00	0.00	110.00	54.32	63.91	228.23	228.23
0127 HORLEY ST	0.00	0.00	180.00	72.68	85.50	338.18	338.18
0131 ELIZABETH ST	0.00	0.00	225.00	126.99	149.41	501.40	501.40
0137 RICKEYS SIDING RD	0.00	0.00	45.00	18.23	21.45	84.68	84.68
0139 CHESTILLION CT	0.00	0.00	11.25	45.58	53.63	110.46	110.46
0140 CAUDLE RD	0.00	0.00	112.50	35.30	41.54	189.34	189.34
0143 LUDGATE ST	0.00	0.00	37.50	9.24	10.87	57.61	57.61
0146 RAILWAY ST	0.00	0.00	311.25	178.52	210.02	699.79	699.79

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR PERIOD ENDED 30 JUNE 2013</b>							
	<b>M &amp; C (Exp)</b>	<b>Other Expenses (Exp)</b>	<b>POC (Alloc)</b>	<b>PWOH (Alloc)</b>	<b>Wages (Alloc)</b>	<b>Total Alloc (Exp)</b>	<b>Total Exp</b>
0147 RAILWAY PDE	0.00	0.00	45.00	90.91	106.95	242.86	242.86
0148 BETHANY RD	0.00	0.00	1,468.75	496.72	585.22	2,550.69	2,550.69
0149 COUNCIL RD	0.00	0.00	1,200.00	454.55	534.77	2,189.32	2,189.32
0152 LANGSFORD ST	0.00	0.00	585.00	424.60	499.55	1,509.15	1,509.15
0154 WYALGIMA RD	0.00	0.00	37.50	9.24	10.87	57.61	57.61
0155 SIMS RD	0.00	0.00	172.50	64.29	75.64	312.43	312.43
0156 ROSSI RD	0.00	0.00	187.50	46.18	54.33	288.01	288.01
0157 RIGOLL RD	0.00	0.00	400.00	110.83	130.39	641.22	641.22
0160 DUFFIELD ST	0.00	0.00	452.50	129.12	152.47	734.09	734.09
0162 BARNESLEY ST	0.00	0.00	2,737.50	1,277.77	1,503.28	5,518.55	5,518.55
0166 WESTDALE RD	0.00	0.00	14,955.00	9,691.93	11,430.42	36,077.35	36,077.35
0167 MAWSON RD	0.00	0.00	4,607.50	1,945.69	2,289.08	8,842.27	8,842.27
0168 HUTCHINSON ST	0.00	0.00	150.00	35.56	42.40	227.96	227.96
0175 STEVE EDWARDS DV	0.00	0.00	45.00	0.00	0.00	45.00	45.00
0176 CANNON HILL RD	0.00	0.00	385.00	153.26	190.30	728.56	728.56
0180 LITTLE HILL RD	0.00	0.00	537.50	147.47	186.01	870.98	870.98
5001 HUNT RD	0.00	0.00	211.25	161.20	203.93	576.38	576.38
9999 ROADS VARIOUS	28,907.35	0.00	4,232.50	4,143.04	4,894.21	13,269.75	42,177.10
No name	108,902.00	0.00	952.50	368.82	433.91	1,755.23	110,657.23
<b>Total ROAD</b>	<b>148,619.84</b>	<b>0.00</b>	<b>258,786.25</b>	<b>103,276.89</b>	<b>122,112.83</b>	<b>484,175.97</b>	<b>632,795.81</b>
<b>TOTAL</b>	<b>259,883.79</b>	<b>20.76</b>	<b>266,866.25</b>	<b>106,818.11</b>	<b>126,293.05</b>	<b>499,977.41</b>	<b>759,881.96</b>

SHIRE OF BEVERLEY INVESTMENT OF SURPLUS FUNDS AS AT 30 JUNE 2013						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
<b>9701-42341</b>	<b>Reserve Funds</b>					
	Long Service Leave	105,147.02				
	Plant	79,169.45				
	Bush Fire Fighters	105,974.40				
	Building	325,542.22				
	Recreation Ground	320,749.00				
	Cropping Committee	221,697.66				
	Avon River Development	21,300.22				
	Annual Leave	136,520.41				
	Community Bus	31,916.46				
	Road Construction	230,671.91	1,578,688.75	94 days	4.20%	30/09/2013
<b>2092-96973</b>	<b>Online Saver</b>	819,621.01	819,621.01	On call	2.50%	
<b>9709-83757</b>	<b>Term Deposit</b>	1,000,000.00	1,004,315.06	94 days	4.20%	30/09/2013
	<b>Total</b>		<b>3,402,624.82</b>			



## **11.2 Accounts Paid by Authority**

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**SUBMISSION TO:** Ordinary Council Meeting 23 July 2013  
**REPORT DATE:** 15 July 2013  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S K Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** June 2013 – 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 June 2013.

### **COMMENT**

Unless otherwise identified, all payments have been made in accordance with Council's 2012/13 Budget.

### **STATUTORY ENVIRONMENT**

Regulation 12 of the Local Government (Financial Management) Regulations provides that:

- (1) A payment July 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 2012/13 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:

#### **June 2013:**

(1) Municipal Fund – Account 016-540 239 838 056		
Cheque vouchers: 1067-1076 incl totalling	\$ 1,022,373.75	previously paid
EFT vouchers 06 June 13 01-33 incl totalling	\$ 440,779.10	
EFT vouchers 06 June 13 01-39 incl totalling	\$ 45,737.42	
EFT vouchers 11 June 13 01-03 incl totalling	\$ 6,588.95	
EFT vouchers 17 June 13 01-04 incl totalling	\$ 41,045.33	
EFT vouchers 20 June 13 01-74 incl totalling	\$ 142,381.02	
EFT vouchers 20 June 13 01-39 incl totalling	\$ 46,570.16	
EFT vouchers 26 June 13 01-02 incl totalling	\$ 122,964.62	
EFT vouchers 28 June 13 01-29 incl totalling	<u>\$ 270,989.50</u>	
Total of EFT vouchers for June 2013 incl	\$ 1,117,056.10	previously paid
(2) Trust Fund – Account 016-239 838 123		
EFT vouchers incl totalling	\$ 30.00	previously paid
(3) Direct Debit Payments totalling	\$ 72,966.25	previously paid
(4) Credit Card Payments totalling	\$ 156.25	previously paid

be authorised.

**COUNCIL RESOLUTION**

**M4/0713**

**Moved Cr Pepper**

**Seconded Cr Gogol**

**That the List of Accounts as presented:**

**June 2013:**

<b>(5) Municipal Fund – Account 016-540 239 838 056</b>		
Cheque vouchers: 1067-1076 incl totalling	<b>\$ 1,022,373.75</b>	previously paid
EFT vouchers 06 June 13 01-33 incl totalling	<b>\$ 440,779.10</b>	
EFT vouchers 06 June 13 01-39 incl totalling	<b>\$ 45,737.42</b>	
EFT vouchers 11 June 13 01-03 incl totalling	<b>\$ 6,588.95</b>	
EFT vouchers 17 June 13 01-04 incl totalling	<b>\$ 41,045.33</b>	
EFT vouchers 20 June 13 01-74 incl totalling	<b>\$ 142,381.02</b>	
EFT vouchers 20 June 13 01-39 incl totalling	<b>\$ 46,570.16</b>	
EFT vouchers 26 June 13 01-02 incl totalling	<b>\$ 122,964.62</b>	
EFT vouchers 28 June 13 01-29 incl totalling	<b><u>\$ 270,989.50</u></b>	
Total of EFT vouchers for June 2013 incl	<b>\$ 1,117,056.10</b>	previously paid
<b>(6) Trust Fund – Account 016-239 838 123</b>		
EFT vouchers incl totalling	<b>\$ 30.00</b>	previously paid
<b>(7) Direct Debit Payments totalling</b>	<b>\$ 72,966.25</b>	previously paid
<b>(8) Credit Card Payments totalling</b>	<b>\$ 156.25</b>	previously paid

**be authorised.**

**CARRIED 7/0**

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	03/06/2013	CBA - MERCHANT BANKING	JUN 2013 TRANSACTION FEES	-67.64	-67.64
Direct Debit	03/06/2013	CBA - MERCHANT BANKING	JUN 2013 ACCESS FEE	-33.66	-33.66
Direct Debit	04/06/2013	ANZ- TRANSACTIVE (ONLINE BANKING)	JUN 13 ONLINE BANKING	-72.20	-72.20
Direct Debit	04/06/2013	WESTNET PTY LTD	JUN 2013 INTERNET ACCESS	-66.00	-66.00
Liability Chq	06/06/2013	ACCOUNTANTS SUPER	SUPER CONTRIB: FE 05 JUN 13	0.00	0.00
Liability Chq	06/06/2013	BT FIN GP-LEONHARDT Scott	SUPER CONTRIB: FE 05 JUN 13	0.00	0.00
Liability Chq	06/06/2013	COLONIAL FIRST STATE-CORRIGAN Justin	SUPER CONTRIB: FE 05 JUN 13	0.00	0.00
Liability Chq	06/06/2013	COLONIAL FIRST STATE-MOULTON Clare	SUPER CONTRIB: FE 05 JUN 13	0.00	0.00
Liability Chq	06/06/2013	CSRF - CATHOLIC SUPER & RETIREMENT FUND	SUPER CONTRIB: FE 05 JUN 13	0.00	0.00
Liability Chq	06/06/2013	DOMINION SUPERANNUATION MASTER TRUST	SUPER CONTRIB: FE 05 JUN 13	0.00	0.00
Liability Chq	06/06/2013	SHIRE OF BEVERLEY	2013-06 JUN SAL DEDUCTIONS (05 JUN): RATES	0.00	0.00
Liability Chq	06/06/2013	SUPERWRAP - PERSONAL SUPER PLAN	SUPER CONTRIB: FE 05 JUN 13	0.00	0.00
Liability Chq	06/06/2013	WALGSP - SUPER	SUPER CONTRIB: FE 05 JUN 13	0.00	0.00
EFT Pymt	06/06/2013	ACCOUNTANTS SUPER	SUPER CONTRIB: FE 05 JUN 13	-64.61	
EFT Pymt	06/06/2013	ASB MARKETING PTY LTD	500 PROMOTIONAL PENS for BEV SHOW 2013	-962.50	
EFT Pymt	06/06/2013	AVON PAPER SHRED	PAPER SHREDDING: 24 MAY 13	-110.00	
EFT Pymt	06/06/2013	AVON WASTE	1,911 BIN COLLECTION FE 17 MAY 13 INC RECYLING BINS & 1 x RECYCLING COLLECTION	-4,166.08	
EFT Pymt	06/06/2013	BEV COUNTRY KITCHEN	COUNCIL MEET: 28 MAY 13	-150.00	
EFT Pymt	06/06/2013	BEV NEWS - Barry & Pauline	MAY 2013 ACCOUNT	-304.50	
EFT Pymt	06/06/2013	BOULTON Kim	RECORD MANAGEMENT ASSISTANCE	-665.50	
EFT Pymt	06/06/2013	BT FIN GP-LEONHARDT Scott	SUPER CONTRIB: FE 05 JUN 13	-165.20	
EFT Pymt	06/06/2013	BUNNINGS BUILDING SUPPLIES P/L	NEW SPORTS COMPLEX: DOORS & LAWN SEED	-233.63	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	06/06/2013	CDA - VENTURE IMPORTS PTY LTD	TOWN HALL: WINTER SHUTDOWN SERVICE	-595.00	
EFT Pymt	06/06/2013	COLONIAL FIRST STATE-CORRIGAN Justin	SUPER CONTRIB: FE 05 JUN 13	-270.03	
EFT Pymt	06/06/2013	COLONIAL FIRST STATE-MOULTON Clare	SUPER CONTRIB: FE 05 JUN 13	-78.27	
EFT Pymt	06/06/2013	COURIER AUSTRALIA/TOLL IPEC	FREIGHT CHARGES: 15 MAY - 22 MAY 13	-90.03	
EFT Pymt	06/06/2013	CSRF - CATHOLIC SUPER & RETIREMENT FUND	SUPER CONTRIB: FE 05 JUN 13	-109.00	
EFT Pymt	06/06/2013	DOMINION SUPERANNUATION MASTER TRUST	SUPER CONTRIB: FE 05 JUN 13	-78.27	
EFT Pymt	06/06/2013	FACEY Phyllis	2013-06 JUN BLARNEY ISSUES	-250.00	
EFT Pymt	06/06/2013	INKOSI DESIGN	NEW SPORTING COMPLEX: BAL of PYMT - ELECT DESIGN & DOCUMENTATION	-577.50	
EFT Pymt	06/06/2013	LEE GYOMOREI	2012 ANNUAL REPORT: PRINTING	-1,146.00	
EFT Pymt	06/06/2013	LYNDON GROVER - PAINTER & DECORATOR	MEDICAL PRACTICE: INTERIOR PAINTING	-13,750.00	
EFT Pymt	06/06/2013	MAIN ROADS WA (EFT)	BRIDGE (BRG4927): BRIDGE OVER MACKIE RIVER (GREENHILLS STH RD)	-382,800.00	
EFT Pymt	06/06/2013	MAJOR MOTORS PTY LTD	BE016 (TRK10): 75,000km SERVICE & BE037 ( TRK06): PARTS	-1,676.77	
EFT Pymt	06/06/2013	MARSHALL Simon	REIMBURSE: ULP 39.76L	-60.00	
EFT Pymt	06/06/2013	OCLC (UK) LTD	2013/14 AMLIB SOFTWARE SUPPORT & MAINTENANCE	-1,238.45	
EFT Pymt	06/06/2013	PCS - PERFECT COMPUTER SOLUTIONS	COMPUTER SUPPORT	-1,935.50	
EFT Pymt	06/06/2013	PROTECTOR ALSAFE	CESM: SAFETY BOOTS	-135.61	
EFT Pymt	06/06/2013	SHIRE OF BROOKTON	2013-04 APR: TOWN PLANNING SCHEME	-5,487.13	
EFT Pymt	06/06/2013	SHIRE OF YORK	RANGER SERVICES: 18 - 19 APR 13	-303.50	
EFT Pymt	06/06/2013	STILLING Shane	REFUND BSL LEVY AS LICENSE NOT ISSUED	-41.50	
EFT Pymt	06/06/2013	STRATEGIC TEAMS	INTEGRATED WORKFORCE PLAN: PROF SERVICES (2nd PROG PYMT)	-4,400.00	
EFT Pymt	06/06/2013	SUPERWRAP - PERSONAL SUPER PLAN	SUPER CONTRIB: FE 05 JUN 13	-692.32	
EFT Pymt	06/06/2013	WA TREASURY CORPORATION	LOANS 112 & 115 - JUN 13 PYMTS	-10,337.21	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	06/06/2013	WALGSP - SUPER	SUPER CONTRIB: FE 05 JUN 13	-4,934.99	
EFT Pymt	06/06/2013	WHELANS	INFANT HLTH BLG & AIRFIELD: SURVEY SERVICES	-2,970.00	-440,779.10
EFT Pymt	11/06/2013	AVG	VARIOUS WINDOW REPAIRS AFTER VANDALISM AT EASTER 2013	-965.85	
EFT Pymt	11/06/2013	BDH - BEV DOME HIRE	DIESEL: 4,000 L	-5,611.20	
EFT Pymt	11/06/2013	MACTAGGART Paul	2012-13 DRIVERS LIC REIMBURSEMENT	-11.90	-6,588.95
EFT Pymt	17/06/2013	DAWSONS CONCRETE & REINFORCING	YENYENING L RD1: CONCRETE WORKS FOR CULVERT	-16,280.00	
EFT Pymt	17/06/2013	DPT ENVIRON & CONSERVATION	2013/14: LICENCE - LANDFILL SITE	-700.80	
EFT Pymt	17/06/2013	DPT FIRE & EMERGENCY SERVICES (DFES)	12/13 - OPT B 4th QTR	-7,970.63	
EFT Pymt	17/06/2013	WA TREASURY CORPORATION	LOANS 116 & 117 - JUN 13 PYMTS	-16,093.90	-41,045.33
Direct Debit	18/06/2013	3 MESSAGING	3 MESSAGING: MAY - JUN 13 SMS SERVICE FEE	-82.50	-82.50
Liability Chq	20/06/2013	ACCOUNTANTS SUPER	SUPER CONTRIB: FE 19 JUN 13	0.00	0.00
Liability Chq	20/06/2013	ATO - AUSTRALIAN TAX OFFICE	2013-06 JUN PAYG TAX	0.00	0.00
Liability Chq	20/06/2013	BT FIN GP-LEONHARDT Scott	SUPER CONTRIB: FE 19 JUN 13	0.00	0.00
Liability Chq	20/06/2013	COLONIAL FIRST STATE-CORRIGAN Justin	SUPER CONTRIB: FE 19 JUN 13	0.00	0.00
Liability Chq	20/06/2013	COLONIAL FIRST STATE-MOULTON Clare	SUPER CONTRIB: FE 19 JUN 13	0.00	0.00
Liability Chq	20/06/2013	CSRF - CATHOLIC SUPER & RETIREMENT FUND	SUPER CONTRIB: FE 19 JUN 13	0.00	0.00
Liability Chq	20/06/2013	DOMINION SUPERANNUATION MASTER TRUST	SUPER CONTRIB: FE 19 JUN 13	0.00	0.00
Liability Chq	20/06/2013	LGRCEU	2013-06 JUN UNION FEES	0.00	0.00
Liability Chq	20/06/2013	SHIRE OF BEVERLEY	2013-06 JUN SAL DEDUCTIONS (19 JUN): RATES	0.00	0.00
Liability Chq	20/06/2013	SUPERWRAP - PERSONAL SUPER PLAN	SUPER CONTRIB: FE 19 JUN 13	0.00	0.00
Liability Chq	20/06/2013	WALGSP - SUPER	SUPER CONTRIB: FE 19 JUN 13	0.00	0.00
EFT Pymt	20/06/2013	ACCOUNTANTS SUPER	SUPER CONTRIB: FE 19 JUN 13	-91.18	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	20/06/2013	ADC PROJECTS	NEW SPORTING COMPLEX: CONTRACT ADMIN (9th of 10 PAYMENTS)	-4,620.00	
EFT Pymt	20/06/2013	ADVANCED AUTO LOGIC P/L	VARIOUS CONSUMABLES	-643.00	
EFT Pymt	20/06/2013	AITS	2013-05 MAY FUEL TAX CREDITS	-291.61	
EFT Pymt	20/06/2013	ALLSTAMPS	STAMP - "UNCONFIRMED"	-29.00	
EFT Pymt	20/06/2013	AMPAC	2013-03 MAY DEBT RECOVERY	-830.30	
EFT Pymt	20/06/2013	APRA\AMCOS AUST PERFORMING RIGHT ASSN LTD	13/14 YR LIC for PUBLIC PERFORM &/OR COMMUNICATION of COPYRIGHT MUSIC	-99.00	
EFT Pymt	20/06/2013	ARCHIVEWISE	2013-05 MAY STORAGE of ARCHIVES - 68 BOXES	-29.16	
EFT Pymt	20/06/2013	AUST POST	MAY 2013 POSTAGE	-385.18	
EFT Pymt	20/06/2013	AVG	MEM PARK TOILETS: SECURITY SCREENS	-954.50	
EFT Pymt	20/06/2013	AVON TRADING	MAY 2013 HARDWARE SUPPLIES	-1,055.26	
EFT Pymt	20/06/2013	AVON WASTE	1,911 BIN COLLECTION FE 31 MAY 13 INC RECYLING BINS & 1 x RECYCLING COLLECTION	-4,166.08	
EFT Pymt	20/06/2013	BAILEYS FERTILISERS	RECREATION GRD: FERTILISER	-1,289.75	
EFT Pymt	20/06/2013	BEV ELECT SERVICES (SMITH K)	VARIOUS BLGS: ELECTRICAL REPAIRS	-1,555.40	
EFT Pymt	20/06/2013	BEV FARM SERVICES	12/13 UNIFORM ORDER: OUTSIDE STAFF	-4,308.93	
EFT Pymt	20/06/2013	BEV GAS & PLUMBING	MEMORIAL PARK TOILET BLOCK: REPAIRS	-225.64	
EFT Pymt	20/06/2013	BEV GOLF CLUB	CCZ GOLF DAY - 5 OCT 2012: GREEN FEES & CATERING	-4,600.00	
EFT Pymt	20/06/2013	BEV IGA	MAY 2013 PURCHASES	-680.06	
EFT Pymt	20/06/2013	BLECHY'S TYRE & BATTERY	MAY 13 - TYRE MAINTENANCE	-6,200.00	
EFT Pymt	20/06/2013	BOC LIMITED	MAY 2012: CYLINDER RENTAL & AGROSHIELD	-123.47	
EFT Pymt	20/06/2013	BPA ENGINEERING	NEW SPORTS COMPLEX: CIVIL DESIGN & DOCUMENTATION	-2,381.50	
EFT Pymt	20/06/2013	BT FIN GP-LEONHARDT Scott	SUPER CONTRIB: FE 19 JUN 13	-165.20	
EFT Pymt	20/06/2013	BUNNINGS BUILDING SUPPLIES P/L	NEW SPORTS COMPLEX: SYNTHETIC TURF & BITUMEN PAINT	-298.10	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	20/06/2013	CAS - CONTRACT AQUATIC SERVICES	SWIM POOL - EARLY MORN SWIMMING & EXTRA DAY'S ATTENDANCE	-6,105.00	
EFT Pymt	20/06/2013	COLONIAL FIRST STATE-CORRIGAN Justin	SUPER CONTRIB: FE 19 JUN 13	-270.03	
EFT Pymt	20/06/2013	COLONIAL FIRST STATE-MOULTON Clare	SUPER CONTRIB: FE 19 JUN 13	-78.26	
EFT Pymt	20/06/2013	COUNTRYSIDE PEST CONTROL	DRS SURGERY: TERMITE INSPECTION	-220.00	
EFT Pymt	20/06/2013	COURIER AUSTRALIA/TOLL IPEC	FREIGHT CHARGES: 15 MAY - 10 JUN 13	-176.66	
EFT Pymt	20/06/2013	CSRF - CATHOLIC SUPER & RETIREMENT FUND	SUPER CONTRIB: FE 19 JUN 13	-109.00	
EFT Pymt	20/06/2013	CUTTING EDGES EQUIPMENT PARTS	BE001 (GRD04): GRADER BLADES	-1,672.00	
EFT Pymt	20/06/2013	DAVE RICHES P/L	ASS 51410 - REFUND	-1,558.14	
EFT Pymt	20/06/2013	DOMINION SUPERANNUATION MASTER TRUST	SUPER CONTRIB: FE 19 JUN 13	-78.27	
EFT Pymt	20/06/2013	DPT REG DEV & LANDS	RES AVON LOC 27959 - NEW LEASE (RENT to DEC 12)	-3,347.00	
EFT Pymt	20/06/2013	DRIVE STRAIGHT	BE016 (TRK10): WHEEL ALIGNMENT	-508.20	
EFT Pymt	20/06/2013	EDGE PLANNING & PROPERTY	LOCAL PLAN STRATEGY: PROF FEES - MAY 13	-2,750.00	
EFT Pymt	20/06/2013	ESPLANADE FREMANTLE	2013 ROCIT LGMA IT CONFERENCE: 13-14 MAY 13 (S GOLLAN - CEO)	-633.95	
EFT Pymt	20/06/2013	FRIENDS of the DALE RIVER INC	RES 833 DEEP POOL RD: FENCING	-2,700.00	
EFT Pymt	20/06/2013	FULTON HOGAN INDUSTRIES	RD MNTCE: EZISTREET BULK BAGS	-1,408.00	
EFT Pymt	20/06/2013	GENTRONICS	SPL03: REPAIRS TO WELDER	-863.34	
EFT Pymt	20/06/2013	HEMPFIELD SMALL ENGINE	CHAINSAWS (SPL01): REPAIRS	-473.20	
EFT Pymt	20/06/2013	HENDRY GROUP	NEW SPORTING COMPLEX: FINAL INSPECTION	-1,361.25	
EFT Pymt	20/06/2013	HITACHI CONSTRUCTION MACHINERY (AUST) P/L	BE036 (LDR04) & BE001 (GRD04): PARTS	-12,295.07	
EFT Pymt	20/06/2013	HOWARD PORTER	BE3635 (TRL10) & BE013 (TRK07): PARTS	-985.60	
EFT Pymt	20/06/2013	JASOL AUSTRALIA	VARIOUS: CLEANING PRODUCTS	-977.04	
EFT Pymt	20/06/2013	JASON SIGNMAKERS	HUNT ROAD RET VILLAGE ROAD SIGN	-209.00	



TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	20/06/2013	LANDGATE (DOLA)	TITLE SEARCHES	-72.00	
EFT Pymt	20/06/2013	LANDGATE (VGO)	VALUATION FEES: 06 APR - 17 MAY 13	-255.75	
EFT Pymt	20/06/2013	LGMA	2013 ROCIT LGMA IT CONFERENCE: 13-14 MAY 13	-750.00	
EFT Pymt	20/06/2013	LGRCEU	2013-06 JUN UNION FEES	-77.60	
EFT Pymt	20/06/2013	McINTOSH & SON	BE038 (LDR06): PARTS	-304.63	
EFT Pymt	20/06/2013	McLEODS BARRISTERS & SOLICITORS	BEV STN ARTS INC: CHANGES TO LEASE	-199.10	
EFT Pymt	20/06/2013	MIDALIA STEEL - ONE STEEL	NEW SPORTS COMPLEX: MATERIALS	-78.32	
EFT Pymt	20/06/2013	MORBINNING CATCHMENT GROUP	MORBINNING FIRE BRIGADE: POWER REIMBURSE 27 MAR - 27 MAY 13	-82.20	
EFT Pymt	20/06/2013	MORRIS PEST & WEED	VARIOUS BRIDGES: TERMINTE INSPECTIONS & TREATMENTS	-4,056.80	
EFT Pymt	20/06/2013	MSA CONSTRUCTION	2013-05 MAY RELIEF "BUILDING INSPECTOR"	-4,950.00	
EFT Pymt	20/06/2013	NATWAY FURNITURE & CONSTRUCTIONS	MAINTENANCE: VARIOUS	-599.50	
EFT Pymt	20/06/2013	OFFICEWORKS	JUN 13 STATIONERY PURCHASES	-130.88	
EFT Pymt	20/06/2013	ORICA/SPECTRUM	2013-05 MAY CHLORINE CYLINDER RENTAL (ORICA)	-38.87	
EFT Pymt	20/06/2013	PCS - PERFECT COMPUTER SOLUTIONS	COMPUTER SUPPORT	-6,343.75	
EFT Pymt	20/06/2013	RADIOWEST BROADCASTERS P/L	2013-05 MAY: INTERVIEW "AROUND THE TOWN" INTERVIEW	-55.00	
EFT Pymt	20/06/2013	REDFISH TECHNOLOGIES	CLOSED CIRCUIT TV: CONSULTING	-1,430.00	
EFT Pymt	20/06/2013	RnR CONTRACTING PTY LTD	YORK WILLIAMS RD (BSF); HOBBS RD: BITUMEN SEALING	-17,666.63	
EFT Pymt	20/06/2013	SHACKS HOLDEN	BE1 (SDN24): 30,000km SERVICE	-483.80	
EFT Pymt	20/06/2013	SHIRE OF BROOKTON	2013-05 MAY TOWN PLANNING SCHEME	-13,396.05	
EFT Pymt	20/06/2013	SHIRE OF PINGELLY	12/13 CONTRIBUTION: ROADWISE SPEED TRAILER	-500.57	
EFT Pymt	20/06/2013	SHIRE OF YORK	RANGER SERVICES: 06 - 28 MAY 13	-1,019.40	
EFT Pymt	20/06/2013	STEWART & HEATON CLOTHING CO PTY LTD	CESM UNIFORMS	-263.54	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	20/06/2013	SUPERWRAP - PERSONAL SUPER PLAN	SUPER CONTRIB: FE 19 JUN 13	-692.32	
EFT Pymt	20/06/2013	TOODYAY CHIMNEY SWEEPS	RES BLDGS: CHIMNEY SWEEPS	-534.60	
EFT Pymt	20/06/2013	TURF DEVELOPMENTS WA PTY LTD	REC GROUND OVAL: VERTIDRAIN, SPRAY & FERTILISE	-5,841.00	
EFT Pymt	20/06/2013	TYSON TRADING P/L	ASS 51507 - REFUND	-1,101.93	
EFT Pymt	20/06/2013	UNIQUE STROKES WA	LIONS CLUB KIOSK (CAKE STALL STAND): PAINT	-520.00	
EFT Pymt	20/06/2013	WALGA - WA LOCAL GOVERNMENT ASSOCIATION	ADVERTISING: SIGNAGE POLICY & TRAINING for COUNCILLORS	-2,106.93	
EFT Pymt	20/06/2013	WALGSP - SUPER	SUPER CONTRIB: FE 19 JUN 13	-5,028.52	-142,381.02
EFT Pymt	26/06/2013	BADGE	NEW SPORTS COMPLEX: PROG PYMT 8	-111,302.91	
EFT Pymt	26/06/2013	BDH - BEV DOME HIRE	DIESEL: 8,052 L	-11,661.71	-122,964.62
EFT Pymt	28/06/2013	ALLIRA HILL	GRAVEL ROYALTIES: JAN to JUN 2013	-130.90	
EFT Pymt	28/06/2013	AMD	FINANCIAL MGT SYSTEMS AUDIT 2013	-6,572.50	
EFT Pymt	28/06/2013	AUSSIE IT	TONERS & BATTERIES	-501.38	
EFT Pymt	28/06/2013	AVON WASTE	1,911 BIN COLLECTION FE 14 JUN 13 INC RECYLING BINS & 1 x RECYCLING COLLECTION	-4,166.08	
EFT Pymt	28/06/2013	BEV COUNTRY KITCHEN	COUNCIL MEET: 25 JUN 13	-144.00	
EFT Pymt	28/06/2013	BEV ELECT SERVICES (SMITH K)	VARIOUS BLGS: ELECTRICAL REPAIRS	-1,437.70	
EFT Pymt	28/06/2013	BT EQUIPMENT/TUTT BYRANT	BE026 (ROL05): SERVICE	-1,241.61	
EFT Pymt	28/06/2013	CAMPBELL SHAW PTY LTD	GRAVEL ROYALTIES: JAN - JUN 2013	-4,899.40	
EFT Pymt	28/06/2013	CATERLINK	NEW SPORTS COMPLEX: WHITE GOODS	-11,603.90	
EFT Pymt	28/06/2013	COUNTRY COPIERS NORTHAM	READING: 02 MAY - 21 JUN 13	-570.20	
EFT Pymt	28/06/2013	COURIER AUSTRALIA/TOLL IPEC	FREIGHT CHARGES: 17 - 20 JUN 13	-38.55	
EFT Pymt	28/06/2013	DAVE RICHES P/L	REJECTED EFT from 20 JUN 13. TO BE REISSUED WITH AMENDED BANK DETAILS.	-1,558.14	
EFT Pymt	28/06/2013	DORMA BWN AUTOMATICS PTY LTD	AUTOMATC DOORS: SCHEDULED SERVICE	-132.00	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	28/06/2013	JURIEN SURVEYS / FR RODDA & CO	MORBINNING RD: SURVEYING	-5,500.00	
EFT Pymt	28/06/2013	LANDGATE (VGO)	VALUATION FEES: 2012/13 COUNTRY SOUTHERN URBAN REVALS	-151.65	
EFT Pymt	28/06/2013	MATHER Gaye	REIMBURSEMENTS	-236.95	
EFT Pymt	28/06/2013	MILFORD HOMES	REFUND - PLANNING APPLN: 70 SMITH ST	-139.00	
EFT Pymt	28/06/2013	MINCHIN BM & SONS	GRAVEL ROYALTIES: JAN to JUN 2013	-2,730.20	
EFT Pymt	28/06/2013	PCS - PERFECT COMPUTER SOLUTIONS	COMPUTER SUPPORT	-2,627.75	
EFT Pymt	28/06/2013	RA-AN ENTERPRISES	DIRECT GRANT - KOKENDIN RD: PUSHING GRAVEL	-6,682.50	
EFT Pymt	28/06/2013	RONDO	ROAD MTCE: 500 PLASTIC POSTS	-5,148.00	
EFT Pymt	28/06/2013	SHIRE OF YORK	HEALTH & BUILDING SERVICES: JUN 2013	-1,211.60	
EFT Pymt	28/06/2013	SOUTH WEST ISUZU (nee JEM TRUCKS)	ASSET 8700 BE013 (TRADE IN of TRK07/BE013)	-133,100.00	
EFT Pymt	28/06/2013	STATE LIBRARY OF WA (LISWA)	2012-13 RECOUP OF COURIER FEES for INTER LIBRARY LOANS	-756.05	
EFT Pymt	28/06/2013	STRANGE EA & CO (IAN)	GRAVEL ROYALTIES: JAN to JUN 2013	-11,332.20	
EFT Pymt	28/06/2013	STRATEGIC TEAMS	INTEGRATED WORKFORCE PLAN: PROF SERVICES (FINAL PYMT)	-4,400.00	
EFT Pymt	28/06/2013	TWINKARRI	MUNI ROADS: TREE LOPPING	-63,800.00	
EFT Pymt	28/06/2013	TYRE RECYCLERS WA	REFUSE SITE: 44 x TYRE RECYCLING	-71.13	
EFT Pymt	28/06/2013	WESTRAC	BE004 (LDR02) & BE021 (LDR05): PARTS	-106.11	-270,989.50
Direct Debit	28/06/2013	DPI - LICENSING SERVICES	MAY/JUN 13 LICENSING PAYMENTS	-72,644.25	-72,644.25
Cheque # 1067	06/06/2013	DPT HEALTH	3 YR RENEWAL OF AUTHORITY TO PURCHASE CHLORINE GAS	-191.00	-191.00
Cheque # 1068	06/06/2013	SYNERGY	STREET LIGHTS: 25 MAR - 24 APR 13	-2,285.95	-2,285.95
Cheque # 1069	17/06/2013	TELSTRA	2013-06 JUN TELEPHONE ACCOUNTS	-1,361.44	-1,361.44
Cheque # 1070	20/06/2013	BEV HISTORICAL SOCIETY	2012/13 DONATION	-1,000.00	-1,000.00
Cheque # 1071	20/06/2013	SYNERGY	STREET LIGHTS: 25 APR - 24 MAY 13	-2,212.20	-2,212.20

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque # 1072	26/06/2013	SHIRE OF BEVERLEY	13/14 VEHICLE REGISTRATIONS	-5,301.45	-5,301.45
Cheque # 1073	28/06/2013	PETTY CASH, SHIRE OF BEVERLEY	PETTY CASH RECOUP: 30 JUN 13	-80.50	-80.50
Cheque # 1074	28/06/2013	SHIRE OF BEVERLEY	DEPOSIT for INVESTMENT of 1,004,315.06 (EX INVEST 07 12/13)	-1,004,315.06	-1,004,315.06
Cheque # 1075	28/06/2013	SMITH PH & CO	GRAVEL ROYALTIES: JAN - JUN 2013	-5,242.60	-5,242.60
Cheque # 1076	28/06/2013	SYNERGY	REC GRND (FINAL INVOICE) & COURT HOUSE: POWER CONSUMPTION	-383.55	-383.55
Gen Jrnل 2494	12/06/2013		MAY 13 # - CREDIT CARD	-156.25	-156.25
Gen Jrnل 2495	17/06/2013		ANZ WITHDREW FUNDS INCORRECTLY DEPOSITED on 04 APR 2013	-200.00	-200.00
<b>PAYMENTS RAISED IN CURRENT MONTH</b>				<b>-2,120,444.77</b>	<b>-2,120,444.77</b>
<b>WAGES &amp; SALARIES</b>					
EFT Pymt	06/06/2013	WAGES & SALARIES	FE - 05 Jun 2013	-45,737.42	
EFT Pymt	20/06/2013	WAGES & SALARIES	FE - 19 Jun 2013	-46,570.16	
<b>WAGES &amp; SALARIES</b>				<b>-92,307.58</b>	<b>-92,307.58</b>
<b>TRANSFERS to TRUST</b>					
<b>TRANSFERS to TRUST</b>				<b>0.00</b>	<b>0.00</b>
<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>					
Cheque # 1070	20/06/2013	BEV HISTORICAL SOCIETY	2012/13 DONATION	1,000.00	1,000.00
Cheque # 1075	28/06/2013	SMITH PH & CO	GRAVEL ROYALTIES: JAN - JUN 2013	5,242.60	5,242.60
Cheque # 1076	28/06/2013	SYNERGY	REC GRND (FINAL INVOICE) & COURT HOUSE: POWER CONSUMPTION	383.55	6,242.60
EFT Pymt	28/06/2013	ALLIRA HILL	GRAVEL ROYALTIES: JAN to JUN 2013	130.90	
EFT Pymt	28/06/2013	AMD	FINANCIAL MGT SYSTEMS AUDIT 2013	6,572.50	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	28/06/2013	AUSSIE IT	TONERS & BATTERIES	501.38	
EFT Pymt	28/06/2013	AVON WASTE	1,911 BIN COLLECTION FE 14 JUN 13 INC RECYLING BINS & 1 x RECYCLING COLLECTION	4,166.08	
EFT Pymt	28/06/2013	BEV COUNTRY KITCHEN	COUNCIL MEET: 25 JUN 13	144.00	
EFT Pymt	28/06/2013	BEV ELECT SERVICES (SMITH K)	VARIOUS BLGS: ELECTRICAL REPAIRS	1,437.70	
EFT Pymt	28/06/2013	BT EQUIPMENT/TUTT BYRANT	BE026 (ROL05): SERVICE	1,241.61	
EFT Pymt	28/06/2013	CAMPBELL SHAW PTY LTD	GRAVEL ROYALTIES: JAN - JUN 2013	4,899.40	
EFT Pymt	28/06/2013	CATERLINK	NEW SPORTS COMPLEX: WHITE GOODS	11,603.90	
EFT Pymt	28/06/2013	COUNTRY COPIERS NORTHAM	READING: 02 MAY - 21 JUN 13	570.20	
EFT Pymt	28/06/2013	COURIER AUSTRALIA/TOLL IPEC	FREIGHT CHARGES: 17 - 20 JUN 13	38.55	
EFT Pymt	28/06/2013	DAVE RICHES P/L	REJECTED EFT from 20 JUN 13. TO BE REISSUED WITH AMENDED BANK DETAILS.	1,558.14	
EFT Pymt	28/06/2013	DORMA BWN AUTOMATICS PTY LTD	AUTOMATC DOORS: SCHEDULED SERVICE	132.00	
EFT Pymt	28/06/2013	JURIEN SURVEYS / FR RODDA & CO	MORBINNING RD: SURVEYING	5,500.00	
EFT Pymt	28/06/2013	LANDGATE (VGO)	VALUATION FEES: 2012/13 COUNTRY SOUTHERN URBAN REVALS	151.65	
EFT Pymt	28/06/2013	MATHER Gaye	REIMBURSEMENTS	236.95	
EFT Pymt	28/06/2013	MILFORD HOMES	REFUND - PLANNING APPLN: 70 SMITH ST	139.00	
EFT Pymt	28/06/2013	MINCHIN BM & SONS	GRAVEL ROYALTIES: JAN to JUN 2013	2,730.20	
EFT Pymt	28/06/2013	PCS - PERFECT COMPUTER SOLUTIONS	COMPUTER SUPPORT	2,627.75	
EFT Pymt	28/06/2013	RA-AN ENTERPRISES	DIRECT GRANT - KOKENDIN RD: PUSHING GRAVEL	6,682.50	
EFT Pymt	28/06/2013	RONDO	ROAD MTCE: 500 PLASTIC POSTS	5,148.00	
EFT Pymt	28/06/2013	SHIRE OF YORK	HEALTH & BUILDING SERVICES: JUN 2013	1,211.60	
EFT Pymt	28/06/2013	SOUTH WEST ISUZU (nee JEM TRUCKS)	ASSET 8700 BE013 (TRADE IN of TRK07/BE013)	133,100.00	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	28/06/2013	STATE LIBRARY OF WA (LISWA)	2012-13 RECOUP OF COURIER FEES for INTER LIBRARY LOANS	756.05	
EFT Pymt	28/06/2013	STRANGE EA & CO (IAN)	GRAVEL ROYALTIES: JAN to JUN 2013	11,332.20	
EFT Pymt	28/06/2013	STRATEGIC TEAMS	INTEGRATED WORKFORCE PLAN: PROF SERVICES (FINAL PYMT)	4,400.00	
EFT Pymt	28/06/2013	TWINKARRI	MUNI ROADS: TREE LOPPING	63,800.00	
EFT Pymt	28/06/2013	TYRE RECYCLERS WA	REFUSE SITE: 44 x TYRE RECYCLING	71.13	
EFT Pymt	28/06/2013	WESTRAC	BE004 (LDR02) & BE021 (LDR05): PARTS	106.11	270,989.50
<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>				<b>277,615.65</b>	<b>277,615.65</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>INVESTMENTS</b>					
Transfer		12/13 INVEST 08 ONLINE SAVER (016540 209296973)	FUNDS INVESTED	-569,429.43	
Transfer		12/13 INVEST 08 ONLINE SAVER (016540 209296973)	TEST of TFR of FUNDS	-10.00	
<b>INVESTMENTS</b>				<b>-569,439.43</b>	<b>-569,439.43</b>
<b>TOTAL EXPENDITURE for MUNICIPAL ACCOUNT</b>					<b>-2,504,576.13</b>

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>					
Bill Pmt -CCard	08/05/2013	CATALANOS' CAFÉ	BUS PLAN MEET re AVONDALE: REFRESHMENTS	93.00	
Bill Pmt -CCard	24/05/2013	VILLAGE CAFÉ - WHITEMAN	TRACTOR MUSEUM MEET: REFRESHMENTS	31.00	
Bill Pmt -CCard	24/05/2013	HOG'S BREATH CAFÉ	MEMORIAL SERVICE for F BUISE: REFRESHMENTS	32.25	
<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>				<b>156.25</b>	
<b>TRUST ACCOUNT DETAILS</b>					
<b>PAYMENTS RAISED IN CURRENT MONTH</b>					
Cheque #	26/06/2013	UGLE Sharon	REFUND-GYMKEYBOND	-30.00	
<b>PAYMENTS RAISED IN CURRENT MONTH</b>				<b>-30.00</b>	<b>-30.00</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>					
Gen Jrnl 2485	5/06/2013	SHIRE OF BEVERLEY	TFR from TRUST UNID'd DEPOSIT. ANZ BANK to DEBIT and RETURN to RIGHTFUL OWNER	-200.00	
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>				<b>-200.00</b>	<b>-200.00</b>
<b>TOTAL EXPENDITURE for TRUST ACCOUNT</b>					<b>-230.00</b>
<b>TOTAL EXPENDITURE as reconciled to the JUNE 2013 BANK STATEMENTS</b>					
				Municipal Account Expenditure	-2,504,576.13
				Trust Account Expenditure	-230.00
<b>TOTAL EXPENDITURE for JUNE 2013</b>					<b>-2,504,806.13</b>

### **11.3 Personal Development Grant**

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**SUBMISSION TO:** Ordinary Council Meeting 23 July 2013  
**REPORT DATE:** 16 July 2013  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM  
**AUTHOR:** S P Gollan, Chief Executive Officer  
**ATTACHMENTS:** Draft Policy on Personal Development Grant

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#### **SUMMARY**

Council to consider adopting a policy to financially support individuals who meet the Personal Development Application criteria.

#### **BACKGROUND**

Mr Noah Leonhardt has been selected to participate on a Youth Explorer Voyage aboard the Leeuwin II and has written seeking financial support towards the cost of attending the program.

#### **COMMENT**

Council has in the past received requests for financial assistance by individuals who are representing Western Australia at National events and has decided not to support the requests.

During recent discussions it has been requested that a Policy be developed to assist in determining future requests for assistance when they are received prior to submitting a report to Council.

A Draft policy is attached for Council consideration.

The Draft Policy is to promote Personal Development of non professional individuals that reside in the Shire of Beverley in their chosen interest e.g. music, sport, science, art, culture or academic. All applications for financial assistance for Personal Development will need to be made on the "Application for Financial Assistance" form.

#### **STATUTORY ENVIRONMENT**

Nil

#### **FINANCIAL IMPLICATIONS**

2013/14 Draft Budget

#### **STRATEGIC IMPLICATIONS**

Sustainable Community – Encourage Youth Development and Foster Community Participation.

#### **POLICY IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple majority



### **OFFICER'S RECOMMENDATION**

That Council:

1. Support Mr Noah Leonhardt on the Youth Explorer Voyage by providing \$200.00 towards his trip.
2. Upon returning from the program Mr Leonhardt provide Council with an overview of his trip.
3. Adopt the Draft Policy to provide financial support to assist individuals with personal development or representation in their chosen interest.

### **COUNCIL RESOLUTION**

**M5/0713**

**Moved Cr Pepper**

**Seconded Cr Foster**

**That Council:**

1. **Support Mr Noah Leonhardt on the Youth Explorer Voyage by providing \$200.00 towards his trip.**
2. **Upon returning from the program Mr Leonhardt provide Council with an overview of his trip.**
3. **Adopt the Draft Policy to provide financial support to assist individuals with personal development or representation in their chosen interest.**

**CARRIED 7/0**

(Attachment 11.3)

## **Personal Development Grant**

### **Objective**

To provide positive financial support to individuals that will assist with the development of their chosen interest and that meets the application criteria (subject to budget constraints) and promotes the Shire of Beverley as a positive, supportive and caring community organisation.

### **Policy**

The Shire of Beverley will make an allocation of funds in its budget to be used to help promote the personal development (non-professional) of individuals that reside within the Shire of Beverley. e.g. music, sports, arts, science, cultural or academic.

All applications for financial assistance for Personal Development must meet the application criteria for Personal Development.

All applications for financial assistance for Personal Development shall be made on the "Application for Financial Assistance" application form.

The financial assistance is limited to \$200 per person per financial year or \$400 per person per financial year for National or State Representation.

An allowance for these funds will be included in the draft budget.

### **Assessment**

Applications need to demonstrate the benefits to the community or individual.

Applications for Personal Development funding will be assessed by the Chief Executive Officer and presented to Council for ratification.

Preference will be given to projects with demonstrated community support.

All applicants will be notified in writing of the outcome of their application for Shire of Beverley assistance.

Decisions regarding funding applications are final and will not be reconsidered.

### **Funding will not be provided for: -**

Uniforms

Consumables (including food and beverages)

Minor Equipment (footballs, netballs, hockey sticks etc.)

Recurrent salaries and recurrent operational costs

Applications for completed projects or equipment already purchased

Projects which are the responsibility of other Government Agencies.

### **Application Criteria**

All applicants seeking financial assistance should reside within the Shire of Beverley.

All applications for financial assistance must be submitted on the Shire of Beverley "Application for Financial Assistance" form.

(Attachment 11.3)

To be eligible for the \$400 for State or National Representation, a letter from the governing body advising of the applicant's selection must accompany the application form.

The applicant should submit documented estimates of expenditure as part of the application.

Approval for all applications for financial assistance will be at the discretion of the Chief Executive Officer and presented to Council for ratification.

The proposed development/representation must take place within six (6) months of funding being made available.

Prior approval must be sought for any substantial change to the assistance request.

Acquittal form including a feedback report must be submitted to the Shire of Beverley, on the form provided, within one month of the completion of the development/representation.

Only one (1) application by an individual for financial assistance per financial year will be considered.

(Attachment 11.3)



## APPLICATION FOR FINANCIAL ASSISTANCE (PERSONAL DEVELOPMENT/REPRESENTATION)

**SECTION A – APPLICANT INFORMATION:** To be completed by ALL applicants:

Name:
Contact Person (if under 18yrs):
Postal Address:
Telephone:
Email:

### SECTION B – PERSONAL DEVELOPMENT/REPRESENTATION DETAILS

1. Development/Representation name:-

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2. What category does your application relate to: (please tick)

- Culture, Arts and Events
- Youth Development
- Minor Development/Representations
- Sport and Recreation

3. Development/representation location:

---

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4. Expected start and finish dates:

---

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5. Development/representation description: (please summarise your development or representation, who it will cater for, what services it will offer or improve and how it will be managed).

(Attachment 11.3)

6. What are the objectives and expected benefits of your development/representation?

7. Any other details, or supporting information?

(Attachment 11.3)

**SECTION C – BUDGET**

<b>INCOME</b>	<b>NET INCOME</b>
Council Contribution (grant funds requested in this application)	\$
Council Contribution (other – e.g. site works)	\$
<b>Total Council Contribution Requested</b>	<b>\$</b>
Other Grant Funding (please specify)	\$
Donations (external contributions)	\$
Individual Cash Contribution	\$
<b>TOTAL INCOME</b>	<b>\$</b>

<b>EXPENDITURE – Please detail each item</b>	<b>In Kind</b>	<b>Cash</b>	<b>Total</b>
<b>TOTAL EXPENDITURE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

(Attachment 11.3)

## **SECTION D – UNDERTAKINGS AND CONDITIONS**

If a grant is provided the individual agrees to the following conditions:

1. The grant will be used for the purpose which it was given and will be expended within the financial year granted, unless otherwise agreed in writing by the Shire of Beverley.
2. Copies of receipts or invoices, certified by Shire Staff as true copies of originals, to support expenditure will be returned to the Shire of Beverley along with the acquittal within one (1) month of completion.
3. Any unexpended funds will be returned to the Shire of Beverley within 3 months of payment of the grant, unless otherwise agreed in writing by the Shire of Beverley.
4. If there is to be any delay in the expenditure of the grant, a written request will be made seeking approval for the extension of time.
5. A grant will not be approved for a development/representation that has commenced or been completed.
6. Any special conditions that are attached to the grant will be met.
7. All relevant records will be kept for a period of 7 years and will be made available for audit at any time.
8. The Shire of Beverley will be acknowledged in any publications or media coverage for its support.
9. Your development/representation should be discussed with the Shire of Beverley Chief Executive Officer prior to applying.
10. Keep a copy of your application for your own record.

The Shire's Executive Assistant will contact you if more information is required.

All applicants are advised in writing of the outcome.

Applications are processed in the order in which they are received.

Assessment will take a minimum of one month.

(Attachment 11.3)

## SECTION E – DECLARATION

I, the undersigned, certify that I have been authorised to submit this application, accept the undertakings and conditions of the application and that the information contained herein and attached is to the best of my knowledge true and correct.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Name of Parent/Guardian (if applicant is under 18)</b>	
<b>Signature (Parent/Guardian)</b>	
<b>Date</b>	

Please return to:

Chief Executive Officer  
Shire of Beverley  
PO Box 20  
BEVERLEY WA 6304  
P: 08 9646 1200



(Attachment 11.3)

**SECTION F – PERSONAL DEVELOPMENT FINANCIAL ASSISTANCE ACQUITTAL  
FORM AND BUDGET**

Name:
Postal Address:
Telephone:
Email:
Grant Amount:

What were the aims of your personal development/representation and did you achieve them?

What did you learn from your personal development or representation?

Will you be able to put any results/outcomes/experience into your daily life in the Shire of Beverley?

Any other comments?

(Attachment 11.3)

**PERSONAL DEVELOPMENT/REPRESENTATION BUDGET**

<b>Development/Representation Expenditure</b>	<b>Amount \$</b>
<b>Total Expenditure</b>	
<b>Development/Representation Income</b>	<b>Amount \$</b>
<b>Total Income</b>	
<b>Note: total expenditure should equal total income</b>	

Have you spent all the grant money?                      YES                      NO

If you have not fully expended the grant money, what is the balance remaining: \$ \_\_\_\_\_

*Note that for any unspent funds; attach a cheque payable to the Shire of Beverley*

Please attach copies of receipts relevant to your development/representation.  
Please attach any other relevant materials such as promotional flyers, advertising, photos or newsletters.

<b>Signature:</b> <b>(Parent/Guardian if under 18)</b>	
<b>Name:</b>	

Please return completed acquittal form to:

Chief Executive Officer  
Shire of Beverley  
PO Box 20  
BEVERLEY WA 6304  
For queries: 9646 1200

## **12. ADMINISTRATION**

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

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**SUBMISSION TO:** Ordinary Council Meeting 23 July 2013  
**REPORT DATE:** 18 June 2013  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0265  
**AUTHOR:** S P Gollan, Chief Executive Officer  
**ATTACHMENTS:** Nil

---

#### **SUMMARY**

Council to endorse the use of the Common Seal.

#### **BACKGROUND**

Allocation of the Common Seal requires accompanying signatures of either 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 document:

- 1) Department of Regional Development and Lands (RDL), Country Local Government Fund (CLGF) 2012/13 Individual Agreement, between the RDL and the Shire of Beverley.

#### **STATUTORY ENVIRONMENT**

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

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

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

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

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple majority

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

That Council note and endorse the use of the Common Seal having been attached to the Department of Regional Development and Lands Country Local Government Fund (CLGF) 2012/13 Individual Agreement between RDL and the Shire of Beverley.

#### **COUNCIL RESOLUTION**

**M6/0713**

**Moved Cr Foster**

**Seconded Cr Gogol**

**That Council note and endorse the use of the Common Seal having been attached to the Department of Regional Development and Lands Country Local Government Fund (CLGF) 2012/13 Individual Agreement between RDL and the Shire of Beverley.**

**CARRIED 7/0**

## **12.2 Disability Access and Inclusion Plan 2013 – 2018**

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**SUBMISSION TO:** Ordinary Council Meeting 23 July 2013  
**REPORT DATE:** 08 July 2013  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0048  
**AUTHOR:** S P Gollan, Chief Executive Officer  
**ATTACHMENTS:** Disability Access and Inclusion Plan 2013 – 2018

---

### **SUMMARY**

Council is requested to review and adopt the attached Disability Access and Inclusion Plan 2013 – 2018 and forward it to the Disability Services Commission.

### **BACKGROUND**

The Disability Services Amendment Act 2004 requires Council and all other public authorities to develop a Disability Access and Inclusion Plan (DAIP).

The purpose of a DAIP is to ensure that people with disability can access Councils services and to participate and be included in their community. The goal is to provide as much as reasonable, the same level of access as people without disability enjoy and to ensure that people are not discriminated against on the basis of their disability.

At Councils Ordinary Meeting held on 27 November 2007 Council resolved to adopt the Shire of Beverley Disability Access and Inclusion Plan (2007 – 2012).

The review of the 2007 – 2012 DAIP was completed in June 2013 and was forwarded to Disability Services Commission for comment prior to Council considering the Plan.

### **COMMENT**

A Disability Access and Inclusion Plan face to face Forum was advertised in the Beverley Blarney, at the IGA notice board, CRC Notice Board and the Shire of Beverley website and front counter. People who were unable to attend in person were invited to make comment via email, letter or telephone.

Shire of Beverley Staff have also been consulted during this process.

As a result of this forum and written comments, opportunities for improvement within the Townsite have been identified. The Draft DAIP 2013 – 2018 has been made available for the community to comment on before its adoption.

It is statutory requirement that Council review its DAIP at five year intervals.

### **STATUTORY ENVIRONMENT**

Disability Services Amendment Act 2004

### **FINANCIAL IMPLICATIONS**

Improvements to some infrastructure may require budget consideration.

**STRATEGIC IMPLICATIONS**

Social – Ensure access to services and facilities as needs change within the community.

**POLICY IMPLICATIONS**

N/A

**VOTING REQUIREMENTS**

Absolute majority

**OFFICER'S RECOMMENDATION**

That Council adopt and implement the Shire of Beverley Disability Access and Inclusion Plan 2013 – 2018 and forward a copy to the Disability Services Commission.

**COUNCIL RESOLUTION**

**M7/0713**

**Moved Cr Gogol**

**Seconded Cr Pepper**

**That Council adopt and implement the Shire of Beverley Disability Access and Inclusion Plan 2013 – 2018 and forward a copy to the Disability Services Commission.**

**CARRIED 7/0**

Shire of Beverley

**DRAFT (3) 20-06-2013**

**Disability Access  
& Inclusion Plan  
2013-2018**

This plan is available on request in alternative formats such as large print, electronic format (disk or emailed), audio or Braille, on request. Please call at the Shire Office, telephone 96461200 or email [admin@beverley.wa.gov.au](mailto:admin@beverley.wa.gov.au)

Shire of Beverley  
136 Vincent Street  
Beverley WA 6304

## DISABILITY ACCESS & INCLUSION PLAN

**2013-2018**

<b>Document Status</b>	Draft
<b>Revision No.</b>	0
<b>Revision Date</b>	June 2013
<b>Prepared By</b>	David Vaughan Special Projects Officer
<b>Endorsed By</b>	Stephen Gollan Chief Executive Officer
<b>Adopted By Council</b>	August 2013
<b>Submitted to DSC</b>	Date
<b>Accepted by DSC</b>	Date

<b>Version</b>	<b>Issue Date</b>	<b>Author</b>	<b>Reason for Change</b>
0		D E Vaughan	Draft for public comment



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## **Acknowledgements**

The Shire of Beverley acknowledges and appreciates the input received from many individuals and groups within the community, as well as the Shire staff which has been invaluable in the review process and preparation of this Disability Access Inclusion Plan.

## **Background**

### **The Shire of Beverley**

The Shire of Beverley is a stable and viable farming community located to the east of Perth and covers an area of approximately 2,310 square kilometers.

The Beverley Town site is located in a shallow basin with the Avon River running north-south and an intersected valley east-west. It is the rural service centre to the farming community which produces wheat and course grains as well as livestock. The resident population of Beverley is 1,591

Tourist Attractions: Aeronautical Museum, Beverley Station Arts and Platform Theatre, Avondale Discovery Farm and Vintage Farm Museum, Gliding, Dead Finish Museum, former Courthouse and associated Police accommodation, Old Fire Station, refurbished Town Hall and many turn of the 19<sup>th</sup> century buildings.

Beverley was one of the first areas in Western Australia opened for agriculture after a glowing report to Governor Stirling by Ensign Dale. Beverley was first settled in 1838 and was named after a town in Yorkshire, Northern England. The Beverley town site was established around 1868.

Following an exhaustive evaluation and consultation process in 2012 about the future of the Shire, with member Local Governments from the South East Avon Regional Transition Group, the Council unanimously resolved to discontinue amalgamation negotiations. The Council was strongly supported by the community and decided that good governance and the interests of all residents and stakeholders will be best served by retaining the well established and existing form of Local Government which has been in place for over 100 years.

## **Functions, facilities and services provided by the Shire of Beverley**

The Shire of Beverley is, and will remain responsible for a range of functions, facilities and services including:

### Services to property:

- construction and maintenance of Shire-owned buildings, roads, footpaths and cycle facilities
- land drainage and development
- waste collection and disposal; litter control and street cleaning
- planting and caring for street trees
- numbering of buildings and lots
- bush fire control.

### Services to the community:

- provision and maintenance of playing areas, parks, gardens, reserves
- facilities for sporting and community groups
- facilities and management of caravan park
- management of cemetery
- management of pool, public library, community bus and community events
- health and aged care services.

### Regulatory services:

- planning of road systems, sub-divisions and town planning schemes
- building approvals for construction, additions or alterations to buildings
- environmental health services and ranger services, including dog control and
- the development, maintenance and control of parking.

### General administration:

- the provision of general information to the public
- the lodging of complaints and maintenance reports and
- payment of fees including rates and dog licences.

### Processes of government:

- Providing Local Government to the district of Beverley
- ordinary and special Council and committee meetings
- electors' meetings and election of Council Members
- public meetings, community consultation
- monthly newsletter from the Shire President

## **People with Disability in the Shire of Beverley**

It is estimated that there are approximately 115 people of the permanent population of 1,591 with disability living within the Shire of Beverley (Australian Bureau of Statistics 2011 Census of Population and Housing).

### **Planning for better access**

The Western Australia Disability Services Act (1993) requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to its facilities and services.

Other legislation underpinning access and inclusion includes the Western Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a person's disability unlawful.

The Council, management and staff have incorporated and promoted a proactive approach to all aspects of Disability Access and Inclusion into the culture and daily routine of the Shire

### **Progress since 1996**

The Shire of Beverley is committed to facilitating the inclusion of people with disability through the improvement of access to its information facilities and services. Towards this goal the Shire adopted its first Disability Service Plan (DSP) in 1996 to address the access barriers within the community.

Since the adoption of the initial Plan, the Shire has implemented initiatives and made progress towards better understanding, communication, consultation and access. Some of these are highlighted in Appendix 1.

## Access and Inclusion Policy Statement

The Shire of Beverley is committed to ensuring that the community is accessible for and inclusive of people with disability, their families and carers.

The Shire of Beverley interprets an accessible and inclusive community as one in which all Council functions, facilities and services (in-house and contracted) are open, available and accessible to people with disability, providing all people with the same opportunities, rights and responsibilities as other people in the community.

### **The Shire of Beverley:**

- recognises that people with disability are valued members of the community who make a variety of contributions to local social, economic and cultural life
- believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life
- believes that people with disability, their families and carers should be welcome and supported to remain in the community
- is committed to consulting with people with disability, their families and carers and disability organisations in addressing barriers to access and inclusion
- will ensure its agents and contractors work towards the desired outcomes in the DAIP
- is committed to supporting local community groups and businesses to provide access and inclusion of people with disability, and
- is committed to achieving the seven desired outcomes of the DAIP.

**The seven desired outcomes of the DAIP are as follows:**

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.
3. People with disability receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from the staff of the relevant public authority.
5. People with disability have the same opportunities as other people to make complaints to the relevant public authority.
6. People with disability have the same opportunities as other people to participate in any public consultation by the relevant public authority.
7. People with disability have the same opportunities as other people to obtain and maintain employment within a public authority.

## Development of the Disability Access and Inclusion Plan

### Responsibility for the planning process

The Chief Executive Officer appointed an experienced Senior Local Government practitioner (Project Officer) with responsibility for consulting, regularly reviewing, implementing and reporting to Council on the DAIP. The Projects Officer has responsibility to oversee the development, evaluation and preparation of the draft plan.

The final, Council adopted plan is the responsibility of all officers to implement the relevant actions, as well as to monitor and put forward ideas to be included in the plan at each review phase.

As an example, an Officer with responsibility for Library Services suggested the introduction of Books on Wheels Service to the housebound, which was endorsed by Council.

### Community consultation process

In 2013, the Shire has again undertaken a full and open review of the Council's Disability Access and Inclusion Plan (DAIP). This has included:

- Advertising throughout the Shire of Beverley.
- Front Counter and Notice Board information at the Shire Office about the review and an invitation to comment or make a submission.
- An "open door" by the Chief Executive Officer with staff and the community.
- Meeting and Consultation with community members and stakeholders.
- Discussions with Councillors.
- Desktop review of the Disability Access and Inclusion Plan
- A 'town tour' to physically assess connecting routes and facilities around town.
- Drafting a revised and updated DAIP which includes feedback and suggestions received throughout the consultation process.
- Examination of the initial Disability Service Plans and subsequent progress reports to see what has been achieved and what still needs work.
- Consultation with all staff and an invitation for input.
- When the draft plan is adopted for public comment, broader input will be sought through advertising. The draft plan will also be sent to stakeholders including the Disability Services Commission.

The Disability Services Act Regulations (2004) set out the minimum consultation requirements for public authorities in relation to Disability Access and Inclusion Plans (DAIPs). Local Governments must call for submissions (either general or specific) by notice in a newspaper circulating in the Local Government area or on any website maintained by or on behalf of the Local Government. Other mechanisms may also be used.

In addition to the steps already outlined in this Plan, the following consultation methods were central to the review process.

- In May and June 2013 the community was informed through the local newspaper (The Beverley Blarney), which has a very high local readership, the Shire of Beverley Notice Board, Councillors, Staff, "front counter" notices and Shire's website, that the Shire was developing a DAIP to address barriers to access and inclusion for people with Disability and their families. An invitation was extended to provide input either in writing, by telephone or in person at a public forum.

### **Findings of the consultation**

The review and consultation found that most of the initial objectives in the first DSP had been achieved and that a new plan will continue to strengthen the overall Shire and community culture and address access barriers at the local level. It will also recognise legislative and regulatory changes such as striving for inclusion and access beyond the minimum compliance of the standards. For the first time, Outcome seven is being included in the plan.

The consultation assisted to identify any additional initiatives to access and inclusion, to be addressed in the DAIP Action Plan.

### **Access Barriers**

The access barriers identified in the consultation process

- Footpaths required in areas around the town, some footpaths require upgrading or repair.
- Awareness of Sporting and Community organizations about access to some occasional events
- Shire policy to be developed and referred to Council for adoption.
- Staff Policy Manual, training and recruiting practices to be modified to take account of Outcome seven.
- While most facilities have ACROD parking for people with disability, maintenance and signage is still an issue.
- Programmed review of ACROD parking within the Townsite and at other district facilities.



- Shire's website to be assessed to best meet the needs of people with disability.
- Review of Shire public documents to ensure compliance with accessibility guidelines.
- Some access issues related to private premises – for example local businesses.
- Some inter-agency issues – for example speeding vehicles on the highway were reported as a major difficulty with road crossings on gophers.
- Most commonly mentioned issues were related to pathway maintenance – roots, glass, silt, broken or lifted pavers.

These findings will guide the development of strategies in this DAIP. The findings also assist in setting timeframes for the completion of implementation strategies.

### **Responsibility for implementing the DAIP**

Implementation of the DAIP is the responsibility of every staff member and all operational areas of the Shire. The Disability Services Act (1993) requires all public authorities to take practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

### **Communicating the plan to staff and people with Disability**

Following adoption, the Disability Access and Inclusion Plan will be sent to all those who contributed to the planning process.

The community will be informed of the Plan through all Shire outlets and through the local media. Copies of the plan will be made available upon request and in alternative formats, including hard copy in standard and large print, electronic format, audio format on CD, by email and on the Shire's website.

Staff will be informed via staff regular briefing forums, with strategies included in the Corporate Business Plan with relevant responsible officer.

Staff and community will be advised of any updates to the DAIP using these same methods.

## **Review and evaluation mechanisms**

The Disability Services Act requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission. The Implementation Plan can be updated more frequently if desired.

The Shire is also required to report on progress in the prescribed format to the Disability Services Commission by July 31 each year.

Employees with responsibility for the DAIP will analyse progress in implementing the DAIP and provide a report to management and Council on progress and recommended changes to the implementation plan annually.

## **Evaluation**

- An evaluation will occur as part of the five-yearly review of the DAIP.
- The community, staff and Elected Members will be consulted as per the endorsed consultation strategies, as part of any evaluation.

## **Reporting on the DAIP**

The Disability Services Act requires the Shire to report on the implementation of its DAIP in its annual report outlining:

- progress towards the desired outcomes of its DAIP;
- progress of its agents and contractors towards meeting the seven desired outcomes; and
- the strategies used to inform agents and contractors of its DAIP. Agents and Contractors will be made aware of the Shire of Beverley's DAIP in writing within contracts and via the Shire of Beverley website.

The Shire is also required to report on progress in the prescribed format to the Disability Services Commission by July 31 each year.

## Strategies to improve access and inclusion

The following overarching strategies have been developed to address each of the seven desired outcome areas of the Disability Services Act from feedback gained in the consultation process. These will form the basis of the Implementation Plan.

### Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Strategy
Ensure that people with Disability are consulted on their needs for services and the accessibility of current services.
Monitor Shire services to ensure equitable access and inclusion.
Develop the links between the DAIP and other Shire plans and strategies.
District events, are accessible to people with Disability.
Promote Health and Wellbeing programmes.
Regularly promote Disability Services and programmes available within the Shire

### Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategy
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.
Ensure that all new or redevelopment works provide access to people with Disability, where practicable.
Advocate to local businesses and tourist venues the requirements for and benefits flowing from the provision of accessible venues.
Ensure that all recreational areas are accessible.
Ensure that ACROD parking meets the needs of people with disability in terms of visibility, quantity and location.

**Outcome 3**

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

<b>Strategy</b>
Ensure that the community is aware that Shire information is available in alternative formats upon request.
Improve staff awareness of accessible information needs and how to provide information in other formats.
Accommodate the provision of support personnel to significant events on request.
Ensure that the Shire's website meets contemporary good practice.

**Outcome 4**

People with disability receive the same level and quality of service from the employees of a public authority as other people receive from the employees of that public authority.

<b>Strategy</b>
Ensure that all employees, current and new, and Elected Members are aware of disability and access issues and have the skills to provide appropriate services.

**Outcome 5**

People with disability have the same opportunities as other people to make complaints to a public authority.

<b>Strategy</b>
Ensure that feedback and grievance mechanisms are known and accessible for people with Disability.

**Outcome 6**

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

**Strategy**

Ensure that people with disability are actively consulted about the DAIP and any other significant planning processes.

Ensure that people with disability are aware of and can access other established consultative processes.

**Outcome 7**

People with disability have the same opportunities as other people to maintain employment with the Shire of Beverley.

**Strategy**

Ensure that people with Disability are actively encouraged to apply for employment with the Shire of Beverley.

Ensure that staff are informed and aware of the Council commitment to Equal Opportunity employment.

# Appendix 1

## Progress since 1996 under the Disability Service Plan

- Talking books were relocated to one specific, clearly signed location in the library.
- Large print books were relocated to one specific, clearly signed location in the library.
- Aisles in the library were widened
- Large print copy of the local paper located in the library
- Electronic Doors installed to entrance of Shire office.
- Unisex accessible public toilets were built in town centre.
- Footpaths in the main street have been built or upgraded.
- Ramps have been installed at the Town Hall, Doctors' Surgery and the Shire Administration Building and Recreation Centre.
- An Accessible Information policy was developed.
- Information was made available in alternative formats on request.
- Key Shire employees made aware of contact for disability information from the Project Officer in Beverley when required.
- Information on consultations was simplified and made available in alternative formats upon request.
- Municipal election voting was held in accessible buildings and
- Some voting booths were modified to suit people using wheelchairs.
- The New Recreation Ground Project was built with dedicated disabled toilets, ramps, doors and access throughout the building. People from the local area with disability also provided feedback towards the new project.
- Books on Wheels was established for people with disability.

### Role Key

CEO	Chief Executive Officer
DCEO	Deputy Chief Executive Officer
EHO	Environmental Health Officer
BS	Building Surveyor
MOW	Manager of Works
SP	Shire Planner
CSO	Community Service Officers
PO	Payroll Officer

DRAFT

# Shire of Beverley

## Disability Access and Inclusion Plan Implementation Plan 2013 – 2018

DRAFT



## Implementation Plan

The Implementation Plan details the task, timelines and responsibilities for each broad strategy to be implemented in 2013-2018 to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually to progress the achievement of all the strategies over the duration of the five year plan.

DRAFT

<b>Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised, by the Shire of Beverley.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that people with disability are consulted on their need for services and the accessibility of current services.	I. Discuss access and inclusion where appropriate at all meetings with the public. II. Develop staff consultation Guidelines for future review of services	2015-2018	CEO SP
Monitor Shire services to ensure equitable access and inclusion.	I. Conduct systematic reviews of the accessibility of services. II. Inform Council of identified barriers and provide feedback to customers	2013-2018	CSO DCEO
Develop links between the DAIP and other Shire plans and strategies.	I. Incorporate the objectives and strategies of the DAIP into the Shire's existing planning processes, particularly the Strategic Plan.	2014-2015	CEO SP
District events, are accessible to people with disability.	I. Encourage Organisations to ensure that all events are planned using an Accessible Events checklist.	2013 Annually	CSO
Promote Health and Wellbeing programs.	I. Establish a volunteer roster to support access and inclusion for participation in the Shire of Beverley Gym.	2013	CEO DCEO
Regularly promote Disability Services and programs available within the Shire.	I. Prepare a rolling advertising schedule for the Beverley Blarney to promote and increase participation.	2013	CSO

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<b>Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Beverley.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	I. Inspection program for buildings to identify access barriers to buildings and facilities. II. Investigate options for provision of fully accessible toilets at the Railway Outdoor Theatre	2014	BS MOW
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	I. Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities. II. Ensure that development application meet the legal requirements.	2013-2018	EHO MOW BS
Advocate to local businesses and tourist venues the requirements and benefits flowing from, the provision of accessible venues.	I. Provide information (available on the DSC website), on the needs of people with disability, legal requirements and best practice. II. Promote access to business and inform each business of 2013 DAIP review outcomes. III. Make access information available on the Shire's website.	2014-2018	CEO
Ensure that all recreational areas are accessible.	I. Conduct audit of Shire pool, Community Hall, Playgrounds and Caravan Park. II. Develop and implement a program of progressive upgrades	2014	EHO BS
Ensure that ACROD parking meets the needs of people with Disability in terms of visibility quantity and location.	I. Evaluate ACROD bays and signs in the vicinity of business centre.	2013-2018	MOW
Identify barriers and hazards with the town and at district facilities.	I. Develop a systematic schedule and check list for use by staff.	2016	EHO

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<b>Outcome 3: People with disability receive information from the Shire of Beverley in a format that will enable them to access the information as readily as other people are able to access it.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that the community is aware that Shire information is available in alternative formats upon request.	I. Publicise the availability of other formats in the local newspaper. II. Disseminate information to staff for distribution to residents	2014	DCEO
Improve employee awareness of accessible information needs and how to provide information in other formats.	I. Educate employees in providing accessible information.	2013-2018	DCEO
Ensure that the Shire's website meets contemporary good practice.	I. Evaluate website to ensure it complies with the web content guidelines and meets local needs.	2014-2015	DCEO

<b>Outcome 4: People with disability receive the same level and quality of service from the employees of the Shire of Beverley as other people receive.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure Elected Members and employees are aware of our DAIP and information that is available from DSC.	I. Ensure staff and Councillors are aware of services and access needs of people with Disability. II. Assess Staff training needs at each performance review.	2013 2014-2018	CEO DCEO

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<b>Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Beverley.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that grievance mechanisms are known and accessible for people with disability.	I. Review current grievance mechanisms and implement any recommendations.	2014	DCEO

<b>Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure access for people with disabilities to established consultative process of Shire of Beverley.	I. Develop consultation Practice Notes for the shire that ensures the needs of people with different communication needs are met.	2013-14	SP
	II. Develop a register of people to provide comment on access and inclusion issues.	2014-15	CSO
Ensure that people with disability are aware of and can access other established consultative processes.	I. Ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website.	2013-14	DCEO
	II. Investigate installing an audio loop in Council Chambers and the Town Hall.	2016	DCEO

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<b>Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Beverley.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that people with disability are actively encouraged to apply for employment with the Shire of Beverley.	I. Review all draft Job advertisements to encourage applicants with disability to apply.	2013-14	DCEO
	II. Promote equity and diversity in the work place and with volunteers	2014-15	
	III. Ensure all aspects of recruiting and interviewing cover the positive outcomes from Equity and Diversity		
People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Beverley	I. Invite staff to give notice of their disability to HR/Payroll.	2013	DCEO
	II. Review suitability of plant and equipment based on feedback from staff.	2014	
	III. Identify people within the workforce who have disability.		

### **12.3 Review of Financial Management System and Procedures**

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**SUBMISSION TO:** Ordinary Council Meeting 23 July 2013  
**REPORT DATE:** 16 July 2013  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0291  
**AUTHOR:** S P Gollan, Chief Executive Officer  
**ATTACHMENTS:** 2013 Financial Management System Review

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#### **SUMMARY**

To review and receive the 2013 Financial Management System Review as prepared by AMD Chartered Accountants.

#### **BACKGROUND**

The Chief Executive Officer is required to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government not less than every four financial years and report to Council the results of those reviews. The last review was undertaken by Dominic Carbone and Associates in September 2009.

#### **COMMENT**

To comply with the requirements of the Regulations, AMD Chartered Accountants was commissioned to undertake the review and report on Council's financial management systems and procedures.

The financial management review provides the Chief Executive Officer and the Council with an independent assessment of the appropriateness and effectiveness of the Shire's financial management systems.

The review procedures undertaken included documentation, analysis and testing of financial internal controls. The Shire's financial records were examined to ascertain the level of effectiveness of the financial systems including the following: -

- Proper collection of all money owing to the Shire;
- Safe custody and security of all money collected and held by the Shire;
- Proper maintenance and security of the Shire's financial records;
- Proper accounting of all revenue, expenses, assets and liabilities of the Municipal and Trust funds;
- Proper authorisation for the incurring of liabilities and making of payments;
- Cost management;
- Budgeting;
- Financial reporting;
- Internal control procedures and policies; and
- Delegation and policies.

The following recommendations were provided by AMD:

1. Management ensure the audit report is adopted by Council and sent to the Department within 30 days of receiving it from the auditors, in accordance with Section 51(a) of the 1996 Local Government (Financial Management) Regulations.

**Management response: Due to Staff changes (DCEO arriving, Executive Assistant changing) this requirement was overlooked.**

**Senior Staff will ensure 2012/13 Audit Report is forwarded to the Department as per Section 51(2) of the Local Government (Financial Management) Regulations 1996.**

2. The Code of Conduct be subject to review and approval in accordance with stated review dates. It may be appropriate for policy reviews to occur annually, however frequency of the review will depend on the nature of the policy. Policies should document the last review date and the next review date.

**Management response: Agree – Policy Manual is currently being reviewed, Code of Conduct will follow.**

3. A petty cash policy be designed, implemented, communicated to staff including all offsite locations and regularly monitored. This policy should address who has access to petty cash, limits for petty cash purchases, reconciliation of petty cash, regular review and spot checks, in particular in respect to offsite locations.

**Management response: Agree – A Policy will be formulated through the Policy review process.**

4. A policy be designed, implemented and communicated to staff who have access to Shire property. The policy should address which staff may have access to shire buildings, in what circumstances these keys may be used and the action to be taken in the event that the keys are lost.

**Management response: Agree – A Policy will be formulated.**

5. A register of employees who hold master keys and other keys to Shire property (including vehicles and machinery) be maintained. The register should include the individuals who have a key allocated to them, their position, the date the key was allocated, the key number and contact details of each staff member.

**Management response: Agree – A Register will be created through the Policy review process.**

6. Management ensure the Policy Manual is reviewed so out-dated references can be amended where required.

**Management response: Agree – Policy review is underway.**

7. Management incorporate a paragraph within the Policy which states whom the credit cards are to be surrendered to in the event of employees taking extended leave.

**Management response: Agree – A Policy will be formulated.**

8. A register of credit cards is maintained in accordance with stated policy.

**Management response: Agree – A Register will be created through the Policy review process.**

9. A formal agreement relating to the provision of key services be developed and signed by all parties as evidence terms and conditions are agreed to. This agreement should be maintained on file for future reference.

**Management response: Agreements will be sourced.**

10. An independent review of all changes made to master files be conducted periodically. The review should involve:
  - A download of all changes (new / old / modify) made to each master-file;
  - A representative sample then be tested and traced to originating / supporting documentation to assure validity and timeliness; and
  - A review for suspicious master-file changes should be performed periodically.

**Management response: This may form part of the Shire of Beverley's Monthly Reconciliation process, depending whether new Accounting System allows the process to be conducted easily.**

11. That access restrictions be implemented, whereby individual employee systems access is limited to only those areas required to perform allocated duties and functions.

**Management response: Depending on functionality of new Accounting System, access restrictions will be put in place.**

12. Systems used by the Shire of Beverley be set up to prompt users to change their passwords on a regular basis (i.e. every 90 days) to enhance security over access to information.

**Management response: Agree in principle, however due to low staff turnover and job sharing, regular password changes may not be practical.**

13. Computers be set up to automatically log off individual workstations when not in use for a period of time.

**Management response: Agree – will arrange for this function to be set.**

## **STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 6.10, Financial Management Regulations

Regulations may provide for —

- (a) The security and banking of money received by a local government; and
- (b) The keeping of financial records by a local government; and
- (c) The management by a local government of its assets, liabilities and revenue; and
- (d) The general management of, and the authorisation of payments out of —
  - (i) The municipal fund; and
  - (ii) The trust fund, of a local government.

Local Government (Financial Management) Regulations 1996  
Section 5 CEO's duties as to financial management

- (1) Efficient systems and procedures are to be established by the CEO of a local government —
  - (a) For the proper collection of all money owing to the local government; and
  - (b) For the safe custody and security of all money collected or held by the local government; and
  - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and
  - (d) To ensure proper accounting for municipal or trust —
    - (i) Revenue received or receivable; and
    - (ii) Expenses paid or payable; and
    - (iii) Assets and liabilities; and
  - (e) To ensure proper authorisation for the incurring of liabilities and the making of payments; and
  - (f) For the maintenance of payroll, stock control and costing records; and
  - (g) To assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.
- (2) The CEO is to —
  - (a) Ensure that the resources of the local government are effectively and efficiently managed; and
  - (b) Assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
  - (c) Undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.



**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Sustainable Governance – Manage Resources Effectively – Ensure governance and legislative requirements are met.

**POLICY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATION**

That Council receive the Financial Management Systems and Procedures Review completed by AMD Chartered Accountants.

**COUNCIL RESOLUTION**

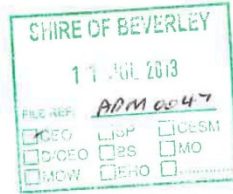
**M8/0713**

**Moved Cr Pepper**

**Seconded Cr Gogol**

**That Council receive the Financial Management Systems and Procedures Review completed by AMD Chartered Accountants.**

**CARRIED 7/0**



9 July 2013

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

**PARTNERS**

Clifton M Anderson FCA, JP	Stuart Fricker CPA, GAICD
Stephen FJ Down CA	Tim Partridge FCA
Shaun G O'Callaghan CA	Maria Cavallo CA
Peter Manolas CPA, CTA (Master of Taxation Law)	

**ASSOCIATE**

Shane Kaurin CPA

Dear Steve

**2013 FINANCIAL MANAGEMENT SYSTEMS REVIEW**

We are pleased to present our findings and recommendations resulting from AMD's Financial Management Systems Review ("FMSR").

**1.0 APPROACH AND OBJECTIVES**

The primary objective of our FMSR was to assess the adequacy and effectiveness of systems and controls in place within the Shire of Beverley; limited to those areas outlined within the Agreed Upon Procedure - Financial Management Systems Review terms of reference dated 24 April 2013.

The responsibility of determining the adequacy of the procedures undertaken by us is that of the Chief Executive Officer ("CEO"). The procedures were performed solely to assist the CEO in satisfying his duty under Section 6.10 of the Local Government Act 1995.

Our findings included within this report are based on the site-work completed by us during the week commencing the 17<sup>th</sup> June 2013. Findings are based on information provided and available to us following our requests during this site visit.

**2.0 SUMMARY OF FINDINGS**

The procedures performed and our findings on each of the FMSR areas are detailed in the attached appendices as follows:

- Appendix A – Policies, Procedures and Act & Regulation Compliance;
- Appendix B – Income;
- Appendix C – Procurement and Purchasing;
- Appendix D – Stocks;
- Appendix E – Payroll;
- Appendix F – Budget and Reporting and
- Appendix G – Information Technology.

Guidance as to finding classifications utilised in completing our FMSR are detailed in Appendix H.

In addition to the review of processes, procedures and testing completed at the Beverley office, our FMSR included a visit to the Beverley depot.



**Chartered Accountants**

Independent Member of  
**BKR**  
INTERNATIONAL

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We also reviewed action taken to date in respect to audit recommendations raised by Council's external auditor Gregory Froomes Wyllie, detailed within his 30 June 2012 Management Report.

Following the completion of our FMSR on those areas outlined within Appendix A to G, we are pleased to report that in context of Council's overall operations and size we consider operating procedures and systems in place are adequate, and have operated effectively from July 2012, to the date of our site visit, with the exception of the recommendations outlined within our report.

Findings reported by us are on an exceptions basis, and do not take into account the various internal controls tested during our FMSR which were determined to operate effectively.

Many of the findings raised by AMD are considered to be minor in nature, when taken in context of overall operations of the Shire.

### **3.0 OTHER MATTERS**

Please note, we were provided with the 2013 Shire of Beverley Policy Manual at the time of completing our FMSR which was in draft. Our enquiries indicate this manual review will be completed and presented to Council in July 2013.

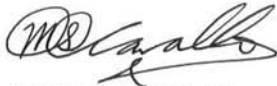
We also note Shire of Beverley does not currently have a documented Disaster Recovery Plan, however we understand this task has been outsourced to a consultant.

Our report is solely for the purpose set forth in the first paragraph of this report and for your information and is not to be used for any other purpose or distributed to any other party. This report relates only to procedures and items specified within the written instructions within the Agreed Upon Procedure – Financial Management Systems Review dated 24 April 2013 and do not extend to any financial report of the Shire of Beverley, taken as a whole.

Ray and I would like to thank Simon, Gaye and the Shire of Beverley team for the co-operation and assistance provided to us while conducting our FMSR.

Should you have any queries in respect to this report or any other matters relating to our FMSR, please do not hesitate to contact me.

Yours Sincerely  
**AMD Chartered Accountants**



**MARIA CAVALLO CA**  
Partner

## APPENDIX A

### SHIRE OF BEVERLEY

#### POLICIES, PROCEDURES AND ACT & REGULATION COMPLIANCE

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##### SCOPE

- Review stated Shire of Beverley policy and working procedures to ensure up to date;
- Review stated Shire of Beverley policy and working procedures in respect to financial related matters to ensure complied with;
- Assess segregation of duties in respect to cash handling and receipting processes and procurement and purchasing processes; and
- Review compliance with the Local Government Act and Financial Management Regulations limited to provisions of the Act or Regulations which are financial in nature.

##### FINDINGS

###### 1. AUDIT REPORT TO DEPARTMENT

###### *Finding Rating: High*

We noted the audit report for the 2011/12 financial audit was dated the 22<sup>nd</sup> October 2012 and was received and adopted by Council on the 27<sup>th</sup> November 2012 however, was only sent to the Department on the 20<sup>th</sup> December 2012.

###### **Implication**

Breach of section 51(2) of the 1996 Local Government (Financial Management) Regulations.

###### **Recommendation**

We recommend management ensure the audit report is adopted by Council and sent to the Department within 30 days of receiving it from the auditors, in accordance with Section 51(a) of the 1996 Local Government (Financial Management) Regulations.

###### **Management Comment:**

Due to Staff changes (DCEO arriving, Executive Assistant changing) this requirement was overlooked.

Senior Staff will ensure 2012/13 Audit Report is forwarded the Department as per Section 51(2) of the Local Government (Financial Management) Regulations 1996.

**APPENDIX A**  
**SHIRE OF BEVERLEY**

**POLICIES, PROCEDURES AND ACT & REGULATION COMPLIANCE**

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**2. CODE OF CONDUCT**

***Finding Rating: Low***

We noted the Shire of Beverley Code of Conduct for Elected Members and Staff ("Code of Conduct") was last reviewed on the 28 March 2006.

**Implication**

Risk that the Code of Conduct may be out of date or require amendment.

**Recommendation**

We recommend the Code of Conduct be subject to review and approval in accordance with stated review dates. It may be appropriate for policy reviews to occur annually, however frequency of the review will depend on the nature of the policy. Policies should document the last review date and the next review date.

**Management Comment:**

Agree – Policy Manual is currently being reviewed, Code of Conduct will follow.

**APPENDIX A**  
**SHIRE OF BEVERLEY**

**POLICIES, PROCEDURES AND ACT & REGULATION COMPLIANCE**

---

**3. PETTY CASH POLICY**

***Finding Rating: Low***

We noted there is currently no documented policy or work procedure in respect to the use and recording of petty cash at the Shire administration office or at offsite locations.

We note however that the usage of petty cash is minimal.

**Implication**

Lack of documentation and process in respect to approved petty cash policies and procedures.

**Recommendation**

We recommend a petty cash policy be designed, implemented, communicated to staff including all offsite locations and regularly monitored. This policy should address who has access to petty cash, limits for petty cash purchases, reconciliation of petty cash, regular review and spot checks, in particular in respect to offsite locations.

**Management Comment:**

Agree – A Policy will be formulated through the Policy review process.

**APPENDIX A  
SHIRE OF BEVERLEY**

**POLICIES, PROCEDURES AND ACT & REGULATION COMPLIANCE**

---

**4. KEY POLICY AND MASTER KEY REGISTER**

***Finding Rating: Low***

We noted there is currently no documented policy or work procedure in respect to the use of keys held by staff members.

We also noted there is no documented register maintained indicating which staff members hold master keys.

**Implication**

Lack of documentation and communication in respect to approved use of Shire property and risk of unauthorised access to shire property.

**Recommendation**

We recommend a policy be designed, implemented and communicated to staff who have access to Shire property. The policy should address which staff may have access to shire buildings, in what circumstances these keys may be used and the action to be taken in the event that the keys are lost.

We also recommend a register of employees who hold master keys and other keys to Shire property (including vehicles and machinery) be maintained. The register should include the individuals who have a key allocated to them, their position, the date the key was allocated, the key number and contact details of each staff member.

**Management Comment:**

Agree – A Policy will be formulated and a Register created through the Policy review process.

**APPENDIX A  
SHIRE OF BEVERLEY**

**POLICIES, PROCEDURES AND ACT & REGULATION COMPLIANCE**

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**5. POLICY MANUAL REFERNCES**

***Finding Rating: Low***

We noted the draft Policy Manual refers to AS/NZS 4360:2004 Risk Management within section 2.4 – Risk Management of the Policy Manual.

AS/NZS has been replaced with AS/NZS ISO 31000: 2009 Risk Management – Principles and Guidelines.

**Implication**

Rick that policies are out of date or require amendment.

**Recommendation**

We recommend management ensure the Policy Manual is reviewed so out-dated references can be amended where required.

**Management Comment:**

Agree – Policy review is underway.



APPENDIX A

SHIRE OF BEVERLEY

POLICIES, PROCEDURES AND ACT & REGULATION COMPLIANCE

**6. DRAFT CORPORATE CREDIT CARD POLICY**

***Finding Rating: Low***

We noted the draft Corporate Credit Card policy (which forms part of the draft policy manual) does not document whom credit cards are to be surrendered, to in the event of employees taking extended leave.

Our enquiries also indicated a register of corporate credit cards is not currently maintained, as per Section 1.3 of the draft Policy Manual.

**Implication**

Risk of credit cards used inappropriately and for unauthorised purchases.

**Recommendation**

We recommend management incorporate a paragraph within the Policy which states whom the credit cards are to be surrendered to in the event of employees taking extended leave.

We also recommend a register of credit cards is maintained in accordance with stated policy.

**Management Comment:**

Agree – A Policy will be formulated and a Register created through the Policy review process.

**APPENDIX B**  
**SHIRE OF BEVERLEY**  
**INCOME**

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**SCOPE**

Review processes and procedures in respect to the collection of money owing to the Shire of Beverley including:

- Cash security;
- Administration centre cashier handling and daily reconciliation procedures;
- Invoicing procedures in respect to any budgeted income categories (where applicable);
- Review security of cash and banking procedures to ensure appropriate controls and procedures in place; and
- Credit control procedures and credit limits applied.

**FINDINGS**

**1. CONSULTANT AGREEMENTS**

***Finding Rating: Low***

At the time of our site visit, the following consultant agreements could not be located and provided to us:

1. The agreement between the Shire and Perfect Computer Solutions for the provision of IT related services; and
2. The agreement between the Shire and Dominic Carbone and Associates for the provision of accounting related services.

**Implication**

Lack of documented terms and conditions relating to service agreements in place.

**Recommendation**

We recommend a formal agreement relating to the provision of key services be developed and signed by all parties as evidence terms and conditions are agreed to. This agreement should be maintained on file for future reference.

**Management Comment:**

Agreements will be sourced.

**APPENDIX C**  
**SHIRE OF BEVERLEY**  
**PROCUREMENT AND PURCHASING**

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**SCOPE**

Review processes and procedures in respect to:

- Purchasing and procurement procedures, including purchasing limits, purchase orders, allocation to cost codes, purchase orders authorised for order, goods received checked; invoices authorised for payment, invoices and purchase orders matched;
- Ensure payments are presented to Council, noting Council resolution noted within minutes;
- Analysis and testing in respect to the allocation of overheads and administration costs; and
- Review of Petty Cash policy and procedures, including use, limits, supporting invoices / receipts and regular reconciliation.

**FINDINGS**

**1. MASTERFILE ACCURACY AND VALIDITY**

*Finding Rating: Medium*

We noted Shire of Beverley does not conduct an independent review of all changes and adjustments made to master files, including changes made to supplier and employee payroll master files, such as amending supplier or employee bank account details or amendments to electronic funds transfer details. In particular there is no independent review in respect to the timeliness of changes made, errors, or any unauthorised changes.

**Implication**

There is an increased risk that:

1. Required changes to the master-files are untimely;
2. Erroneous changes made to master-files have a low chance of being detected in a timely manner; and
3. Suspicious / fraudulent changes made to master-files have a low chance of being detected in a timely manner.

**Recommendation**

We recommend an independent review of all changes made to mater files be conducted periodically. The review should involve:

- A download of all changes (new / old / modify) made to each master-file;
- A representative sample then be tested and traced to originating / supporting documentation to assure validity and timeliness; and
- A review for suspicious master-file changes should be performed periodically.

**Management Comment:**

This may form part of the Shire of Beverley's Monthly Reconciliation process, depending whether new Accounting System allows the process to be conducted easily.

**APPENDIX D**  
**SHIRE OF BEVERLEY**  
**STOCKS**

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**SCOPE**

Review processes and procedures in respect to:

- Physical stock security;
- Onsite visit to Depot, including review of stock held and fuel stock procedures;
- Purchasing and procurement procedures in respect to stock, including purchasing limits, purchase orders, allocation to cost codes, purchase orders authorised for order, goods received checked; invoices authorised for payment, invoices and purchase orders matched; and
- Stock reconciliations and stock take procedures.

**FINDINGS**

Our review indicated key underlying policies and processes in relation to stocks are appropriate, in line with best practice and operating effectively.

Accordingly, we have no recommendations to raise in respect to stocks.

**APPENDIX E**  
**SHIRE OF BEVERLEY**  
**PAYROLL**

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**SCOPE**

Review processes and procedures in respect to:

- Payroll procedures, included review of documented policies and procedures in respect to recruitment, new employees, staff performance, timesheet preparation, approval and entry, deductions, leave entitlements, payroll processing and termination procedures;
- Review of payroll data entry, processing, reporting and independent review; and
- Sample testing of documented policies and procedures to ensure complied with.

**FINDINGS**

Our review indicated key underlying policies and processes in relation to payroll are appropriate, in line with best practice and operating effectively.

Accordingly, we have no recommendations to raise in respect to payroll.

**APPENDIX F**  
**SHIRE OF BEVERLEY**  
**BUDGETS AND REPORTING**

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**SCOPE**

Review processes and procedures in respect to:

- Preparation of monthly financial statements;
- Preparation of annual financial statements;
- Preparation of annual budget; and
- Preparation and Council adoption of budget review in accordance with Regulations.

**FINDINGS**

Our review indicated key underlying policies and processes in relation to budgets and reporting are appropriate, in line with best practice and operating effectively.

Accordingly, we have no recommendations to raise in respect to budgets and reporting.

**APPENDIX G**  
**SHIRE OF BEVERLEY**  
**INFORMATION TECHNOLOGY**

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**SCOPE**

High level review of processes and procedures in respect to:

- Physical security;
- Access security;
- Data back-ups
- Contingency / Disaster Recovery Plans;
- Assess compliance with system developments and documented policies and procedures.

**FINDINGS**

**1. INFORMATION TECHNOLOGY**

*Finding Rating: Moderate*

We noted that there are no QuickBooks access restrictions in place.

**Implication**

Risk of unauthorised transactions occurring.

**Recommendation**

We recommend that access restrictions be implemented, whereby individual employee systems access is limited to only those areas required to perform allocated duties and functions.

**Management Comment:**

Depending on functionality of new Accounting System, access restrictions will be put in place.

**APPENDIX G**  
**SHIRE OF BEVERLEY**  
**INFORMATION TECHNOLOGY**

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**2. LOGIN PASSWORDS**

***Finding Rating: Low***

We noted users are not prompted to change their login passwords on a regular basis.

**Implication**

Over time unchanged individual login passwords may become known to others which increases the risk of unauthorised access.

**Recommendation**

We recommend systems used by the Shire of Beverley be set up to prompt users to change their passwords on a regular basis (i.e. every 90 days) to enhance security over access to information.

**Management Comment:**

Agree in principle, however due to low staff turnover and job sharing, regular password changes may not be practical.



**APPENDIX G**  
**SHIRE OF BEVERLEY**  
**INFORMATION TECHNOLOGY**

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**3. COMPUTER LOG OFF**

*Finding Rating: Low*

We noted computers are not setup with automatic log off on individual workstations when not in use for a period of time.

**Implication**

Risk of information used by those with no authorisation.

**Recommendation**

We recommend computers be set up to automatically log off individual workstations when not in use for a period of time.

**Management Comment:**

Agree – will arrange for this function to be set.

**APPENDIX H**  
**SHIRE OF BEVERLEY**  
**RISK ASSESMENT**

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**GUIDEANCE TO RISK CLASSIFICATION**

Our guidance to risk classification in completing our interim audit and FMSR review is as follows:

Risk is the probability that an event or action may adversely effect the organisation. Risk is assessed based on the relationship between consequence and likelihood.

- Consequence is the severity of the impact that would result if the event were to occur.
- Likelihood is the chance that the event may occur given knowledge of the organisation and its environment.

Risk rating for each audit issue was based on the following table:

Likelihood	Consequence		
	Insignificant	Significant	Highly Significant
Low	L	M	M
Medium	L	M	H
High	L	H	H

## **12.4 Bush Fire Brigade Boundary Changes**

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**SUBMISSION TO:** Ordinary Council Meeting 23 July 2013  
**REPORT DATE:** 16 July 2013  
**APPLICANT:** CESM  
**FILE REFERENCE:** ADM 0079  
**AUTHOR:** J Corrigan, Community Emergency Services Manager  
**ATTACHMENTS:** Bush Fire Brigade Boundary Map

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### **SUMMARY**

That Council consider the proposed amalgamation the current 9 Bush Fire Brigades into 6 Bush Fire Brigades.

### **BACKGROUND**

At a Fire Control Officer Meeting held on 17 April 2013 a discussion took place in regards to the possible amalgamation of our current 9 Bush Fire Brigades into 3 brigades. It would consist of 1 brigade in the East of the Shire, 1 to the West of the Shire and 1 Central. The Fire Control Officers (FCO's) had agreed that the brigades needed to be reduced due to a number of FCO's retiring and these brigade being unable to find new FCO's to fulfil the roles within their areas a second meeting should take place to discuss this proposal.

### **COMMENT**

On 3 July 2013 a second meeting occurred with the Fire Control Officers, Chief Executive Officer, Shire President and the Community Emergency Services Manager present to discuss the amalgamation of brigades.

The Fire Control Officers are of the view that with the amalgamation of brigades this would alleviate the pressures of finding members to take on the roles as FCO's within the existing 9 brigades. Administration requirements would also be reduced with less office bearers needed for the operational running of each brigade.

As a result the Fire Control Officers have consulted and agreed on the formation of 6 Bush Fire Brigades with 6 new fire boundaries (Refer to map), there will be 2 brigades to the East and 3 to the West of the Shire, the Central Town Brigade to remain the same.

The East of the Shire will consist of 2 Brigades, North East Bush Fire Brigade and Morbinning Bush Fire Brigade; North East Bush Fire Brigade will incorporate portions of Avondale and Morbinning brigades their fire district would take in the North side of Morbinning Road from the river to the eastern Shire boundary. Morbinning Bush Fire Brigade will incorporate Bally Bally and Kokeby Brigades taking the South side of Morbinning Road from the Great Southern Highway to the Eastern and Southern Shire boundary.

The West of the Shire will consist of 3 Brigades, Dale West, Dale and Avondale. Dale West Bush Fire Brigade will remain the same with slight changes to its fire boundary; Dale Bush Fire Brigades will incorporate Kokeby West and be called Dale-Kokeby their fire boundary will be along the South side of West Dale Road to Great Southern Highway. Talbot will incorporate Avondale and they will be known

as Avondale their boundary will be the North side of West Dale Road to Great Southern Highway.

### **STATUTORY ENVIRONMENT**

Fire Brigade Act 1942

### **FINANCIAL IMPLICATIONS**

There will be no financial implications with amalgamating brigades as operational costs are covered through the Shires Emergency Services Levy allocation. The reduction of Bush Fire Brigades and the increasing fire boundary could allow for the opportunity to source future funding of capital grant equipment through the Department of Fire and Emergency Services.

### **STRATEGIC IMPLICATIONS**

Support volunteers and encourage community involvement.

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple majority

### **OFFICER'S RECOMMENDATION**

That Council:

1. Endorse the structural changes to the Shire of Beverley Bush Fire Brigades including the changes to the Fire Brigade Boundaries.
2. Advertise the changes of the Bush Fire Brigades in the Beverley Blarney.

### **COUNCIL RESOLUTION**

**M9/0713**

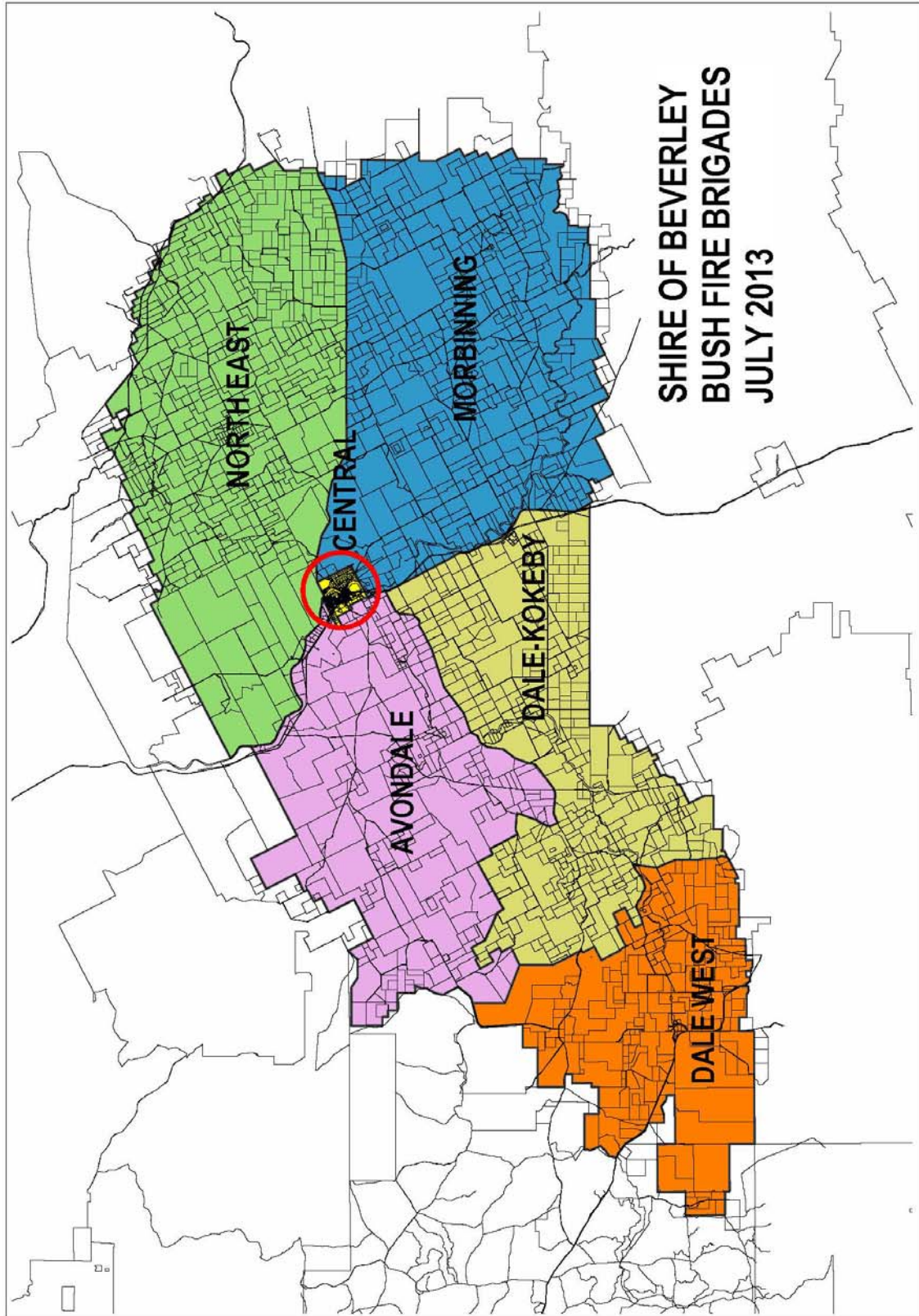
**Moved Cr Foster**

**Seconded Cr Murray**

**That Council:**

1. **Endorse the structural changes to the Shire of Beverley Bush Fire Brigades including the changes to the Fire Brigade Boundaries.**
2. **Advertise the changes of the Bush Fire Brigades in the Beverley Blarney.**

**CARRIED 7/0**



**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 declared the meeting closed at 2:50pm

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

PRESIDING MEMBER:

DATE: