



23 MAY 2017

ORDINARY MEETING

MINUTES

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1. OPENING

The Chairperson declared the meeting open at 3:00pm

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members Present

Cr DJ Ridgway President
Cr KM Murray Deputy President
Cr JD Alexander
Cr D Brown
Cr DW Davis
Cr LC Shaw
Cr DC White

2.2 Staff In Attendance

Mr SP Gollan Chief Executive Officer
Mr SK Marshall Deputy Chief Executive Officer
Mr BS de Beer Shire Planner (from 3:05pm to 3:18pm)
Mr SP Vincent Manager of Works (from 4:15pm)
Mrs A Lewis Executive Assistant

2.3 Observers And Visitors

Nil

2.4 Apologies and Approved Leave of Absence

Cr DL Buckland Apologies
Cr P Gogol Approved Leave of Absence

2.5 Condolences

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

DRAPER Geoffrey Charles 1 May 2017

3. DECLARATIONS OF INTEREST

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 26 April 2017

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Wednesday 26 April 2017 be confirmed.

COUNCIL RESOLUTION

M1/0517

Moved Cr Brown

Seconded Cr Shaw

That the Minutes of the Ordinary Council Meeting held Wednesday 26 April 2017 be confirmed.

CARRIED 7/0

7.2 Minutes Of The Corporate Strategy Meeting Held 28 March 2017

OFFICER'S RECOMMENDATION

That the Minutes of the Corporate Strategy Committee Meeting held Tuesday 28 March 2017 be received.

(Under separate cover)

Please refer to items: 11.3 and 11.4

COUNCIL RESOLUTION

M2/0517

Moved Cr Shaw

Seconded Cr Davis

That the Minutes of the Corporate Strategy Committee Meeting held Tuesday 28 March 2017 be received.

CARRIED 7/0

7.3 Minutes Of The Local Emergency Management Committee held 9 May 2017

OFFICER'S RECOMMENDATION

That the Minutes of the Local Emergency Management Committee Meeting held Tuesday 9 May 2017 be received.

COUNCIL RESOLUTION

M3/0517

Moved Cr White

Seconded Cr Shaw

That the Minutes of the Local Emergency Management Committee Meeting held Tuesday 9 May 2017 be received.

CARRIED 7/0

Attachment 7.3 – Local Emergency Management Committee Minutes

1. MEETING COMMENCEMENT

The Shire President declared the meeting opened at 3:30pm.

2. ATTENDANCE AND APOLOGIES

Attendance

Cr Dee Ridgway	Shire President
Mr Noel Ferguson	DFES Lower Wheatbelt AO
Mr Bruce Kilpatrick	Chief Fire Control Officer
Mr Troy Granville	CESM Beverley/York
Mr Tyrone McMahon	DFES BRMO
Mr John Hansen	Beverley BRMPC
Mr Ken Howell	Beverley Volunteer Fire and Rescue Service
Ms Ali Lewis	Executive Assistant

Apologies

Mr Stephen Gollan	Chief Executive Officer
Mrs Yvette Grigg	OEM District EM Advisor
Ms Jo Spadaccini	DCP – Wheatbelt District Emergency Services Officer
Mrs Aliesha Murray	A/Principal Beverley District High School

Observers

Nil

3. CONFIRMATION OF MINUTES OF MEETING HELD 28 FEBRUARY 2017

Moved: John Hansen

Seconded: Noel Ferguson

That the Minutes of the Local Emergency Management Advisory Committee Meeting held in the Council Chambers on Tuesday 28 February 2017, be confirmed.

CARRIED

4. MATTERS ARISING FROM PREVIOUS MINUTES

Nil.

5. CORRESPONDENCE

SEMC Communique March 2017

Beverley Flood Plan Draft

Local Emergency Management Arrangements 2012

LEMC Minutes - 15 November 2017

LEMC meeting MAY17 Agenda

Attachment 7.3 – Local Emergency Management Committee Minutes

6. BUSINESS OF THE MEETING

6.1 Flood Response Plan – Troy Granville

Plan was formulated in February 2015 and is the first one completed by the Department of Water in the Avon region, but has not been finalised or endorsed by Council. The plan is quite generic and requires some operational requirements with input from DFES, WAPOL and SOB. Troy will co-ordinate and bring back to LEMC/LEMA and then put forward to Council for final endorsement.

6.2 LEMA – Troy Granville

The Local Emergency Management Arrangements (LEMA) is due for a full 5 year review. The OEM has a new format and Troy will be working with Yvette Grigg to complete. Troy asked that all agencies review the document of current contact details and get back to him by 30 June 2017.

6.3 Risk Planning Workshop – Troy Granville

Steve Gollan and Troy Granville attended a Risk Planning Workshop along with the Shires of Northam, York and Toodyay run by the OEM. The OEM had identified 27 hazards, but through the workshop reduced it to 17 (examples: Tsunami, Train Crash, nuclear fallout). The identified risks will need to be workshopped through a LEMC meeting to rate each risk and put it on the State Risk Register. The CESM's from each Shire will be completing the bulk of this work on behalf of the LEMC groups. The Risk Register is a legislative requirement and will become beneficial to the Shire when completed.

7. AGENCY UPDATES

7.1 DFES – Noel Ferguson

Attending a BOM Flood Planning workshop on Thursday 11 May 2017. DFES are hoping to learn more about the information that can be extracted from the BOM website to assist with planning for flood events. Should improve BOM & DFES relations.

7.2 Shire of Beverley – Cr Dee Ridgway

The Shire of Beverley (CESM) is working to produce new tourism friendly signs about the most recent and previous floods, and the levels reached, at the Avon River. The previous Department of Water signs have been removed.

7.3 Department Child Protection & Family Support (DCPFS)

As per previous meetings advice.

7.4 Chief Fire Control Officer

A very recent out of control burn caused a few headaches. In an unusual set of circumstances, the season has become dry and resources (loader, water tank) were hard to come by due to servicing and bitumising program. The area was also hard to get too, meaning some nearby residents were unwilling to use their machinery in case of damage.

Attachment 7.3 – Local Emergency Management Committee Minutes

The brigades are trying to spend their ESL allocation to ensure next years allocation is not reduced. This is not easy as the restrictions are quite ridiculous. There is currently an enquiry into the ESL which WALGA has made a submission to on behalf of Local Government.

7.5 Bushfire Risk Management Planning Coordinator – John Hansen

The Phase Two Bushfire Management Plan for the Shire of Beverley is now complete and has been approved by OBRAM. The Plan will now go to Council for adoption.

Two grant applications (total of \$35,000.00) have been made specifically to reduce fuel loads along the river within the townsite.

8. GENERAL BUSINESS

8.1 LEMC Attendance at Meetings

The attendance at the LEMC meetings is very hit and miss and the Committee wondered whether teleconferencing for those not located in Beverley may help increase numbers? The Chairperson asked people to register their interest in teleconferencing with the CESM to gauge whether this would be worthwhile or not?

8.2 LEMC Promotion at Agricultural Shows

The Beverley Shire President suggested that the LEMC have a display at the Beverley Show to promote and raise awareness of the LEMC. The display can include the Flood plans, other emergency plans and perhaps run a “best flood photo” competition. The Committee agreed it was a good idea. The Beverley Show is Saturday 19 August 2017. The CESM is to float the idea with other Shire CESM's to do a similar thing at the York, Toodyay and Northam agriculture shows.

9. NEXT MEETING

Tuesday 8th August 2017 @ 3:30pm

10. CLOSURE

There being no further business the chairperson declared the meeting closed at 4:18pm

8. TECHNICAL SERVICES

Nil

3.05pm – Shire Planner, Stefan de Beer joined the meeting.

9. PLANNING SERVICES

9.1 Subdivision Application: Lots 123 & 420 Vincent Street

SUBMISSION TO: Ordinary Council Meeting 23 May 2017
REPORT DATE: 16 May 2017
APPLICANT: Automated Surveys Pty Ltd
FILE REFERENCE: PL 154913
AUTHOR: B.S de Beer, Shire Planner
ATTACHMENTS: Locality Map and Site Subdivision Plan

SUMMARY

An application for subdivision had been received from Automated Surveys Pty Ltd for the subdivision of Lots 123 & 420 Vincent Street, Beverley. The application will be recommended for approval.

BACKGROUND

An application has been received from the Western Australian Planning Commission (WAPC) to realign the subject lot boundaries in order to create 2 resultant lots which would better fit the residential development proposal on the rear lot (proposed lot 502).

The subject lots are Zoned '*Town Centre*'.

COMMENT

Council at its meeting of 20 December 2016 approved a single dwelling land use on Lot 420 Vincent Street. This subdivision application seeks to realign the subject lot boundaries (parent Lots 123 and 420 Vincent Street) in order to create a more practical land area for the proposed single dwelling.

The proposal is in pace with the planning intent for the precinct and will be recommended for approval.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 154913 for the subdivision of Lots 123 & 420 Vincent Street, Beverley, be approved subject to the following conditions and advice notes:

Conditions

1. Suitable arrangements being made with the local government for the provision of vehicular crossovers to service the lots created.
2. Suitable arrangements being made with service providers for the provision of water, sewerage and electricity services to the lots.

Advice Notes

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

COUNCIL RESOLUTION

M4/0517

Moved Cr Murray

Seconded Cr Davis

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 154913 for the subdivision of Lots 123 & 420 Vincent Street, Beverley, be approved subject to the following conditions and advice notes:

Conditions

1. **Suitable arrangements being made with the local government for the provision of vehicular crossovers to service the lots created.**
2. **Suitable arrangements being made with service providers for the provision of water, sewerage and electricity services to the lots.**

Advice Notes

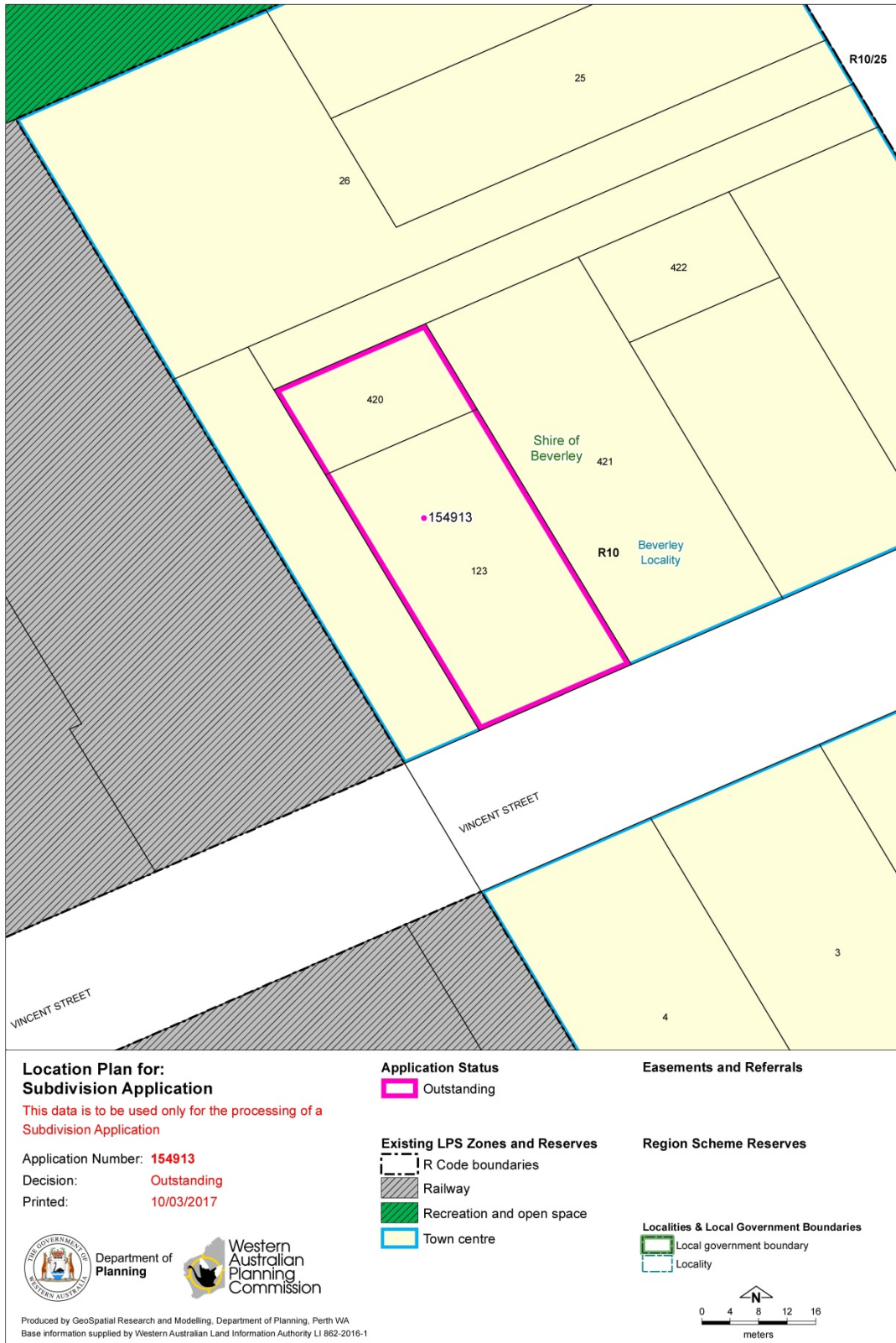
1. **The Commission's approval should not be construed as an approval for development on any of the lots proposed.**

CARRIED 7/0

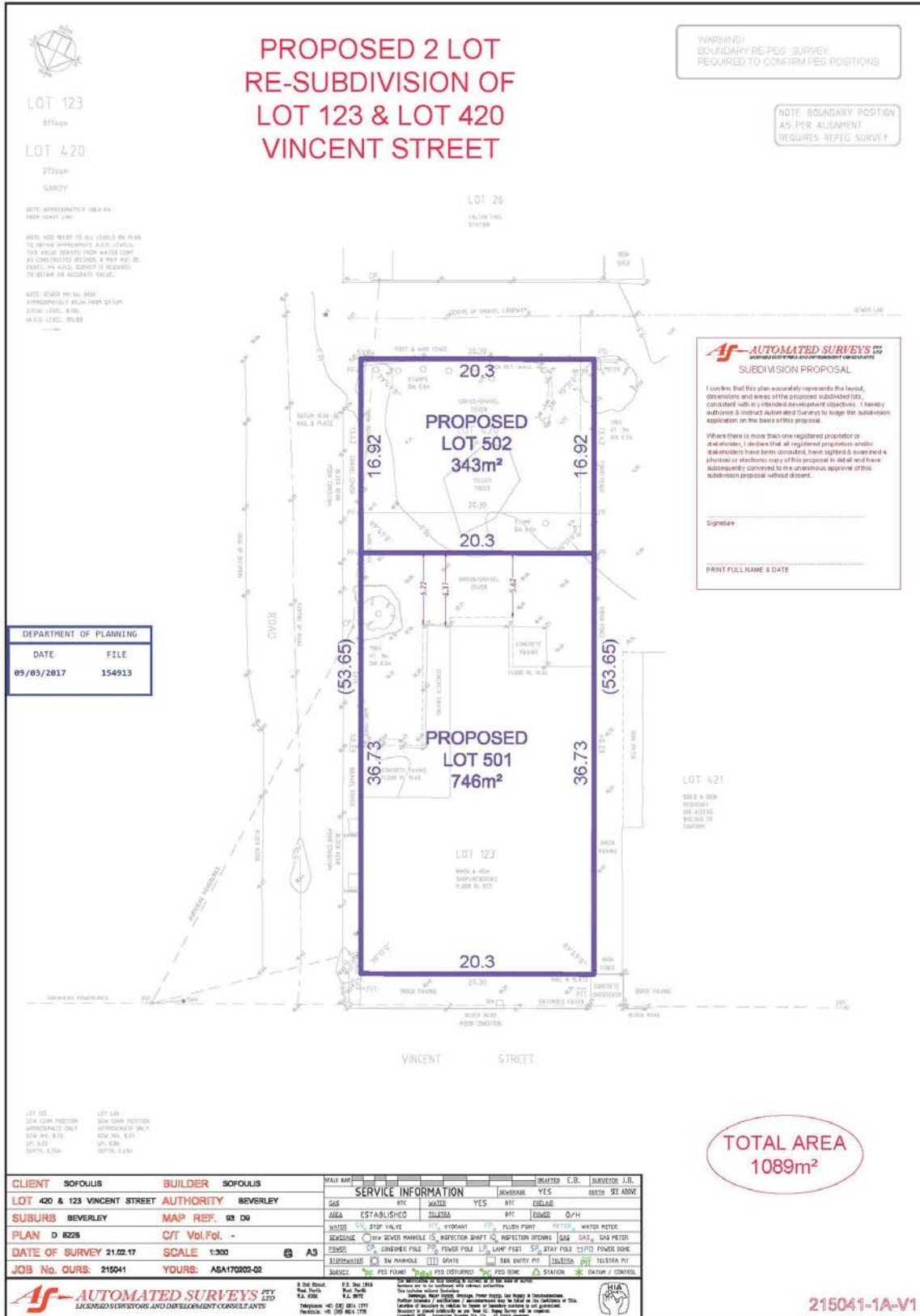
Attachment 9.1



Attachment 9.1



Attachment 9.1



9.2 Proposed Lease Agreement – Licence to Occupy – Rail Reserve Land

SUBMISSION TO: Ordinary Council Meeting 23 May 2017
REPORT DATE: 16 May 2017
APPLICANT: Public Transport Authority / Shire of Beverley
FILE REFERENCE: VIN 50049
AUTHOR: B.S. de Beer, Shire Planner
ATTACHMENTS: Original lease area map and proposed lease area map

SUMMARY

A request has been received from Mr. Jim Mullins - Senior Property Manager from Burgess Rawson Property Consultants, for and on behalf of the Public Transport Authority (PTA) to consider entering into a lease agreement with the PTA for permission to occupy certain portions of land within the rail precinct in the Beverley Town Centre.

It will be recommended the request be adhered to.

BACKGROUND

The subject sites are located around the railway crossing precinct on Vincent Street and include the war memorial, public toilets, centenary of federation square and pavilion as well as the unsealed car parking area across from the IGA (please refer to the attached mapping).

The Shire previously held a lease agreement on the subject land (for *Community Purpose, Parking & Beautification*) with the then *Western Australian Government Railways Commission* (trading as 'Westrail'), for a period of 10 years from 1 April 1996 to 31 March 2006. A sketch plan of the original leased land is attached to this report.

A copy of the original lease agreement (*Number 3793*) can be made available should Councillors so wish.

The PTA, through their property managers is desirous to reinstate a lease agreement, or as they also refer to it, a '*licence to occupy*' with the Shire to enable formalisation and continuation of the usage of the subject land. The PTA argues that it would be in the best interest of both parties that the agreement be formalised particularly from a Public Liability perspective.

COMMENT

The subject land involves a number of land parcels that have been delineated on maps and attached to this report to assist in the decision making:

War Memorial & Public Toilets Area:

Located on a portion of lot 425 Vincent Street and delineated in red on the accompanying plan and measuring approx. 1,366 m² in total;

Centenary of Federation Square & Pavilion, Playground and unsealed Public Car Park:

Located on a portion of Lot 73 & portions of Lot 70 Vincent Street and delineated in red on the accompanying plan and measuring approx. 2,733m² in total (encompassing two separate areas of approx. 1,211m² and 1,522m² respectively).

The areas depicted above deviate from the original area leased and better reflects the areas currently being used by the public and the Shire. It also includes additional areas envisaged to be used in future urban design proposals.

It will be recommended that should Council resolve to agree to enter into a lease agreement it be made on the proviso that the Shire be permitted to perform necessary maintenance and upgrading work on the subject land, inclusive of, but not limited to:

- Maintenance associated with existing infrastructure;
- Upgrading of infrastructure (i.e. installation of additional electrical infrastructure for the annual Christmas Tree displays, etc.);
- Sealing of the car parking area;
- Other beautification projects as part of the Vincent Street Streetscape Project, i.e. landscaping and public art.

(It is important to note that the Beverley Station Building, Platform Theatre and associated land is not affected by this proposal. A separate Management Order is already in place in this regard).

CONSULTATION

Consultation was had with Mr. Jim Mullins – Burgess Rawson (property managers for the Public Transport Authority).

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

The Shire will be required to pay a 'peppercorn' amount for the lease of the subject land, as advised by the PTA.

STRATEGIC IMPLICATIONS

It is imperative for the possible future implementation of the Vincent Street Streetscape Project proposals that a lease agreement be entered into.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to:

1. Enter into a lease agreement with the PTA for a Peppercorn Lease amount for the usage of the land as depicted in the attached sketch plans, for purposes of *Beautification, Parking and Community Purpose*;
2. That the agreement be made with the proviso that the Shire be permitted to perform necessary maintenance and upgrading work on the subject land, inclusive of, but not limited to:
 - Maintenance associated with existing infrastructure;
 - Upgrading of infrastructure (i.e. installation of additional electrical infrastructure for the annual Christmas Tree displays, etc.);
 - Sealing of the car parking area;
 - Other beautification projects as part of the Vincent Street Streetscape Project, i.e. landscaping and public art.

COUNCIL RESOLUTION

M5/0517

Moved Cr Murray

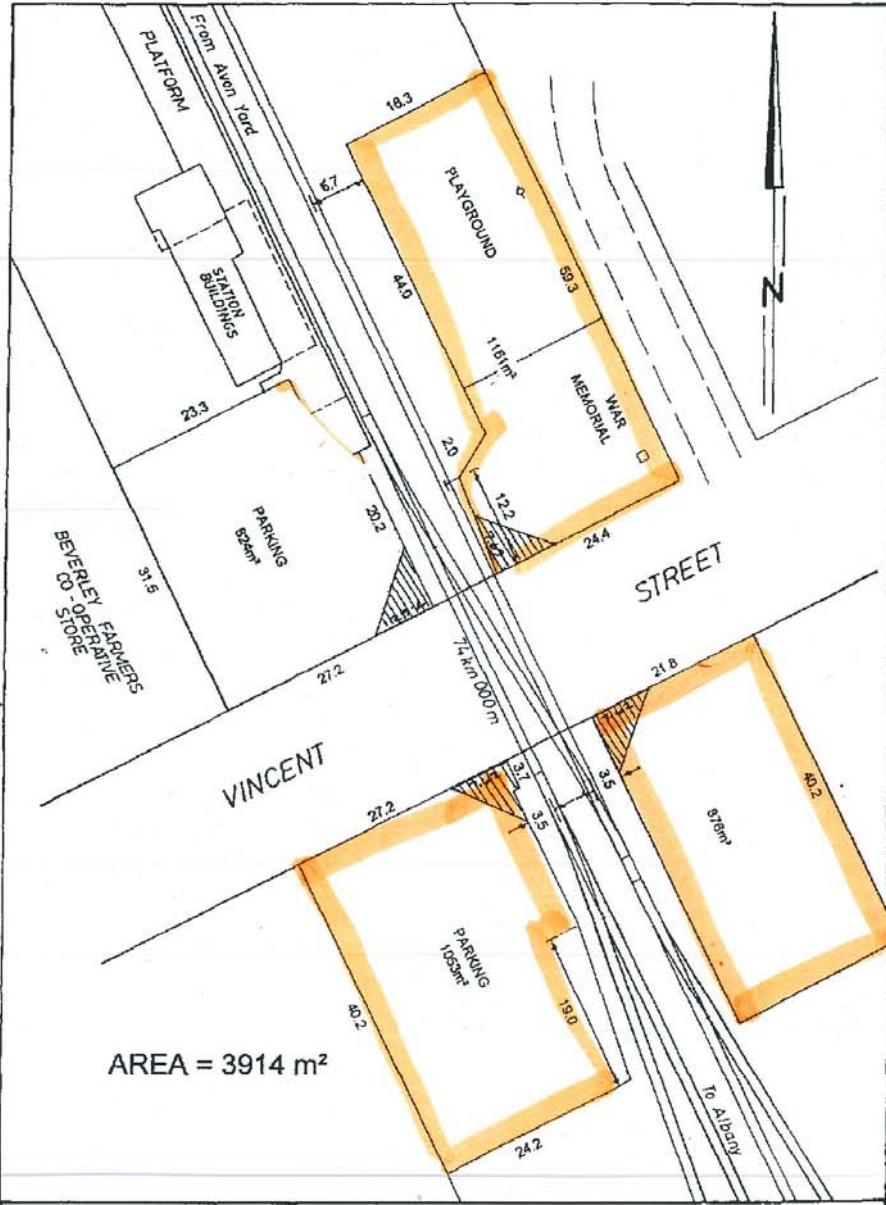
Seconded Cr Davis

That Council resolve to:

1. **Enter into a lease agreement with the PTA for a Peppercorn Lease amount for the usage of the land as depicted in the attached sketch plans, for purposes of *Beautification, Parking and Community Purpose*;**
2. **That the agreement be made with the proviso that the Shire be permitted to perform necessary maintenance and upgrading work on the subject land, inclusive of, but not limited to:**
 - **Maintenance associated with existing infrastructure;**
 - **Upgrading of infrastructure (i.e. installation of additional electrical infrastructure for the annual Christmas Tree displays, etc.);**
 - **Sealing of the car parking area;**
 - **Other beautification projects as part of the Vincent Street Streetscape Project, i.e. landscaping and public art.**

CARRIED 7/0

Attachment 9.2 (Original Lease Area)



The Western Australian Government Railways Commission	
BEVERLEY	R.F. 1:600
LEASE OF LAND TO SHIRE OF BEVERLEY Blue	Date April '96
Property Division	Drawn SAA
	Plan No. 3793

CP 10926/12/81 - 500

Attachment 9.2 (Proposed Lease Areas)



9.3 Late Item - Subdivision Application: 23 (Lots 18 & 19) Hunt Road

SUBMISSION TO: Ordinary Council Meeting 23 May 2017
REPORT DATE: 22 May 2017
APPLICANT: Peter Jenkin
FILE REFERENCE: PL 155179
AUTHOR: B S de Beer, Shire Planner
ATTACHMENTS: Locality Map and Site Subdivision Plan

SUMMARY

An application for subdivision (amalgamation) had been received from Mr. Peter Jenkin for the amalgamation of Lots 18 & 19 Hunt Road, Beverley. The application will be recommended for approval.

BACKGROUND

An application has been received from the Western Australian Planning Commission (WAPC) to amalgamate the two subject lots into a single cadastral entity.

The subject lots are Zoned '*Residential R10/25*'.

COMMENT

The applicant seeks to amalgamate the parent lots to create a single cadastral entity, to aid in the further development of the subject land. A building permit application (for a second storey extension to the dwelling) is pending before the Shire and cannot be approved as the proposal goes across the common lot boundary.

This amalgamation exercise aims to correct this anomaly and is supported.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 155179 for the amalgamation of Lots 18 & 19 Hunt Road, Beverley, be approved subject to the following advice note:

Advice Note

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

COUNCIL RESOLUTION

M6/0517

Moved Cr White

Seconded Cr Brown

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 155179 for the amalgamation of Lots 18 & 19 Hunt Road, Beverley, be approved subject to the following advice note:

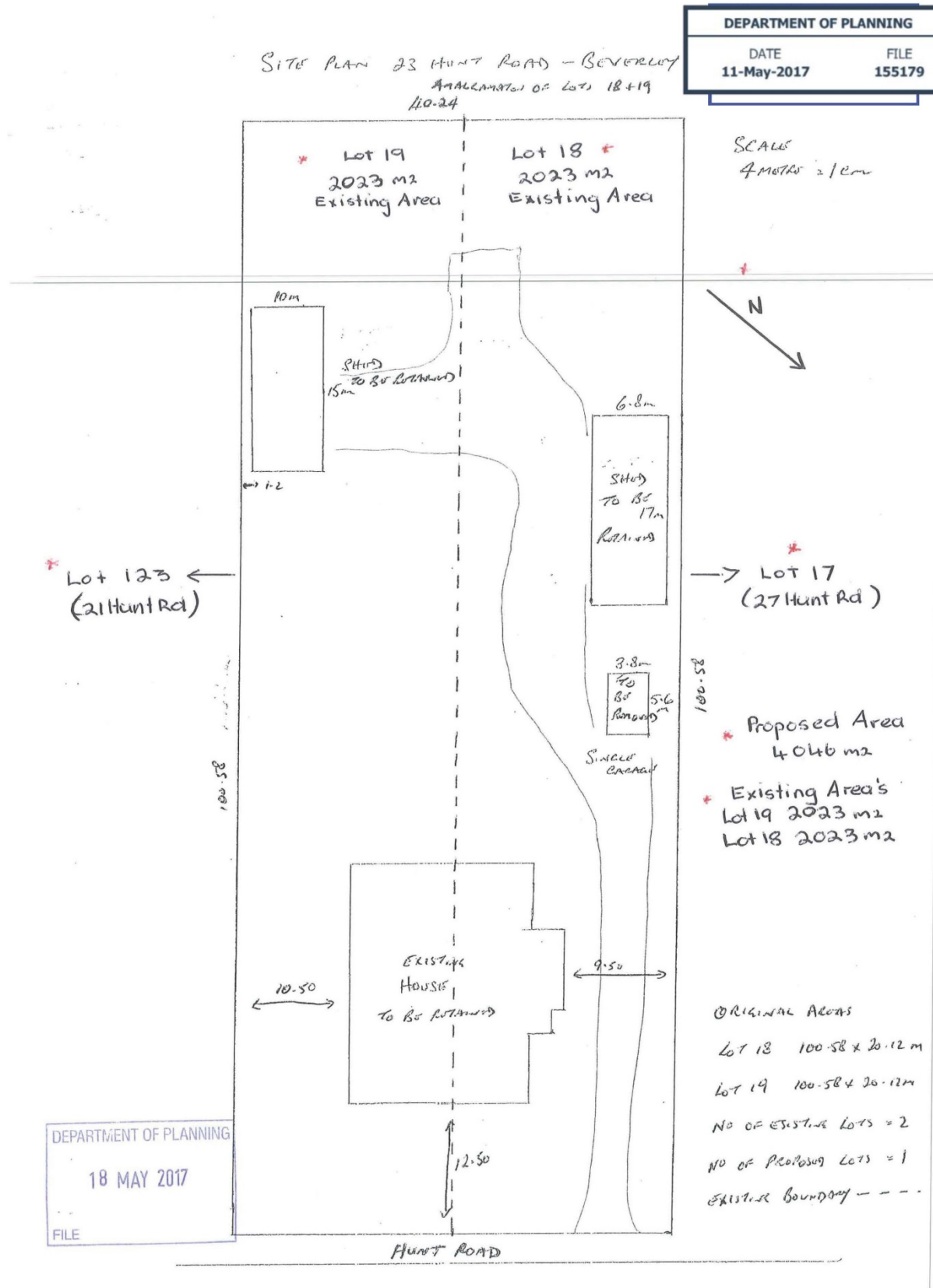
Advice Note

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

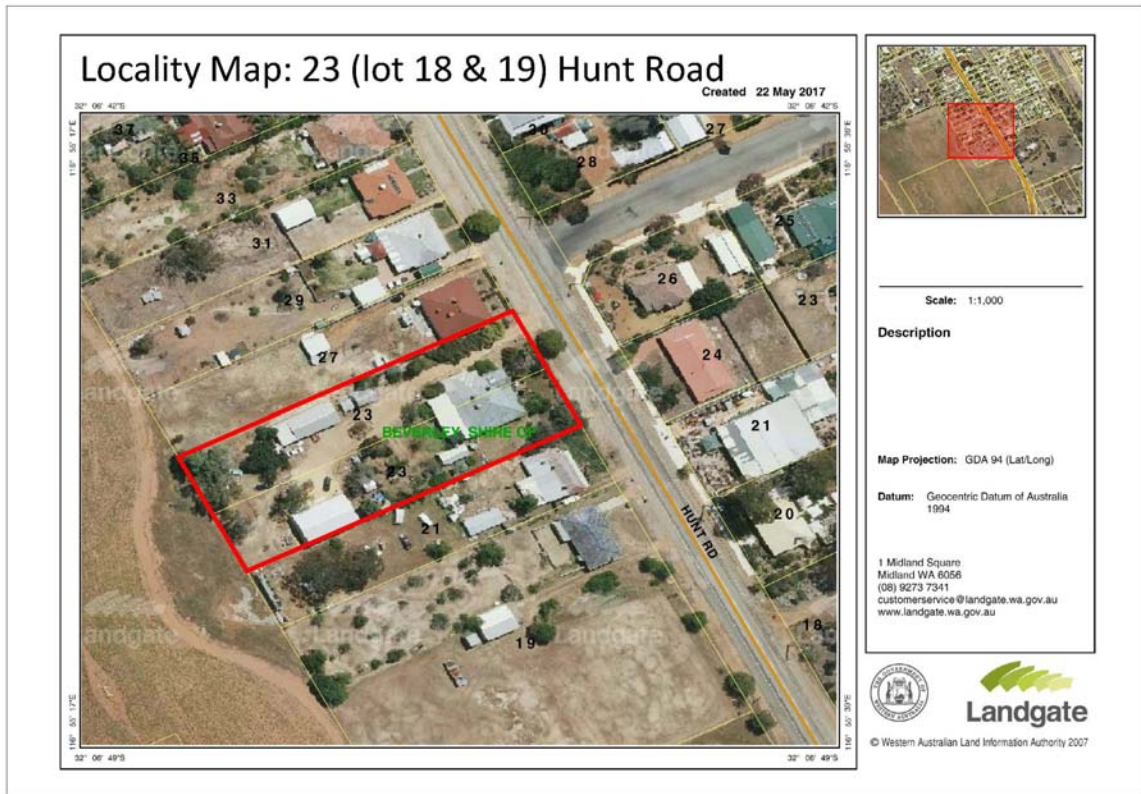
CARRIED 7/0

3.18pm – Shire Planner, Stefan de Beer left the meeting and did not return.

Attachment 9.3



Attachment 9.3



10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

SUBMISSION TO: Ordinary Council Meeting 23 May 2017
REPORT DATE: 10 May 2017
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: April 2017 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 30 April 2017.

BACKGROUND

There is a statutory requirement that the Local Government is to prepare, each month, a statement of financial activity reporting on sources and applications of its funds and to present the statement to Council.

Council adopted a budget variance reporting parameter of 10% on budgeted items of \$10,000 or greater at the July 2016 Ordinary Meeting, item 11.4

COMMENT

The monthly financial report for the period ending 30 April 2017 has been provided and includes:

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

STATUTORY ENVIRONMENT

Section 6.4(1) of the *Local Government Act* provides that a local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Regulation 34 of the *Local Government (Financial Management) Regulations* requires a Statement of Financial Activity to be prepared each month which is to contain the following details:

- (a) annual budget estimates;
- (b) budget estimates to the end of the month;
- (c) actual amount of expenditure and revenue;
- (d) material variances between comparable amounts in (b) and (c) above; and
- (e) the net current assets at the end of the month to which the statement relates (i.e. surplus / (deficit) position).

The Statement is to be accompanied by:

- (a) explanation of the composition of net current assets, less committed assets and restricted assets;
- (b) explanation of the material variances; and
- (c) such other information considered relevant by the local government.

FINANCIAL IMPLICATIONS

All revenue and expenditure, unless disclosed in the notes to material variances, are as per the 2016/17 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

AF004 – Investing Surplus Funds

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the monthly financial report for the month of April 2017 be accepted and material variances be noted.

COUNCIL RESOLUTION

M7/0517

Moved Cr Shaw

Seconded Cr Davis

That the monthly financial report for the month of April 2017 be accepted and material variances be noted.

CARRIED 7/0

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
30 April 2017**

Description	Budget 2016/17	YTD Budget 2016/17	YTD Actual 2016/17	YTD Variance	Notes To Material Variances
Operating Revenue					
General Purpose Funding	3,562,053.00	3,345,136.00	3,378,410.04	33,274.04	Rates Discount (saving) \$5,897, Rates Admin Fee \$4,230, Penalty Interest \$12,688 and Interest on Investments \$10,045 greater than anticipated.
Governance	18,500.00	18,500.00	21,209.96	2,709.96	
Law, Order & Public Safety	205,704.00	171,074.00	172,119.37	1,045.37	
Health	100.00	80.00	209.09	129.09	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	100,234.00	75,228.15	73,795.90	(1,432.25)	
Community Amenities	182,396.00	182,364.09	201,275.55	18,911.46	Charges Grave Digging \$12,957, Charges Niche Wall \$1,636 and Town Planning Service Fees \$4,604 greater than anticipated. Drum Muster reimbursements (\$1,693) lower than anticipated YTD.
Recreation & Culture	3,059,979.00	3,028,649.96	126,124.85	(2,902,525.11)	Cornerstone Project funding (\$2,920,000) not anticipated to be received this FY. Insurance Reimbursement for Town Hall Meeting Room repairs \$13,820 greater than anticipated.
Transport	1,902,281.00	1,141,790.86	1,142,642.55	851.69	
Economic Activities	81,500.00	73,595.55	76,840.51	3,244.96	
Other Property & Services	43,100.00	42,217.03	54,939.93	12,722.90	Workers Compensation Reimbursements \$12,681 greater than anticipated.
Total Operating Revenue	9,155,847.00	8,078,635.64	5,247,567.75	(2,831,067.89)	
Operating Expenditure					
General Purpose Funding	(212,102.00)	(148,423.00)	(141,531.40)	6,891.60	
Governance	(487,089.00)	(348,006.00)	(340,387.74)	7,618.26	
Law, Order & Public Safety	(382,930.00)	(278,384.00)	(272,496.21)	5,887.79	
Health	(108,789.00)	(88,034.00)	(79,568.40)	8,465.60	
Education & Welfare	(77,731.00)	(50,654.00)	(44,497.94)	6,156.06	
Housing	(297,540.00)	(171,975.00)	(165,862.38)	6,112.62	
Community Amenities	(534,255.00)	(391,178.00)	(360,134.31)	31,043.69	Environmental Services \$20,500, Planning Expenses \$5,214, Refuse Collection Service \$3,575, Recycling Collection Service \$1,384, Stormwater Drainage Mtce \$2,108, Storm Water Collection Dams Mtce \$6,058 and Admin costs reallocated \$5,447 lower than anticipated YTD. Cemetery Mtce (\$14,202) expenditure greater than anticipated offset by increased income from grave digging charges.
Recreation & Culture	(1,132,189.00)	(831,459.00)	(812,563.94)	18,895.06	
Transport	(1,976,599.00)	(1,619,771.00)	(1,611,325.89)	8,445.11	Depot Mtce \$2,464, Road Inventory Management \$3,523, Bridge Mtce \$2,222 and Traffic Control Equipment \$1,810 expenditure lower than anticipated YTD.
Economic Activities	(442,901.00)	(234,168.00)	(224,800.21)	9,367.79	
Other Property & Services	(14,837.00)	(14,818.00)	(58,074.46)	(43,256.46)	PWOH and POC allocations greater than associated expenses YTD.
Total Operating Expenditure	(5,666,962.00)	(4,176,870.00)	(4,111,242.88)	65,627.12	
Net Operating	3,488,885.00	3,901,765.64	1,136,324.87	(2,765,440.77)	
Capital Income					
Self Supporting Loan - Principal Repayment	13,563.00	6,781.50	6,678.68	(102.82)	
Proceeds from Sale of Assets	262,000.00	150,000.00	152,121.18	2,121.18	
Total Capital Income	275,563.00	156,781.50	158,799.86	2,018.36	

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
30 April 2017**

Description	Budget 2016/17	YTD Budget 2016/17	YTD Actual 2016/17	YTD Variance	Notes To Material Variances
Capital Expenditure					
Land and Buildings	(4,554,000.00)	(4,155,000.00)	(234,905.49)	3,920,094.51	Cornerstone Project \$3,900,000 will not proceed this FY.
Plant and Equipment	(652,000.00)	(253,000.00)	(243,586.51)	9,413.49	
Office Furniture and Equipment	(50,700.00)	(38,866.00)	(37,413.08)	1,452.92	
Road Construction	(1,796,756.00)	(1,064,013.00)	(892,753.73)	171,259.27	York Williams Rd \$135,222, Railway St \$33,812, Grigson St \$12,866 and Nicholas St \$6,882 works expenditure lower than anticipated YTD. Westdale Rd (\$18,610) expenditure over Budget.
Other Infrastructure	(557,364.00)	(145,000.00)	(162,443.88)	(17,443.88)	Edward Street Storm Water Harvesting Dam By Pass Drain (\$18,000) unbudgeted.
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(85,387.00)	(49,866.50)	(49,444.44)	422.06	
Total Capital Expenditure	(7,696,207.00)	(5,705,745.50)	(1,620,547.13)	4,085,198.37	
Net Capital	(7,420,644.00)	(5,548,964.00)	(1,461,747.27)	4,087,216.73	
Adjustments					
Depreciation Written Back	1,505,324.00	1,227,345.00	1,369,514.00	142,169.00	Depreciation charged greater than anticipated YTD.
Movement in Leave Reserve Cash Balance	0.00	0.00	5,160.58	5,160.58	
Movement in Non-Current Loan Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current SSL Income	0.00	0.00	0.00	0.00	
Movement in Non-Current LSL Provision	0.00	0.00	0.00	0.00	
Movement in Non-Current Deferred Pensioner Rates	0.00	0.00	0.00	0.00	
(Profit)/Loss on Disposal of Assets Written Back	42,000.00	1,250.00	13,133.00	11,883.00	Loss on Disposal of Assets greater than anticipated YTD.
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
Add Funding From					
Transfer (To)/From Reserves	194,152.00	(43,000.00)	(42,840.45)	159.55	
New Loan Funds	820,000.00	0.00	0.00	0.00	
Opening Surplus/(Deficit)	1,370,283.00	1,370,283.00	1,370,283.49	0.49	
Total Adjustments	3,931,759.00	2,555,878.00	2,715,250.62	159,372.62	
CLOSING SURPLUS/(DEFICIT)	0.00	908,679.64	2,389,828.22	1,481,148.58	

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 30 April 2017	
Description	YTD Actual 2016/17
Current Assets	
Cash at Bank	732,887.42
Cash - Unrestricted Investments	1,464,546.99
Cash - Restricted Reserves	2,096,063.68
Cash on Hand	300.00
Accounts Receivable	631,476.69
Self-Supporting Loan - Current	6,884.38
Inventory - Fuel	13,652.02
Total Current Assets	4,945,811.18
Current Liabilities	
Accounts Payable	(365,669.95)
Loan Liability - Current	(35,943.10)
Annual Leave Liability - Current	(204,209.06)
Long Service Leave Liability - Current	(135,648.96)
Total Current Liabilities	(741,471.07)
Adjustments	
Less Restricted Reserves	(2,096,063.68)
Less Self Supporting Loan Income	(6,884.38)
Add Leave Reserves - Cash Backed	252,493.07
Add Loan Principal Expense	35,943.10
Total Adjustments	(1,814,511.89)
NET CURRENT ASSETS	2,389,828.22

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING
30 April 2017**

Description	Actual 2015/16	YTD Actual 2016/17	Movement
Current Assets			
Cash and Cash Equivalents	3,433,023.92	4,293,798.09	860,774.17
Accounts Receivable	440,326.00	631,476.69	191,150.69
Self-Supporting Loan - Current	13,563.06	6,884.38	(6,678.68)
Inventory	7,911.26	13,652.02	5,740.76
Total Current Assets	3,894,824.24	4,945,811.18	1,050,986.94
Current Liabilities			
Accounts Payable	(365,228.93)	(365,669.95)	(441.02)
Loan Liability - Current	(85,387.54)	(35,943.10)	49,444.44
Annual Leave Liability - Current	(204,209.06)	(204,209.06)	0.00
Long Service Leave Liability - Current	(135,648.96)	(135,648.96)	0.00
Total Current Liabilities	(790,474.49)	(741,471.07)	49,003.42
Non-Current Assets			
Non-Current Debtors	98,023.43	98,023.43	0.00
Land and Buildings	18,085,238.45	17,998,240.32	(86,998.13)
Plant and Equipment	2,201,244.10	2,000,276.67	(200,967.43)
Furniture and Equipment	175,385.42	176,301.99	916.57
Infrastructure	27,350,427.60	27,673,811.10	323,383.50
Self-Supporting Loan - Non Current	88,536.35	88,536.35	0.00
Total Non-Current Assets	47,998,855.35	48,035,189.86	36,334.51
Non-Current Liabilities			
Loan Liability - Non Current	(1,069,730.58)	(1,069,730.58)	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(30,707.58)	(30,707.58)	0.00
Total Non-Current Liabilities	(1,100,438.16)	(1,100,438.16)	0.00
Net Assets	50,002,766.94	51,139,091.81	1,136,324.87
Equity			
Accumulated Surplus	(37,907,934.03)	(39,001,418.45)	(1,093,484.42)
Reserves - Cash Backed	(2,053,223.23)	(2,096,063.68)	(42,840.45)
Reserve - Revaluations	(10,041,609.68)	(10,041,609.68)	0.00
Total Equity	(50,002,766.94)	(51,139,091.81)	(1,136,324.87)

SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE & TYPE FOR THE PERIOD ENDING 30 April 2017		
Description	Budget 2016/17	YTD Actual 2016/17
Income		
Rates	2,605,429.00	2,602,266.91
Operating Grants, Subsidies and Contributions	1,643,929.00	1,308,439.89
Profit On Asset Disposal	0.00	50.91
Service Charges	0.00	0.00
Fees & Charges	519,743.00	473,947.66
Interest Earnings	86,977.00	106,041.66
Other Revenue	60,300.00	60,294.24
Non-Operating Grants, Subsidies and Contributions	4,249,086.00	700,407.60
Total Income by Nature & Type	9,165,464.00	5,251,448.87
Expenditure		
Employee Costs	(2,055,908.00)	(1,570,995.30)
Materials & Contracts	(1,978,283.00)	(901,749.42)
Utilities	(213,982.00)	(148,218.31)
Depreciation On Non-Current Assets	(1,505,324.00)	(1,369,514.00)
Interest Expenses	(58,623.00)	(30,171.18)
Insurance Expenses	(183,618.00)	(188,741.59)
Other Expenditure	(77,125.00)	(80,368.71)
Loss On Asset Disposal	(42,000.00)	(13,183.91)
Loss on Revaluation of Non-Current Assets	0.00	0.00
Total Expenditure by Nature & Type	(6,114,863.00)	(4,302,942.42)
Allocations		
Reallocation Codes Expenditure	438,284.00	187,818.42
Reallocation Codes Income	0.00	0.00
Total Allocations	438,284.00	187,818.42
Net Operating by Nature & Type	3,488,885.00	1,136,324.87

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 April 2017**

Job #	Job Description	YTD Actual 2016/17
	Rural Road Maintenance	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	5,532.25
RR002	Athol Rd (RoadID: 26) (Maintenance)	6,542.22
RR003	Avoca Rd (RoadID: 98) (Maintenance)	544.54
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	3,209.84
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	980.06
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	6,305.42
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	6,047.20
RR008	Barrington Rd (RoadID: 13) (Maintenance)	6,893.38
RR009	Batemans Rd (RoadID: 78) (Maintenance)	886.53
RR010	Batys Rd (RoadID: 60) (Maintenance)	1,102.91
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	499.34
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	5,277.01
RR013	Beringer Rd (RoadID: 29) (Maintenance)	6,386.71
RR014	Bethany Rd (RoadID: 148) (Maintenance)	2,862.50
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	907.44
RR017	Bremner Rd (RoadID: 6) (Maintenance)	5,723.04
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	1,455.30
RR019	Bushhill Road (RoadID: 183) (Maintenance)	0.00
RR020	Butchers Rd (RoadID: 20) (Maintenance)	5,992.29
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	408.53
RR022	Carrs Rd (RoadID: 47) (Maintenance)	0.00
RR023	Cattle Station Road (RoadID: 181) (Maintenance)	636.27
RR024	Caudle Rd (RoadID: 140) (Maintenance)	0.00
RR025	Chocolate Hills Rd (RoadID: 138) (Maintenance)	0.00
RR026	Clulows Rd (RoadID: 16) (Maintenance)	6,698.98
RR027	Collins Rd (RoadID: 66) (Maintenance)	3,697.11
RR028	Cookes Rd (RoadID: 61) (Maintenance)	1,361.65
RR029	Corberding Rd (RoadID: 43) (Maintenance)	2,838.40
RR030	County Peak Rd (RoadID: 96) (Maintenance)	0.00
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	1,087.96
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	7,111.52
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	3,782.21
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	17,272.87
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	6,654.19
RR036	Drapers Rd (RoadID: 79) (Maintenance)	784.41
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	543.18
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	33,107.04
RR039	Ewert Rd (RoadID: 27) (Maintenance)	7,720.10

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 April 2017**

Job #	Job Description	YTD Actual 2016/17
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	0.00
RR041	Fishers Rd (RoadID: 75) (Maintenance)	1,791.57
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	3,703.68
RR043	Gors Rd (RoadID: 30) (Maintenance)	2,218.93
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	4,226.42
RR045	Heals Rd (RoadID: 95) (Maintenance)	340.33
RR046	Hills Rd (RoadID: 76) (Maintenance)	1,694.14
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	3,143.07
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	605.63
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	5,454.61
RR050	Jas Rd (Maintenance)	0.00
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	1,413.93
RR052	Jones Rd (RoadID: 48) (Maintenance)	1,864.35
RR053	K1 Rd (RoadID: 85) (Maintenance)	4,531.91
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	861.94
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	1,485.64
RR057	Kilpatricks Rd (RoadID: 74) (Maintenance)	1,623.50
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	7,268.60
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	10,814.47
RR060	Lennard Rd (RoadID: 58) (Maintenance)	2,201.51
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	614.09
RR062	Luptons Rd (RoadID: 22) (Maintenance)	8,091.99
RR063	Maitland Rd (RoadID: 39) (Maintenance)	8,033.63
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	770.84
RR065	Manns Rd (RoadID: 59) (Maintenance)	922.03
RR066	Manuels Rd (RoadID: 37) (Maintenance)	0.00
RR067	Mawson Rd (RoadID: 100) (Maintenance)	12,882.24
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	309.95
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	2,130.05
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	227.75
RR071	Mclean Rd (RoadID: 84) (Maintenance)	0.00
RR072	Millers Rd (RoadID: 49) (Maintenance)	1,651.52
RR073	Mills Rd (RoadID: 80) (Maintenance)	1,406.67
RR074	Morbinning Rd (RoadID: 1) (Maintenance)	27,805.44
RR075	Murrays Rd (RoadID: 71) (Maintenance)	1,273.72
RR076	Negus Rd (RoadID: 50) (Maintenance)	1,073.40
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	3,515.67
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	4,938.15
RR079	Patten Rd (RoadID: 53) (Maintenance)	1,593.96

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 April 2017**

Job #	Job Description	YTD Actual 2016/17
RR080	Petchells Rd (RoadID: 38) (Maintenance)	4,466.23
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	430.99
RR082	Pike Rd (RoadID: 45) (Maintenance)	1,887.13
RR083	Potts Rd (RoadID: 14) (Maintenance)	10,512.27
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	4,930.60
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	3,355.87
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	4,833.49
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	2,079.79
RR088	Rigoll Rd (RoadID: 157) (Maintenance)	1,870.40
RR089	Rogers Rd (RoadID: 62) (Maintenance)	476.11
RR090	Rossi Rd (RoadID: 156) (Maintenance)	0.00
RR091	Rumble Rd (Maintenance)	136.14
RR092	Schillings Rd (RoadID: 65) (Maintenance)	626.41
RR093	Shaw Rd (RoadID: 184) (Maintenance)	0.00
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	793.87
RR095	Simmons Rd (RoadID: 101) (Maintenance)	775.85
RR096	Sims Rd (RoadID: 155) (Maintenance)	499.43
RR097	Ski Rd (RoadID: 83) (Maintenance)	1,808.76
RR098	Smith Rd (RoadID: 72) (Maintenance)	1,932.56
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	2,659.64
RR100	Spavens Rd (RoadID: 44) (Maintenance)	2,124.42
RR101	Springhill Rd (RoadID: 23) (Maintenance)	6,726.42
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	1,053.34
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	1,272.71
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	2,121.04
RR105	Thomas Rd (RoadID: 31) (Maintenance)	1,011.95
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	486.07
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	601.92
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	3,882.92
RR109	Walgy Rd (RoadID: 42) (Maintenance)	1,294.76
RR110	Walkers Rd (RoadID: 86) (Maintenance)	0.00
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	2,541.75
RR112	Warradale Rd (RoadID: 67) (Maintenance)	2,847.47
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	7,468.40
RR114	Westdale Rd (RoadID: 166) (Maintenance)	11,818.72
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	135.09
RR116	Woods Rd (RoadID: 68) (Maintenance)	1,007.24
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	316.31
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	0.00
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	16,127.82

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 April 2017**

Job #	Job Description	YTD Actual 2016/17
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	16,249.80
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR777	Contract Road Side Spraying	20,000.00
RR888	Tree Lopping - Rural Roads (Maintenance)	30,512.51
RR999	Rural Roads Various (Maintenance)	51,113.63
WANDRRA	Disaster Recovery Works	31,637.25
Sub Total	Rural Road Maintenance	549,764.81
	Town Street Maintenance	
TS001	Barnsley St (RoadID: 162) (Maintenance)	158.34
TS002	Bartram St (RoadID: 114) (Maintenance)	10,210.27
TS003	Brockman St (RoadID: 129) (Maintenance)	0.00
TS004	Brooking St (RoadID: 122) (Maintenance)	511.79
TS005	Broun St (RoadID: 144) (Maintenance)	0.00
TS006	Chestillion Ct (RoadID: 139) (Maintenance)	0.00
TS007	Chipper St (RoadID: 126) (Maintenance)	0.00
TS008	Council Rd (RoadID: 149) (Maintenance)	1,074.35
TS009	Courtney St (RoadID: 153) (Maintenance)	1,280.66
TS010	Dawson St (RoadID: 106) (Maintenance)	565.79
TS011	Delisle St (RoadID: 120) (Maintenance)	0.00
TS012	Dempster St (RoadID: 111) (Maintenance)	877.59
TS013	Duffield St (RoadID: 160) (Maintenance)	1,852.43
TS014	Edward St (RoadID: 107) (Maintenance)	1,027.44
TS015	Elizabeth St (RoadID: 131) (Maintenance)	45.19
TS016	Ernest Drv (RoadID: 135) (Maintenance)	456.76
TS017	Forrest St (RoadID: 103) (Maintenance)	9,751.76
TS018	George St North (RoadID: 161) (Maintenance)	0.00
TS019	George St South (RoadID: 145) (Maintenance)	0.00
TS020	Grigson St (RoadID: 172) (Maintenance)	203.19
TS021	Hamersley St (RoadID: 130) (Maintenance)	0.00
TS022	Harper St (RoadID: 109) (Maintenance)	1,160.92
TS023	Hope St (RoadID: 115) (Maintenance)	6,696.30
TS024	Hopkin St (RoadID: 128) (Maintenance)	0.00
TS025	Horley St (RoadID: 127) (Maintenance)	0.00
TS026	Hunt Rd (Maintenance)	4,675.11
TS027	Husking St (RoadID: 117) (Maintenance)	244.87
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	2,473.33
TS030	Langsford St (RoadID: 152) (Maintenance)	0.00

SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 30 April 2017		
Job #	Job Description	YTD Actual 2016/17
TS031	Lennard St (RoadID: 113) (Maintenance)	2,242.95
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00
TS033	Lukin St (RoadID: 104) (Maintenance)	1,351.70
TS034	Mcneil St (RoadID: 141) (Maintenance)	61.09
TS035	Monger St (RoadID: 116) (Maintenance)	0.00
TS036	Morrison St (RoadID: 112) (Maintenance)	0.00
TS037	Nicholas St (RoadID: 123) (Maintenance)	5,687.02
TS038	Prior Pl (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	9,144.10
TS040	Railway Pde (RoadID: 147) (Maintenance)	0.00
TS041	Railway St (RoadID: 146) (Maintenance)	3,106.06
TS042	Richardson St (RoadID: 124) (Maintenance)	343.94
TS043	Seabrook St (RoadID: 118) (Maintenance)	0.00
TS044	Sewell St (RoadID: 119) (Maintenance)	0.00
TS045	Shed St (RoadID: 136) (Maintenance)	115.56
TS046	Short St (RoadID: 121) (Maintenance)	1,090.70
TS047	Smith St (RoadID: 108) (Maintenance)	0.00
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	5,923.02
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	0.00
TS888	Tree Lopping - Town Streets (Maintenance)	9,141.35
TS999	Town Streets Various (Maintenance)	9,013.99
Sub Total	Town Streets Maintenance	90,487.57
Total	Road Maintenance	640,252.38

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 30 April 2017						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
9701-42341	Reserve Funds ANZ					
	Long Service Leave	98,580.66				
	Office Equipment	20,714.73				
	Airfield Emergency	37,036.03				
	Plant	109,830.86				
	Bush Fire Fighters	119,475.00				
	Building	367,014.62				
	Recreation Ground	382,325.50				
	Cropping Committee	344,992.34				
	Avon River Development	24,013.75				
	Annual Leave	153,912.42				
	Community Bus	39,134.28				
	Road Construction	363,631.94				
	Senior Housing	35,401.55	2,096,063.68	3 mths	2.35%	27/06/2017
2902-40204	Online Saver ANZ	128.27	128.27	Ongoing	0.00%	Ongoing
2181730	Term Deposit Bendigo	309,325.71	309,325.71	3 mths	2.30%	8/05/2017
9754-35231	Term Deposit ANZ	400,000.00	400,000.00	4 mths	2.35%	9/06/2017
9763-47647	Term Deposit ANZ	300,000.00	300,000.00	4 mths	2.35%	22/05/2017
9763-47671	Term Deposit ANZ	455,093.01	455,093.01	4 mths	2.40%	20/06/2017
	Total		3,560,610.67			

Note: Bendigo Term Deposit 2181730 was reinvested for 3 months at 2.30%

11.2 Accounts Paid by Authority

SUBMISSION TO: Ordinary Council Meeting 23 May 2017
REPORT DATE: 9 May 2017
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: April 2017 – List of Accounts

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

The following list represents accounts paid by authority for the month of April 2017.

COMMENT

Unless otherwise identified, all payments have been made in accordance with Council's 2016/17 Budget.

STATUTORY ENVIRONMENT

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

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

Regulation 13 of the Local Government (Financial Management) Regulations provides that:

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction;and
 - (b) the date of the meeting of the Council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —

- (a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

Unless otherwise identified, all payments have been made in accordance with Council's 2016/17 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

AF005 – Bank Accounts and Payments

AF007 – Purchasing and Procurement

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

April 2017:

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

Cheque vouchers

11 April 2017	1544-1545	(2)	\$ 4,711.00	(authorised by CEO S Gollan and DCEO S Marshall)
13 April 2017	1547-1548	(2)	\$ 2,118.72	(authorised by CEO S Gollan and DCEO S Marshall)
20 April 2017	1559-1549	(1)	\$ 11,150.94	(authorised by CEO S Gollan and DCEO S Marshall)
21 April 2017	1551-1552	(2)	\$ 6,339.93	(authorised by CEO S Gollan and DCEO S Marshall)
27 April 2017	1553-1553	(1)	\$ 110.00	(authorised by CEO S Gollan and Cr K Murray)

Total of cheque vouchers for April 2017 incl\$ 24,430.59 previously paid

EFT vouchers

06 April 2017	1-41	(41)	\$ 53,386.90	(authorised by CEO S Gollan and DCEO S Marshall)
11 April 2017	EFT 2037-2055	(19)	\$ 65,287.76	(authorised by CEO S Gollan and DCEO S Marshall)
13 April 2017	EFT 2057-2078	(22)	\$ 101,110.99	(authorised by CEO S Gollan and DCEO S Marshall)
06 April 2017	1-41	(41)	\$ 52,625.17	(authorised by CEO S Gollan and DCEO S Marshall)
20 April 2017	EFT 2079-2079	(1)	\$ 41.00	(authorised by CEO S Gollan and DCEO S Marshall)
21 April 2017	EFT 2080-2093	(14)	\$ 42,312.17	(authorised by CEO S Gollan and DCEO S Marshall)
27 April 2017	EFT 2096-2108	(13)	\$ 87,113.82	(authorised by CEO S Gollan and Cr K Murray)

Total of EFT vouchers for April 2017 incl \$ 401,877.81 previously paid.

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

Cheque vouchers

Total of cheque vouchers for April 2017 incl\$ 0.00 previously paid.

EFT vouchers

Total of EFT vouchers for April 2017 incl \$ 0.00 previously paid.

(3) **Direct Debit** Payments totalling \$ 104,319.49 previously paid.

(4) **Credit Card** Payments totalling \$ 3,404.24 previously paid.

COUNCIL RESOLUTION

M8/0517

Moved Cr Davis

Seconded Cr Shaw

That the List of Accounts as presented, be received:

April 2017:

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

Cheque vouchers

11 April 2017	1544-1545	(2)	\$ 4,711.00	(authorised by CEO S Gollan and DCEO S Marshall)
13 April 2017	1547-1548	(2)	\$ 2,118.72	(authorised by CEO S Gollan and DCEO S Marshall)
20 April 2017	1559-1549	(1)	\$ 11,150.94	(authorised by CEO S Gollan and DCEO S Marshall)
21 April 2017	1551-1552	(2)	\$ 6,339.93	(authorised by CEO S Gollan and DCEO S Marshall)
27 April 2017	1553-1553	(1)	\$ 110.00	(authorised by CEO S Gollan and Cr K Murray)

Total of cheque vouchers for April 2017 incl \$ 24,430.59 previously paid

EFT vouchers

06 April 2017	1-41	(41)	\$ 53,386.90	(authorised by CEO S Gollan and DCEO S Marshall)
11 April 2017	EFT 2037-2055	(19)	\$ 65,287.76	(authorised by CEO S Gollan and DCEO S Marshall)
13 April 2017	EFT 2057-2078	(22)	\$ 101,110.99	(authorised by CEO S Gollan and DCEO S Marshall)
06 April 2017	1-41	(41)	\$ 52,625.17	(authorised by CEO S Gollan and DCEO S Marshall)
20 April 2017	EFT 2079-2079	(1)	\$ 41.00	(authorised by CEO S Gollan and DCEO S Marshall)
21 April 2017	EFT 2080-2093	(14)	\$ 42,312.17	(authorised by CEO S Gollan and DCEO S Marshall)
27 April 2017	EFT 2096-2108	(13)	\$ 87,113.82	(authorised by CEO S Gollan and Cr K Murray)

Total of EFT vouchers for April 2017 incl \$ 401,877.81 previously paid.

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

Cheque vouchers

Total of cheque vouchers for April 2017 incl \$ 0.00 previously paid.

EFT vouchers

Total of EFT vouchers for April 2017 incl \$ 0.00 previously paid.

(3) Direct Debit Payments totalling \$ 104,319.49 previously paid.

(4) Credit Card Payments totalling \$ 3,404.24 previously paid.

CARRIED 7/0

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 2037	11-Apr-2017	Asset Infrastructure Management P/L	Asset Management Mentoring Services 36 hours (inc mileage)	(5,147.47)	
EFT Pymt	EFT 2038	11-Apr-2017	Avon Concrete	BC1701 - 3201 Bridge Replacement - York Williams Rd	(29,936.50)	
EFT Pymt	EFT 2039	11-Apr-2017	Avon Trading Co	Mar 2017 Hardware Purchases	(1,026.82)	
EFT Pymt	EFT 2040	11-Apr-2017	BDF - Beverley Dome Fuel & Hire	4009L Diesel @ \$1.1459/L	(4,593.91)	
EFT Pymt	EFT 2041	11-Apr-2017	BSL - Building Commission	Mar 17 collections x 7	(617.08)	
EFT Pymt	EFT 2042	11-Apr-2017	Beverley Country Kitchen (BCK)	Council Meeting - 28 Mar 17: Lunch x 11	(352.00)	
EFT Pymt	EFT 2043	11-Apr-2017	Beverley Electrical Services (BES)	LB1716 - Town Hall Meeting Room - Installation of LED lights	(1,223.20)	
EFT Pymt	EFT 2044	11-Apr-2017	Blackwoods	Swim Club Upgrade: 30 x plastic chairs	(997.81)	
EFT Pymt	EFT 2045	11-Apr-2017	CTF - Construction Training Fund (BCTIF)	Mar 17 collections x 1	(403.75)	
EFT Pymt	EFT 2046	11-Apr-2017	Caterlink	Town Hall: S/S bench with sink in RHS	(1,652.20)	
EFT Pymt	EFT 2047	11-Apr-2017	Eastern Hills Saws & Mowers	Sundry Plant (PSP99): 20L bar & chain oil	(99.00)	
EFT Pymt	EFT 2048	11-Apr-2017	LGRCEU - Loc Gov Racing & Cem Emp Union	Payroll deductions	(41.00)	
EFT Pymt	EFT 2049	11-Apr-2017	Michael Wilson	2017-04 Apr: Photocopying & delivery of the Blarney	(250.00)	
EFT Pymt	EFT 2050	11-Apr-2017	Northam Mitre10	LB1703 - Hunt Road Village: 9 x knob acrylic white 40mm	(28.47)	
EFT Pymt	EFT 2051	11-Apr-2017	PCS - Perfect Computer Solutions	Computer Support: Mar 17 - Resolution of Disaster Recovery Monitoring	(85.00)	
EFT Pymt	EFT 2052	11-Apr-2017	Rylan Pty Ltd	Kerbing for Town Streets - Bartram and Railway St	(10,032.55)	
EFT Pymt	EFT 2053	11-Apr-2017	Statewide Building Products	BC1701 (Brg 3201 - York Williams Rd): Supplies	(7,969.32)	
EFT Pymt	EFT 2054	11-Apr-2017	Toll NQX Express	Swim Club Upgrade - Freight Charges: 16 Mar 2017	(294.06)	
EFT Pymt	EFT 2055	11-Apr-2017	WA Contract Ranger Services	Ranger services: 24 - 27 Mar 17	(537.62)	(65,287.76)
EFT Pymt	EFT 2057	13-Apr-2017	ADC Projects	LB1601 - Beverley Cornerstone Community Centre	(13,222.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 2058	13-Apr-2017	AIT'S Specialists P/L	2017-03 Mar Fuel Tax Credits	(339.24)	
EFT Pymt	EFT 2059	13-Apr-2017	Australia Post	March 2017 Postage	(259.76)	
EFT Pymt	EFT 2060	13-Apr-2017	BGC Quarries	RRG1704 (West Dale Rd - 2nd Seal): Granite	(4,240.48)	
EFT Pymt	EFT 2061	13-Apr-2017	Beverley Gas & Plumbing	Beverley Oval - Test backflow devices	(305.25)	
EFT Pymt	EFT 2062	13-Apr-2017	Cadds Group Pty Ltd	Bev Cornerstone Project - Preliminary Energy Report	(1,320.00)	
EFT Pymt	EFT 2063	13-Apr-2017	Core Business Australia Pty Ltd	WANDRRA: Claim 02Mar 17	(26,537.78)	
EFT Pymt	EFT 2064	13-Apr-2017	Covs	BE015 (PUTE02): Parts	(222.81)	
EFT Pymt	EFT 2065	13-Apr-2017	Cr Denise Jo Ridgway	Travel Claim Jan - Mar 2017	(496.25)	
EFT Pymt	EFT 2066	13-Apr-2017	Daimler Trucks Perth	BEV1 (PCB01): Parts	(25.51)	
EFT Pymt	EFT 2067	13-Apr-2017	Damian's Plumbing	50 Dawson St - cut and seal sewer main	(3,630.00)	
EFT Pymt	EFT 2068	13-Apr-2017	Derek Rowland Pty Ltd	BC 1701 - York Williams Rd Bridge: Concrete pump hire	(1,843.60)	
EFT Pymt	EFT 2069	13-Apr-2017	E & MJ Rosher P/L	BE423 (PMOW02): Parts	(216.20)	
EFT Pymt	EFT 2070	13-Apr-2017	Hitachi Construction Machinery	BE003 (PRGD01) Agriculture Steer Lever	(104.94)	
EFT Pymt	EFT 2071	13-Apr-2017	IRIS Consulting Group Pty Ltd	IT Network redesign - Feb 17	(5,830.00)	
EFT Pymt	EFT 2072	13-Apr-2017	Isweep Town & Country	Town street sweeping after storm:15 Mar 17	(3,267.00)	
EFT Pymt	EFT 2073	13-Apr-2017	Jason Signmakers	Swim Pool: Sign for Federal Government Community Development Grant	(192.50)	
EFT Pymt	EFT 2074	13-Apr-2017	PRC Building Services Pty Ltd	Beverley Town Hall - Ceiling Works	(16,547.08)	
EFT Pymt	EFT 2075	13-Apr-2017	Perth Patio Magic P/L	LB1706 - Swim Pool: Spectator Shade Area 13.0 x 3.5	(10,400.00)	
EFT Pymt	EFT 2076	13-Apr-2017	QCA - Quick Corporate Australia	Mar 2017 Stationery Order	(622.09)	
EFT Pymt	EFT 2077	13-Apr-2017	Shacks Holden	Asset 27011 (PUTE10) - BE020 2017 Holden Trailblazer LTZ Auto	(9,827.50)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 2078	13-Apr-2017	Shire of Brookton	BBP ILU Project Building better regions fund - Reimbursement 1/3 share - final payment	(1,661.00)	(101,110.99)
EFT Pymt	EFT 2079	20-Apr-2017	LGRCEU - Loc Gov Racing & Cem Emp Union	Payroll deductions	(41.00)	(41.00)
EFT Pymt	EFT 2080	21-Apr-2017	BDF - Beverley Dome Fuel & Hire	6000L Diesel @ 1.1942/L	(7,165.20)	
EFT Pymt	EFT 2081	21-Apr-2017	BOC Limited	2017-03 MAR: Cylinder Rental	(30.22)	
EFT Pymt	EFT 2082	21-Apr-2017	Best Office Systems	Rioch PJ (WX536IN) LCD Data Projector - Chambers: as per quote	(2,563.00)	
EFT Pymt	EFT 2083	21-Apr-2017	Beverley Country Kitchen (BCK)	Economic & Community Strategy Meeting - Mixed Sandwiches x 6 people	(63.00)	
EFT Pymt	EFT 2084	21-Apr-2017	Beverley Junior Recreational Education Sporting Council	Reimbursement of 5 vouchers @ \$70.00	(350.00)	
EFT Pymt	EFT 2085	21-Apr-2017	Beverley Supermarket & Liquor (IGA)	Mar 2017 Purchases	(407.67)	
EFT Pymt	EFT 2086	21-Apr-2017	Game On Contracting	Various Roads: Gravel carting	(6,638.50)	
EFT Pymt	EFT 2087	21-Apr-2017	Geofabrics Australasia P/L	BC1701 - York Williams Rd Bridge: 4 Boxes Bituthene 165mm	(1,597.20)	
EFT Pymt	EFT 2088	21-Apr-2017	INKOSI DESIGN Electrical Consultants	AS12014: Bev Cornerstone - Design and documentation, electrical services	(11,000.00)	
EFT Pymt	EFT 2089	21-Apr-2017	IRIS Consulting Group Pty Ltd	IT Network redesign - Mar 17	(4,180.00)	
EFT Pymt	EFT 2090	21-Apr-2017	Ramm Software P/L	Essential RAMM training for Rachel Lucas	(434.50)	
EFT Pymt	EFT 2091	21-Apr-2017	SWP Australia Pty Ltd	Stormwater retention basin, bypass pipe	(7,708.80)	
EFT Pymt	EFT 2092	21-Apr-2017	Stephen Gollan	Reimbursement - ULP Fuel 25 Nov 16 - 05 Mar 17	(150.33)	
EFT Pymt	EFT 2093	21-Apr-2017	Toll Ipec P/L (Courier Aust)	Freight Charges: Fire & Safety WA	(23.75)	(42,312.17)
EFT Pymt	EFT 2096	27-Apr-2017	Avon Concrete	BC1701 - 3201 Bridge Replacement - York Williams Rd	(39,140.75)	
EFT Pymt	EFT 2097	27-Apr-2017	Avon Waste	1957 Bin Collection FE 7 Apr inc 1 x Recycling Collection	(4,266.84)	
EFT Pymt	EFT 2098	27-Apr-2017	BCA Consultants (WA) P/L	LB1601 - Hydraulic services in relation to Beverley Cornerstone Development	(4,950.00)	
EFT Pymt	EFT 2099	27-Apr-2017	Beverley CRC (Community Resource Centre)	2017-04 Apr Blarney Compilation for Production	(828.20)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 2100	27-Apr-2017	Beverley Post News and Gifts	Mar 2017 Newspapers	(35.40)	
EFT Pymt	EFT 2101	27-Apr-2017	Beverley Tyre Service	Mar 2017 Tyre Purchases	(2,856.00)	
EFT Pymt	EFT 2102	27-Apr-2017	GSA Engineering	Beverley Cornerstone - Mechanical Services Consultancy	(12,760.00)	
EFT Pymt	EFT 2103	27-Apr-2017	Holcim Australia Pty Ltd	BC1701 - York Williams Rd Bridge: Concrete	(16,663.90)	
EFT Pymt	EFT 2104	27-Apr-2017	Natway Furniture & Construction	Swim Club Upgrade: Remove existing materials and install new ones	(1,805.00)	
EFT Pymt	EFT 2105	27-Apr-2017	PCS - Perfect Computer Solutions	Computer Support 28 Mar - 18 Apr 17	(595.00)	
EFT Pymt	EFT 2106	27-Apr-2017	Showfront	Swim Club Upgrade: Wall Mounted Showcase plus freight	(3,128.40)	
EFT Pymt	EFT 2107	27-Apr-2017	Toll Ipec P/L (Courier Aust)	Freight Charges - 10 Apr 17	(30.28)	
EFT Pymt	EFT 2108	27-Apr-2017	ZircoData Pty Ltd	126 x Storage - Archive box	(54.05)	(87,113.82)
Cheque #	1544	11-Apr-2017	ATO - Australian Tax Office	Mar 2017 BAS Obligation	(4,501.00)	(4,501.00)
Cheque #	1545	11-Apr-2017	Beverley Medical Practice	GP conference - work management plan re Jamie Rekman	(210.00)	(210.00)
Cheque #	1547	13-Apr-2017	Telstra	2017-04 April Telephone Accounts	(1,302.96)	(1,302.96)
Cheque #	1548	13-Apr-2017	Water Corporation	Refund of debtor credit balance due to overpayment of private works	(815.76)	(815.76)
Cheque #	1549	20-Apr-2017	Water Corporation	2017-04 April Water Accounts	(11,150.94)	(11,150.94)
Cheque #	1551	21-Apr-2017	Synergy	25 Feb - 24 Mar 17: 152 lights	(4,469.75)	(4,469.75)
Cheque #	1552	21-Apr-2017	Telstra	2017-04 Admin Telephone Account	(1,870.18)	(1,870.18)
Cheque #	1553	27-Apr-2017	Beverley Medical Practice	Work Management Plan: Case Conference re J. Rekman	(110.00)	(110.00)
Direct Debit	DD 1055.1	04-Apr-2017	ClickSuper	Superwrap - Personal Super Plan	(773.79)	
Direct Debit	DD 1055.2	04-Apr-2017	ClickSuper	WA Super	(7,814.38)	
Direct Debit	DD 1055.3	04-Apr-2017	ClickSuper	Kinetic Super	(145.09)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	DD 1055.4	04-Apr-2017	ClickSuper	BT Super For Life	(293.57)	
Direct Debit	DD 1055.5	04-Apr-2017	ClickSuper	Australian Super	(220.05)	(9,246.88)
Direct Debit	DD 1067.1	18-Apr-2017	ClickSuper	Superwrap - Personal Super Plan	(773.79)	
Direct Debit	DD 1067.2	18-Apr-2017	ClickSuper	WA Super	(7,663.00)	
Direct Debit	DD 1067.3	18-Apr-2017	ClickSuper	Kinetic Super	(145.09)	
Direct Debit	DD 1067.4	18-Apr-2017	ClickSuper	Colonial First State Super (Moulton Clare)	(73.28)	
Direct Debit	DD 1067.5	18-Apr-2017	ClickSuper	BT Super For Life	(293.57)	
Direct Debit	DD 1067.6	18-Apr-2017	ClickSuper	Australian Super	(146.28)	(9,095.01)
Direct Debit	20	03-Apr-2017	6 - Westnet Payments	Westnet Payments	(66.00)	
Direct Debit	20	03-Apr-2017	7 - CBA Merchant Fee	CBA Merchant Fee	(142.03)	
Direct Debit	20	03-Apr-2017	7 - CBA Merchant Fee	CBA Merchant Fee - POS FEE	(37.74)	(245.77)
Direct Debit	20	04-Apr-2017	1 - Bank Charges	Bank Charges - Temp O/D Approval Fee	(500.00)	
Direct Debit	20	06-Apr-2017	8 - ANZ Transactive Fee	ANZ Transactive Fee	(89.40)	(89.40)
Direct Debit	20	28-Apr-2017	9 - Vodafone Messaging	Vodafone Messaging	(474.98)	(474.98)
Direct Debit	20	03-Apr-2017	3 - Payments for DOT	Payments for DOT	(2,829.75)	
Direct Debit	20	04-Apr-2017	3 - Payments for DOT	Payments for DOT	(31,033.10)	
Direct Debit	20	05-Apr-2017	3 - Payments for DOT	Payments for DOT	(5,704.55)	
Direct Debit	20	06-Apr-2017	3 - Payments for DOT	Payments for DOT	(3,084.35)	
Direct Debit	20	07-Apr-2017	3 - Payments for DOT	Payments for DOT	(1,989.30)	
Direct Debit	20	10-Apr-2017	3 - Payments for DOT	Payments for DOT	(3,287.35)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	20	11-Apr-2017	3 - Payments for DOT	Payments for DOT	(2,071.05)	
Direct Debit	20	12-Apr-2017	3 - Payments for DOT	Payments for DOT	(3,866.25)	
Direct Debit	20	13-Apr-2017	3 - Payments for DOT	Payments for DOT	(3,123.85)	
Direct Debit	20	18-Apr-2017	3 - Payments for DOT	Payments for DOT	(2,163.40)	
Direct Debit	20	20-Apr-2017	3 - Payments for DOT	Payments for DOT	(3,668.45)	
Direct Debit	20	21-Apr-2017	3 - Payments for DOT	Payments for DOT	(3,857.15)	
Direct Debit	20	21-Apr-2017	3 - Payments for DOT	Payments for DOT	(2,532.30)	
Direct Debit	20	24-Apr-2017	3 - Payments for DOT	Payments for DOT	(5,506.60)	
Direct Debit	20	26-Apr-2017	3 - Payments for DOT	Payments for DOT	(4,225.20)	
Direct Debit	20	27-Apr-2017	3 - Payments for DOT	Payments for DOT	(2,483.35)	
Direct Debit	20	28-Apr-2017	3 - Payments for DOT	Payments for DOT	(1,790.50)	(83,216.50)
Direct Debit	EFT 2095	21-Apr-2017	Toyota Finance	BRMP Vehicle Loan - 07 of 12 payments	(1,366.38)	(1,366.38)
Direct Debit	EFT 2110	28-Apr-2017	Ixom Operations P/L [Chemicals Aust Operations P/L (nee Orica)]	2017-03Mar - Chlorine cylinder 70kg rental	(84.57)	(84.57)
Direct Debit	EFT 2056	12-Apr-2017	Credit Card - Shire of Beverley	Various Accounts 2017-04 April	(3,404.24)	(3,404.24)
PAYMENTS RAISED IN CURRENT MONTH					(428,020.06)	(428,020.06)
WAGES & SALARIES						
EFT Pymt		06-Apr-2017	Wages & Salaries	FE - 06 Apr 2017	(53,386.90)	
EFT Pymt		20-Apr-2017	Wages & Salaries	FE - 20 Apr 2017	(52,625.17)	
WAGES & SALARIES					(106,012.07)	(106,012.07)

UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1553	27-Apr-2017	Beverley Medical Practice	Work Management Plan: Case Conference re J. Rekman	110.00	
Cheque #	1545	11-Apr-2017	Beverley Medical Practice	GP conference - work management plan re Jamie Rekman	210.00	
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT					320.00	320.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
Cheque #	1536	16-Mar-2017	Beverley Medical Practice	Reimbursement for medical equipment	(3,383.85)	
Cheque #	1542	30-Mar-2017	Beverley Masonic Lodge	Rates refund (overpayment) Ass 1003 48 Hunt Rd Beverley	(792.00)	
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					(4,175.85)	(4,175.85)
TRANSFERS to TRUST						
TRANSFERS to TRUST					0.00	0.00
OTHER AMENDMENTS/GENERAL JOURNALS						
OTHER AMENDMENTS/GENERAL JOURNALS					0.00	0.00
INVESTMENTS						
INVESTMENTS					0.00	0.00
TOTAL EXPENDITURE for MUNICIPAL ACCOUNT						(537,887.98)
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT						
Credit card	BE464/MA R17	09-Mar-2017	Department of Transport	BE464 (PSDN) - Registration to 30 Jun 2017: Recording Fee, GST	98.10	
Credit card	6FLRXX-2	23-Mar-2017	Qantas	Flights - D. Ridgway & S. Gollan - Cornerstone Project Meeting - Canberra GST	1,049.58	
Credit card	6FLRXX-1	23-Apr-2017	Qantas	Insurance Policy - D Ridgway & S Gollan: Cornerstone Project Meeting - Canberra (Stamp Duty), GST	24.00	
Credit card	33212B	02-Mar-2017	Spitwater [OEM Group]	Sundry Plant (PSP99) - Cost of replacement part as incorrect part ordered originally., GST	25.50	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Credit card	33212A	01-Mar-2017	Spitwater [OEM Group]	Sundry Plant (PSP99) Lance pressure washer & 2 x nozzles, GST	112.85	
Credit card	25186#5	15-Mar-2017	Guildford Garden Machinery	Other Sundry Plant (PSP99): Chainsaw, Guildford Garden Machinery - Chainsaw, GST	859.00	
Credit card	23580	01-Mar-2017	Battery World Midland	UPS batteries x 2, GST	112.00	
Credit card	9249	02-Mar-2017	WA Air Spring	BEV1 (PCB01): Nylon tubing, inflation valves, brass elbows, GST	61.21	
Credit card	9233	01-Mar-2017	WA Air Springs	BEV1 (PCB01): 2 x air springs & brackets, GST	952.00	
Credit card	122	01-Mar-2017	Floret Boutique	Get Well Flowers for G Seeber, GST	110.00	
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT					3,404.24	
PAYMENTS RAISED IN CURRENT MONTH						
PAYMENTS RAISED IN CURRENT MONTH					0.00	0.00
PAYMENTS UNPRESENTED IN CURRENT BANK #						
PAYMENTS UNPRESENTED IN CURRENT BANK #					0.00	0.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					0.00	0.00
OTHER AMENDMENTS/GENERAL JOURNALS						
OTHER AMENDMENTS/GENERAL JOURNALS					0.00	0.00
TOTAL EXPENDITURE for TRUST ACCOUNT						0.00
TOTAL EXPENDITURE as reconciled to the APRIL 2017 BANK STATEMENTS						
Municipal Account Expenditure						(537,887.98)
Trust Account Expenditure						0.00
TOTAL EXPENDITURE for APRIL 2017						(537,887.98)

11.3 4 Year Road Construction Program

SUBMISSION TO: Ordinary Council Meeting 28 March 2017
REPORT DATE: 5 May 2017
APPLICANT: N/A
FILE REFERENCE: ADM 0309
AUTHOR: S.P. Vincent, Manager of Works
ATTACHMENTS: Proposed 2017/18 – 2020/21 Road Program

SUMMARY

Council to consider endorsing the Four Year (2017/18 – 2020/21) Road Construction Program.

BACKGROUND

A road inspection was conducted in September 2016 to determine where future works are to proceed.

Consequently, the following urgent and priority works were identified, being sections on Dale Bin North Road, Dongadilling Road and Bennett Road.

At the road inspection meeting earlier this year it was discussed where future funding for the Regional Road Group (RRG) and Roads to Recovery (RTR) were to be spent.

Historically the RRG funding was used for Westdale Road, works on this road will be completed by 2021/22. One of the criteria for RRG funding is high traffic counts and Mawson Road meets this. It is proposed to use RRG to fund upgrades and widen Mawson Road out to 7m.

RTR funding is more flexible, and the projects can be changed if required. In the past RTR funding was used for York-Williams Rd. Projects put forward were the Top Beverley Road, also using Black Spot funding; and Waterhatch/Vincent St to coincide with Water Corp's reinstatement and continue on widening Waterhatch Road.

COMMENT

Attached are the proposed Road Construction projects for the four years 2017/18 to 2020/21 and the five year programme for Regional Road Group Funding which were reviewed on 28 March 2017 by the Corporate Strategy Committee.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Future Budgets

STRATEGIC IMPLICATIONS

Long Term Financial Plan and Corporate Business Plan

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COMMITTEE'S RECOMMENDATION

That Council endorse the Four Year (2017/18 – 2020/21) Road Construction Program.

COUNCIL RESOLUTION

M9/0517

Moved Cr Murray

Seconded Cr Alexander

That Council endorse the Four Year (2017/18 – 2020/21) Road Construction Program.

CARRIED 7/0

Attachment 11.3 - proposed road construction projects

FROM SLK	TO SLK	TOTAL	ROAD NAME	RESEAL / FINAL SEAL	WIDEN	DRAINAGE	CONSTRUCT & SEAL	GRAVEL SHEET	OTHER	DETAILS
6.59	9.00	2.41	BEVERLEY EAST RD (Morbinning)	17						Final seal
9.00	11.50	2.50	BEVERLEY EAST RD (Morbinning)		17	17				Reconstruct shoulders to 7 metres to Bally Bally Rd
23.28	25.20	1.92	BEVERLEY EAST RD (Morbinning)				17			to 7 metres
0.00	1.87	1.87	WATERHATCH RD		17	17	17			Widen seal to 7m
21.94	27.90	5.96	YORK-WILLIAMS RD	17						Final seal new sections
0.00	2.00	2.00	TOP BEVERLEY YORK RD		17	17	17			Widen and seal to 7m
8	11.00	3.00	KOKENDIN RD					17		Gravel sheet (contractors)
1.75	3.75	2	DONGADILLING RD					17		Gravel Sheet (contractors)
1.8	3.6	1.8	DALE BIN NORTH RD					17		Gravel sheet (contractors) / clear drains / renew floodways
3.60	8.80	5.20	MAITLAND ROAD					17		Gravel sheet (contractors)
7.80	7.80		MAITLAND ROAD			17			17	Box culvert and gravel to be installed through swamp area
1.73	1.73	0.00	JOHNSONS RD						17	Replace box culverts
0.00	2.06	2.06	BENNETTS RD					17		Gravel sheet (contractors)
0.85	2.45	1.60	WESTDALE RD	17						Final seal
22.70	24.65	1.95	WESTDALE RD	17						Final seal
24.65	26.30	1.65	WESTDALE RD		17		17		17	Widen to 7m & cement stab
0.00	2.60	2.60	BEVERLEY-MAWSON RD		17		17		17	Reconstruct, widen and seal to 7m

FROM SLK	TO SLK	TOTAL	ROAD NAME	RESEAL / FINAL SEAL	WIDEN	DRAINAGE	CONSTRUCT & SEAL	GRAVEL SHEET	OTHER	DETAILS
20.35	20.35	0.00	BEVERLEY-MAWSON RD		17				17	Replace culvert and widen road over floodway
0.96	2.84	1.88	NICHOLAS ST	17						Final seal
0.29	0.61	0.32	RAILWAY ST	17						Final seal
0.15	0.45	0.30	GRIGSON ST	17						Final seal
0.00	0.10	0.10	BARNSLEY STREET	17						Final seal
0.00	0.08	0.08	QUEEN STREET	17						Final seal
9.00	11.50	2.50	BEVERLEY EAST RD (Morbinning)	18						Final seal
23.28	25.20	1.92	BEVERLEY EAST RD (Morbinning)	18						Final seal new sections
25.20	27.13	1.93	BEVERLEY EAST RD (Morbinning)				18			to 7 metres
0.00	1.87	1.87	WATERHATCH RD	18						Final seal
1.87	3.74	1.87	WATERHATCH RD		18	18	18			Widen seal to 7m
0.00	2.40	2.40	YENYENING LAKES ROAD					18		Gravel sheet (contractors)
0.00	2.00	2.00	TOP BEVERLEY YORK RD	18						Final seal
2.00	4.00	2.00	TOP BEVERLEY YORK RD		18	18	18			Widen and seal to 7m
4.10	6.14	2.04	KOKENDIN RD					18		Gravel sheet
10.00	11.88	1.88	WESTDALE RD		18		18		18	Widen to 7m & cement stab
24.65	26.20	1.55	WES DALE RD	18						Final seal
0.00	2.60	2.60	BEVERLEY-MAWSON RD	18						Final seal
3.29	3.92	0.63	BEVERLEY-MAWSON RD						18	Reconstruct failed section

FROM SLK	TO SLK	TOTAL	ROAD NAME	RESEAL / FINAL SEAL	WIDEN	DRAINAGE	CONSTRUCT & SEAL	GRAVEL SHEET	OTHER	DETAILS
3.29	3.92	0.63	BEVERLEY-MAWSON RD	18						Final seal
21.50	23.28	1.78	BEVERLEY EAST RD (Morbinning)		19	19	19			Widen seal to 7m
25.20	27.13	1.93	BEVERLEY EAST RD (Morbinning)	19						Final seal new sections
1.87	3.74	1.87	WATERHATCH RD	19						Final seal
4.14	6.00	1.86	WATERHATCH RD		19	19	19			Widen and seal to 7m
2.70	5.70	3.00	YENYENING LAKES ROAD					19		Gravel sheet (contractors)
2.00	4.00	2.00	TOP BEVERLEY YORK RD	19						Final seal
4.00	6.00	2.00	TOP BEVERLEY YORK RD		19	19	19			Widen and seal to 7m
6.14	8.00	1.86	KOKENDIN RD					19		Gravel sheet (contractors)
0.60	3.60	3.00	POTTS RD					19		Gravel sheet (contractors)
4.66	6.60	1.94	WESTDALE RD		19		19		19	Widen to 7m & cement stab
10.00	11.88	1.88	WESTDALE RD	19						Final seal
3.92	6.02	2.10	BEVERLEY-MAWSON RD		19		19			Reconstruct, widen and seal to 7m
11.50	13.50	2.00	BEVERLEY EAST RD (Morbinning)		20	20	20			Widen seal to 7m
21.50	23.28	1.78	BEVERLEY EAST RD (Morbinning)	20						Final seal
4.14	6.00	1.86	WATERHATCH RD	20						Final seal

FROM SLK	TO SLK	TOTAL	ROAD NAME	RESEAL / FINAL SEAL	WIDEN	DRAINAGE	CONSTRUCT & SEAL	GRAVEL SHEET	OTHER	DETAILS
6.80	9.00	2.20	WATERHATCH RD		20	20	20			Widen seal to 7m
5.70	8.70	3.00	YENYENING LAKES ROAD					20		Gravel sheet (contractors)
4.00	6.00	2.00	TOP BEVERLEY YORK RD	20						Final seal
6.00	8.02	2.02	TOP BEVERLEY YORK RD		20	20	20			Widen and seal to 7m
3.60	7.60	4.00	POTTS RD					20		Gravel sheet (contractors)
0	1.8	1.8	DALE BIN NORTH RD					20		Gravel sheet (contractors)
4.66	6.60	1.94	WESTDALE RD	20						Seal last years primer seal
29.65	33.18	3.53	WESTDALE RD		20		20		20	Widen to 7m & cement stab
29.00	33.18	4.18	WESTDALE RD	20						Final seal
3.92	6.02	2.10	BEVERLEY-MAWSON RD	20						Final seal

Attachment – Regional Road Group Funding 5 Year Program

SHIRE OF BEVERLEY
RRG - 5 YEAR PROGRAM

2017/18

Rd No	Road	Section		Job Description	RRG	LG	Total
		from	to				
0166	Westdale Rd	22.70	24.65	Seal last years primer seal	\$36,400	\$18,200	\$54,600
0166	Westdale Rd	0.85	2.45	Seal last years primer seal	\$29,867	\$14,933	\$44,800
0166	Westdale Rd	24.65	26.30	reconstruct, realign, stabilise to 7m	\$70,107	\$35,053	\$105,160
0167	Mawson Rd	0.00	2.77	reconstruct, realign, stabilise to 7m	\$201,088	\$100,543	\$301,632
TOTAL					\$337,462	\$168,729	\$506,193

Comment
Second coat seal last years primer seals.
Westdale Road ,reconstruction of the shoulders including cement stabilising, narrow culverts to be widened, realign corner at slk 26.25 widen inside curve, seal to 7m.
Mawson Road, reconstruction of the shoulders including cement stabilising, narrow culverts to be widened this will join up with the 7 m section near Woods Road and the intersection at Vincent Street

2018/19

Rd No	Road	Section		Job Description	RRG	LG	Total
		from	to				
0166	Westdale Rd	24.65	26.30	Seal last years primer seal	\$32,550	\$16,275	\$48,825
0167	Mawson Rd	0.00	2.77	Seal last years primer seal	\$68,250	\$34,125	\$102,375
0167	Mawson Rd	3.29	3.92	Reconstruct and stabilise & 2nd seal	\$63,051	\$31,525	\$94,576
0166	Westdale Rd	10.00	11.88	reconstruct, realign, stabilise to 7m	\$135,929	\$67,964	\$203,893
TOTAL					\$299,779	\$149,888	\$449,669

Comment
Second coat seal last years primer seals both Mawson and Westdale roads. Westdale Road reconstruct, cement stabilise, widen narrow culverts clear vegetation. Upgrade signage on bends. Mawson Road, Reconstruct failed section and stabilise, 2nd coat seal for this section only in same year.

2019/20

Rd No	Road	Section		Job Description	RRG	LG	Total
		from	to				
0166	Westdale Rd	10.00	11.88	Seal last years primer seal	\$35,093	\$17,546	\$52,640
0166	Westdale Rd	4.66	6.60	reconstruct, realign, stabilise to 7m	\$206,817	\$103,408	\$310,226
0167	Mawson Rd	3.92	6.02	reconstruct, realign, stabilise to 7m	\$109,161	\$54,580	\$163,742
TOTAL					\$351,072	\$175,534	\$526,608

Comment
Second coat seal last years primer seals.
Westdale Road, reconstruction of the shoulders including cement stabilising, narrow culverts to be widened, realign corner at slk 5.40, this will join up with the 7 m section at slk 6.60. Reconstruct , stabilise and

2020/21

Rd No	Road	Section		Job Description	RRG	LG	Total
		from	to				
0166	Westdale Rd	4.66	6.60	Seal last years primer seal	\$38,400	\$19,200	\$57,600
0166	Westdale Rd	29.65	33.18	reconstruct, realign, stabilise to 7m	\$177,874	\$88,936	\$266,810
0167	Mawson Rd	3.92	6.02	Seal last years primer seal	\$44,100	\$22,050	\$66,150
0166	Westdale Rd	29.00	33.18	Second coat seal same year	\$87,394	\$43,697	\$131,092
TOTAL					\$347,768	\$173,882	\$521,652

Comment
Second coat seal last years primer seals both Mawson Road and Westdale Road. Reconstruction of the shoulders including cement stabilising, narrow culverts to be widened. Second Coat seal on the Westdale Road section in the same year starting from the Dale River Bridge

11.4 15 Year Plant Replacement Program

SUBMISSION TO: Ordinary Council Meeting 28 March 2017
REPORT DATE: 5 May 2017
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.P. Vincent, Manager of Works
ATTACHMENTS: Proposed 15 Year Plant Replacement Program

SUMMARY

Council to endorse the reviewed the 15 Year Plant Replacement Program.

BACKGROUND

A review of the 15 Year Plant Replacement Program is conducted annually to determine which plant should be replaced or deferred.

Consequently, each financial year the program requires reviewing and updating to ensure previously identified machinery are still required and operating to our satisfaction.

COMMENT

The Corporate Strategy reviewed the 15 Year Plant Replacement Program at its 28 March 2017 meeting. The proposed changes are highlighted in red on the attachment.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Future Budgets

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COMMITTEE'S RECOMMENDATION

That Council endorse the reviewed 15 Year Plant Program.

COUNCIL RESOLUTION

M10/0517

Moved Cr White

Seconded Cr Brown

That Council endorse the reviewed 15 Year Plant Program.

CARRIED 7/0

SHIRE OF BEVERLEY - 15 YEAR PLANT REPLACEMENT PROGRAMME

				66000	132000	498000	377000	316000	287000	327000	30000	251000	380000	180000	299000	398000	140000	274000	
<u>PLANT ITEM</u>	<u>YR</u>	<u>AGE</u>	<u>REG NO</u>	<u>Suggested CHANGEOVER KM/ HRS</u>	<u>17/18</u>	<u>18/19</u>	<u>19/20</u>	<u>20/21</u>	<u>21/22</u>	<u>22/23</u>	<u>23/24</u>	<u>24/25</u>	<u>25/26</u>	<u>26/27</u>	<u>27/28</u>	<u>28/29</u>	<u>29/30</u>	<u>30/31</u>	<u>31/32</u>
Sedans & Utilities																			
CEO's Vehicle (Holden Statesman Sedan)	2016	1	BE - 1	30000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000
Deputy CEO's Vehicle (Holden commodore wagon)	2016	1	BEV - 0	30000		12000		12000		12000		12000		12000		12000		12000	
W/Super Vehicle (Holden Rodeo 4X4 Dual Cab)	2014	3	BE - 020	80000		12000		12000		12000		12000		12000		12000		12000	
Mechanic (Holden Rodeo 4X4 Tray top)	2010	7	BE- 024	80000		12000										12000			
Rodeo 4 x 2 Manual Diesel Utility	2012	5	BE- 035	80000						12000						12000			
Gardeners (Rodeo 4 x 2 Manual Diesel Utility)	2010	7	BE-015	80000		20000								20000					
Builders (Holden Rodeo 4X2 Tray top)	2014	3	BE-022	80000				12000							12000				
Gardeners (Rodeo 4 x 2 Manual Diesel Utility)	2014	3	BE-031	80000							12000								
Construction (Rodeo 4x4 Dual Cab tray top)	2015	2	BE-016	80000			12000				12000				12000				12000
Emergency Ute (to be purchased)	2017										12000						12000		
Trucks																			
Isuzu Giga Tandem Tip Truck	2013	4	BE-013	180000			130000							130000					
Isuzu Tip Truck	2011	6	BE-028	140000					70000										70000
Hino Tandem Tip Truck	2014	3	BE-012	180000					130000									130000	
Isuzu FVZ1400 Tip Truck	2012	5	BE-010	180000				90000										90000	
Fuso Maintenance Truck	2014	3	BE-037	120000			70000							70000					
Side tipping trailer	2006	11													50000				
Side tipping trailer	2008	9													50000				
Tractors																			
New Holland 4055 Tractor	2011	6	BE-008			40000								40000					
Kubota 4x2 Turf Tractor	2016	1	BE-023								40000								40000
Loaders, Graders & Backhoes																			
Case 590ST	2016	1	BE-030	5000							110000								110000
John Deere 670G Grader	2011	6	BE-029	6000						245000						245000			
John Deere 670B Grader	1992	25	BE-003																
John Deere 544K Loader	2009	8	BE-036	5000			160000										160000		
Komatsu Steel Wheel loader	1998	19	BE-004											50000					
John Deere 670 GP Grader	2014	3	BE-001	6000				245000					245000						
Case 410 skid steer loader	2010	7	BE-038	4000		30000								30000					
Rollers & Compactors																			
Bomag Tyred Roller	2012	5	BE-026						110000										110000
Bomag BW211D Vibrating Roller	2016	1	BE-033								110000								11000

SHIRE OF BEVERLEY - 15 YEAR PLANT REPLACEMENT PROGRAMME																			
				66000	132000	498000	377000	316000	287000	327000	30000	251000	380000	180000	299000	398000	140000	274000	
PLANT ITEM	YR	AGE	REG NO	Suggested CHANGEOVER KM/ HRS	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32
Other Plant																			
Kubota Ride on Mower	2016	1	BE-423								25000								25000
Mitsubishi Rosa Bus	2000	17	BEV 0				120000												
Afron PA500 Cherry Picker	1998	19	BE-027		60000									60000					
Cement Mixer																			
Iingersol Rand Compressor			BE-1727																
TOTAL PLANT CHANGEOVER					66000	132000	498000	377000	316000	287000	327000	30000	251000	380000	180000	299000	398000	140000	274000

11.5 Engagement of CORE Business to Manage Disaster Relief Program

SUBMISSION TO: Ordinary Council Meeting 23 May 2017
REPORT DATE: 11 May 2017
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0331
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to endorse the engagement of Core Business Australia to manage the disaster relief program and Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) and authorise unbudgeted expenditure.

BACKGROUND

Over the period of January / February 2017 the Shire received severe rainfall resulting in significant flooding. The damage was widespread throughout the Shire. The damage occurred mainly consists of road carriageway and road shoulder scours, areas where unsealed gravel road pavements have been washed away, destroyed or blocked piped culverts, destruction of culvert headwalls and silting of table and cut-off drains.

COMMENT

At the Council Briefing on 21 February 2017, the Chief Executive Officer sought Council's direction to engage a company to oversee the entire process of repairing Council's road network, including calling tenders, overseeing contractors and claiming the funds from WANDRRA event AGRN743.

As a matter of urgency after the event, Core Business Australia was engaged to undertake damage assessment and cost estimate to the nature and extent of the damage to Shire roads.

Core Business Australia are currently finalising the Shire's Damage Assessment and Scope of Works Report. Once this report has been completed and reviewed, it will be forwarded to Main Roads Western Australia for their approval.

In the initial pickup and production of the report funds have been expended without a budget allocation and this will need Council's approval to accept the unbudgeted costs.

All costs associated with this event will be reimbursed under WANDRRA however Council may be liable for \$153,400.00.

STATUTORY ENVIRONMENT

Section 6.8 of the Local Government Act 1995 provides that:

Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- (b) is authorised in advance by resolution*; or
- (c) is authorised in advance by the mayor or president in an emergency.

* *Absolute majority required.*

Section 11 of the *Local Government Act 1995 (Functions and Regulations)* provides that:

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
 - (c) within the last 6 months —
 - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or
 - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer; or
 - (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or
 - (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or
 - (ea) the goods or services are to be supplied —
 - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
 - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph; or
 - (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
 - (g) the goods to be supplied under the contract are —
 - (i) petrol or oil; or

- (ii) any other liquid, or any gas, used for internal combustion engines; or
- (h) the following apply —
 - (i) the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the *Small Business Development Corporation Act 1983*; and
 - (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and
 - (iii) the local government is satisfied that the contract represents value for money; or
 - (i) the goods or services are to be supplied by an Australian Disability Enterprise; or
- (j) the contract is a renewal or extension of the term of a contract (the **original contract**) where —
 - (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and
 - (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
 - (iii) the original contract contains an option to renew or extend its term; and
 - (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised; or
- (k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.

FINANCIAL IMPLICATIONS

As part of WANDRRA requirements the Shire of Beverley is required to make a contribution to the repairs to a maximum of \$153,400.00.

STRATEGIC IMPLICATIONS

3.1 Sustainable Infrastructure – Maintain and upgrade our assets and infrastructure.

POLICY IMPLICATIONS

AF007 – Purchasing and Procurement Policy

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council endorse;

1. The engagement of Core Business Australia to oversee the entire process of repairing Council's road network, including calling tenders, overseeing contractors and claiming the funds from WANDRRA.
2. Emergency unbudgeted expenditure in relation to WANDRRA event AGRN743.

COUNCIL RESOLUTION

M11/0517

Moved Cr Alexander

Seconded Cr Shaw

That Council endorse;

- 1. The engagement of Core Business Australia to oversee the entire process of repairing Council's road network, including calling tenders, overseeing contractors and claiming the funds from WANDRRA.**
- 2. Emergency unbudgeted expenditure in relation to WANDRRA event AGRN743.**

CARRIED BY ABSOLUTE MAJORITY 7/0

4:15pm – Manager of Works, Steve Vincent joined the meeting.

11.6 2017/18 Budget – Fees and Charges

SUBMISSION TO: Ordinary Council Meeting 23 May 2017
REPORT DATE: 15 May 2017
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Draft 2017/18 Schedule of Fees and Charges
March Quarter 2017 CPI Information
Council Service's Operating Summary (to 30 April 2017)

SUMMARY

Council to review the Fees and Charges schedule for the 2017/18 financial year.

BACKGROUND

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

COMMENT

The full Schedule of Fees and Charges and percentage increase comparisons for consideration is attached. Generally, no blanket percentage increase has currently been applied. Previously Council has considered increasing fees and charges at the same percentage rate as intended Rate increases.

Some considerations include:

- Charging different private and community hire fees for the use of the Town Hall and Function Centre.

There have been several amendments to the Fees and Charges schedule for 2017/18:

- Addition of a CRC Bingo charge in line with other community groups who utilise the Town/Lesser Hall and associated facilities.
- The removal of Active Smart subsidised Gym memberships as this program has come to an end.
- Proposed increases to Swimming Pool entrance fees.
- Update of Swimming Pool season pass fees to reflect increases in single entry fees.
- An increase in the Hunt Road Village rental rate to provide for future capital renewal.
- An increase in the ILU management fee to cover increases in maintenance costs (this fee has not been increased since 49A Dawson Street was let in 2014).
- An addition of a Grant of Right of Burial charge, a Funeral Director's Annual Funeral Permit and a Single Funeral Director's Permit, which are fees that surrounding Councils (York and Brookton) charge. The purpose of the introduction of these charges and the increase in other cemetery related fees is to look towards a cost recovery through user pays model in regards to grave digging and maintenance of Council's cemetery grounds (current Cemetery operating subsidy is ~\$43,000). If the proposed fees and current fee increases

are adopted a normal burial would cost \$2,300 inc. GST; in comparison a normal burial in York is \$1,870 and Brookton charge \$1,038. Alternatively, Council could reduce the standard of maintenance at it's Cemeteries where total expenditure was ~\$19,000 to 30 April.

- A proposed increase in the Rubbish and Recycling Collection charges to look towards breaking even in Council's operation of the refuse site and also to cover costs of contract waste and recycling collection.
- A proposed increase in the Sceptic Waste dumping charge for local and non-local waste to reduce demand for this facility and also to look to reduce the amount of waste from outside of the district being dumped in Beverley. Our waste pond's current capacity is limited, particularly during wet weather. Council may consider constructing and lining another pond in future.
- The introduction of a Food Premises Registration Fee and a Food Business (Food Stalls) Notification Fee.

The draft 2017/18 Fees and Charges schedule includes proposed increases of CPI (2.1% March Quarter All Groups – see attached), 5%, 10%, 15% and 20% respectively.

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

Statutory charges (for Dogs/Cats, Health, Building and Planning) may change when the State and Federal Budgets are released. If changes do occur, the schedule will be updated accordingly.

STATUTORY ENVIRONMENT

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

- (1) a local government may impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.
- (2) A fee or charge may be imposed for the following
 - a. Providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government
 - b. Supplying a service or carrying out work at the request of a person
 - c. Subject to section 5.94, providing information from local government records;
 - d. Receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorization or certificate;
 - e. Supplying goods;
 - f. Such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be –
 - a. Imposed (by absolute majority) during a financial year; and
 - b. Amended (by absolute majority) from time to time during a financial year.

Section 6.17 further provides:

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

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

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

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

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

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

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

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

Section 112 of the *Health Act* provides that:

- (1) A local government may, and when the Executive Director, Public Health so requires, shall undertake or contract for the efficient execution of the following works within its district, or any specified part of its district:
 - (a) The removal of house and trade refuse and other rubbish from premises.
 - (b) The supply of disinfectants for the prevention or control of disease, and pesticides for the destruction of pests.
 - (c) The cleansing of sanitary conveniences and drains.
 - (d) The collection and disposal of sewage.
 - (e) The cleaning and watering of streets.
 - (f) The providing, in proper and suitable places, of receptacles for the temporary deposit of refuse and rubbish collected under this section.
 - (g) The providing of suitable places, buildings, and appliances for the disposal of refuse, rubbish and sewage.
 - (ga) The construction and installation of plant for the disposal of refuse, rubbish and sewage.
 - (h) The collection and disposal of the carcasses of dead animals, provided that it shall not be lawful to deposit nightsoil in any place where it will be a nuisance or injurious or dangerous to health.
- (2) Any local government which has undertaken or contracted for the efficient execution of any such work as aforesaid within its district or any part thereof may by local law prohibit any person executing or undertaking the execution of any of the work undertaken or contracted for within the district or within such part thereof as aforesaid, as the case may be, so long as the local government or its contractor executes or continues the execution of the work or is prepared and willing to execute or continue the execution of the work.
- (3) After the end of the year 1934 no nightsoil collected in one district shall be deposited in any other district, except with the consent of the local government of such other district, or of the Executive Director, Public Health.

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

- (1) Subject to this section, the rent payable under a residential tenancy agreement may be increased by the owner by notice in writing to the tenant specifying the amount of the increased rent and the day as from which the increased rent becomes payable, being a day —
 - (a) not less than 60 days after the day on which the notice is given; and
 - (b) not less than 6 months after the day on which the tenancy commenced, or, if the rent has been increased under this section, the day on which it was last so increased, but otherwise the rent shall not increase or be increased.

- (2) The right of the owner to increase rent in accordance with subsection (1) —
 - (a) is not exercisable in relation to an agreement that creates a tenancy for a fixed term during the currency of that term unless the agreement provides that the rent may increase or be increased; and
 - (b) in any case, may be excluded or limited by agreement between the owner and the tenant.
- (3) A notice of increase of rent that has been given in accordance with this section and that has not been withdrawn by the owner varies the residential tenancy agreement to the effect that the increased rent specified in the notice is payable under the agreement as from the day specified in the notice.

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

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

FINANCIAL IMPLICATIONS

2017/18 Budget

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the draft 2017/18 Fees and Charges Schedule be adopted and included in the draft 2017/18 Budget.

COUNCIL RESOLUTION

M12/0517

Moved Cr Brown

Seconded Cr Shaw

That the draft 2017/18 Fees and Charges Schedule be adopted and included in the draft 2017/18 Budget.

CARRIED 7/0

Attachment 11.6

COUNCIL SERVICES OPERATING STATEMENT 30 April 2017				
SERVICE	YTD EXPENSE (Inc. Insurance, Maintenance & Utilities)	ADMIN ALLOWANCE 5%	YTD INCOME	YTD NET OPERATING
HUNT ROAD VILLAGE	16,050.67	802.53	49,660.00	32,806.80
CARAVAN PARK	26,113.77	1,305.69	33,881.93	6,462.47
STANDPIPES	7,785.92	389.30	7,654.20	(521.02)
INDEPENDENT LIVING UNITS	5,583.16	279.16	2,904.00	(2,958.32)
AERODROME	13,020.38	651.02	8,946.95	(4,724.45)
OLD COURT HOUSE GYM	17,960.12	898.01	3,754.53	(15,103.60)
REFUSE & RECYCLING SERVICES	183,489.20	9,174.46	170,134.26	(22,529.40)
CEMETERIES	58,305.18	2,915.26	17,674.77	(43,545.67)
TOWN HALL	50,783.23	2,539.16	4,412.87	(48,909.52)
SWIMMING POOL	126,196.33	6,309.82	7,082.30	(125,423.85)
RECREATION GROUND & FUNCTION CENTRE	157,622.26	7,881.11	22,687.78	(142,815.59)
TOTAL	662,910.22	33,145.51	328,793.59	(367,262.14)

Attachment 11.6

MARCH KEY FIGURES

Weighted average of eight capital cities	Dec Qtr 2016 to Mar Qtr 2017 % change	Mar Qtr 2016 to Mar Qtr 2017 % change
All groups CPI	0.5	2.1
Food and non-alcoholic beverages	-0.2	1.8
Alcohol and tobacco	1.1	6.1
Clothing and footwear	-1.4	0.3
Housing	0.8	2.5
Furnishings, household equipment and services	-1.0	-0.1
Health	2.0	3.8
Transport	1.5	3.8
Communication	-0.3	-4.8
Recreation and culture	-0.7	-0.2
Education	3.1	3.3
Insurance and financial services	0.6	2.7
CPI analytical series		
All groups CPI, seasonally adjusted	0.5	2.1
Trimmed mean	0.5	1.9
Weighted median	0.4	1.7

<http://www.abs.gov.au/ausstats/abs@.nsf/mf/6401.0>

**SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017**

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
SPORTING CLUBS/COMMUNITY ORGANISATIONS						
Football Club	3,457.00	3,561.00	per year		↑ 104.00	Oval, Function Centre and Changerooms
Netball Clubs (Beverley Netball Club & Redbacks Netball Club)	531.00	547.00	per year		↑ 16.00	Courts, Function Centre and Changerooms
Cricket Club	531.00	547.00	per year		↑ 16.00	Oval, Function Centre and Changerooms
Hockey Club	531.00	547.00	per year		↑ 16.00	Oval, Function Centre and Changerooms
Horse and Pony Club (Annual Fee)	114.00	116.00	per year		↑ 2.00	Annual CPI Review as per Licence Agreement. Oval <u>NOT</u> included. Club provide own cleaner.
Horse and Pony Club (Extra Events)	177.00	182.00	per event		↑ 5.00	Includes Main Oval - Function Centre hire extra.
Tennis Club	587.00	605.00	per year		↑ 18.00	Club provide own cleaner/ Ablutions Only
Ladies Badminton Club	38.00	39.00	per booking (AM/PM/Eve)		↑ 1.00	Times must be allocated AM (Morning) PM (Afternoon) or Evening (Night)
Boot Scooting	38.00	39.00	per booking (AM/PM/Eve)		↑ 1.00	Times must be allocated AM (Morning) PM (Afternoon) or Evening (Night)
Ballet Group	38.00	39.00	per booking (AM/PM/Eve)		↑ 1.00	Times must be allocated AM (Morning) PM (Afternoon) or Evening (Night)
CRC Bingo	38.00	39.00	per booking (AM/PM/Eve)		↑ 1.00	Times must be allocated AM (Morning) PM (Afternoon) or Evening (Night)
Soaring Society	4,052.00	4,137.00	per year		↑ 85.00	Annual CPI Review and Billed July as per Lease Agreement.
Soaring Society - Hangar Fees	100.00	100.00	per glider/year		↑ 0.00	Fixed Fee - billed July as per Lease Agreement.
Tractor Pull	285.00	294.00	per event		↑ 9.00	
Beverley Districts Motor Cycle Club (Ulinga Park)	1,085.00	1,108.00	per year		↑ 23.00	Annual CPI Review as per Lease Agreement.
Ladies Hospital Auxiliary - Op Shop (Lesser Hall)	10.00	10.00	per week		↑ 0.00	Lesser Hall use.
Beverley Station Arts (Licence Fee)	102.00	104.00	per year		↑ 2.00	Annual CPI Review as per Licence Agreement.
Beverley Off Road Motor Sports Association (BORMSA)	2,000.00	2,000.00	per year		↑ 0.00	Fixed Lease.
Beverley Community Resource Centre (CRC)	90.00	90.00	per week		↑ 0.00	Old School Building use.
Telstra (Mobile Tower Lease)	1,000.00	1,000.00	per year		↑ 0.00	Fixed Lease.
ROAD MAINTENANCE CHARGES						
Austral Brick	13,381.00	13,782.00	per year		↑ 401.00	Road Maintenance Contribution

SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
HALL						Tables, Chairs, Crockery & Cutlery <u>not</u> to be removed from Hall
Main Hall - Community Group Functions	134.00	135.00	per day		↑ 1.00	Incorporated bodies only. Includes use of tea and coffee making facilities.
Lesser Hall - Community Group Functions	95.00	98.00	per day		↑ 3.00	Incorporated bodies only. Includes use of tea and coffee making facilities.
Full Complex - Community Group Functions	206.00	230.00	per day		↑ 24.00	Incorporated bodies only. Includes Use of Kitchen, Coolroom and Bar Facilities
Main Hall - Private Functions	0.00	270.00	per day		↑ 270.00	Includes use of tea and coffee making facilities.
Lesser Hall - Private Functions	0.00	196.00	per day		↑ 196.00	Includes use of tea and coffee making facilities.
Full Complex - Private Functions	0.00	460.00	per day		↑ 460.00	Includes Use of Kitchen, Coolroom and Bar Facilities
Community Meeting Room	FREE	FREE			↑ 0.00	Front room adjacent to Hall Foyer.
Bally Bally Hall	52.00	54.00	per day		↑ 2.00	Cleaning responsibility of Hirer.
Morbinning Hall	52.00	54.00	per day		↑ 2.00	Cleaning responsibility of Hirer.
Key Bond	50.00	50.00	per key	✓	↑ 0.00	Clubs pay one Bond per Season.
Function/Cleaning Bond	150.00	150.00	per event	✓	↑ 0.00	Function Application required. Clubs pay one Bond per Season.
EQUIPMENT RENTALS						
Chairs	1.00	1.00	per chair		↑ 0.00	Orange plastic chairs or old amenities chairs (stored in Exhibition Shed) only.
Marquee/Tent (Old)	57.00	59.00	per day		↑ 2.00	
Marquee/Tent (New)	111.00	114.00	per day		↑ 3.00	
RECREATION GROUND						
Oval Hire (Day)	178.00	183.00	per day		↑ 5.00	APPLICATION MUST BE SUBMITTED and is SUBJECT TO APPROVAL
Oval Hire (Night)	249.00	256.00	per night		↑ 7.00	APPLICATION MUST BE SUBMITTED and is SUBJECT TO APPROVAL
Exhibition Shed	72.00	74.00	per day		↑ 2.00	Beverley Agricultural Society Exempt.
Ram Shed	72.00	74.00	per day		↑ 2.00	Beverley Agricultural Society Exempt.
Poultry Shed	72.00	74.00	per day		↑ 2.00	Beverley Agricultural Society Exempt.
Camping Overflow (Per Van)	28.00	28.00	per day		↑ 0.00	Including Power.

SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
FUNCTION & RECREATION CENTRE						
						Tables, Chairs, Crockery & Cutlery <u>not</u> to be removed from Centre
Community Group Functions	134.00	150.00	per day		↑ 16.00	Incorporated bodies only. Kitchen, Bar and Outside Bbq use included in Function Centre hire fee.
Community Group Meetings	44.00	45.00	per event		↑ 1.00	Incorporated bodies only. Use of meeting room only includes tea and coffee making facilities.
Private Functions	0.00	300.00	per day		↑ 300.00	Kitchen, Bar and Outside Bbq use included in Function Centre hire fee.
Private Meetings	0.00	90.00	per event		↑ 90.00	Use of meeting room only includes tea and coffee making facilities.
Key Bond	50.00	50.00	per key	✓	↑ 0.00	Clubs pay one Bond per Season.
Function/Cleaning Bond	150.00	150.00	per event	✓	↑ 0.00	Function Application required. Clubs pay one Bond per Season.
COMMUNITY BUS						
Fee Includes Fuel Charges etc. (Minimum \$50)	1.55	1.55	per km		↑ 0.00	24 seats inc driver, 50% subsidy for transport of school aged children (Local Children Only) Minimum Hire charge of \$50 applies.
CARAVAN PARK - Power Charges INCLUDED						
Powered - Van/RV Site	28.00	28.00	per day		↑ 0.00	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Unpowered - Van/RV Site	11.00	11.00	per day		↑ 0.00	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Powered - Campsite	16.00	16.00	per day		↑ 0.00	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Unpowered - Campsite	11.00	11.00	per day		↑ 0.00	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Additional Person/s (Age 5+ Years)	5.00	5.00	each per day		↑ 0.00	
Children 5 Years Or Under	FREE	FREE			↑ 0.00	
Showers	5.00	5.00	each per shower use		↑ 0.00	
Extended Stay Site (First 28 Days)	168.00	168.00	per week		↑ 0.00	Maximum of 2 Persons (Age 5+) (1-28 days) [140.91 + 14.09 GST]
Extended Stay Site (29+ Days)	168.00	168.00	per week	5% GST	↑ 0.00	Maximum of 2 Persons (Age 5+) 12 Weeks Max - Permission Required [146.92+8.08 GST]
GYM MEMBERSHIP						
Junior Membership - 13-18 Years	83.00	85.00	6 months		↑ 2.00	Written permission required from Parent/Guardian.
Junior Membership - 13-18 Years	139.00	143.00	12 months		↑ 4.00	Written permission required from Parent/Guardian.
Adult Membership - Over 18 Years	168.00	173.00	6 months		↑ 5.00	
Adult Membership - Over 18 Years	279.00	287.00	12 months		↑ 8.00	

SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
Senior/Pensioner Membership	83.00	85.00	6 months		↑ 2.00	
Senior/Pensioner Membership	139.00	143.00	12 months		↑ 4.00	
30 Day Trial	44.00	45.00			↑ 1.00	Must be 18 years old or over
Key Bond	50.00	50.00	per key	✓	↑ 0.00	Bond returned via Cheque/EFT payment only.
SWIMMING POOL						
Adult	3.00	5.00	per entry		↑ 2.00	
Pensioner/Senior	2.25	3.00	per entry		↑ 0.75	
Child (17 Years and Under)	1.00	1.00	per entry		↑ 0.00	
Spectator	1.00	1.00	per entry		↑ 0.00	
Season Ticket - Adult	102.00	170.00	per season		↑ 68.00	
Season Ticket - Pensioner/Senior	76.50	102.00	per season		↑ 25.50	
Season Ticket - Child (17 years and under)	34.00	34.00	per season		↑ 0.00	
Season Ticket - Family - Two Adults + 1 Child	0.00	299.00	per season		↑ 299.00	20% Discount to Individual Season Rates.
Season Ticket - Family - Two Adults + 2 Children	240.00	326.00	per season		↑ 86.00	20% Discount to Individual Season Rates.
Season Ticket - Family - Two Adults + 3 Children	0.00	354.00	per season		↑ 354.00	20% Discount to Individual Season Rates.
Season Ticket - Family - Two Adults + 4 Children (Maximum)	0.00	381.00	per season		↑ 381.00	20% Discount to Individual Season Rates.
COMMUNITY HEALTHY LIFESTYLE PACKAGE						
Combined 12 Month Gym Membership and Pool Season Pass (Adult)	343.00	411.00	per year		↑ 68.00	10% Saving
Combined 12 Month Gym Membership and Pool Season Pass (Senior)	194.00	221.00	per year		↑ 27.00	10% Saving
HUNT ROAD VILLAGE						
Rental Charge	130.00	140.00	per week	✓	↑ 10.00	
INDEPENDENT LIVING UNITS						
Management Fee	66.00	70.00	per week	✓	↑ 4.00	As per ILU Contract.

SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
BLARNEY ADVERTISING						
Size A ~ 122 X 180mm	89.00	92.00	per advert		↑ 3.00	
Size B ~ 122 X 89mm	44.00	45.00	per advert		↑ 1.00	
Size C ~ 60 X 89mm	27.00	28.00	per advert		↑ 1.00	
Size D ~ 5 Lines*	8.00	8.00	per advert		↑ 0.00	*MUST BE PAID IN ADVANCE
Size E ~ 3 Lines*	5.00	5.00	per advert		↑ 0.00	*MUST BE PAID IN ADVANCE
Size F ~ 122 X 135mm	67.00	69.00	per advert		↑ 2.00	
Size G ~ Full Page	170.00	175.00	per advert		↑ 5.00	
Trading Post	3.00	3.00	per advert		↑ 0.00	Trading Post Format - 120 Characters Maximum
12 Months Size A	890.00	920.00	per year		↑ 30.00	12 Editions
12 Months Size B	440.00	450.00	per year		↑ 10.00	12 Editions
12 Months Size C	270.00	280.00	per year		↑ 10.00	12 Editions
12 Months Size F	670.00	690.00	per year		↑ 20.00	12 Editions
12 Months Size G	1,700.00	1,750.00	per year		↑ 50.00	12 Editions
COPYING						
Single Copy (1-19 Sheets)	0.40	0.40	per sheet		↑ 0.00	Library Photocopier - Black & White Only.
Bulk Copy (20+ Sheets)	0.30	0.30	per sheet		↑ 0.00	Library Photocopier - Black & White Only.
History Of Beverley Book	20.00	21.00	per copy		↑ 1.00	
History Of Beverley Book - Posted	35.00	36.00	per copy		↑ 1.00	
LIBRARY						
Library - Replacement Card	7.00	10.00	per card		↑ 3.00	
Library - Lost Books - Admin Fee	20.00	25.00	per investigation		↑ 5.00	Replacement Books to be charged at Cost.
MAP CHARGES						
District Map - 1000 X 700mm	32.00	33.00	per copy		↑ 1.00	
District Map - 3 Pages (A3)	11.00	11.00	per copy		↑ 0.00	
District Map - 1 Page (A3)	5.00	5.00	per copy		↑ 0.00	

SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
FACSIMILE FEES						
In Aust 1st Page	7.00	7.00	per page		↑ 0.00	
In Aust Additional Pages	3.00	3.00	per page		↑ 0.00	
O/Seas 1st Page	15.00	15.00	per page		↑ 0.00	
O/Seas Additional Pages	6.00	6.00	per page		↑ 0.00	
Receival	3.00	3.00	per page		↑ 0.00	
FREEDOM OF INFORMATION (FOI)						
Personal Information About Applicant	No charge	No charge				<i>Freedom of Information Regulations 1993</i> Copies as per copying fees.
FOI - NON PERSONAL INFORMATION						
Application Fee	30.00	30.00	per application	✓		Disadvantaged applicants/pension card - 25% discount.
Time Dealing With Applicant	30.00	30.00	per hour	✓		
Access Time	30.00	30.00	per hour	✓		Supervised by staff.
Duplication Of Information			Actual cost + GST			
Delivery, Packing Or Postage			Actual cost + GST			
Deposits - Advance Deposit			75% of estimated cost			
ACCOUNT ENQUIRIES						
Rate Account Enquiry	172.00	200.00	per enquiry	✓	↑ 28.00	
Title Search	63.00	65.00	per enquiry		↑ 2.00	
Rate Book (Printed Or Electronic)	143.00	200.00	per copy		↑ 57.00	
RUBBISH/RECYCLING						
Refuse Collection	184.00	190.00	per refuse bin/year	✓	↑ 6.00	Annual March Quarter Perth CPI increase as per agreement.
Recycling Collection	83.00	85.00	per recycle bin/year	✓	↑ 2.00	Annual March Quarter Perth CPI increase as per agreement.

SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
CAT LICENSE						Cat Act 2011
1. Annual registration of a cat, unless concessional fees are applicable.	20.00	20.00	per year	✓		
2. Concessional registration fee-						
a) Three Year Registration Period	42.50	42.50		✓		
b) Three Year Registration Period - Pensioner	21.25	21.25		✓		Full Concession Card required
c) Lifetime registration period	100.00	100.00		✓		
c) Lifetime registration period - Pensioner	50.00	50.00		✓		Full Concession Card required
d) Registration after 31 May in any year, for that registration year.	50% of fee payable otherwise.	50% of fee payable otherwise.		✓		
3. Annual application for approval or renewal to breed cats (per cat).	100.00	100.00		✓		
CAT TRAP						
Cat Trap Hire	15.00	15.00	per day		↑ 0.00	Hire fees to be paid in advance
Cat Trap Bond	50.00	50.00	per hire	✓	↑ 0.00	Bond returned via Cheque payment
DOG LICENSE						Dog Act 1976
Dog - Male Or Female	50.00	50.00	1 year	✓	↑ 0.00	
Dog - Male Or Female	120.00	120.00	3 years	✓	↑ 0.00	
Dog - Male Or Female	250.00	250.00	Lifetime	✓	↑ 0.00	
Pension Rate: Dog - Male Or Female	25.00	25.00	1 year	✓	↑ 0.00	Full Concession Card required
Pension Rate: Dog - Male Or Female	60.00	60.00	3 years	✓	↑ 0.00	Full Concession Card required
Pension Rate: Dog - Male Or Female	125.00	125.00	Lifetime	✓	↑ 0.00	Full Concession & Certificate Of Sterilisation required
Pension Rate: Sterilised Dog Or Bitch	10.00	10.00	1 year	✓	↑ 0.00	Full Concession & Certificate Of Sterilisation required
Pension Rate: Sterilised Dog Or Bitch	21.25	21.25	3 years	✓	↑ 0.00	Full Concession & Certificate Of Sterilisation required
Pension Rate: Sterilised Dog Or Bitch	50.00	50.00	Lifetime	✓		
Sheep Dog	25% of fee otherwise payable	25% of fee otherwise payable	1 year	✓		
Sheep Dog	25% of fee otherwise payable	25% of fee otherwise payable	3 years	✓		
Sheep Dog	25% of fee otherwise payable	25% of fee otherwise payable	Lifetime	✓		

SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
Sterilised Dog Or Bitch	20.00	20.00	1 year	✓	↑ 0.00	Certificate of Sterilisation required
Sterilised Dog Or Bitch	42.50	42.50	3 years	✓	↑ 0.00	Certificate of Sterilisation required
Sterilised Dog Or Bitch	100.00	100.00	Lifetime	✓	↑ 0.00	Certificate of Sterilisation required
Bulk Dog Registration	200.00	200.00		✓	↑ 0.00	For approved kennel establishments only. Fee payable per establishment.
DOG IMPOUNDING FEES						
Impound Fee	67.00	69.00	per impounding		↑ 2.00	
Sustenance	12.00	12.00	per day		↑ 0.00	
DOG PENALTIES/INFRINGEMENTS						
						<i>Dog Act 1976</i>
1. Unregistered Dog	100.00	100.00		✓	↑ 0.00	Double penalty for Dangerous Dog
2. Failure to give notice of new owner	40.00	40.00		✓	↑ 0.00	
3. Keeping more than the prescribed number of dogs	100.00	100.00		✓	↑ 0.00	
4. Breach of kennel establishment licence	200.00	200.00		✓	↑ 0.00	
5. Dog in public place without collar or registration tag	50.00	50.00		✓	↑ 0.00	Double penalty for Dangerous Dog
6. Owners name and address not on collar	50.00	50.00		✓	↑ 0.00	Double penalty for Dangerous Dog
7. Dog not held by a leash in certain public places	100.00	100.00		✓	↑ 0.00	Double penalty for Dangerous Dog
8. Failure to control a dog in exercise areas and rural areas	100.00	100.00		✓	↑ 0.00	Double penalty for Dangerous Dog
9. Greyhound not muzzled	200.00	200.00		✓	↑ 0.00	
10. Dog in place without consent	100.00	100.00		✓	↑ 0.00	Double penalty for Dangerous Dog
11. Dangerous dog not muzzled	250.00	250.00		✓	↑ 0.00	
12. Dangerous dog not on leash in exercise area	200.00	200.00		✓	↑ 0.00	
13. Dangerous dog not under continuous supervision	200.00	200.00		✓	↑ 0.00	
14. Dangerous dog in specifically prohibited area	200.00	200.00		✓	↑ 0.00	
15. Dangerous dog enclosure requirement not complied with	200.00	200.00		✓	↑ 0.00	
16. Dangerous dog not wearing specified collar	200.00	200.00		✓	↑ 0.00	
17. Dangerous dog signs not displayed	200.00	200.00		✓	↑ 0.00	
18. Local Government not advised of dangerous dog attack	200.00	200.00		✓	↑ 0.00	
19. Local Government not advised of missing dangerous	200.00	200.00		✓	↑ 0.00	

SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
dog						
20. Local Government not advised of dangerous dog ownership change	200.00	200.00		✓	↑ 0.00	
21. Local Government not advised of dangerous dog location change	200.00	200.00		✓	↑ 0.00	
22. Failure to take steps against parasites	50.00	50.00		✓	↑ 0.00	
23. Dog causing nuisance	100.00	100.00		✓	↑ 0.00	Double penalty for Dangerous Dog
24. Failure to produce document issued under Dog Act 1976	100.00	100.00		✓	↑ 0.00	
25. Failure of alleged offender to give name and address.	100.00	100.00		✓	↑ 0.00	
PRIVATE WORKS						
Back Hoe With Post Hole Digger	172.00	177.00	per hour		↑ 5.00	With Shire Operator Only
Backhoe	172.00	177.00	per hour		↑ 5.00	With Shire Operator Only
Bobcat With Broom	127.00	131.00	per hour		↑ 4.00	With Shire Operator Only
Cherry Picker With Chainsaw	297.00	306.00	per hour		↑ 9.00	With 2 Shire Operators & Truck
Grader (BE001, BE003)	194.00	200.00	per hour		↑ 6.00	With Shire Operator Only
Loader (BE004, BE036)	182.00	187.00	per hour		↑ 5.00	With Shire Operator Only
Roller - Rubber Tyre (BE033)	172.00	177.00	per hour		↑ 5.00	With Shire Operator Only
Roller - Vibrator (BE033)	172.00	177.00	per hour		↑ 5.00	With Shire Operator Only
Slasher (BE008)	159.00	164.00	per hour		↑ 5.00	With Shire Operator Only
Tractor (BE023)	137.00	141.00	per hour		↑ 4.00	With Shire Operator Only
Tractor Ford (BE014)	137.00	141.00	per hour		↑ 4.00	With Shire Operator Only
Truck Light (BE015, BE028)	103.00	106.00	per hour		↑ 3.00	With Shire Operator Only
Truck Tandem (BE010, BE012, BE013)	132.00	136.00	per hour		↑ 4.00	With Shire Operator Only
LABOUR						
Engineering Consultation	168.00	173.00	per hour		↑ 5.00	Minimum Charge = One Hour
Works Staff	78.00	80.00	per hour		↑ 2.00	Minimum Charge = One Hour
BUILDING MATERIALS						SUPPLY RESTRICTIONS OF MATERIALS:
Gravel	41.00	42.00	per m ³		↑ 1.00	PICK UP - MIN. of 1m³ (During Tip Opening Hours Only)

SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
Gravel - Truck Load	211.00	217.00	per truck load		↑ 6.00	DELIVERED - MIN. of 2m³
Metal - All Sizes	78.00	80.00	per m ³		↑ 2.00	CARTAGE extra
Metal - Truck Load	613.00	631.00	per truck load		↑ 18.00	Tandem truck carries ~ 8m ³ or 12 tonne
Metal Dust	41.00	42.00	per m ³		↑ 1.00	Loader Bucket = ~ 2 m ³
Metal Dust - Truck Load	211.00	217.00	per truck load		↑ 6.00	
Sand Filling	41.00	42.00	per m ³		↑ 1.00	
Sand Filling - Truck Load	187.00	193.00	per truck load		↑ 6.00	
Sweepings - When Available	39.00	40.00	per m ³		↑ 1.00	
Sweepings - Truck Load	307.00	316.00	per m ³		↑ 9.00	
CARTAGE						
Per Load - Cartage Both Ways	3.00	3.00	per km		↑ 0.00	Eg: Client is 20kms out, 40kms cartage is charged
RURAL ROAD NUMBERS						
Replacement Rural Road Numbers	100.00	100.00	per Sign		↑ 0.00	First Sign - No Charge. Replacement includes Sign, Post and Erection Labour.
TELSTRA/WATER CORP REINSTATEMENTS						
Bitumen & Concrete	412.00	424.00	per m ²		↑ 12.00	
Gravel	412.00	424.00	per m ²		↑ 12.00	
CROSS OVERS (RURAL) - Gravel Only						
300mm pipe	1,840.00	1,895.00	per pipe		↑ 55.00	50% subsidy for 1st crossover on the property
375mm pipe	PRICE ON APPLICATION	PRICE ON APPLICATION				
450mm pipe	PRICE ON APPLICATION	PRICE ON APPLICATION				
CROSS OVERS (TOWN SITE) - Concrete						
Per square metre	62.00	64.00	per m ²		↑ 2.00	50% Subsidy for 1st Crossover of the property

SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
STANDPIPES						
Per 1,000L (1kL)	3.25	3.35	per kL	✓	↑ 0.10	Charges billed monthly * First \$1.25 GST exempt, \$2 GST inclusive.
RESERVATIONS OF GRAVE PLOTS / NICHE WALLS						
Grave Reservation - Initial	87.00	100.00	per site		↑ 13.00	25 Years validity.
Niche Wall Single Reservation - Initial	87.00	100.00	per site		↑ 13.00	
Niche Wall Double Reservation - Initial	173.00	180.00	per two sites		↑ 7.00	25 Years validity.
Transfer of Reservation - Grave & Niche Wall	0.00	50.00	per reservation		↑ 50.00	25 Years validity from date of transfer.
Reservation - Renewal Every 5 Years	12.00	25.00	per site		↑ 13.00	APPLICABLE TO BOTH GRAVE PLOT & NICHE WALL RESERVATIONS
CEMETERIES - GRAVE PLOTS, DIGGING & ASSOCIATED CHARGES						
Grant of Right of Burial Charge	0.00	1,000.00			↑ 1,000.00	25 Year Period.
Standard Grave - Plot - Land 2.44m (L) X 1.52m (W) X 1.80m (D)	48.00	100.00	per Grave		↑ 52.00	On application of Grant of Right of Burial
Standard Grave - Grave digging to 1.80m	988.00	1,000.00	per Grave		↑ 12.00	On application of Grant of Right of Burial
Standard Grave - Grave Number Plate - Per Standard Plot	20.00	50.00	per Grave		↑ 30.00	On application of Grant of Right of Burial
Standard Grave - Overtime Fee - Weekends/Public Holidays/RDOs	741.00	750.00	per Grave (if applicable)		↑ 9.00	On application of Grant of Right of Burial (if applicable)
Plot - Land 2.44m (L) X 1.52m (W) X 1.80m (D)	48.00	100.00			↑ 52.00	
Double Plot - Land 2.44m (L) X 3.05m (W) X 1.80m (D)	73.00	150.00			↑ 77.00	
Triple Plot - Land 2.44m (L) X 4.57m (W) X 1.80m (D)	73.00	200.00			↑ 127.00	
Grave - Child (7 & Under) - Grave digging to 1.80m	494.00	500.00	per Grave		↑ 6.00	
Excess Depth Of 1.80m - Per Every 300mm	185.00	191.00	per each 300mm		↑ 6.00	
Reopening Of Grave - Ordinary	988.00	1,000.00	per Grave		↑ 12.00	
Reopening Of Grave - Child (7 & Under)	494.00	500.00	per Grave		↑ 6.00	
Exhumation Fee	0.00	2,000.00	per exhumation		↑ 2,000.00	In addition to grave digging charge.
Permission to Erect Headstone	12.00	150.00	per Headstone		↑ 138.00	PERMISSION and/or KERBING
Attendance When Required By Grantee	37.00	150.00	per attendance		↑ 113.00	
Internment Of Ashes In Grave Plot	124.00	150.00			↑ 26.00	

SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
Extra Charge Of Ashes Internment - Overtime Fee - Weekends/Public Holidays/RDOs	87.00	250.00			↑ 163.00	
NICHE WALLS - PLOTS, INTERNMENT & ASSOCIATED CHARGES						
Internment Fee - Niche Wall - Single Compartment	62.00	200.00			↑ 138.00	Not including cost of PLAQUE / TABLET or FITTING
Internment Fee - Niche Wall - Double Compartment - 1st Internment	93.00	200.00			↑ 107.00	Not including cost of PLAQUE / TABLET or FITTING
Internment Fee - Niche Wall - Double Compartment - 2nd Internment	0.00	100.00			↑ 100.00	Not including cost of PLAQUE / TABLET or FITTING
Plaque Fee	62.00	AT COST	per plaque			Plaque Cost to be recovered in full.
Plaque Installation Fee	62.00	150.00	per plaque		↑ 88.00	
Urn Container	13.00	25.00	per container		↑ 12.00	
Vases	70.00	72.00	per vase		↑ 2.00	Cost on application
REFUSE SITE FEES						
Asbestos Burial	111.00	114.00	per m ³		↑ 3.00	Minimum \$50 charge.
Asbestos Burial	Large quantities					Price based on per m ³ rate plus machine hire.
Building Rubble	27.00	28.00	per tonne		↑ 1.00	
Car Bodies	27.00	28.00	per car		↑ 1.00	
Concrete, Rock, Gravel, Sand Or Like	27.00	28.00	per tonne		↑ 1.00	
Fencing Wire	7.00	7.00	per m ³		↑ 0.00	
Putrescible Waste Organic Commercial	7.00	7.00	per m ³		↑ 0.00	
Rubbish Bag (Wool Bale)	7.00	7.00	per bag		↑ 0.00	
Bin 240L Domestic Waste Or 200L Drum Equivalent	3.00	3.00	per bin		↑ 0.00	
Trailer 6X4, Car, Ute Mixed Load	14.00	14.00	per load		↑ 0.00	
Trailer Tandem Axle Up To 2.5m In Length	27.00	28.00	per load		↑ 1.00	
Septic Tank Waste (Local)	55.00	250.00	per 2,000L		↑ 195.00	per 2,000L or part thereof.
Septic Tank Waste (Outside of Beverley District)	110.00	500.00	per 2,000L		↑ 390.00	per 2,000L or part thereof - Double Rate.
HEALTH FEES						
Food Premises Registration Fee	0.00	140.00	per Registration	✓		

SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
Food Business (Food Stalls) Notification Fee	0.00	50.00	per Notification	✓		
Septic Tank/Onsite Waste Water Disposal Application	226.00	226.00	per Application	✓		
BUILDING FEES						Building Act 2011
Building Inspection	150.00	150.00	per Inspection	✓		
BCITF Levy	0.2% of total construction value for all works valued over \$20,000.00			✓		
Building Services Levy (BSL)						
Building Permit						
- \$45,000 or Less	61.65	61.65	per Application	✓		
- Over \$45,000	0.137% of the value of work		per Application	✓		
Demolition Permit						
- \$45,000 or Less	61.65	61.65	per Application	✓		
- Over \$45,000	0.137% of the value of work		per Application	✓		
Occupancy Permit or Building Approval Certificate for approved building work under s47, 49, 50 or 52 of the <i>Building Act</i> .						
- \$45,000 or Less	61.65	61.65	per Application	✓		
- Over \$45,000	61.65	61.65	per Application	✓		
Occupancy Permit or Building Approval Certificate for approved building work under s51 of the <i>Building Act</i> .						
- \$45,000 or Less	91.00	91.00	per Application	✓		
- Over \$45,000	0.18% of the value of work		per Application	✓		
Occupancy Permit or Building Approval Certificate for <u>unauthorised</u> building work under s51 of the <i>Building Act</i> .						
- \$45,000 or Less	123.30	123.30	per Application	✓		
- Over \$45,000	0.274% of the value of work		per Application	✓		
Occupancy Permit under s46 of the <i>Building Act</i> .						
- \$45,000 or Less	No Levy	No Levy				
- Over \$45,000	No Levy	No Levy				
Modification of Occupancy Permit for additional use of building on temporary basis under s48 of the <i>Building Act</i> .						

SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
- \$45,000 or Less	No Levy	No Levy				
- Over \$45,000	No Levy	No Levy				
Building/Demolition Permits						
1. Certified application for building permit-						
a) for building work for a Class 1 or Class 10 building or incidental structure.	0.19% of the estimated value of building as determined by the relevant permit authority, but not less than \$95.			✓		
b) for building work for a Class 2 to Class 9 building or incidental structure.	0.09% of the estimated value of building as determined by the relevant permit authority, but not less than \$95.			✓		
2. Uncertified application for a building permit	0.32% of the estimated value of the building as determined by the relevant permit authority, but not less than \$95.			✓		
3. Application for a demolition permit -						
a) for demolition work in respect of a Class 1 or Class 10 building or incidental structure.	95.00	95.00		✓		
b) for demolition work in respect of a Class 2 to Class 9 building.	\$95 for each storey of the building.			✓		
4. Application to extend the time which a building or demolition permit has effect.	95.00	95.00		✓		
5. Application for an occupancy permit for a completed building.	95.00	95.00		✓		
6. Application for a temporary occupancy permit for an incomplete building.	95.00	95.00		✓		
7. Application for modification of an occupancy permit for additional use of a building on a temporary basis.	95.00	95.00		✓		
8. Application for modification of an occupancy permit for additional use of a building on a temporary basis.	95.00	95.00		✓		
9. Application for a replacement occupancy permit for permanent change of the building's use/classification.	95.00	95.00		✓		
10. Application for an occupancy permit or building approval certificate for registration of strata scheme/plan of resubdivision.	10.50 104.65	10.50 104.65		✓		
11. Application for an occupancy permit for a building in respect of which unauthorised work has been done.	95.00	95.00		✓		
12. Application for a building approval certificate for a building in respect of which unauthorised work has been done.	95.00	95.00		✓		

SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
13. Application to replace an occupancy permit for an existing building.	95.00	95.00		✓		
14. Application for a building approval certificate for an existing building where unauthorised work has not been done.	95.00	95.00		✓		
15. Application to extend the time during which an occupancy permit or building approval certificate has effect.	95.00	95.00		✓		
16. Application as defined in Regulation 31 (for each building standard in respect of which a declaration is sought).	2,100.00	2,100.00		✓		
17. Inspection of pool enclosures.	57.45	57.45		✓		Regulation 53.
18 Local government approval of battery powered smoke alarms	174.40	174.40		✓		Regulation 61.
TOWN PLANNING FEES						<i>Planning and Development Regulations 2009 (Part 7 Local Government Planning Charges)</i>
1. Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is-						
(a) not more than \$50,000	147.00	147.00		✓	↑ 0.00	
(b) more than \$50,000 but not more than \$500,000	0.32% of the estimated cost of development			✓		
(c) more than \$500,000 but not more than \$2.5 million	\$1,700 + 0.257% for every \$1 in excess of \$500,000			✓		
(d) more than \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million			✓		
(e) more than \$5 million but not more than \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5 million			✓		
(f) more than \$21.5 million	34,196.00	34,196.00		✓	↑ 0.00	
2. Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus, by way of penalty, twice that fee.			✓		
3. Determining a development application for an extractive industry where the development has not commenced or been carried out	739.00	739.00		✓	↑ 0.00	

SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
4. Determining a development application for an extractive industry where the development has commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that fee			✓		
5. Providing a subdivision clearance for						
(a) not more than 5 lots	73.00	73.00	per Lot	✓	↑ 0.00	
(b) more than 5 lots but not more than 195 lots	\$73 per lot for the first 5 lots and then \$35 per lot			✓		
(c) more than 195 lots	7,393.00	7,393.00		✓	↑ 0.00	
6. Determining an initial application for approval of a home occupation where the home occupation has not commenced.	222.00	222.00		✓	↑ 0.00	
7. Determining an initial application for approval of a home occupation where the home occupation has commenced.	The fee in item 6 plus, by way of penalty, twice that fee			✓		
8. Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires.	73.00	73.00		✓	↑ 0.00	
9. Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired.	The fee in item 8 plus, by way of penalty, twice that fee			✓		
10. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out.	295.00	295.00		✓	↑ 0.00	
11. Determining an application for change of use or for alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out.	The fee in item 10 plus, by way of penalty, twice that fee.			✓		
12. Providing a zoning certificate.	73.00	73.00		✓	↑ 0.00	
13. Replying to a property settlement questionnaire.	73.00	73.00		✓	↑ 0.00	
14. Providing written planning advice.	73.00	73.00		✓	↑ 0.00	
15. Scheme Amendments - initiated outside of Council						
Shire Planner	88.00	88.00	per hour		↑ 0.00	
Administration Officer	30.20	30.20	per hour		↑ 0.00	

SHIRE OF BEVERLEY
2017/18 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2017

Description	Charge 2016/17	Charge 2017/18	Frequency	GST Exem pt	Increase \$	Information/Conditions
16. Structure Plans - initiated outside of Council						
Shire Planner	88.00	88.00	per hour		↑ 0.00	
Administration Officer	30.20	30.20	per hour		↑ 0.00	
PLANNING ADVERTISING AND NOTIFICATION COSTS						
Applicant to pay	Borne by applicant					
DEVELOPMENT APPLICATIONS						<i>Planning and Development (DAP) Amendment Regulations 2013</i>
1. A DAP application where the estimated cost of development is-						
a) not less than \$3 million and less than \$7 million	3,503.00	3,503.00		✓	↑ 0.00	
b) not less than \$7 million and less than \$10 million	5,409.00	5,409.00		✓	↑ 0.00	
c) not less than \$10 million and less than \$12.5 million	5,885.00	5,885.00		✓	↑ 0.00	
d) not less than \$12.5 million and less than \$15 million	6,053.00	6,053.00		✓	↑ 0.00	
e) not less than \$15 million and less than \$17.5 million	6,221.00	6,221.00		✓	↑ 0.00	
f) not less than \$17.5 million and less than \$20 million	6,390.00	6,390.00		✓	↑ 0.00	
g) not less than \$20 million or more	6,557.00	6,557.00		✓	↑ 0.00	
2. An application under Reg.17	150.00	150.00		✓	↑ 0.00	
ROAD CLOSURE PROCESSING FEE						
Charge	250.00	250.00	per application		↑ 0.00	

11.7 2017/18 Budget – Capital Expenditure

SUBMISSION TO: Ordinary Council Meeting
REPORT DATE: 15 May 2017
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Draft 2017/18 Capital Expenditure Program

SUMMARY

Council to consider incorporating the draft 2017/18 Capital Expenditure Program in to the draft 2017/18 Budget.

BACKGROUND

Estimated expenditure for the 2017/18 financial year from existing commitments, long term plans and other identified areas are reflected in the attached Capital Expenditure Program.

COMMENT

Proposed summarised net capital expenditure across the four expenditure categories are as follows:

Expenditure Category	Net Budget \$
Infrastructure	\$1,492,166
Land & Buildings	\$392,000
Plant & Equipment	\$150,000
Furniture & Equipment	\$17,800
TOTAL	\$2,051,966

Detailed project costs and applicable funding is included in Attachment 1.

Some costs are presented as estimates only. If Council agrees to the included projects, firm quotes will be sort for 2017/18 Budget inclusion which may alter the final capital expenditure total.

Confirmation of grant funding amounts must also be sort, which may alter the net Budget figures.

Once the complete draft 2017/18 Budget has been formulated, Council will have a further opportunity to add or remove capital projects depending on funding position.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Draft 2017/18 Budget

STRATEGIC IMPLICATIONS

Strategic Community Plan

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the draft 2017/18 Capital Expenditure Schedule be included in the draft 2017/18 Budget.

COUNCIL RESOLUTION

M13/0517

Moved Cr

Seconded Cr

That the draft 2017/18 Capital Expenditure Schedule be included in the draft 2017/18 Budget.

CARRIED 7/0

Attachment 11.7

SHIRE OF BEVERLEY CAPITAL PROGRAM 2017/18														
Program	Job Account	Project	Labour	PWOH	POC	M&C	CAPEX TOTAL	Funding Account	Funding Source	Funding Detail	Funding \$	COUNCIL COST	%	New (N), Renewal (R) or Upgrade (U)
ROAD INFRASTRUCTURE														
Regional Road Group														
12	RRG1801	Westdale Road - Reconstruct & Seal (SLK: 24.65-26.30)	8,286	7,043	15,995	73,836	105,160	120251	Capital Grant	Grant - MRWA - RRG	(337,872)	168,936	33%	U
12	RRG1802	Westdale Road - 2nd Seal (SLK: 0.85-2.45 & 22.70-24.65)	1,019	867	1,470	99,594	102,950							U
12	RRG1803	Mawson Road - Widen & Seal (SLK: 0.00-2.60)	20,931	17,791	41,734	218,242	298,698							R
Roads To Recovery														
12	RTR1801	York Williams Road - 2nd Seal (SLK: 23.71-27.90)	0	0	0	102,655	102,655	120253	Capital Grant	Grant - Roads To Recovery	(359,444)	0	0%	U
12	RTR1802	Waterhatch Road - Widen & Seal (SLK: 0.00-1.87)	5,482	4,660	10,563	41,063	61,768							R
12	RTR1803	Top Beverley Road - Widen & Seal (SLK: 0.00-2.00)	13,223	11,240	25,256	145,302	195,021							U
Black Spot Project														
12	BSP1801	Top Beverley Road - Improve Corners (SLK: 1.34-1.84 & 2.57-3.87)	16,311	13,864	33,698	153,106	216,979	120252	Capital Grant	Grant - MRWA - Black Spot	(144,653)	72,326	33%	R
Black Spot Project														
12	AGRN743	WANDRRA Disaster Reinstatement Works	0	0	0	1,500,000	1,500,000	120252	Capital Grant	Grant - MRWA - WANDRRA	(1,346,600)	153,400	10%	R
Municipal Funded														
12	MUN1701	Morbining Road - Widen & Seal (SLK: 7.40-9.00)	8,156	6,932	15,638	67,325	98,051	120250	Capital Grant	Grant - MRWA - Direct Grant	(106,927)	997,504	90%	R
12	MUN1801	Morbining Road - Construct & Seal (SLK: 23.39-25.30)	15,772	13,406	25,256	42,700	97,134	120254	Capital Grant	LGGC Grant - Roads	(454,387)			U
12	MUN1703	Nicholas Street - Construct & Seal	9,273	7,882	18,333	40,026	75,514							U
12	MUN1802	Nicholas Street - 2nd Seal	0	0	0	19,338	19,338							R
12	MUN1803	Railway Street - 2nd Seal	0	0	0	8,085	8,085							R
12	MUN1804	Grigson Street - 2nd Seal	0	0	0	6,510	6,510							R
12	MUN1805	Maitland Road - Gravel Sheet (SLK: 3.60-8.80)	3,411	2,899	8,302	99,110	113,722							R
12	MUN1806	Dale Bin North Road - Gravel Sheet (SLK: 1.80-3.60)	9,910	8,423	19,516	79,198	117,047							R
12	MUN1807	Kokendin Road - Gravel Sheet (SLK: 8.00-11.00)	7,266	6,176	14,462	71,025	98,929							R
12	MUN1808	Dongadilling Road - Gravel Sheet (SLK: 1.75-3.75)	4,842	4,116	9,618	57,350	75,926							R
12	MUN1809	Mawson Road - Culvert Replacement	12,648	10,751	20,384	35,477	79,260							R
12	MUN1810	Johnson Road - Culvert Replacement	9,815	8,343	17,416	63,535	99,109							U
12	MUN1811	Butterworth Road - Construct (between Baringer & Ewert Rd)	0	0	0	60,000	60,000							U
12	MUN1812	Taylor Street - River Crossing	0	0	0	100,000	100,000							U
12	MUN1715	Mann Street (Industrial Land) - Construct & Seal	4,715	4,008	10,129	36,954	55,806							N
TOTAL - ROADS			151,060	128,401	287,770	3,120,431	3,687,662				(2,749,883)	1,392,166		
BRIDGE INFRASTRUCTURE														
12	BC1702	Bremner Road - Bridge# 4739	691	587	322	201,763	203,363		Capital Grant	MRWA	(203,363)	0	0%	R
12	BC1801	Bremner Road - Bridge# 3206	7,074	6,013	16,632	110,426	140,145		Capital Grant	Roads to Recovery	(140,145)	0	0%	R
12	BC1801	Vincent Street - Bridge# 0729	0	0	0	3,876,000	3,876,000		Capital Grant	Roads to Recovery	(3,876,000)	0	0%	R
TOTAL - BRIDGES			7,765	6,600	16,954	4,188,189	4,219,508				(4,219,508)	0		
FOOTPATH INFRASTRUCTURE														
12	FC1801	Footpath Renewal - 2017/18	0	0	0	100,000	100,000					100,000	100%	R
TOTAL - FOOTPATHS			0	0	0	100,000	100,000				0	100,000		
DRAINAGE INFRASTRUCTURE														
12		Nil	0	0	0	0	0					0		
TOTAL - DRAINAGE			0	0	0	0	0				0	0		

SHIRE OF BEVERLEY CAPITAL PROGRAM 2017/18														
Program	Job Account	Project	Labour	PWOH	POC	M&C	CAPEX TOTAL	Funding Account	Funding Source	Funding Detail	Funding \$	COUNCIL COST	%	New (N), Renewal (R) or Upgrade (U)
LAND & BUILDINGS														
11	LB1601	Beverley Cornerstone Community Centre	0	0	0	4,000,000	4,000,000		Capital Grant	Building Better Regions Fund	(1,320,000)	0	0%	N
									Capital Grant	Lotterywest	(745,000)			
									Capital Grant	CRC Capital Grant	(250,000)			
									Capital Grant	Royalties For Regions	(195,000)			
									Loan	20 Years @ 4.00%pa	(800,000)			
									Reserves	Community Cropping & Building	(665,000)			
									Other	CRC Contribution	(25,000)			
13	LB1708	Hunt Rd - Vampire Jet Shelter & Interpretive Signage				34,000	34,000		Capital Grant	Royalties For Regions	(24,000)	10,000	29%	U
11	LB1709	Town Hall - Outside Public Toilet Refurbishment				7,500	7,500					7,500	100%	U
7	LB1710	Medical Practice - Seal Outdoor Wait Room				7,500	7,500					7,500	100%	U
10	LB1711	Cemetery - Niche Wall Extension				3,000	3,000					3,000	100%	U
9	LB1801	BBP Aged Housing Project - Year 1 (inc Cont.)				2,027,000	2,027,000		Capital Grant	Royalties For Regions	(1,305,849)	0	0%	N
									Loan	20 Years @ 4.00%pa	(721,151)			
11	LB1802	Old Court House Roof Resheet				60,000	60,000					60,000	100%	R
9	LB1803	Hunt Road Village - Unit Refurbishment				20,000	20,000					20,000	100%	R
9	LB1804	Hunt Road Village - Asbestos Fence Renewal Phase 1				20,000	20,000					20,000	100%	R
11	LB1805	Swimming Pool - Paint Bowl				37,500	37,500		Capital Grant	DSR SRP Grant	(32,000)	5,500	15%	R
9	LB1806	Land Purchase - BBP Project Year 3				200,000	200,000					200,000	100%	N
4	LB1807	Council Chambers - LED Lighting Conversion				6,000	6,000					6,000	100%	N
13	LB1808	Bus Stop - Lighting				5,000	5,000					5,000	100%	N
9	LB1809	6 Barnsley Street - Reticulation Renewal				3,000	3,000					3,000	100%	N
9	LB1810	6 Barnsley Street - Retaining Wall Renewal				4,500	4,500					4,500	100%	N
11	110200	Planning - Swimming Pool Refurbishment (2021-2023)				40,000	40,000					40,000	100%	U
TOTAL - LAND & BUILDINGS			0	0	0	6,475,000	6,475,000				(6,083,000)	392,000		
PLANT & EQUIPMENT														
12	VP1711	2017 Mitsubishi Triton GLX 4x4 Club Cab Utility - Emergency Response				40,000	40,000					40,000	100%	R
4	VP1801	CEO Vehicle				60,000	60,000		Other	Trade in BE1	(40,000)	20,000	33%	R
5	VP1802	2017 Toyota Prado GXL 4x4 Wagon - BRMPC Vehicle				60,000	60,000		Other	Trade in	(50,000)	10,000	17%	R
12	VP1803	Cherry Picker				60,000	60,000		Other	Trade in	(1,000)	59,000	98%	R
12	VP1804	Verti Mower				22,000	22,000		Other	Trade in	(1,000)	21,000	-5%	R
TOTAL - PLANT & EQUIPMENT			0	0	0	242,000	242,000				(92,000)	150,000		
OFFICE FURNITURE & EQUIPMENT														
4	OF1801	Admin - Computer Equipment Renewal				26,000	26,000		Reserves	Office Equipment Reserve	(20,700)	5,300	20%	R
7	OF1802	Med Centre - Medical Equipment/Office Hardware				10,000	10,000					10,000	100%	R
11	OF1803	Gym - Dumbbells & Rack				2,500	2,500					2,500	100%	R
TOTAL - FURNITURE & EQUIPMENT			0	0	0	38,500	38,500				(20,700)	17,800		
TOTAL CAPITAL EXPENSE			158,825	135,001	304,724	14,164,120	14,762,670				(13,165,091)	2,051,966	14%	

12. ADMINISTRATION

12.1 Tourism – Beverley Brand Endorsement

SUBMISSION TO: Ordinary Council Meeting 23 May 2017
REPORT DATE: 16 May 2017
APPLICANT: Tourism Steering Committee
FILE REFERENCE: ADM 0469
AUTHOR: J. Murray, Tourism Project Officer
ATTACHMENTS: CreativeADM Logo and Concept (Under separate cover)

SUMMARY

The Beverley Steering Committee is seeking Council endorsement of the identified “Beverley Brand” and logo.

BACKGROUND

In response to an invitation from the Shire of Beverley, a committee of local representatives known as the Beverley Tourism Steering Committee was established to investigate an integrated approach to tourism in Beverley as an economic development opportunity.

The findings and recommendations of the Committee formed the basis of the Beverley Tourism Plan and supporting Beverley Tourism Framework 2016 – 2020. The Plan is strategic in intent and aims to provide flow-on economic benefits for the businesses and community of Beverley and a platform to support growth and development through tourism.

Development of a Beverley ‘brand’ as a strategy in the Framework was proposed to reinforce a unified approach whereby all tourism initiatives, products, services, and experiences could be promoted under a unique identifier.

Creative marketing company CreativeADM was engaged by the Shire of Beverley to develop a brand that encompasses all facets of tourism in Beverley. This brand is intended to be available to all tourism stakeholders (local businesses, community groups, event organisers) to promote Beverley under a unified banner.

COMMENT

CreativeADM was given a project brief, outlining what was required from the brand. Through continued consultation with the Steering Committee the final artwork and message was selected.



Please see attachment (under separate cover) 12.1 'CREATIVEADM Version 4' to see how the logo and message concept was developed.

Please see attachment (under separate cover) 12.1.2 'CREATIVEADM Final Logo Concept' to see the process behind the final brand development, and the logo concept in context.

The brand is intended to be available for use by all tourism stakeholders in Beverley. Its simple design and malleable message means it will be instantly recognisable, but at the same time can be altered to suit the individual needs of each business or group using it.

It is intended that the logo and message be used by local businesses to complement, rather than replace, their own marketing strategies.

Examples of how the brand could be used:

- The hotels could place the logo on their menus, the text 'be very satisfied' could be used on their display boards.
- A B&B could use the logo on their website, with the text 'be very at home'.
- A local shop owner could create a poster for display in neighbouring towns using the logo and a message to suit.
- The Beverley Arts Group could use the logo and phrase 'Be very *inspired*' in promotion for the Easter Art Exhibition.

The brand will also be used in an upgrade of the beverleywa.com website. Please see page 6 of attachment 2 for examples of how graphics can be featured on the website.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Expenditure in line with 2016/17 Budget.

STRATEGIC IMPLICATIONS

4.2 Increased Visitors – Facilitate and promote Beverley as a tourist destination.

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council:-

1. Acknowledge the work undertaken by the Tourism Steering Committee to progress development of a "Beverley Brand".
2. Endorse the preferred message concept and logo as the unique identifier available for use by Beverley tourism stakeholders.

OFFICER'S RECOMMENDATION

M14/0517

Moved Cr Murray

Seconded Cr Shaw

That Council:-

- 1. Acknowledge the work undertaken by the Tourism Steering Committee to progress development of a "Beverley Brand".**
- 2. Endorse the preferred message concept and logo as the unique identifier available for use by Beverley tourism stakeholders.**

CARRIED 7/0

12.2 Tourism Brand Usage Policy

SUBMISSION TO: Ordinary Council Meeting 23 May 2017
REPORT DATE: 2 May 2017
APPLICANT: Tourism Steering Committee
FILE REFERENCE: ADM 0469
AUTHOR: J. Murray, Tourism Project Officer
ATTACHMENTS: Brand Usage Policy

SUMMARY

That Council consider adopting the “Beverley – Be very you” Brand Usage Policy.

BACKGROUND

As part of the Beverley Tourism Framework, developed by the Beverley Tourism Steering Committee, a Beverley Brand is being created. This brand, identified by a graphic logo and a message, will be used by all relevant local tourism stakeholders to reinforce a unified approach to all tourism initiatives. The brand will be recognisable and positively impact on the intended audience.

Below is the draft ‘Beverley – Be very you’ logo.



The phrase ‘Be very you’ is intended to be used in marketing, promotions, and communications of tourism stakeholders and can be altered in a way that suits their business. Examples are provided in the policy document.

COMMENT

Attached is the Brand Usage Policy document which will be given to all stakeholders that wish to use the new Beverley Brand. The intent of the policy is to ensure stakeholders use the brand in an appropriate way. Stakeholders will be required to sign a contract stating they will adhere to the policy, or have their right to use the brand revoked.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Plan 2013-2017 – Economic Development: Maximise Development

POLICY IMPLICATIONS

New Policy C014

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt the "Beverley – Be very you" Brand Usage Policy.

COUNCIL RESOLUTION

M15/0517

Moved Cr White

Seconded Cr Brown

That Council adopt the "Beverley – Be very you" Brand Usage Policy.

CARRIED 7/0

Attachment 12.2

3.14 Brand Usage ‘Beverley – Be very you’

Policy Type:	Community
Date Adopted:	May 2017

Policy No:	C014
Date Last Reviewed:	

Legal (Parent):
1.

Legal (Subsidiary):
1.

ADOPTED POLICY	
Title:	BRAND USAGE ‘BEVERLEY – BE VERY YOU’
Objective:	A guide to assist in the correct usage of the Beverley – Be very you logo

Policy

Logo Usage Guidelines

You are permitted to use the *Beverley – Be very you* logo (logo) for display on any printed material, websites, social media accounts, and promotional material, provided it complies with the Terms and Conditions and meets the logo usage guidelines outlined below.

You are welcome to use the logo on any printed material or online forum that promotes your business, group, event, or the town of Beverley, in a positive way. The phrase can be used as is or altered slightly in a way that suits your business provided the words ‘Be very’ are maintained. The word ‘you’ can be replaced, on the condition it complies with the Terms and Conditions, is not offensive, and does not promote any unruly or unethical behaviour. A few examples of how you can use this text are provided.

Logo Display

The logo must stand alone. A minimum amount of space must be visible between the logo and other text, graphics or photos. The minimum space is defined as the approximate size of the ‘e’ in Beverley. The logo must not be positioned on top of a photo unless the background is clear (i.e. a solid, light colour, or white).

Logo Colour

The logo should always be used in full colour when displayed on websites or on social media. The logo should be used in full colour for printed material unless a colour version is not practical and then it can be used in black, or white, depending on which is most visually pleasing on the specific document.

The preferred background is white. When this is not possible it may be used on a solid, light colour background. If the background must be black or a dark colour, the white logo can be used. The background must be a solid colour.

Attachment 12.2

Logo Size

The logo must be at least 25mm high (*will be determined when artwork is finalized*) on any printed material. The logo must not be resized in any way that would cause distortion or degradation to the quality of the logo. On any online forum the logo must be big enough to clearly read the phrase 'Be very you'.

Terms and Conditions

The logo may not be displayed on any material, printed or online, that could be considered offensive, or defamatory to any person, people, group, or organisation.

The logo may not be displayed on any material to promote any illegal activities, including but not limited to the sale of alcohol to minors.

The logo may not be displayed on any material to promote an event for any specific political party, lobby group, or advocacy group.

Stakeholders must adhere to the usage recommendations.

Failure to comply with these terms will result in immediate revoking of permission to use the logo. The Shire of Beverley reserves the right to refuse or revoke permission to use the logo.

If you need clarification on any of these terms and conditions please speak with the Tourism Project Officer at the Shire of Beverley.

Contract for use

I, _____, representing (business, group, organisation), _____
_____, agree to the Terms and Conditions listed above and understand failure to comply will result in a revoking of permission to use the logo.

Signed: _____ Date: _____

Examples of 'Be very you' alternatives

The examples provided below are just some of the ways you can incorporate the *Be very you* message into your promotion. Please be aware of the alternate connotation each individual phrase has whether and not it could be construed to cause offence to any person or group.

Café/bakery	Be very satisfied Be very chatty Be very happy
Pub/hotel	Be very merry Be very bubbly
Tennis	Be very bouncy
Photography	Be very clicky Be very focused
Walks/hiking	Be very muddy Be very fresh
BnBs	Be very at home Be very comfortable

12.3 Tourism Advisory Group

SUBMISSION TO: Ordinary Council Meeting 23 May 2017
REPORT DATE: 17 May 2017
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0469
AUTHOR: J. Murray, Tourism Project Officer
ATTACHMENTS: Tourism Advisory Group Terms of Reference

SUMMARY

To establish a Tourism Advisory Group and Terms of Reference for the implementation of the Beverley Tourism Plan and the Tourism Framework by providing support, assistance, and non-binding strategic advice to the Tourism Project Officer.

BACKGROUND

The Beverley Tourism Steering Committee developed the Beverley Tourism Plan and Framework. This plan recommend the establishment of a community advisory group to assist the Tourism Project Officer in the implementation of the Plan.

COMMENT

The Tourism Advisory Group will comprise the Shire President, the Tourism Officer, a CRC representative, two previous Tourism Steering Committee members, two local business owners, and one community member. It is recommended membership of the group be targeted to ensure effective involvement and support.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Sustainable Community – Economic Development.

Planning at a strategic level for increased economic development.

Increased visitors by the facilitation and promotion of Beverley, both within a local and regional context.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council endorse the establishment of a Tourism Advisory Group, and endorse the Tourism Advisory Group Terms of Reference.

COUNCIL RESOLUTION

M16/0517

Moved Cr Davis

Seconded Cr Brown

That Council endorse the establishment of a Tourism Advisory Group, and endorse the Tourism Advisory Group Terms of Reference.

CARRIED BY ABSOLUTE MAJORITY 7/0

Attachment 12.3

BEVERLEY TOURISM ADVISORY GROUP

PREAMBLE

By invitation from the Shire of Beverley, the persons named hereunder agree to form a Group to be known as the Beverley Tourism Advisory Group to assist in implementing the Beverley Tourism Plan and the Beverley Tourism Framework.

TERMS OF REFERENCE

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

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

1. MEMBERSHIP

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

- i) Cr Dee Ridgway, Shire President; will act as Chairman of the Group; Tourism Steering Committee member, Shire Council representative
- ii) Mrs Jenny Murray, Shire of Beverley Tourism Project Officer;
- iii) Six (6) Community members to be determined

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

2. SECRETARIAL RESOURCES

2.1 By invitation, the Executive Assistant for the Shire of Beverley has agreed to provide secretarial support at meetings for the purpose of minute taking only.

3. QUORUM

3.1 The quorum necessary for the transaction of business shall be five (5) members of the Group and include at least one of either the Chairman or Tourism Project Officer.

4. MEETINGS

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

Attachment 12.3

- 4.2 The Chairman may alter the schedule of meetings as determined by a consensus of the Group.
- 4.3 If the Chairman is unavailable, the Group shall elect a chairman for that meeting from those members present.
- 4.4 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Group, no later than three (3) clear days before the date of the meeting.
- 4.5 Minutes of Group meetings shall be circulated within seven (7) working days after a meeting.
- 4.6 Minutes of the meetings will be available to the community.

5. ROLE OF THE TOURISM ADVISORY GROUP

The Tourism Advisory Group shall:

- 5.1 Be strategic in its intent.
- 5.2 Aim for consensus on recommendations.
- 5.3 Engage in community discussion and consultation as a means of achieving the Tourism Advisory Group terms of reference.
- 5.4 Be champions of the Beverley Brand.
- 5.5 Assist the Tourism Project Officer to:-
 - 5.5.1 Leverage Beverley Brand across region, State and beyond.
 - 5.5.2 Communicate and educate stakeholders about the value of tourism.
 - 5.5.3 Develop awareness across the community of the Five A strategy for destination planning (Access, Accommodation, Attractions, Amenities, Awareness (& ambience))
 - 5.5.4 Develop and maintain a sustainable approach to tourism initiatives in Beverley
 - 5.5.5 Investigate options for tourism partnerships.
 - 5.5.6 Adopt well defined and agreed outcomes and performance measures for tourism strategies.

6. TERM OF MEMBERSHIP

- 6.1 12 months
- 6.2 To be reviewed 1st October, 2017

12.4 Endorsement of the Bushfire Risk Management Plan

SUBMISSION TO: Ordinary Council Meeting 23 May 2017
REPORT DATE: 2 May 2017
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0536
AUTHOR: J. Hansen, Bushfire Risk Management Planning
Coordinator
ATTACHMENTS: Bushfire Risk Management Plan (Under Separate Cover)

SUMMARY

Council to endorse the Shire of Beverley Bushfire Risk Management Plan

BACKGROUND

To address Parts 2 and 3 of the *Westplan-Fire* Report and the *Keelty Reports* Mark 1 and 2, this requires Local Governments to prepare Bushfire Risk Management Plans and recommendations, which highlight the need to understand the State's bushfire risk tenure blind. The Bushfire Risk Management Plan (BRMP) Project was established in 2012.

Since 2012 consultation has been undertaken with various stakeholders; Phase 1 of the pilot program was established with four Local Governments and also the development of the Bushfire Risk Management System.

In 2016 Beverley was identified as one of the 16 priority Local Governments and was incorporated into the BRMP Project and funding provided. Since then, numerous stakeholders throughout the Shire have been consulted, as well as a number of Government Agencies to identify assets and critical infrastructure and assess them against bushfire risk.

The BRMPC (Bushfire Risk Management Planning Coordinator) is a Shire based position which is fully funded by DFES. This position was created to assist the Shire in developing this plan in order to meet its obligations under Westplan Fire.

Consultation

Land and business owners
Government Agencies (DFES, Parks and Wildlife)
Service Providers (MRWA, Water Corp, Brookfield, etc.)
Local Community Groups

COMMENT

The BRMP has been developed not only to identify the risk of bushfire to assets – tenure blind, but also to develop a variety of treatment options to reduce the risk. The BRMP will help support the Local Emergency Management Arrangements and the previously endorsed Local Strategic Plan, which sets Councils position for the future development and protection of the Shire.

It is considered that this Plan is of significant importance due to the setting of standards for asset risk which converts to human safety and measures of ensuring bushfire risk is reduced.

Therefore, it is considered that Council should adopt this document and apply its recommended treatment issues in years to come, to ensure the balance between conservation management and bushfire risk for the residents of the Shire of Beverley.

STATUTORY ENVIRONMENT

State: Westplan – Fire, Part 2, 2.1 and 2.11

It is a requirement of Westplan – Fire that “an integrated Bush Fire Risk Management Plan (BRMP) is developed for each LG area across the State, which details the bush fire prevention and mitigation measures across all tenures”.

State: *Emergency Management Act 2005*

State Emergency Management Policy 2.5 - Emergency Management in Local Government Districts.

FINANCIAL IMPLICATIONS

Currently the position of BRMPC is based on a twelve month, fully funded, fixed contract terminating on 30th June 2017. Application for continued funding is currently with the State Government.

The Shire of Beverley is the owner of this document and has responsibility, as far as is reasonable, to manage the implementation of the BRM Plan and facilitate the implementation of bushfire risk management treatments by risk owners.

STRATEGIC IMPLICATIONS

The BRMP will sit within the Local Emergency Management Arrangements and alongside other Shire documents (Strategic Community Plan) to assist in a holistic approach to ensure bushfire risk is identified in future planning within the Shire.

- The BRMP will help strengthen 2 key priorities within the Strategic Community Plan 2013 – 2017 Improving services to the community, through the enhancement of emergency services and the education of fire protection, and
- Promoting and supporting sustainable lifestyle choices, through the encouragement of better fire protection.

Quadruple Bottom Line Assessment

Site Inspection

As part of the preparation of this document a number of extensive site visits have been undertaken to help determine the bushfire risk to assets.

Economic implications

This project is currently fully funded by Department Fire Emergency Services until June 2017. There are a number of treatment options identified in the BRMP which Council should prioritise to reduce risk within the Shire; however, if future project funding isn't granted then this would be a financial requirement of Councils.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

Some mitigation options (such as prescribed burning and mulching) can have environmental implications, but thorough follow-up measures, i.e. weed management, the effects on the environment can be beneficial.

POLICY IMPLICATIONS

State: State Emergency Management Policy 2.5 - Emergency Management in Local Government Districts

Local: Strategic Community Plan 2013–2017
Corporate Business Plan
Local Emergency Management Arrangements
Local Planning Strategy

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the attached Bushfire Risk Management Plan and align it with the Strategic Community Plan.

COUNCIL RESOLUTION

M17/0517

Moved Cr White

Seconded Cr Murray

That Council endorse the attached Bushfire Risk Management Plan and align it with the Strategic Community Plan.

CARRIED 5/2

12.5 Policy Manual – Amendments to existing Policies

SUBMISSION TO: Ordinary Council Meeting 23 May 2017
REPORT DATE: 5 May 2017
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0468
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: RK001 Policy and S025 Policy

SUMMARY

Council to consider approving minor amendments to the Records Management Policy and Communications Policy.

BACKGROUND

The Shire of Beverley electronic files are currently being reviewed and changed to reflect the operations within the hardcopy filing system. This will allow a smooth transition to a fully electronic records system should Council wish to switch over in the future.

The consultant assisting with the review has suggested minor changes to the Records Management Policy (RK001) and Communications Policy (S025) to be in line with current best practise.

COMMENT

The changes proposed in Communications Policy S025 to correspondence have been recommended due to the new confidentiality and non-disclosure agreements all staff will sign at their performance reviews. Correspondence that cannot be opened and recorded is seen as a flag for something or someone to hide. Staff cannot digress any confidential information or correspondence they may open.

The other change involves elected members making any requests in writing so that it can be captured in the recordkeeping (filing) system. An email is acceptable form of written communication.

The proposed changes (in red) are attached for Council's reference.

STATUTORY ENVIRONMENT

State Records Act 2000

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

5. Governance – informed decisions through policies and procedures.

POLICY IMPLICATIONS

Amended Policy RK001 and S025

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That council adopt the attached amended policies, RK001 Records Management Policy and S025 Communications Policy.

COUNCIL RESOLUTION

M18/0517

Moved Cr Shaw

Seconded Cr Brown

That council adopt the attached amended policies, RK001 Records Management Policy and S025 Communications Policy.

CARRIED 7/0

Attachment 12.5

8.1 Records Management (Original Policy)

Policy Type:	Record Keeping	Policy No:	RK001
Date Adopted:	September 2014	Date Last Reviewed:	October 2016

Legal (Parent):
1. State Records Act 2000

Legal (Subsidiary):
1.

ADOPTED POLICY	
Title:	RECORDS MANAGEMENT
Objective:	To ensure effective record and archiving meets the State Records Act 2000.

Policy

The Records Officer is responsible for following the Shire of Beverley Record Keeping Plan which meets the standards set in the State Records Act 2000.

The Shire of Beverley Record Keeping Plan includes: Mail Management, Document Management, File Management, Information Access, Monitoring, Retention and Disposal, Archiving and Records training. Please refer to the Shire of Beverley Record Keeping Plan for procedures.

Attachment 12.5

8.1 Records Management (Amended Policy)

Policy Type:	Record Keeping
Date Adopted:	September 2014

Policy No:	RK001
Date Last Reviewed:	April 2017

Legal (Parent): 1. State Records Act 2000

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	RECORDS MANAGEMENT
Objective:	To ensure recordkeeping meets the State Records Act 2000.

Policy

The Records Officer is responsible for amending the current Shire of Beverley Record Keeping Plan as it becomes due. The RKP will meet the standards set in the State Records Act 2000. The Shire of Beverley Record Keeping Plan includes: Mail Management, Document Management, File Management, Information Access, Monitoring, Retention and Disposal, Archiving and Records training. Please refer to the Shire of Beverley Record Keeping Plan for **relevant** procedures.

Attachment 12.5

9.25 Communications Policy (Original Policy)

Policy Type:	Staff
Date Adopted:	

Policy No:	S025
Date Last Reviewed:	

Legal (Parent):
1.

Legal (Subsidiary):
1.

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

Policy

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

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

Correspondence

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

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

Electronic mail and facsimiles will be treated as written correspondence.

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

Presidential Correspondence

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

External correspondence addressed to the Shire President will be date stamped, recorded and left in the Shire President's tray. Any correspondence marked Private and Confidential will be date stamped, recorded and left unopened in the Shire President's tray.

Attachment 12.5

Elected Member Correspondence

External correspondence addressed to an elected member will be date stamped, recorded and left in the Executive Assistant's tray to distribute. Any correspondence marked Private and Confidential will be date stamped, recorded and left unopened in the Executive Assistant's tray.

Stationery

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

Communication between Elected Members and Staff

In order to facilitate effective use of staff resources, all enquiries and requests from elected members shall be directed to the CEO. Where the request requires the use of shire resources (human or physical) to an extent which may impact on effective management, the CEO may refer the matter to Council for determination.

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

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

Media contact

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

Publications

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

Attachment 12.5

9.25 Communications Policy (Amended Policy)

Policy Type:	Staff
Date Adopted:	

Policy No:	S025
Date Last Reviewed:	

Legal (Parent):
1.

Legal (Subsidiary):
1.

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

Policy

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

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

Correspondence

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

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

Electronic mail and facsimiles will be treated as written correspondence.

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

Presidential Correspondence

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

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

Attachment 12.5

Elected Member Correspondence

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

Stationery

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

Communication between Elected Members and Staff

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

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

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

Media contact

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

Publications

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

12.6 Policy Manual – New Drug and Alcohol Policy

SUBMISSION TO: Ordinary Council Meeting 23 May 2017
REPORT DATE: 16 May 2017
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0468
AUTHOR: V.J. Seeber, Human Resources Officer
ATTACHMENTS: Proposed S027 Drug and Alcohol Policy

SUMMARY

Council to consider adopting a Drug and Alcohol Testing Policy.

BACKGROUND

Drug and Alcohol Testing was briefly discussed by Council at the November 2016 Council meeting and it was requested that the development of a policy be investigated.

COMMENT

Under the direction of the Chief Executive Officer, the Human Resources Officer undertook to investigate and draft a policy in relation to Drug and Alcohol testing.

Following liaison with WALGA, Councils Regional Risk Coordinator (LGIS) and neighbouring shires, draft policy S027 Drug and Alcohol Testing policy was produced.

Summarised the policy outlines Council's stance on drug and alcohol use in the workplace and the consequences on Staff should they test positive to having consumed drugs and alcohol which may impede their ability to carry out their duties.

Should the draft policy be adopted, drug and alcohol testing would be undertaken by an external provider, the cost of which would form part of Council's ongoing operating expenditure.

An outside provider would cover the following:

- First visit which would cover alcohol and drug testing of all employees.
- Followed by three quarterly visits which would randomly cover 25% of the workforce each visit. This means at the end of 12 months each employee would have been tested twice.
- Confirmation test per drug group if screening test determines drugs present.

The benefits of utilising an outside provider are:

- a. Provider to be seen to be impartial by employees
- b. No costs to have alcohol testing equipment calibrated every six months
- c. Do not have to buy consumables for alcohol testing equipment
- d. Do not have to buy Swabs for drug testing
- e. Do not have to have any personnel trained to carry out alcohol or drug testing

STATUTORY ENVIRONMENT

Section 19, 19A, 20 and 20A *Occupational Safety and Health Act 1984.*

FINANCIAL IMPLICATIONS

2017/2018 Budget

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Draft Policy S027 Drug and Alcohol Testing

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt Policy S027 Drug and Alcohol Testing

COUNCIL RESOLUTION

M19/0517

Moved Cr White

Seconded Cr Alexander

That Council lay the item on the table until the 27 June 2017 Ordinary Council Meeting to consider the matter further.

CARRIED 7/0

Attachment 12.6

1.2 Drug & Alcohol Policy

Policy Type:	Staff
Date Adopted:	

Policy No:	S027
Date Last Reviewed:	

Legal (Parent):
1. Occupational Safety & Health Act 1984

Legal (Subsidiary):
1.

ADOPTED POLICY	
Title:	DRUG AND ALCOHOL POLICY
Objective:	Random Drug and Alcohol Testing

Policy

The Shire of Beverley's Commitment

The Shire of Beverley and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired. For the purposes of this policy, the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the Shire of Beverley in any capacity.

The Individual's Responsibility

Under the *Occupational Safety and Health Act 1984* (the OSH Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable, except in relation to any authorised and responsible use of alcohol at workplace social functions. Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

Reporting Requirements

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

Drug Use on the Premises

Employees who buy, take, or sell drugs on Shire of Beverley's premises, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal. Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their manager or Human Resources and disclose any side effects that these medication/drugs may cause.

Attachment 12.6

Consumption of Alcohol on the Premises

Except in situations where the Shire of Beverley holds a function on the premises and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace.

Drug/Alcohol Treatment Programs

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Local Government will provide assistance to the employee.

- The Local Government will allow an employee to access any accrued personal or annual leave they are undergoing treatment. And;
- The Local Government will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

Managers' Responsibilities - Consumption of Alcohol at Work Sponsored Functions

Team managers shall:

- encourage their people to make alternative arrangements for transport to and from work prior to the function;
- ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: Tea, Coffee and Food;
- if the manager believes a person may be over the BAC 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
- if the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

Pre-Employment Medical Tests

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

Identification of Impairment and Testing

If the Shire of Beverley has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names such as software, lottery of selection through coloured marbles in a bag drawn by each employee. All staff on site must participate in the random selection.

If the Shire of Beverley suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;

Attachment 12.6

Identification of Impairment and Testing Continued

- require that an employee undergo drug and alcohol testing administered by a representative of the Shire of Beverley.
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire of Beverley may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire of Beverley may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs:

- The employee tested and the supervisor (or respective employer) will be informed of the result;
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire of Beverley.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to and including the termination of employment.

Education, Training & Awareness

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help.

The Shire of Beverley will engage the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling

Consequences of Breaching this Policy

An employee engaged by the Shire of Beverley who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents

- Disciplinary Policy
- Grievances, Investigations, & Resolutions Procedure (where applicable)

13. NEW BUSINESS ARISING BY ORDER OF THE MEETING

13.1 Staff Use of Shire Equipment Policy

Council received a request from a Shire of Beverley Staff member to use the Shire Cherry picker.

M20/0517

Moved Cr White

Seconded Cr Alexander

That Policy S019 Staff Use of Shire Equipment, remain suspended until further notice.

CARRIED 7/0

14. CLOSURE

The Chairman declared the meeting closed at 5:13pm

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

PRESIDING MEMBER:

DATE: