



28 OCTOBER 2014

ORDINARY MEETING

MINUTES

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1. OPENING

The Chairperson declared the meeting open at 2:08pm.

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members Present

| | | | |
|-----------------|-----------|------------|---------------|
| Cr DJ Ridgway | President | South Ward | |
| Cr JD Alexander | | North Ward | |
| Cr T Buckland | | South Ward | (from 2:10pm) |
| Cr DW Davis | | West Ward | |
| Cr P Gogol | | North Ward | |
| Cr KM Murray | | North Ward | |
| Cr LC Shaw | | West Ward | |
| Cr DC White | | South Ward | |

2.2 Staff In Attendance

| | |
|----------------|---------------------------------------|
| Mr SP Gollan | Chief Executive Officer |
| Mr SK Marshall | Deputy Chief Executive Officer |
| Mr BS de Beer | Shire Planner (from 2:14pm to 2:31pm) |
| Mrs A Lewis | Executive Assistant |

2.3 Observers And Visitors

Nil

2.4 Apologies and Approved Leave of Absence

| | | |
|--------------|------------------|-----------|
| Cr CJ Pepper | Deputy President | West Ward |
|--------------|------------------|-----------|

2.5 Condolences

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

| | | |
|--------|---------------|-----------------|
| MURRAY | Malcolm Scott | 11 October 2014 |
|--------|---------------|-----------------|

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. DECLARATIONS OF INTEREST

Nil

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 23 September 2014

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 23 September 2014 be confirmed.

COUNCIL RESOLUTION

M1/1014

Moved Cr Shaw

Seconded Cr Murray

That the Minutes of the Ordinary Council Meeting held Tuesday 23 September 2014 be confirmed.

CARRIED 7/0

2.10pm – Cr Tom Buckland joined the meeting.

7.2 Minutes Of The Audit and Risk Committee Held 28 October 2014

OFFICER'S RECOMMENDATION

That the Minutes of the Audit and Risk Committee Meeting held Tuesday 28 October 2014 be received.

(provided under separate cover)

COUNCIL RESOLUTION

M2/1014

Moved Cr Alexander

Seconded Cr Gogol

That the Minutes of the Audit and Risk Committee Meeting held Tuesday 28 October 2014 be received.

CARRIED 8/0

8. TECHNICAL SERVICES

Nil

2.14pm – Stefan de Beer, Shire Planner, joined the meeting.

9. PLANNING SERVICES

9.1 Application – Special Event: Westdale Dirt Drags – Lot 183 Butchers Rd

SUBMISSION TO: Ordinary Council Meeting 28 October 2014
REPORT DATE: 8 October 2014
APPLICANT: Wildcard Promotions
FILE REFERENCE: BUT 51004
AUTHOR: B S de Beer, Shire Planner
ATTACHMENTS: Event Overview

SUMMARY

An application for a special event on Lot 83 Butchers Road, Westdale (the Westdale Dirt Drags), had been received from Wildcard Promotions. The application was submitted on 4 September 2014 not allowing sufficient time to advertise the application for the prescribed period of 21 days before Council consideration, and a report could thus not be presented to the 23 September 2014 Council Meeting. The application will be recommended for retrospective planning approval for the event of 11 October 2014, as well as for normal planning approval for the proposed event scheduled for 10 October 2015. The events proposed for the 15 October 2016 and 14 October 2017 will be recommended for refusal, as described further in the report.

BACKGROUND

As Councilors will be aware, in previous years the applicant's requested planning approval for each event as required. A meeting was held with the applicant during August 2013 where Shire Planner proposed that the applicants present one application for the following 4 years, i.e. one application for planning approval to be submitted requesting approval for the October 2014 – October 2017 events.

A specific request at this meeting was that the applicant submits an independently prepared Fire Management Plan as part of the Planning Application. With the latest application a revised Risk Management Plan had been received from an independent consultant, Chris Gilmour (attached hereto), basically emulating the previous proposals in a different format.

It is proposed to conduct the Westdale Dirt Drags on 11 October 2014, 10 October 2015, 15 October 2016 & 14 October 2017 at Lot 83 Butchers Road, Westdale. The subject site is approximately 49 ha in area, zoned Farming and contains existing buildings.

It is anticipated approximately 1,500 persons will attend the event. Similar events have taken place on the same subject property in the past.

COMMENT

Under the Shire of Beverley's Town Planning Scheme No. 2 (TPS 2) the proposed event is a *use not listed*. Clause 3.2.5 of TPS 2 states that where a land use is not listed Council may:

- a) *Determine that the use is not consistent with the objectives and purposes of the particular zone and is therefore not permitted; or*

- b) *Determine by absolute majority that the proposed use may be consistent with the objectives and purpose of the zone and thereafter follow the advertising procedures of Clause 6.2 in considering an application for planning consent, following which Council may, at its discretion, permit the use.*

In previous years the event has attracted a substantial number of tourists, members of the travelling public and residents of Beverley.

Given that the proposed use will not preclude agricultural use of the property for the remainder of the year and provides entertainment options not normally available in Beverley, it will be recommended Council determine that the proposed use may be consistent with the objectives and purpose of the Farming zone.

Advertising

In compliance with Clause 6.2 of TPS 2 the application was advertised for a period of 21 days. A total of 2 submissions were received comprising of 1 objection and 1 no objection. A summary of the submissions received and officer's responses are detailed in the table below:

| | Respondent | Property | Comment | Planner's Response |
|----------|---|-------------------------------------|---|--|
| 1 | Rob Fisher 305 Vallentine Road Beverley WA 6304 | Lot 25880 Vallentine Road, Westdale | 1. Objection to the dates for the 2016 and 2017 events. The dates fall outside of the dates set by the FCO group. 2. Request Police presence, before, during and after event. | 1. Please refer to the discussion below this table regarding this objection. 2. Although this is a police operational matter, Shire Planner emailed police a copy of the application on 15 September 2014, for their records. |
| 2 | W. Cherry 234 Holmes Road Forrestfield WA | Lot 84 Butchers Road Westdale | As neighbours we have no problem, no mess or anti-social behaviour during event. Anything that will attract money for the Shire and/or for Beverley's residents is always going to be worthy. It's a good way of bringing the community together. | Noted |

Objection to development proposal

As mentioned in the table above, an objection to the holding of the event on the dates nominated for the October 2016 and October 2017 had been received. The objection centres around the date of the proposed event being later than the date set at a Fire Control Officer (FCO) meeting, where it was decided that events of this nature should not take place at this venue after the second weekend of October each year, as a result of the potential fire risks that the event might pose.

The above decision and the concerns raised were taken up with the applicant by the Shire Planner during the meeting in August 2013 with a request that earlier dates be nominated for future events. Even though the dates nominated for the October 2014

and October 2015 events do fall within the preferred period, the dates for the October 2016 and October 2017 events do not, and will therefore be recommended for refusal.

To be able to inform Council properly on the matter and the intended recommendation for refusal, Shire Planner finds it prudent to quote extracts from the planner's report that served before Council during September 2013 when legal advice was sought on the matter:

"Legal advice had been sought through McLeods Solicitors as to the enforceability of the cut-off date for the event, from the Shire's perspective. The communication received is quoted herewith:

'I have reviewed the minutes of the Fire Control Officers (FCOs) meeting, which do not clarify whether there was any statutory basis for the determination made by the FCOs "That no events may be held after the second weekend in October that pose a fire risk".

*'FCOs or bush fire control officers are appointed by the local government under s. 39 of the Bush Fires Act 1954. Under s. 39 FCOs may exercise various special powers, which generally relate to the control and extinguishment of bushfires. The prevention of bushfires is dealt with under Part III of the Act. That Part authorises the declaration of restricted burning times or total fire bans by either the Minister or the FES Commissioner. Generally speaking, the restrictions contained in Part III relate to restrictions on lighting fires during periods of high fire danger as declared by the Minister or the FES Commissioner. **There are no restrictions under Part III that I am aware of, which are imposed on particular events or developments that may give rise to a bush fire risk.***

'I am also not aware of any general power exercisable by a FCO under the Act, which authorises the FCO to declare that certain events, which do not in themselves involve burning or the lighting of fires, may only be held within stipulated periods. I am therefore not aware of any statutory basis for the resolution made by the FCOs at their meeting on 17 October 2012.

*'Consequently, I do not consider that the Shire would be precluded from granting planning approval to the proposed event. Nonetheless, any possible fire risk or hazard that may arise from the holding of the event would be a relevant planning consideration to which the Shire should have regard in exercising its discretion. I am not presently aware as to what zone the event is proposed to be held in, however I do note that it is an objective of the Farming Zone in cl. 3.5.1(f) to "prevent development in areas of extreme bushfire risk, and developments that may increase bushfire risk". If there is any potential bushfire risk that may arise from the holding of the event, this may be an issue that could be addressed by **suitably worded conditions** of approval. The Shire may also wish to refer to the WAPC's "Planning for Bushfire Protection", which sets out general principles for bush fire hazard risk management.'*

General merits

Similar events have occurred on this property previously. A search of Shire records indicates no correspondence regarding serious matters of concern has been received by the Shire.

The event will aid in economic development and economic diversification in the Shire of Beverley. Direct economic enhancement will occur due to catering for the needs of the substantial number of persons attending the event. Indirect economic benefit will come from raising the profile of Beverley throughout the state and making Beverley a tourist destination. As such the event will aid in economic diversification in Beverley.

Entertainment options in Beverley may be considered limited for the younger age groups. This event will provide an entertainment option comparable with those in the metropolitan area and not generally available in Beverley. As such the event will aid in enhancing the amenity of the Shire.

Fire Management

The proposal contains a fire management plan and an emergency evacuation plan to be implemented for the duration of the event. Should Council approve the application it will be recommended the fire management and emergency evacuation plans be implemented as conditions of approval.

First Aid and Management Plans

As components of the application, a fire risk, precaution and evacuation plan and a traffic management plan have been submitted. To cater for first aid at the previous events, an ambulance and three staff were on duty during the duration of the event. Shire staff consider similar first aid arrangements should occur from 8.00 am to 9.00 pm on the nominated dates. Should Council approve the application, it will be recommended the fire and traffic management plans and first aid arrangements as detailed, be specified as conditions of approval.

Conclusion

The application to conduct the Westdale Dirt Drags at Lot 83 Butchers Road, Westdale is supported due to:

1. Diversification of economic activity;
2. Enhancement of amenity through provision of generally unavailable entertainment options;
3. Raising the profile of the Shire of Beverley;
4. Limited objections to the proposal; and
5. Economic benefit to the local economy.

It will therefore be recommended the proposal be considered a land use that is consistent with the objectives of the Farming zone and Council grant planning approval.

STATUTORY ENVIRONMENT

Subject to Council determination by absolute majority, as discussed above, the application may be considered consistent with the Shire of Beverley's Town Planning Scheme No. 2.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENTS

Absolute majority.

OFFICER'S RECOMMENDATION

That Council resolve:

- a) By absolute majority that the proposed use is consistent with the planning objectives and purpose of the Farming zone;
- b) To grant retrospective planning approval for the Westdale Dirt Drags Special Event at Lot 83 Butchers Road, Westdale, on 11 October 2014;
- c) To grant planning approval for the Westdale Dirt Drags Special Event at Lot 83 Butchers Road, Westdale, on 10 October 2015, subject to the conditions and advice notes listed below;
- d) To refuse planning approval for the events scheduled for 15 October 2016 & 14 October 2017, due to these dates falling beyond the period nominated by the FCO's considered to be safe in terms of fire hazards;

Conditions:

1. Planning approval for the events at Lot 83 Butchers Road, Westdale, is valid for the events of 11 October 2014 & 10 October 2015 only.
2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
3. As the Water Corporation reticulated sewer is not available, acceptable ablution facilities are to be provided for the entire period of this approval.
4. The approved Fire Risk, Precautions and Emergency Evacuation Plan is to be complied with at all times, for the entire period of this approval.
5. Every All-Terrain Vehicle used as part of the fire precautions, shall carry a fire extinguisher.
6. Prior to the event all boundary fire breaks shall be graded to a minimum width of 2.4 meters.
7. An internal fire break shall be placed around the main parking and spectator area as a buffer in the event a fire starts within this area.
8. The approved Traffic Management Plan is to be complied with at all times, for the entire period of this approval.
9. An ambulance and three staff qualified in first aid are to be available on-site between the hours of 8.00 am to 9.00 pm on the event day.

Advice Notes:

1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
2. The applicant is reminded that a permit might be required for the lighting of fires. Information can be obtained from FCO Robert Fisher, Dale Brigade, Tel. 9647 2045
3. The applicant is advised that the Fire Control Officers at their meeting of 17 October 2012 resolved to recommend that no events that pose a fire risk may be held after the second weekend in October each year.

ORIGINAL MOTION – NO VOTE

AMENDMENT TO THE MOTION

M3/1014

Moved Cr Alexander

Seconded Cr Buckland

That part D of the original motion be replaced with:

All Westdale Dirt Drag Events are not to be held after 16 October in any calendar year.

CARRIED 8/0

The Amendment became the motion:

COUNCIL RESOLUTION

M4/1014

Moved Cr Murray

Seconded Cr Gogol

That Council resolve:

- a) **By absolute majority that the proposed use is consistent with the planning objectives and purpose of the Farming zone;**
- b) **To grant retrospective planning approval for the Westdale Dirt Drags Special Event at Lot 83 Butchers Road, Westdale, on 11 October 2014;**
- c) **To grant planning approval for the Westdale Dirt Drags Special Event at Lot 83 Butchers Road, Westdale, on 10 October 2015, 15 October 2016 and 14 October 2017 subject to the conditions and advice notes listed below**
- d) **All future events must not take place after 16 October in any calendar year.**

Conditions:

1. **Planning approval for the events at Lot 83 Butchers Road, Westdale, is valid for the events of 11 October 2014, 10 October 2015, 15 October 2016 and 14 October 2017 only.**
2. **Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.**

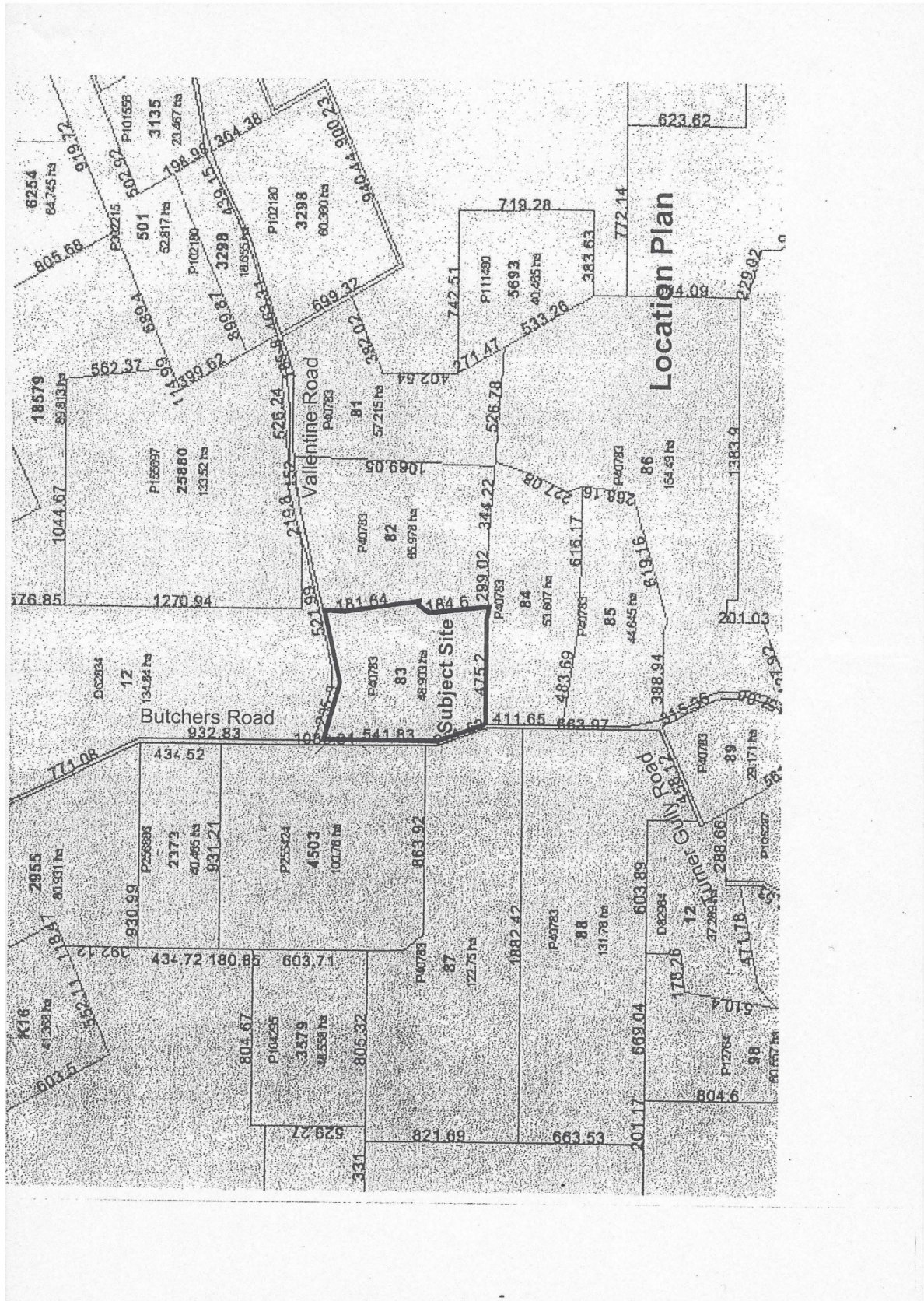
3. **As the Water Corporation reticulated sewer is not available, acceptable ablution facilities are to be provided for the entire period of this approval.**
4. **The approved Fire Risk, Precautions and Emergency Evacuation Plan is to be complied with at all times, for the entire period of this approval.**
5. **Every All-Terrain Vehicle used as part of the fire precautions, shall carry a fire extinguisher.**
6. **Prior to the event all boundary fire breaks shall be graded to a minimum width of 2.4 meters.**
7. **An internal fire break shall be placed around the main parking and spectator area as a buffer in the event a fire starts within this area.**
8. **The approved Traffic Management Plan is to be complied with at all times, for the entire period of this approval.**
9. **An ambulance and three staff qualified in first aid are to be available on-site between the hours of 8.00 am to 9.00 pm on the event day.**

Advice Notes:

1. **Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**
2. **The applicant is reminded that a permit might be required for the lighting of fires. Information can be obtained from FCO Robert Fisher, Dale Brigade, Tel. 9647 2045**

CARRIED 8/0

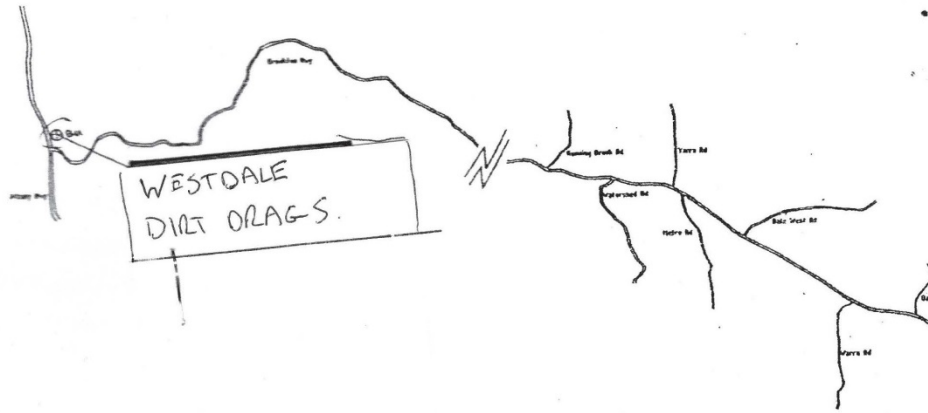
Attachment 9.1



Attachment 9.1



MR PHIL UCHTMAN
63 Buckingham Road
Kelmescott WA 611
M0408 944 88;
A/H08 9390 627

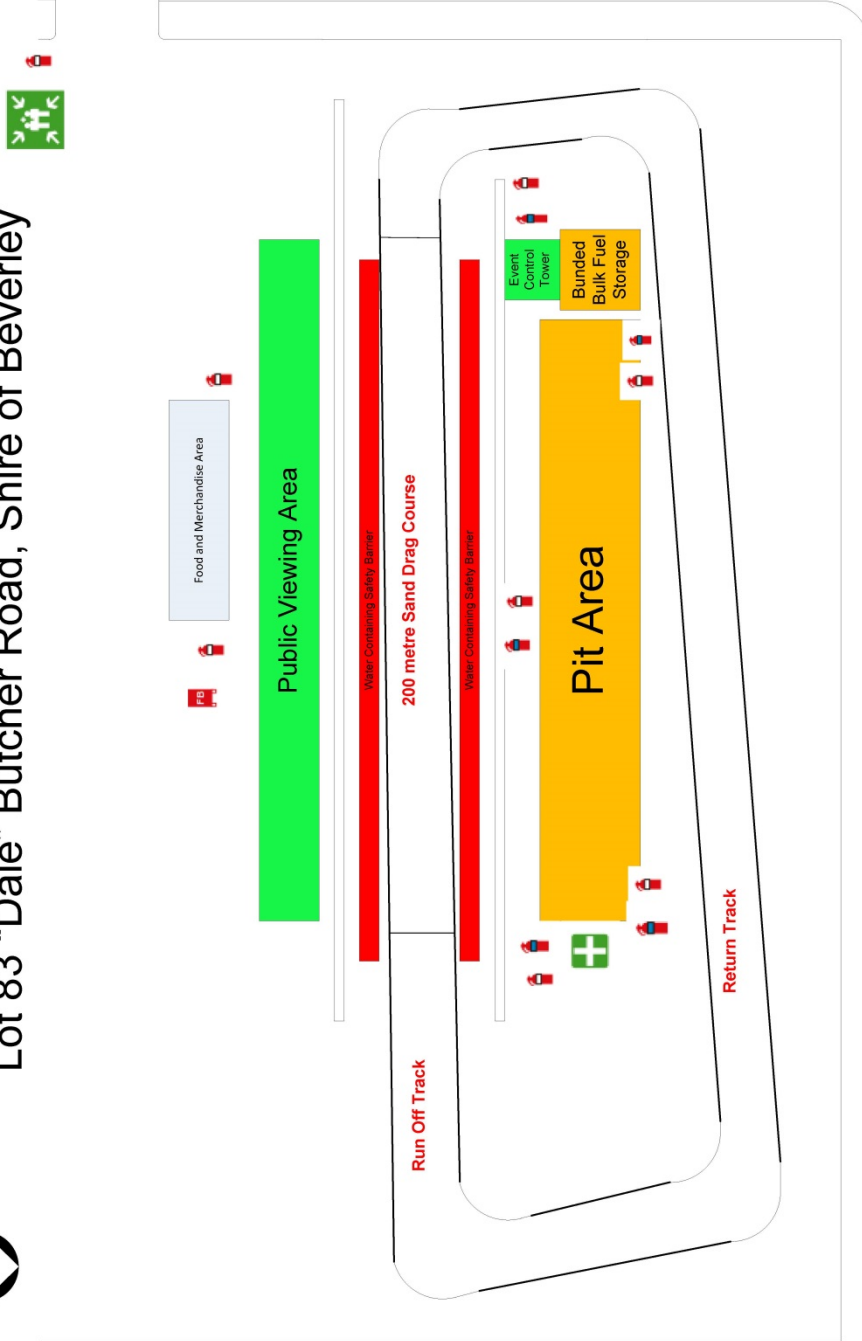


VMB #1L
TRAMER GULL
DRIFT DRAGS

- VMB TO BE PLACED 500m FROM CNR
- BROOKTON HWY
- WESTDALE RD
- BUTCHER RD
- VALENTINE RD
- NORM TEMPORARY SPEED SIGNS ARE TO BE PLACED AT 100m INTERVAL ALONG BUTCHER RD

Attachment 9.1

Westdale Dirt Drags Site Plan
Lot 83 "Dale" Butcher Road, Shire of Beverley



Valentine Road

Legend

| | | | |
|--|--------------------------|--|---------------------|
| | Emergency Assembly Area | | CO2 Extinguisher |
| | Ambulance/First Aid Area | | Foam Extinguisher |
| | | | Powder Extinguisher |

Not to Scale

Issued on 1st September 2014
Review on 16th September 2015

Attachment 9.1

**WESTDALE
DIRT DRAGS
2014

RISK
MANAGEMENT
PLAN**

Attachment 9.1

Forward

The development and implementation of this Risk Management Plan is essential to the safe management of the Westdale Dirt Drags and the safety of all persons who attend the event whether it be participants, spectators, volunteers and organisers.

This document has been developed utilising the Risk Management Principles of AS ISO 31000:2009 Risk Management – Principles and Guidelines.

Identified risks are as follows and addressed within this document:-

- Fire Risk
- Emergency Evacuation
- Medical Emergency

Event Overview

Due to continued interest within the “Off Road” sporting community and continuing success of similar events throughout Australia, Wildcard Promotions seeks the opportunity to stage Westdale Dirt Drags 2014.

Westdale Dirt Drags is a proposed Test and Tune event designed to allow local and interstate competitors, in all age brackets, the opportunity to demonstrate and/or tune their machines within this controlled, purpose built, ¼ mile venue. This venue has been designed to National Standards with state of the art electronic timing equipment and as such is the benchmark in Western Australia for this type of event. The proposal also includes a Burnout Demonstration (to be confirmed).

The proposed Westdale Dirt Drags is to be held on a portion of 49ha of private land located at Lot 83 “Dale” Butcher Road within the Shire of Beverley over the period 11th October 2014 between the hours of 9.00am to 7.00pm.

Previous years have seen a patronage of approximately 1500 persons and organisers do not expect this to alter.

Throughout the day patrons will be able to purchase non-alcoholic beverages.

Public parking and overnight camping areas have been provided.

Track Construction

The competition track is 200 metres in length and 25 metres wide. The track is constructed of clean soil free of any stones that could become projectiles as competitor’s traverse down the track reducing any risk to spectators, support crew or event volunteers.

On both sides of the track are bordered with plastic water filled Crash Attenuators compliant to Australian Standards 3845:1999.

These have been implemented should a sand drag motorcycle leave the track the Crash Attenuators will reduce the risk of an uncontrolled motorcycle careering further through the wooden post and wire fence which spectators view the event.

Attachment 9.1



Fire Risk

The expected fire risk at the time of the event is considered negligible due to seasonal change within that period and the date of the event falls outside the “fire ban” period. The area designated for use within the property boundaries consists of gently undulating pasture with small hills and ridges interspersed with smooth stone outcrops. There are few trees within the designated area until it meets the rising eastern boundary which is lined with low scrub and gum.

Fire Precautions

Event organisers will implement a 5 metre bare earth fire break around the property of Lot 83 Butcher Road, Beverley thus further reducing the potential risk of a fire spreading to neighbouring properties as directed by the Shire of Beverley Fire Control Officer.

Fire resources which will be located at the event and strategically placed will be:-

1. Fast Attack fire unit
2. Large Fire tender which will be on loan from the Shire of Beverley
3. 5 x ABE Foam Fire Extinguishers
4. 8 x Powder Fire Extinguisher
5. 1 x Fire Blanket

Attachment 9.1

In addition there will be 6-8 event staff as Safety/Area Fire Wardens who will be in continual communication via two-way radios and each will have all terrain mobility. Event organisers have also engaged the services of licensed security officers provided by Astute Security Services who will be on duty throughout the event and all will be designated as "Safety/Fire Warden". They too will be in continual communication with event organisers via 2-way radios provided to them.

Event Organisers will establish a liaison with Emergency Services to enable correct and immediate response to any critical incident that may arise during the event.

Water for fire control will be sourced from an onsite dam with water tankers on standby and can be mobilised at short notice. However, in the likelihood of a major fire situation it is anticipated that an evacuation will be conducted and the incident control would be handled by the Department of Fire and Emergency Services.

A site inspection of the facility will be conducted in the week preceding the event to re-evaluate any potential fire risk.

Emergency Evacuation

In the event that a situation occurs where it is deemed by organisers that there is potential to threaten the safety of event staff and patrons a general evacuation of the site will be called.

This will involve the use of the Public Address System to announce a General Evacuation which the following will be said "Evacuate, Evacuate, Evacuate".

Designated and appropriately trained Fire Marshalls with loud hailers will direct persons away from the emergency to the designated Evacuation Assembly Point.

In the case of an evacuation the route will be by way of the main access road and persons will be mustered outside the main gate toward Butchers Road (west). This route will be familiar to all persons who have entered the property.

If necessary an alternative or extra route may be accessed through the public parking area. If an evacuation is necessitated at NO POINT will any person be permitted to attempt to evacuate their vehicles and/or possessions until such time that it has been deemed safe by attending Emergency Services.

Given the property is bounded by standard stock fence along with specific areas within the event area being fenced off, a risk assessment conducted indicate that they pose a low risk in the case of an evacuation.

Medical Emergency

Medical and Public Health Event Risk Assessments have been undertaken utilising the "Medical Risk Assessment Tool" contained in the Guidelines for concerts, events and organised gatherings, December 2009 provided by the Department of Health, Public Health Unit.

The combined score of those assessments for this event is 44 (Medical Risk Assessment 29 and Public Health Event Risk Assessment 17) which places this in the category of "Medium" risk. A "Medium" risk rating indicates that there is a likelihood that a serious incident will occur at some time.

Attachment 9.1

To address this risk a Paramedic, along with volunteers from St John Ambulance, Beverley Sub Centre will also be on-site to attend to any medical incidents that may arise. Their location will be strategically placed to ensure full accessibility.

Should a significant incident occur whereby the ambulance on site must leave the event, all racing will cease until such time as a replacement ambulance has arrived on site.

Prior to the event, organisers will liaise with staff at the Beverley Hospital to ensure that they are aware of the event allowing the hospital to engage its own preparations should their assistance be called upon.

In the event that there is an incident where it is not feasible to road transport a critically injured patient and that patient requires to be airlifted to a Tertiary Hospital via the RAC Rescue Helicopter an area has been set aside for this.

The GPS co-ordinates of -32.323215S, 116.741146E will be conveyed to the pilot of that aircraft via the onsite St John Ambulance volunteers.

References

- AS ISO 31000:2009 Risk Management – Principles and Guidelines
- AS 3745:2010 Planning for Emergencies in Facilities
- AS 1841 Portable Fire Extinguishers
- AS 3845:1999 Water Filled Crash Attenuators
- Guidelines for concerts, events and organised gatherings December 2009

9.2 Initiation of Alteration to Town Planning Scheme Policy Manual

SUBMISSION TO: Ordinary Council Meeting 28 October 2014
REPORT DATE: 15 October 2014
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0219
AUTHOR: B S de Beer, Shire Planner
ATTACHMENTS: Modified Town Planning Scheme Policy Manual
(Provided under separate cover)

SUMMARY

It is proposed to initiate editorial alterations to Council's Town Planning Scheme Policy Manual, pursuant to Clause 7.6 of the Shire of Beverley Town Planning Scheme No. 2. The initiation of the policy manual alterations will be recommended for approval.

BACKGROUND

Shire Planner is proposing to alter the Town Planning Scheme Policy Manual in order to correct outdated terminology and to editorially address the numbering and formatting of the policy document.

COMMENT

The Shire of Beverley Town Planning Scheme No. 2, Clause 7.6 reads as follows:

POWER TO MAKE POLICIES

- 7.6.1 In order to achieve the objectives of the Scheme, the Council may make Town Planning Scheme Policies relating to parts or all of the Scheme Area and relating to one or more of the aspects of the control of development.*
- 7.6.2 A Town Planning Scheme Policy shall become operative only after the following procedures have been completed:*
- a) the Council having prepared and having resolved to adopt a draft Town Planning Scheme Policy, shall advertise a summary of the draft Policy once a week for two consecutive weeks in a newspaper circulating in the Scheme Area giving details of where the draft Policy may be inspected and where, in what form, and during what period (being not less than twenty-one days) representations may be made to the Council;*
 - b) the Council shall review its draft Town Planning Scheme Policy in the light of any representations made and shall then decide to finally adopt the draft Policy with or without amendment, or to not proceed with the draft Policy;*
 - c) following final adoption of a Town Planning Scheme Policy, details thereof shall be advertised publicly and a copy kept with the Scheme for inspection during normal office hours.*
- 7.6.3 A Town Planning Scheme Policy may only be altered or rescinded by:*
- a) preparation and final adoption of a new policy pursuant to this Clause, specifically worded to supersede an existing Policy;*
 - b) publication of a formal notice of rescission by the Council twice in a newspaper circulating in the Scheme Area.'*

It is submitted that the altered Town Planning Scheme Policy Manual will be a more consistent document in terms of numbering and formatting.

STATUTORY ENVIRONMENT

Council has the power to make and alter Town Planning Scheme policies under Clause 7.6 of the Shire of Beverley's Town Planning Scheme No. 2.

FINANCIAL IMPLICATIONS

Council will be required to pay the required advertising costs.

STRATEGIC IMPLICATIONS

There are no Strategic Plan Implications relative to this issue.

POLICY IMPLICATIONS

The outcome of this exercise will result in a modified Town Planning Scheme Policy Manual.

VOTING REQUIREMENTS

Simple majority.

OFFICER'S RECOMMENDATION

That Council resolve to initiate the alteration of the Town Planning Scheme Policy Manual and proceed to advertising pursuant to Clause 7.6.2 of the Shire of Beverley Town Planning Scheme No 2.

COUNCIL RESOLUTION

M5/1014

Moved Cr Shaw

Seconded Cr Davis

That Council resolve to initiate the alteration of the Town Planning Scheme Policy Manual and proceed to advertising pursuant to Clause 7.6.2 of the Shire of Beverley Town Planning Scheme No 2.

CARRIED 8/0

2:31pm – Stefan de Beer left the meeting and did not return.

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

SUBMISSION TO: Ordinary Council Meeting 28 October 2014
REPORT DATE: 21 October 2014
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S K Marshall, Deputy Chief Executive Officer
ATTACHMENTS: September 2014 Financial Reports

SUMMARY

Council to consider accepting the financial reports for the period ending 30 September 2014.

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 2014 Ordinary Meeting, item 11.3

COMMENT

The monthly financial report for the period ending 30 September 2014 has been provided and includes:

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

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 2013/14 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

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

VOTING REQUIREMENTS

Simple majority.

OFFICER'S RECOMMENDATION

That the monthly financial report for the month of September 2014 be accepted and material variances be noted.

COUNCIL RESOLUTION

M6/1014

Moved Cr Buckland

Seconded Cr Murray

That the monthly financial report for the month of September 2014 be accepted and material variances be noted.

CARRIED 8/0

**SHIRE OF BEVERLEY
FINANCIAL ACTIVITY STATEMENT
FOR THE PERIOD ENDED 30 SEPTEMBER 2014**

| | 2014/15 ANNUAL BUDGET | 2014/15 SEPT BUDGET MONTH | 2014/15 SEPT ACTUAL MONTH | VARIANCE MONTH | 2014/15 JULY -SEPT BUDGET YTD | 2014/15 JULY - SEPT ACTUAL YTD | VARIANCE YTD | MATERIAL VARIANCES YTD |
|-----------------------------------|-----------------------------|------------------------------------|------------------------------------|-------------------|--|---|-----------------|--|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | |
| OPERATING REVENUE | | | | | | | | |
| General Purpose Funding | 3,848,089 | (179,511) | (86,269) | 93,242 | 2,705,222 | 2,792,955 | 87,733 | General purpose \$42,070 and Road \$23,413 Financial Assistance Grants received earlier than anticipated. Instalment Charges \$7,047 and Ex Gratia Rates \$6,175 greater than anticipated and Rates Discount expense \$5,454 lower than anticipated. |
| Governance | 6,000 | 300 | 4,941 | 4,641 | 1,500 | 59,129 | 57,629 | Additional grant funding for workforce plan \$25,000 and Lotterywest contribution \$23,447 for master trail plan, insurance claim reimbursement \$5,741 and Morbinning Catchment Group contribution \$4,500. |
| Law, Order Public Safety | 471,006 | 23,550 | 313 | (23,237) | 117,752 | 24,171 | (93,581) | FESA grant for fire tender (\$79,618) yet to be received, community crime prevention grant (\$17,115) application unsuccessful. |
| Health | 100 | 5 | 0 | (5) | 25 | 0 | (25) | |
| Education and Welfare | 2,500 | 0 | 613 | 613 | 0 | 1,054 | 1,054 | |
| Housing | 68,500 | 3,425 | 6,756 | 3,331 | 17,125 | 20,313 | 3,188 | |
| Community Amenities | 174,769 | 8,738 | 1,273 | (7,465) | 43,692 | 164,384 | 120,691 | Refuse \$82,395 and recycling \$36,106 charges levied earlier than anticipated. |
| Recreation and Culture | 201,698 | 7,219 | 2,460 | (4,759) | 22,610 | 46,417 | 23,807 | Prepayment of 75% CSRFF Lighting Tower grant \$41,250 received earlier than anticipated. Lease charges (\$13,623) yet to be received. |
| Transport | 786,835 | 5,659 | 3,025 | (2,634) | 28,296 | 243,687 | 215,391 | RRG grant 40% prepayment \$120,205, MRWA direct grant \$91,300 and Bridges LGGC grant \$15,101 received earlier than anticipated. |
| Economic Services | 73,500 | 3,675 | 13,467 | 9,792 | 18,375 | 26,538 | 8,163 | Caravan Park Fees \$6,172 and Blarney advertising charges \$3,822 greater than anticipated YTD. |
| Other Property and Services | 57,500 | 2,875 | 6,534 | 3,659 | 14,375 | 18,208 | 3,833 | |
| | 5,690,497 | (124,065) | (46,887) | 77,178 | 2,968,972 | 3,396,855 | 427,883 | |
| LESS OPERATING EXPENDITURE | | | | | | | | |
| General Purpose Funding | (72,458) | (6,521) | (6,555) | (34) | (7,246) | (19,863) | (12,617) | Allocation of administration charges (\$5,439) and Stationery & Printing expense (\$3,932) greater than anticipated YTD. |
| Governance | (247,438) | (121,219) | (10,354) | 110,865 | (130,642) | (69,482) | 61,160 | Allocation of administration charges \$22,663, members fees and allowances \$31,077 and Audit fees \$9,370 lower than expected YTD. |
| Law, Order, Public Safety | (215,426) | (15,080) | (13,522) | 1,558 | (45,239) | (58,571) | (13,332) | Insurance fire control (\$12,054) incurred earlier than anticipated. |
| Health | (178,176) | (12,472) | (7,506) | 4,966 | (37,417) | (31,486) | 5,931 | |
| Education and Welfare | (91,965) | (6,438) | (4,122) | 2,316 | (19,313) | (20,029) | (716) | |
| Housing | (300,567) | (21,040) | (13,681) | 7,359 | (63,119) | (54,630) | 8,490 | |
| Community Amenities | (583,770) | (40,864) | (43,779) | (2,915) | (122,592) | (154,598) | (32,006) | Refuse site maintenance (\$23,761) and E-Waste Collection (\$6,320) greater than anticipated YTD. |
| Recreation and Culture | (1,079,967) | (75,598) | (65,737) | 9,861 | (226,793) | (258,258) | (31,465) | Depreciation (\$39,871) expensed earlier than anticipated and Loan interest repayments \$11,325 yet to be made. |
| Transport | (1,701,278) | (119,089) | (118,103) | 986 | (357,268) | (439,089) | (81,821) | Road maintenance exp. (\$85,641) incurred earlier than anticipated. |
| Economic Services | (408,265) | (28,579) | (23,459) | 5,120 | (85,736) | (82,050) | 3,685 | |
| Other Property & Services | (34,177) | (2,392) | 3,943 | 6,335 | (7,177) | 22,511 | 29,688 | Public Works Overheads \$35,595 and Plant Operation Costs \$9,569 over allocated and Workers Compensation expense (\$12,863) greater than anticipated YTD. |
| | (4,913,488) | (449,292) | (302,875) | 146,417 | (1,102,542) | (1,165,546) | (63,004) | |

**SHIRE OF BEVERLEY
FINANCIAL ACTIVITY STATEMENT
FOR THE PERIOD ENDED 30 SEPTEMBER 2014**

| | 2014/15 ANNUAL BUDGET | 2014/15 SEPT BUDGET MONTH | 2014/15 SEPT ACTUAL MONTH | VARIANCE MONTH | 2014/15 JULY - SEPT BUDGET YTD | 2014/15 JULY - SEPT ACTUAL YTD | VARIANCE YTD | MATERIAL VARIANCES YTD |
|--|-----------------------------|------------------------------------|------------------------------------|-------------------|---|---|-----------------|---|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | |
| <i>Increase(Decrease)</i> | 777,009 | (573,356) | (349,762) | 223,594 | 1,866,429 | 2,231,309 | 364,879 | |
| ADD | | | | | | | | |
| Principal Repayment Received -Loans | 12,013 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Adjustment to Accounts Receivable From Current to Non-Current assets | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Movement in Cash Backed Reserves for Employee Entitlements | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Adjustment Non-Current Long service Leave Liability | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Profit/ Loss on the disposal of assets | 37,000 | 0 | 0 | 0 | 0 | (6,659) | (6,659) | Plant traded-in earlier than anticipated. |
| Depreciation Written Back | 1,162,810 | 81,397 | 97,070 | 15,673 | 244,190 | 293,255 | 49,065 | Depreciation expensed greater than anticipated YTD. |
| Book Value of Assets Sold Written Back | 269,000 | 0 | 0 | 0 | 0 | 38,613 | 38,613 | Plant traded-in earlier than anticipated. |
| | 1,480,823 | 81,397 | 97,070 | 15,673 | 244,190 | 325,209 | 81,019 | |
| <i>Sub Total</i> | 2,257,832 | (491,959) | (252,692) | 239,267 | 2,110,619 | 2,556,518 | 445,898 | |
| LESS CAPITAL PROGRAMME | | | | | | | | |
| Purchase Tools | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Purchase Land & Buildings | (861,712) | 0 | (45,084) | (45,084) | 0 | (194,449) | (194,449) | Projects commenced earlier than anticipated. |
| Infrastructure Assets - Roads | (1,705,451) | (136,436) | (21,621) | 114,815 | (409,308) | (51,153) | 358,156 | Projects commenced later than anticipated. |
| Infrastructure Assets - Recreation Facilities | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Infrastructure Assets - Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Purchase Plant and Equipment | (1,160,470) | 0 | 0 | 0 | 0 | (61,876) | (61,876) | Purchases earlier than anticipated. |
| Purchase Furniture and Equipment | (78,000) | 0 | (271) | (271) | 0 | (9,829) | (9,829) | Purchases earlier than anticipated. |
| Repayment of Debt - Loan Principal | (69,984) | 0 | 0 | 0 | 0 | 0 | 0 | |
| Transfer to Reserves | (163,392) | 0 | (14,883) | (14,883) | 0 | (14,883) | (14,883) | Interest on Reserve funds earned earlier than anticipated. |
| | (4,039,009) | (136,436) | (81,859) | 54,577 | (409,308) | (332,190) | 77,119 | |
| ABNORMAL ITEMS | | | | | | | | |
| Plus Rounding | 0 | 0 | 0 | 0 | 0 | 0 | (1) | |
| | (4,039,009) | (136,436) | (81,859) | 54,577 | (409,308) | (332,190) | 77,118 | |
| <i>Sub Total</i> | (1,781,177) | (628,396) | (334,551) | 293,845 | 1,701,311 | 2,224,328 | 523,016 | |
| LESS FUNDING FROM | | | | | | | | |
| Reserves | 640,000 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Loans Raised | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Opening Funds | 1,141,177 | 0 | (28,133) | 28,133 | 1,141,178 | 1,113,045 | (28,133) | Surplus carried forward adjusted for self-supporting loan transferred from current to non-current assets. |
| | 1,781,177 | 0 | (28,133) | 28,133 | 1,141,178 | 1,113,045 | (28,133) | |
| NET (SURPLUS) DEFICIT | (0) | (628,396) | (362,684) | 321,978 | 2,842,489 | 3,337,373 | 494,883 | |

| SHIRE OF BEVERLEY SUMMARY OF CURRENT ASSETS AND LIABILITIES FOR THE PERIOD ENDING 30 SEPTEMBER 2014 | |
|--|-----------------------|
| CURRENT ASSET | ACTUAL |
| Cash at Bank | |
| - Cash Advance | 300.00 |
| - Cash at Bank | 223,430.43 |
| - Investments Unrestricted | 2,755,830.73 |
| - Investments Reserves | 1,678,184.78 |
| Sundry Debtors General | 734,973.02 |
| Stock on Hand | 12,587.25 |
| Self-Supporting Loans | 0.00 |
| GST | 0.00 |
| Total Current Assets | 5,405,306.21 |
| LESS CURRENT LIABILITIES | |
| Sundry Creditors | (206,605.67) |
| Interest Bearing Loans and Borrowings | (69,984.51) |
| Provisions for Annual and Long Service Leave | (361,929.25) |
| Total Current Liabilities | (638,519.43) |
| Adjustments | |
| Less Cash Backed Reserves | (1,678,184.78) |
| Plus Interest Bearing Loans and Borrowings | 69,984.51 |
| Plus Annual Leave Cash Backed Reserves as at 30/06/2014 | 141,675.56 |
| Plus LSL and Gratuity Cash Backed Reserves as at 30/06/2014 | 109,117.49 |
| Less Deferred Pensioner Rates Non-Current as at 30/06/2014 | (72,006.00) |
| Total Adjustments | (1,429,413.22) |
| SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES | \$3,337,373.56 |

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT 30 SEPTEMBER 2014**

| This section analyses the movements in assets, liabilities and equity between 2013/14 and 2014/15. | | | |
|---|-------------------------|-------------------------|------------------|
| | Actual 2013/14 \$ | Actual 2014/15 \$ | Variance \$ |
| Current assets | | | |
| Cash and cash equivalents | 2,966,303 | 4,657,746 | 1,691,443 |
| Trade and other receivables | 321,296 | 734,973 | 413,677 |
| Inventories | 12,050 | 12,587 | 537 |
| Other assets | 0 | 0 | 0 |
| Total current assets | 3,299,649 | 5,405,306 | 2,105,657 |
| Non-current assets | | | |
| Trade and other receivables | 186,870 | 126,877 | (59,993) |
| Property, plant and equipment | 20,966,491 | 21,048,568 | 82,077 |
| Infrastructure | 44,827,174 | 44,730,535 | (96,639) |
| Total non-current assets | 65,980,535 | 65,905,980 | (74,555) |
| Total assets | 69,280,184 | 71,311,286 | 2,031,102 |
| Current liabilities | | | |
| Trade and other payables | 400,155 | 206,606 | 193,549 |
| Interest-bearing loans and borrowings | 69,985 | 69,985 | 0 |
| Provisions | 361,929 | 361,929 | 0 |
| Total current liabilities | 832,069 | 638,519 | 193,549 |
| Non-current liabilities | | | |
| Interest-bearing loans and borrowings | 1,071,750 | 1,071,750 | 0 |
| Provisions | 29,046 | 29,047 | (1) |
| Total non-current liabilities | 1,100,796 | 1,100,796 | (1) |
| Total liabilities | 1,932,865 | 1,739,316 | 193,549 |
| Net assets | 67,347,320 | 69,571,970 | 2,224,650 |
| Equity | | | |
| Accumulated surplus | 44,637,145 | 44,622,263 | (14,882) |
| Change in net assets resulting from operations | 0 | 2,224,649 | 2,224,649 |
| Asset revaluation reserve | 21,046,873 | 21,046,873 | 0 |
| Other reserves | 1,663,302 | 1,678,185 | 14,882 |
| Total equity | 67,347,320 | 69,571,970 | 2,224,650 |

| SHIRE OF BEVERLEY INVESTMENT OF SURPLUS FUNDS AS AT 30 SEP 2014 | | | | | | |
|---|------------------------|----------------------|---------------------|---------|---------------|------------|
| Account # | Account Name | Amount Invested (\$) | Total | Term | Interest Rate | Maturation |
| 9701-42341 | Reserve Funds | | | | | |
| | Long Service Leave | 110,093.87 | | | | |
| | Plant | 82,894.13 | | | | |
| | Bush Fire Fighters | 110,960.16 | | | | |
| | Building | 340,857.96 | | | | |
| | Recreation Ground | 335,839.23 | | | | |
| | Cropping Committee | 257,351.53 | | | | |
| | Avon River Development | 22,302.32 | | | | |
| | Annual Leave | 142,943.26 | | | | |
| | Community Bus | 33,418.03 | | | | |
| | Road Construction | 241,524.29 | 1,678,184.78 | 6 mths | 3.49% | 31/03/2015 |
| 2902 40204 | Online Saver | 1,087,794.97 | 1,087,794.97 | Ongoing | 2.25% | |
| 9717-90965 | Term Deposit | 518,035.76 | 518,035.76 | 91 days | 3.45% | 5/11/2014 |
| 9735 60151 | Term Deposit | 650,000.00 | 650,000.00 | 3 mths | 3.35% | 9/12/2014 |
| 9736 12038 | Term Deposit | 500,000.00 | 500,000.00 | 6 mths | 3.64% | 19/03/2015 |
| | Total | | 4,434,015.51 | | | |

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING 30 SEPTEMBER 2014**

| | M & C (Exp) | POC (Alloc) | PWOH (Alloc) | Wages (Alloc) | Total Alloc (Exp) | Total Exp |
|---|----------------------------|------------------------|-------------------------|--------------------------|------------------------------|------------------|
| MISC | | | | | | |
| MS7-Private Works - Stockpile Gravel | 0.00 | 829.50 | 338.24 | 397.94 | 1,565.68 | 1,565.68 |
| RN01-Rural Numbering | 49.15 | 0.00 | 0.00 | 0.00 | 0.00 | 49.15 |
| Total MISC | 49.15 | 829.50 | 338.24 | 397.94 | 1,565.68 | 1,614.83 |
| ROAD | | | | | | |
| 0001 MORBINING RD | 0.00 | 2,047.50 | 832.89 | 981.44 | 3,861.83 | 3,861.83 |
| 0002 WATERHATCH RD | 0.00 | 141.00 | 143.16 | 168.45 | 452.61 | 452.61 |
| 0003 YORK-WILLIAMS RD | 0.00 | 3,685.50 | 1,287.14 | 1,524.30 | 6,496.94 | 6,496.94 |
| 0005 EDISON MILL RD | 0.00 | 12,627.75 | 3,559.40 | 4,208.45 | 20,395.60 | 20,395.60 |
| 0006 BREMNER RD | 0.00 | 148.00 | 252.63 | 297.22 | 697.85 | 697.85 |
| 0007 YENYENING LAKES RD | 0.00 | 1,843.00 | 1,192.05 | 1,408.81 | 4,443.86 | 4,443.86 |
| 0008 TOP BEVERLEY YORK RD | 0.00 | 49.00 | 28.39 | 33.41 | 110.80 | 110.80 |
| 0009 BALLY-BALLY RD | 0.00 | 4,753.50 | 1,522.89 | 1,797.73 | 8,074.12 | 8,074.12 |
| 0010 DALE KOKEBY RD | 0.00 | 7,078.50 | 2,315.09 | 2,746.11 | 12,139.70 | 12,139.70 |
| 0011 KOKENDIN RD | 0.00 | 3,549.00 | 907.86 | 1,077.35 | 5,534.21 | 5,534.21 |
| 0012 TALBOT WEST RD | 1,650.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,650.00 |
| 0013 BARRINGTON RD | 0.00 | 1,514.00 | 418.74 | 494.37 | 2,427.11 | 2,427.11 |
| 0014 POTTS RD | 0.00 | 2,161.50 | 609.19 | 719.01 | 3,489.70 | 3,489.70 |
| 0015 JACOBS WELL RD | 0.00 | 4,676.00 | 1,200.91 | 1,419.33 | 7,296.24 | 7,296.24 |
| 0016 CLULOWS RD | 0.00 | 3,984.75 | 1,078.34 | 1,274.75 | 6,337.84 | 6,337.84 |
| 0017 OAKDALE RD | 0.00 | 801.50 | 183.39 | 216.64 | 1,201.53 | 1,201.53 |
| 0018 DONGADILLING RD | 0.00 | 549.50 | 162.87 | 192.35 | 904.72 | 904.72 |
| 0020 BUTCHERS RD | 0.00 | 45.00 | 86.96 | 102.31 | 234.27 | 234.27 |

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING 30 SEPTEMBER 2014**

| | M & C (Exp) | POC (Alloc) | PWOH (Alloc) | Wages (Alloc) | Total Alloc (Exp) | Total Exp |
|---------------------------------------|----------------------------|------------------------|-------------------------|--------------------------|------------------------------|------------------|
| 0021 VALLENTINES RD | 0.00 | 171.50 | 45.40 | 53.41 | 270.31 | 270.31 |
| 0022 LUPTONS RD | 0.00 | 24.50 | 38.38 | 45.15 | 108.03 | 108.03 |
| 0023 SPRINGHILL RD | 0.00 | 1,244.50 | 359.17 | 422.55 | 2,026.22 | 2,026.22 |
| 0024 DALEBIN NORTH RD | 0.00 | 1,335.25 | 540.72 | 638.64 | 2,514.61 | 2,514.61 |
| 0025 BALLY-BALLY COUNTYPEAK RD | 0.00 | 574.00 | 130.98 | 154.66 | 859.64 | 859.64 |
| 0026 ATHOL RD | 0.00 | 2,667.50 | 720.64 | 851.46 | 4,239.60 | 4,239.60 |
| 0027 EWERTS RD | 0.00 | 4,340.00 | 1,798.48 | 2,146.80 | 8,285.28 | 8,285.28 |
| 0028 NORTHBOURNE RD | 0.00 | 2,417.00 | 698.95 | 823.27 | 3,939.22 | 3,939.22 |
| 0029 BERINGER RD | 0.00 | 2,965.50 | 1,070.59 | 1,263.30 | 5,299.39 | 5,299.39 |
| 0030 GORS RD | 0.00 | 1,106.50 | 334.55 | 394.75 | 1,835.80 | 1,835.80 |
| 0031 THOMAS RD | 0.00 | 381.50 | 105.07 | 124.62 | 611.19 | 611.19 |
| 0032 BALKULING RD | 0.00 | 1,622.50 | 432.05 | 510.78 | 2,565.33 | 2,565.33 |
| 0033 GLENCOE RD | 0.00 | 1,337.00 | 373.81 | 440.93 | 2,151.74 | 2,151.74 |
| 0034 ST JACKS RD | 0.00 | 301.00 | 77.27 | 90.91 | 469.18 | 469.18 |
| 0035 RICKEYS RD | 0.00 | 822.50 | 202.90 | 238.72 | 1,264.12 | 1,264.12 |
| 0036 GREENHILLS SOUTH RD | 0.00 | 73.50 | 37.86 | 44.54 | 155.90 | 155.90 |
| 0038 PETCHELLS RD | 0.00 | 1,424.50 | 346.34 | 409.13 | 2,179.97 | 2,179.97 |
| 0039 MAITLAND RD | 0.00 | 2,541.00 | 927.88 | 1,091.64 | 4,560.52 | 4,560.52 |
| 0040 HOBBS RD | 0.00 | 161.00 | 79.89 | 101.49 | 342.38 | 342.38 |
| 0046 BLACKBURN RD | 0.00 | 768.50 | 270.37 | 318.10 | 1,356.97 | 1,356.97 |
| 0047 CARRS RD | 0.00 | 1,853.50 | 466.80 | 549.18 | 2,869.48 | 2,869.48 |
| 0049 MILLERS RD | 0.00 | 604.00 | 209.89 | 246.93 | 1,060.82 | 1,060.82 |
| 0051 AIKENS RD | 0.00 | 210.00 | 66.25 | 77.95 | 354.20 | 354.20 |

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING 30 SEPTEMBER 2014**

| | M & C (Exp) | POC (Alloc) | PWOH (Alloc) | Wages (Alloc) | Total Alloc (Exp) | Total Exp |
|---------------------------|----------------------------|------------------------|-------------------------|--------------------------|------------------------------|------------------|
| 0054 McDONALDS RD | 0.00 | 773.50 | 197.53 | 233.69 | 1,204.72 | 1,204.72 |
| 0055 KIEARA RD | 0.00 | 1,057.00 | 296.27 | 351.59 | 1,704.86 | 1,704.86 |
| 0058 LENNARD RD | 0.00 | 25.00 | 37.04 | 51.08 | 113.12 | 113.12 |
| 0060 BATYS RD | 0.00 | 787.50 | 203.09 | 239.66 | 1,230.25 | 1,230.25 |
| 0061 COOKES RD | 0.00 | 425.50 | 155.08 | 182.45 | 763.03 | 763.03 |
| 0068 WOODS RD | 0.00 | 318.50 | 88.29 | 103.86 | 510.65 | 510.65 |
| 0070 PICCADILLY RD | 0.00 | 756.00 | 214.41 | 252.25 | 1,222.66 | 1,222.66 |
| 0071 MURRAYS RD | 0.00 | 689.50 | 230.17 | 270.79 | 1,190.46 | 1,190.46 |
| 0072 SMITH RD | 0.00 | 458.50 | 145.36 | 171.02 | 774.88 | 774.88 |
| 0073 JOHNSONS RD | 0.00 | 140.00 | 47.32 | 55.68 | 243.00 | 243.00 |
| 0075 FISHERS RD | 0.00 | 200.00 | 211.39 | 248.70 | 660.09 | 660.09 |
| 0076 HILLS RD | 0.00 | 322.00 | 87.52 | 102.96 | 512.48 | 512.48 |
| 0077 WANSBROUGH RD | 0.00 | 1,263.50 | 290.29 | 342.36 | 1,896.15 | 1,896.15 |
| 0078 BATEMANS RD | 0.00 | 364.00 | 86.41 | 102.96 | 553.37 | 553.37 |
| 0079 DRAPERS RD | 0.00 | 451.50 | 149.55 | 175.94 | 776.99 | 776.99 |
| 0080 MILLS RD | 0.00 | 917.00 | 248.39 | 294.70 | 1,460.09 | 1,460.09 |
| 0082 DEEP POOL RD | 29.36 | 4,048.50 | 1,478.22 | 1,812.90 | 7,339.62 | 7,368.98 |
| 0084 McLEAN RD | 0.00 | 287.00 | 75.05 | 88.30 | 450.35 | 450.35 |
| 0085 KI RD | 0.00 | 49.00 | 37.04 | 51.08 | 137.12 | 137.12 |
| 0087 MANDIAKIN RD | 0.00 | 469.00 | 157.62 | 185.45 | 812.07 | 812.07 |
| 0090 SHEAHANS RD | 0.00 | 1,874.50 | 555.73 | 656.28 | 3,086.51 | 3,086.51 |
| 0091 BENNETTS RD | 0.00 | 1,137.50 | 287.11 | 338.93 | 1,763.54 | 1,763.54 |
| 0092 KENNEDYS RD | 0.00 | 388.50 | 95.74 | 113.79 | 598.03 | 598.03 |

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING 30 SEPTEMBER 2014**

| | M & C (Exp) | POC (Alloc) | PWOH (Alloc) | Wages (Alloc) | Total Alloc (Exp) | Total Exp |
|-------------------------------|----------------------------|------------------------|-------------------------|--------------------------|------------------------------|------------------|
| 0093 McKELLARS RD | 0.00 | 287.00 | 78.19 | 91.99 | 457.18 | 457.18 |
| 0096 COUNTY PEAK RD | 0.00 | 1,249.50 | 698.11 | 851.29 | 2,798.90 | 2,798.90 |
| 0098 AVOCA RD | 0.00 | 469.00 | 112.34 | 132.73 | 714.07 | 714.07 |
| 0101 SIMMONS RD | 0.00 | 0.00 | 18.93 | 22.27 | 41.20 | 41.20 |
| 0102 DOBADERRY RD | 0.00 | 2,768.50 | 717.47 | 851.49 | 4,337.46 | 4,337.46 |
| 0103 FORREST ST | 0.00 | 1,307.50 | 537.17 | 631.97 | 2,476.64 | 2,476.64 |
| 0104 LUKIN ST | 0.00 | 52.50 | 47.98 | 56.45 | 156.93 | 156.93 |
| 0105 JOHN ST | 0.00 | 12.50 | 57.60 | 67.77 | 137.87 | 137.87 |
| 0107 EDWARD ST | 0.00 | 98.00 | 56.79 | 66.81 | 221.60 | 221.60 |
| 0108 SMITH ST | 0.00 | 12.50 | 56.78 | 66.82 | 136.10 | 136.10 |
| 0109 HARPER ST | 0.00 | 24.50 | 57.60 | 67.77 | 149.87 | 149.87 |
| 0110 QUEEN ST | 0.00 | 136.50 | 143.06 | 168.31 | 447.87 | 447.87 |
| 0120 DELISLE ST | 0.00 | 607.00 | 214.27 | 252.08 | 1,073.35 | 1,073.35 |
| 0123 NICHOLAS ST | 0.00 | 430.50 | 131.93 | 155.21 | 717.64 | 717.64 |
| 0125 VINCENT ST | 32.73 | 681.00 | 738.85 | 869.24 | 2,289.09 | 2,321.82 |
| 0135 ERNEST DR | 0.00 | 49.00 | 86.41 | 101.66 | 237.07 | 237.07 |
| 0137 RICKEYS SIDING RD | 0.00 | 1,486.00 | 401.04 | 474.28 | 2,361.32 | 2,361.32 |
| 0143 LUDGATE ST | 0.00 | 91.00 | 24.69 | 29.05 | 144.74 | 144.74 |
| 0146 RAILWAY ST | 0.00 | 28.00 | 9.32 | 10.97 | 48.29 | 48.29 |
| 0148 BETHANY RD | 0.00 | 310.00 | 96.87 | 113.97 | 520.84 | 520.84 |
| 0154 WYALGIMA RD | 0.00 | 234.50 | 66.93 | 79.47 | 380.90 | 380.90 |
| 0155 SIMS RD | 0.00 | 425.50 | 137.99 | 162.93 | 726.42 | 726.42 |
| 0156 ROSSI RD | 0.00 | 49.00 | 37.86 | 44.54 | 131.40 | 131.40 |

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING 30 SEPTEMBER 2014**

| | M & C (Exp) | POC (Alloc) | PWOH (Alloc) | Wages (Alloc) | Total Alloc (Exp) | Total Exp |
|---------------------------|----------------------------|------------------------|-------------------------|--------------------------|------------------------------|-------------------|
| 0157 RIGOLL RD | 0.00 | 378.00 | 95.46 | 112.31 | 585.77 | 585.77 |
| 0158 BELLROCK RD | 0.00 | 308.00 | 68.06 | 80.08 | 456.14 | 456.14 |
| 0160 DUFFIELD ST | 0.00 | 91.00 | 19.45 | 22.88 | 133.33 | 133.33 |
| 0166 WESTDALE RD | 0.00 | 1,787.50 | 2,059.40 | 2,422.83 | 6,269.73 | 6,269.73 |
| 0167 MAWSON RD | 0.00 | 294.00 | 179.83 | 211.57 | 685.40 | 685.40 |
| 5001 HUNT RD | 0.00 | 18.75 | 48.37 | 56.91 | 124.03 | 124.03 |
| 9999 ROADS VARIOUS | 3,759.55 | 3,568.25 | 4,573.72 | 5,403.40 | 13,545.37 | 17,304.92 |
| No name | 0.00 | 49.00 | 0.00 | 0.00 | 49.00 | 49.00 |
| Total ROAD | 5,471.64 | 113,059.75 | 42,063.23 | 49,806.41 | 204,929.39 | 210,401.03 |
| TOTAL | 5,520.79 | 113,938.25 | 42,401.47 | 50,204.35 | 206,544.07 | 212,064.86 |

11.2 Accounts Paid by Authority

SUBMISSION TO: Ordinary Council Meeting 28 October 2014
REPORT DATE: 21 October 2014
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S K Marshall, Deputy Chief Executive Officer
ATTACHMENTS: September 2014 – 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 September 2014.

COMMENT

Unless otherwise identified, all payments have been made in accordance with Council's 2013/14 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 2013/14 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

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

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

September 2014:

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

Cheque vouchers

| | | | | |
|---|-----------|----|-----------|---|
| 11 September 14 | 1238-1238 | \$ | 12,090.67 | (authorised by DCEO S Marshall and Cr T Buckland) |
| 12 September 14 | 1239-1241 | \$ | 2,576.48 | (authorised by DCEO S Marshall and Cr K Murray) |
| 18 September 14 | 1242-1244 | \$ | 14,995.44 | (authorised by DCEO S Marshall and Cr K Murray) |
| 26 September 14 | 1245-1248 | \$ | 857.35 | (authorised by DCEO S Marshall and Cr K Murray) |
| Total of cheque vouchers for September 2014 incl \$ | | | | 30,519.94 previously paid. |

EFT vouchers

| | | | | |
|--|-------|----|-----------|---|
| 11 September 14 | 01-37 | \$ | 45,713.68 | (authorised by DCEO S Marshall and Cr T Buckland) |
| 12 September 14 | 01-53 | \$ | 66,633.93 | (authorised by DCEO S Marshall and Cr K Murray) |
| 19 September 14 | 01-03 | \$ | 27,465.98 | (authorised by DCEO S Marshall and Cr K Murray) |
| 25 September 14 | 01-37 | \$ | 46,541.63 | (authorised by DCEO S Marshall and Cr K Murray) |
| 26 September 14 | 01-11 | \$ | 16,080.41 | (authorised by DCEO S Marshall and Cr K Murray) |
| Total of EFT vouchers for September 2014 incl \$ | | | | 202,435.63 previously paid. |

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

Cheque vouchers

| | | | | |
|---|-----------|----|-------|---|
| 12 September | 1458-1459 | \$ | 80.00 | (authorised by DCEO S Marshall and Cr K Murray) |
| 18 September | 1460-1460 | \$ | 50.00 | (authorised by DCEO S Marshall and Cr K Murray) |
| Total of cheque vouchers for September 2014 incl \$ | | | | 130.00 previously paid. |

EFT vouchers

| | | | | |
|--|-------|----|----------|---|
| 12 September 14 | 01-02 | \$ | 5,030.00 | (authorised by DCEO S Marshall and Cr K Murray) |
| Total of EFT vouchers for September 2014 incl \$ | | | | 5,030.00 previously paid. |

(3) **Direct Debit** Payments totalling \$ 51,778.93 previously paid.

(4) **Credit Card** Payments totalling \$ 2,289.00 previously paid.

COUNCIL RESOLUTION

M7/1014

Moved Cr White

Seconded Cr Murray

That the List of Accounts as presented, be received:

September 2014:

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

Cheque vouchers

| | | | | |
|-----------------|-----------|----|-----------|---|
| 11 September 14 | 1238-1238 | \$ | 12,090.67 | (authorised by DCEO S Marshall and Cr T Buckland) |
| 12 September 14 | 1239-1241 | \$ | 2,576.48 | (authorised by DCEO S Marshall and Cr K Murray) |
| 18 September 14 | 1242-1244 | \$ | 14,995.44 | (authorised by DCEO S Marshall and Cr K Murray) |
| 26 September 14 | 1245-1248 | \$ | 857.35 | (authorised by DCEO S Marshall and Cr K Murray) |

**Total of cheque vouchers for September 2014 incl \$ 30,519.94
previously paid.**

EFT vouchers

| | | | | |
|-----------------|-------|----|-----------|---|
| 11 September 14 | 01-37 | \$ | 45,713.68 | (authorised by DCEO S Marshall and Cr T Buckland) |
| 12 September 14 | 01-53 | \$ | 66,633.93 | (authorised by DCEO S Marshall and Cr K Murray) |
| 19 September 14 | 01-03 | \$ | 27,465.98 | (authorised by DCEO S Marshall and Cr K Murray) |
| 25 September 14 | 01-37 | \$ | 46,541.63 | (authorised by DCEO S Marshall and Cr K Murray) |
| 26 September 14 | 01-11 | \$ | 16,080.41 | (authorised by DCEO S Marshall and Cr K Murray) |

Total of EFT vouchers for September 2014 incl \$ 202,435.63 previously paid.

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

Cheque vouchers

| | | | | |
|--------------|-----------|----|-------|---|
| 12 September | 1458-1459 | \$ | 80.00 | (authorised by DCEO S Marshall and Cr K Murray) |
| 18 September | 1460-1460 | \$ | 50.00 | (authorised by DCEO S Marshall and Cr K Murray) |

**Total of cheque vouchers for September 2014 incl \$ 130.00
previously paid.**

EFT vouchers

| | | | | |
|-----------------|-------|----|----------|---|
| 12 September 14 | 01-02 | \$ | 5,030.00 | (authorised by DCEO S Marshall and Cr K Murray) |
|-----------------|-------|----|----------|---|

Total of EFT vouchers for September 2014 incl \$ 5,030.00 previously paid.

(3) Direct Debit Payments totalling \$ 51,778.93 previously paid.

(4) Credit Card Payments totalling \$ 2,289.00 previously paid.

CARRIED 8/0

| TYPE | DATE | PAYEE | DETAILS | AMT PAID | TOTALS |
|---------------|-------------|---|---|------------|--------|
| Liability Chq | 11-Sep-2014 | AUST SUPER | SUPER CONTRIB: FE 09 SEP 14 | 0.00 | |
| Liability Chq | 11-Sep-2014 | CBUS | SUPER CONTRIB: FE 09 SEP 14 | 0.00 | |
| Liability Chq | 11-Sep-2014 | COLONIAL FIRST STATE-CORRIGAN Justin | SUPER CONTRIB: FE 09 SEP 14 | 0.00 | |
| Liability Chq | 11-Sep-2014 | COLONIAL FIRST STATE-MOULTON Clare | SUPER CONTRIB: FE 09 SEP 14 | 0.00 | |
| Liability Chq | 11-Sep-2014 | KINETIC SUPER (ACCTS SUPER) | SUPER CONTRIB: FE 09 SEP 14 | 0.00 | |
| Liability Chq | 11-Sep-2014 | SHIRE OF BEVERLEY | 2014-09 SEP SAL DEDUCTIONS (09 SEP): RATES | 0.00 | |
| Liability Chq | 11-Sep-2014 | SUPERWRAP - PERSONAL SUPER PLAN | SUPER CONTRIB: FE 09 SEP 14 | 0.00 | |
| Liability Chq | 11-Sep-2014 | WA SUPER (nee WALGSP) | SUPER CONTRIB: FE 09 SEP 14 | 0.00 | 0.00 |
| EFT Pymt | 12-Sep-2014 | AITS | 2014-08 AUG: FUEL TAX CREDITS | (262.02) | |
| EFT Pymt | 12-Sep-2014 | AMPAC | 2014-08 AUG RATES DEBT RECOVERY | (281.03) | |
| EFT Pymt | 12-Sep-2014 | ARCHIVEWISE | 2014-08 AUG: STORAGE of ARCHIVES - 149 BOXES | (63.91) | |
| EFT Pymt | 12-Sep-2014 | ASSET INFRASTRUCTURE MANAGEMENT | ROMAN II: MENTORING & VALUATION REPORT | (2,598.48) | |
| EFT Pymt | 12-Sep-2014 | AUST POST | 2014-08 AUG POSTAGE | (211.11) | |
| EFT Pymt | 12-Sep-2014 | AVON EXPRESS - STANFIELD Cobb | FREIGHT CHARGES: AUG 2014 | (27.50) | |
| EFT Pymt | 12-Sep-2014 | AVON TRADING | AUG 2014 HARDWARE SUPPLIES | (1,080.81) | |
| EFT Pymt | 12-Sep-2014 | AVON WASTE | 1,911 BIN COLLECTION FE 22 AUG 14 INC RECYLING BINS & 1 x RECYCLING COLLECTION | (4,390.48) | |
| EFT Pymt | 12-Sep-2014 | BDH - BEV DOME HIRE | DIESEL: 6,000 L | (8,579.40) | |
| EFT Pymt | 12-Sep-2014 | BEV COUNTRY KITCHEN | VARIOUS MEETINGS | (297.00) | |
| EFT Pymt | 12-Sep-2014 | BEV CRC (TELECENTRE) | 2014-09 SEP: BLARNEY COMPILATION for PRODUCTION | (825.00) | |
| EFT Pymt | 12-Sep-2014 | BEV FARM SERVICES | NOXIOUS WEEDS - TOWN & RURAL: CHEMICALS | (1,936.00) | |
| EFT Pymt | 12-Sep-2014 | BEV IGA | AUG 2014 PURCHASES | (592.63) | |

| TYPE | DATE | PAYEE | DETAILS | AMT PAID | TOTALS |
|----------|-------------|---|--|------------|--------|
| EFT Pymt | 12-Sep-2014 | BEV NEWS - Barry & Pauline | AUG 2014 ACCOUNT | (95.90) | |
| EFT Pymt | 12-Sep-2014 | BEV STEEL FABRICATION (BEAULENE P/L) | CEMETERY MTCE: MATERIALS | (55.18) | |
| EFT Pymt | 12-Sep-2014 | BEV TYRE SERVICE | 2014-08 JUL TYRE REPAIRS | (3,076.00) | |
| EFT Pymt | 12-Sep-2014 | BGC QUARRIES | REC GROUND: METAL DUST | (44.75) | |
| EFT Pymt | 12-Sep-2014 | BLACKWOODS | VARIOUS BLDGS: CLEANING PRODUCTS | (1,602.49) | |
| EFT Pymt | 12-Sep-2014 | BOC LIMITED | AUG 14: CYLINDER RENTAL + GAS PURCHASES | (82.01) | |
| EFT Pymt | 12-Sep-2014 | BT EQUIPMENT/TUTT BYRANT | BE026 (ROL05) : PARTS | (204.42) | |
| EFT Pymt | 12-Sep-2014 | CEMETERIES & CREMATORIA ASSOC WA | 14/15 ANNUAL MEMBERSHIP | (100.00) | |
| EFT Pymt | 12-Sep-2014 | CLAW ENVIRONMENTAL | DRUMMUSTER: 11 MAR 11 - 15 MAR 14 | (637.29) | |
| EFT Pymt | 12-Sep-2014 | COLONIAL FIRST STATE-CORRIGAN Justin | SUPER CONTRIB: FE 09 SEP 14 | (293.57) | |
| EFT Pymt | 12-Sep-2014 | COLONIAL FIRST STATE-MOULTON Clare | SUPER CONTRIB: FE 09 SEP 14 | (87.08) | |
| EFT Pymt | 12-Sep-2014 | COUNTRY COPIERS NORTHAM | COPY CHARGES: iRA-i8295: 31 JUL 14 - 01 SEP 14 | (495.99) | |
| EFT Pymt | 12-Sep-2014 | COURIER AUSTRALIA/TOLL IPEC | FREIGHT CHARGES: 21 AUG - 05 SEP 2014 | (247.33) | |
| EFT Pymt | 12-Sep-2014 | EASTERN HILLS SAWS & MOWERS | CHAINSAWS (SPL01): PARTS | (48.70) | |
| EFT Pymt | 12-Sep-2014 | FILTERS PLUS | BE030 (BH02) & BE023 (TRA02): PARTS | (310.42) | |
| EFT Pymt | 12-Sep-2014 | GRONBEK SECURITY | CAT POUND: LOCKS | (324.02) | |
| EFT Pymt | 12-Sep-2014 | HITACHI CONSTRUCTION MACHINERY (AUST) P/L | BE001 (GRD04): PARTS | (180.66) | |
| EFT Pymt | 12-Sep-2014 | ISWEEP TOWN & COUNTRY | STREET SWEEPING: 21 - 22 AUG 14 | (2,288.00) | |
| EFT Pymt | 12-Sep-2014 | JAS Richard | VARIOUS VEHICLES: PARTS | (185.00) | |
| EFT Pymt | 12-Sep-2014 | JASON SIGNMAKERS | REFUSE SITE: 2 x PIT CLOSED SIGNS | (79.20) | |

| TYPE | DATE | PAYEE | DETAILS | AMT PAID | TOTALS |
|----------|-------------|---|---|-------------|--------|
| EFT Pymt | 12-Sep-2014 | KINETIC SUPER (ACCTS SUPER) | SUPER CONTRIB: FE 09 SEP 14 | (137.76) | |
| EFT Pymt | 12-Sep-2014 | LANDGATE (VGO) | VALUATION FEES: 15 FEB - 18 AUG 14 | (295.16) | |
| EFT Pymt | 12-Sep-2014 | LGMA AUST (WA) | 14/15 AVON BRANCH SCHOLARSHIP & LGMA COM DEV CONF 4-5 SEP 14: K McLEAN | (580.00) | |
| EFT Pymt | 12-Sep-2014 | MAJOR MOTORS PTY LTD | BE013 (TRK13): PARTS | (239.45) | |
| EFT Pymt | 12-Sep-2014 | MORRIS PEST & WEED | VARIOUS BRIDGES: REINSPECTION for WHITE ANTS | (715.00) | |
| EFT Pymt | 12-Sep-2014 | NORTHAM BEARING SALES | SUNDRY PLANT (SPL03): PARTS | (401.85) | |
| EFT Pymt | 12-Sep-2014 | O'LEARYS MATERIAL HANDLING SERVICES P/L | BE028 (TRK11): PARTS | (165.00) | |
| EFT Pymt | 12-Sep-2014 | PCS - PERFECT COMPUTER SOLUTIONS | COMPUTER SUPPORT: MEDICAL PRACTICE - 06, 25 AUG 14 | (212.50) | |
| EFT Pymt | 12-Sep-2014 | RA-AN ENTERPRISES | REFUSE SITE: 12.5 HRS EXCAVATOR HIRE + MOBILISATION | (2,805.00) | |
| EFT Pymt | 12-Sep-2014 | RADIOWEST BROADCASTERS P/L | 2014-08 AUG: INTERVIEW "AROUND THE TOWN" INTERVIEW | (77.00) | |
| EFT Pymt | 12-Sep-2014 | SHIRE OF BROOKTON | 2014-08 AUG TOWN PLANNING SCHEME | (4,571.90) | |
| EFT Pymt | 12-Sep-2014 | SHIRE OF YORK | 2014-08 AUG: HEALTH SERVICES | (523.64) | |
| EFT Pymt | 12-Sep-2014 | SUPERWRAP - PERSONAL SUPER PLAN | SUPER CONTRIB: FE 09 SEP 14 | (744.01) | |
| EFT Pymt | 12-Sep-2014 | SWEENEY Ralph | ASS 1104 - REFUND | (651.55) | |
| EFT Pymt | 12-Sep-2014 | VIRTUAL HEALTH (SHACKLETON FAMILY TRUST P | CONSULTANCY: ROLE of BEV SHIRE in HEALTH | (15,267.45) | |
| EFT Pymt | 12-Sep-2014 | WA CONTRACT RANGER SERVICES | RANGER SERVICES: 21, 24 & 26 AUG 2014 | (701.25) | |
| EFT Pymt | 12-Sep-2014 | WA SUPER (nee WALGSP) | SUPER CONTRIB: FE 09 SEP 14 | (5,683.53) | |
| EFT Pymt | 12-Sep-2014 | WALGA - WA LOCAL GOVERNMENT ASSOCIATION | POLICY DEV & PROCEDURE - 18,19 AUG 14: A LEWIS | (907.50) | |
| EFT Pymt | 12-Sep-2014 | WESTDALE HYDRAULICS | HIGH PRESSURE CLEANER (SPL02) : PARTS | (121.00) | |

| TYPE | DATE | PAYEE | DETAILS | AMT PAID | TOTALS |
|---------------|-------------|--|---|-------------|-------------|
| EFT Pymt | 12-Sep-2014 | WILSON Michael | 2014-09 SEP BLARNEY ISSUE | (250.00) | (66,633.93) |
| EFT Pymt | 18-Sep-2014 | DPT FIRE & EMERGENCY SERVICES (DFES) | 14/15 PAYMENT 1st QUARTER | (26,865.26) | |
| EFT Pymt | 18-Sep-2014 | MATHER Gaye | REIMBURSE: ATO FORUM on TAXABLE GOVT GRANTS & PAYMENTS - 17 SEP 2014 | (11.90) | |
| EFT Pymt | 18-Sep-2014 | PEERLESS JAL - CC | TOWN HALL: FLOOR WAX & WHITE SPIRIT | (588.82) | (27,465.98) |
| Liability Chq | 25-Sep-2014 | ATO - AUSTRALIAN TAX OFFICE | 2014-09 SEP PAYG TAX | 0.00 | |
| Liability Chq | 25-Sep-2014 | AUST SUPER | SUPER CONTRIB: FE 23 SEP 14 | 0.00 | |
| Liability Chq | 25-Sep-2014 | CBUS | SUPER CONTRIB: FE 23 SEP 14 | 0.00 | |
| Liability Chq | 25-Sep-2014 | COLONIAL FIRST STATE-CORRIGAN Justin | SUPER CONTRIB: FE 23 SEP 14 | 0.00 | |
| Liability Chq | 25-Sep-2014 | COLONIAL FIRST STATE-MOULTON Clare | SUPER CONTRIB: FE 23 SEP 14 | 0.00 | |
| Liability Chq | 25-Sep-2014 | KINETIC SUPER (ACCTS SUPER) | SUPER CONTRIB: FE 23 SEP 14 | 0.00 | |
| Liability Chq | 25-Sep-2014 | LGRCEU | 2014-09 SEP UNION FEES | 0.00 | |
| Liability Chq | 25-Sep-2014 | SHIRE OF BEVERLEY | 2014-09 SEP SAL DEDUCTIONS (23 SEP): RATES | 0.00 | |
| Liability Chq | 25-Sep-2014 | SUPERWRAP - PERSONAL SUPER PLAN | SUPER CONTRIB: FE 23 SEP 14 | 0.00 | |
| Liability Chq | 25-Sep-2014 | WA SUPER (nee WALGSP) | SUPER CONTRIB: FE 23 SEP 14 | 0.00 | 0.00 |
| EFT Pymt | 26-Sep-2014 | BALDWIN Janet A | CARAVAN PARK ABLUTIONS: 7 x BATHROOM MATS | (20.65) | |
| EFT Pymt | 26-Sep-2014 | BDH - BEV DOME HIRE | DIESEL: 4,000 L | (5,700.00) | |
| EFT Pymt | 26-Sep-2014 | BROWN Darryl Lee | ASS 1573 - REFUND | (183.24) | |
| EFT Pymt | 26-Sep-2014 | BURTONS WELDING & REPAIR | REC GRNDS: 12 STEEL BOLLARDS | (2,604.00) | |
| EFT Pymt | 26-Sep-2014 | COLONIAL FIRST STATE-CORRIGAN Justin | SUPER CONTRIB: FE 23 SEP 14 | (293.57) | |
| EFT Pymt | 26-Sep-2014 | COLONIAL FIRST STATE-MOULTON Clare | SUPER CONTRIB: FE 23 SEP 14 | (87.08) | |

| TYPE | DATE | PAYEE | DETAILS | AMT PAID | TOTALS |
|---------------|-------------|---|--|-------------|-------------|
| EFT Pymt | 26-Sep-2014 | KINETIC SUPER (ACCTS SUPER) | SUPER CONTRIB: FE 23 SEP 14 | (137.76) | |
| EFT Pymt | 26-Sep-2014 | LGRCEU | 2014-09 SEP UNION FEES | (77.60) | |
| EFT Pymt | 26-Sep-2014 | SUPERWRAP - PERSONAL SUPER PLAN | SUPER CONTRIB: FE 23 SEP 14 | (744.01) | |
| EFT Pymt | 26-Sep-2014 | WA SUPER (nee WALGSP) | SUPER CONTRIB: FE 23 SEP 14 | (5,891.49) | |
| EFT Pymt | 26-Sep-2014 | WALGA - WA LOCAL GOVERNMENT ASSOCIATION | ADVERTISING: "THE WEST": DRAFT STOCKING RATES POLICY | (341.01) | (16,080.41) |
| Cheque # 1238 | 11-Sep-2014 | SYNERGY | 2014-08 AUG ELECTRICITY ACCOUNTS | (12,090.67) | |
| Cheque # 1239 | 12-Sep-2014 | AUST SUPER | SUPER CONTRIB: FE 09 SEP 14 | (174.11) | |
| Cheque # 1240 | 12-Sep-2014 | CBUS | SUPER CONTRIB: FE 09 SEP 14 | (71.25) | |
| Cheque # 1241 | 12-Sep-2014 | TELSTRA | 2014-09 SEP TELEPHONE ACCOUNTS | (2,331.12) | |
| Cheque # 1242 | 18-Sep-2014 | ATO - AUSTRALIAN TAX OFFICE | 2014-08 AUG BAS RETURN | (14,909.00) | |
| Cheque # 1243 | 18-Sep-2014 | DPT ENVIRON REG - CLEARING PERMITS | DALE KOKEBY RD: CLEARING PERMIT to REMOVE FOUR (4) TREES | (50.00) | |
| Cheque # 1244 | 18-Sep-2014 | WATER CORPORATION | FIRE STATION: SERVICE CHARGES - SEP to OCT 14 | (36.44) | |
| Cheque # 1245 | 26-Sep-2014 | AUST SUPER | SUPER CONTRIB: FE 23 SEP 14 | (174.84) | |
| Cheque # 1246 | 26-Sep-2014 | CBUS | SUPER CONTRIB: FE 23 SEP 14 | (71.25) | |
| Cheque # 1247 | 26-Sep-2014 | SYNERGY | L36 FORREST ST: 13 AUG - 09 SEP 14 | (500.20) | |
| Cheque # 1248 | 26-Sep-2014 | WATER CORPORATION | BATYS & BALKULING RD STANDPIPES: 08 JUL - 10 SEP 14 | (111.06) | (30,519.94) |
| Gen Jrnl 2987 | 04-Sep-2014 | | DISHON CHQ re RATES PYMT - ASS 458 1st INSTAL (MOREWOOD P/L) [ORIG RECEIPTED 01 SEP 14] | (302.98) | (302.98) |
| Gen Jrnl 2998 | 11-Sep-2014 | | ANZ BANK ADJ re CHQ PYMT \$1900.45 DRWR: WF NOONAN & SONS re 1ST INSTAL ASS 51379 (WORDING & FIGU... | (0.01) | (0.01) |
| Gen Jrnl 2999 | 15-Sep-2014 | | AUG 14 # - CREDIT CARD | (2,289.00) | (2,289.00) |

| TYPE | DATE | PAYEE | DETAILS | AMT PAID | TOTALS |
|--|-------------|-----------------------------------|---|---------------------|---------------------|
| Direct Debit | 02-Sep-2014 | CBA - MERCHANT BANKING | 2014-08 AUG TRANSACTION FEES | (956.26) | |
| Direct Debit | 02-Sep-2014 | ANZ- TRANSACTIVE (ONLINE BANKING) | 2014-08 AUG ONLINE BANKING | (113.20) | |
| Direct Debit | 03-Sep-2014 | CBA - MERCHANT BANKING | 2014-08 AUG ACCESS FEE | (34.32) | |
| Direct Debit | 04-Sep-2014 | WESTNET PTY LTD | 2014-0P SEP INTERNET ACCESS | (66.00) | |
| Direct Debit | 17-Sep-2014 | 3 MESSAGING | 3 MESSAGING: 2014-08 AUG SMS SERVICE FEE | (82.50) | |
| Direct Debit | 30-Sep-2014 | DPI - LICENSING SERVICES | AUG/SEP 14 LICENSING PAYMENTS | (50,526.65) | (51,778.93) |
| PAYMENTS RAISED IN CURRENT MONTH | | | | (195,071.18) | (195,071.18) |
| WAGES & SALARIES | | | | | |
| EFT Pymt | 11-Sep-2014 | WAGES & SALARIES | FE - 09 SEP 2014 | (45,713.68) | |
| EFT Pymt | 25-Sep-2014 | WAGES & SALARIES | FE - 23 SEP 2014 | (46,541.63) | |
| WAGES & SALARIES | | | | (92,255.31) | (92,255.31) |
| UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT | | | | | |
| Cheque # 1245 | 26-Sep-2014 | AUST SUPER | SUPER CONTRIB: FE 23 SEP 14 | 174.84 | |
| Cheque # 1246 | 26-Sep-2014 | CBUS | SUPER CONTRIB: FE 23 SEP 14 | 71.25 | |
| Cheque # 1247 | 26-Sep-2014 | SYNERGY | L36 FORREST ST: 13 AUG - 09 SEP 14 | 500.20 | |
| Cheque # 1248 | 26-Sep-2014 | WATER CORPORATION | BATYS & BALKULING RD STANDPIPES: 08 JUL - 10 SEP 14 | 111.06 | |
| UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT | | | | 857.35 | 857.35 |

| TYPE | DATE | PAYEE | DETAILS | AMT PAID | TOTALS |
|--|-------------|----------------------------------|--|--------------------|-----------------------|
| PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS | | | | | |
| Cheque # 1234 | 28-Aug-2014 | ACMA - AUST COMM & MEDIA AUTH | LAND MOBILE APPART LIC - BEAMING HILL, SHEAHANS ROAD | (103.00) | |
| Cheque # 1235 | 28-Aug-2014 | AUST SUPER | SUPER CONTRIB: FE 26 AUG 14 | (203.83) | |
| Cheque # 1236 | 28-Aug-2014 | CBUS | SUPER CONTRIB: FE 26 AUG 14 | (71.25) | |
| Cheque # 1237 | 28-Aug-2014 | SYNERGY | L36 FORREST ST: 09 JUL - 12 AUG 14 | (631.20) | |
| PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS | | | | (1,009.28) | (1,009.28) |
| OTHER AMENDMENTS/GENERAL JOURNALS | | | | | |
| OTHER AMENDMENTS/GENERAL JOURNALS | | | | 0.00 | 0.00 |
| INVESTMENTS | | | | | |
| Transfer | 03-Sep-2014 | ONLINE SAVER | FUNDS TFR for INVESTMENT | (400,000.00) | |
| Transfer | 05-Sep-2014 | ONLINE SAVER | FUNDS TFR for INVESTMENT | (474,423.92) | |
| Transfer | 09-Sep-2014 | ONLINE SAVER | FUNDS TFR for INVESTMENT | (347,086.26) | |
| Transfer | 10-Sep-2014 | ONLINE SAVER | FUNDS TFR for INVESTMENT | (650,000.00) | |
| Transfer | 18-Sep-2014 | ONLINE SAVER | FUNDS TFR for INVESTMENT | (235,646.16) | |
| Transfer | 19-Sep-2014 | ONLINE SAVER | FUNDS TFR for INVESTMENT | (500,000.00) | |
| | | | | INVESTMENTS | (2,607,156.34) |
| TOTAL EXPENDITURE for MUNICIPAL ACCOUNT | | | | | (2,894,634.76) |
| CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT | | | | | |
| Credit Card | 05-Aug-2014 | THE GENEROUS SQUIRE | VARIOUS MEETS (PERTH): 05 AUG 14 - CEO & PRES | 118.00 | |
| Credit Card | 11-Aug-2014 | SHIRE OF BEVERLEY | BEV0 & BE464 REGOS | 48.00 | |

| TYPE | DATE | PAYEE | DETAILS | AMT PAID | TOTALS |
|--|-------------|--------------------------------|--------------------------------|-------------------|-------------------|
| Credit Card | 14-Aug-2014 | MAKE TRACKS WA P/L | VARIOUS VEHICLES: PARTS | 1,974.00 | |
| Credit Card | 25-Aug-2014 | BUNNINGS BUILDING SUPPLIES P/L | FAREWELL GIFT FOR VICKI FREGON | 149.00 | |
| CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT | | | | 2,289.00 | |
| TRUST ACCOUNT DETAILS | | | | | |
| PAYMENTS RAISED IN CURRENT MONTH | | | | | |
| EFT Pymt | 12-Sep-2014 | BROGN Mary | REFUND of GYM KEY BOND | (30.00) | |
| EFT Pymt | 12-Sep-2014 | SPEEDY Trevor | REFUND of RELOC HOUSE BOND | (5,000.00) | |
| Cheque # 1458 | 12-Sep-2014 | GARNETT Colleen | REFUND of CAT TRAP BOND | (50.00) | |
| Cheque # 1459 | 12-Sep-2014 | MANN Bruce | REFUND of GYM KEY BOND | (30.00) | |
| Cheque # 1460 | 18-Sep-2014 | CARTER Gaenor | REFUND of REC GRND BLDG BOND | (50.00) | |
| PAYMENTS RAISED IN CURRENT MONTH | | | | (5,160.00) | (5,160.00) |
| PAYMENTS UNPRESENTED IN CURRENT BANK # | | | | | |
| Cheque # 1458 | 09-Dec-2014 | GARNETT Colleen | REFUND of CAT TRAP BOND | 50.00 | |
| PAYMENTS UNPRESENTED IN CURRENT BANK # | | | | 50.00 | 50.00 |
| PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS | | | | | |
| Cheque # 1454 | 30-Jan-2014 | BARRETT Kaye | REFUND - GYM KEY BOND | | |
| PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS | | | | 0.00 | 0.00 |
| OTHER AMENDMENTS/GENERAL JOURNALS | | | | | |
| CHQ 1457 | 28-Aug-2014 | GARNETT Colleen | REFUND of CAT TRAP BOND | (50.00) | |
| OTHER AMENDMENTS/GENERAL JOURNALS | | | | (50.00) | (50.00) |

| TYPE | DATE | PAYEE | DETAILS | AMT PAID | TOTALS |
|------|------|-------|--|----------|-----------------------|
| | | | <i>TOTAL EXPENDITURE for TRUST ACCOUNT</i> | | <i>(5,160.00)</i> |
| | | | TOTAL EXPENDITURE as reconciled to the SEPTEMBER 2014 BANK STATEMENTS | | |
| | | | Municipal Account Expenditure | | (2,894,634.76) |
| | | | Trust Account Expenditure | | (5,160.00) |
| | | | TOTAL EXPENDITURE for SEPTEMBER 2014 | | (2,899,794.76) |

11.3 Rates Discount – Assessment 1277

SUBMISSION TO: Ordinary Council Meeting 28 October 2014
REPORT DATE: 17 October 2014
APPLICANT: Mr Peter Stevens, 158 Springhill Road, Dale
FILE REFERENCE: SPR 1277
AUTHOR: N J Ashworth, Rates/Debtors Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider honoring the rates discount and refunding penalty interest incurred by Assessment 1277.

BACKGROUND

The 2014/15 rates were adopted by Council on 22 July 2014, Rates were raised on 25 July 2014 and posted on 30 July 2014.

No mail has been returned from or been undeliverable to the address 158 Springhill Road, Beverley.

Following Council policy, overdue notices were sent out on 23 September 2014.

COMMENT

The following e-mail was received from Mr Peter Stevens on 30 September 2014 –

On Friday 26 September I was surprised to receive a rates overdue notice for my property at 158 Springhill Rd. I was surprised as it was the first and only notice I have received this year and I have always taken advantage of the early payment option to receive the discount on my rates. At the weekend I searched my house and all of my old mail for the original notice and have not been able to locate it, all of our bills go into a folder for payment and are in chronological order. In addition I could not locate the Shire Information booklet (which always goes straight on the fridge), or my annual tip passes. My only conclusion is that I never received the first and original rates notice which is why my rates have not been paid.

I phoned the Shire and spoke to Nat Ashworth this morning and she informed me that they had not had a returned notice from my address. Nat also said she was surprised when she saw she was sending out an overdue notice to me last week as she knew from my records that I always paid my rates early. Nat has advised me of the figure I owe as of today (\$1432.76 including interest) and I have now reluctantly paid that amount.

Given that I never received the original notice and my previous history demonstrates always paying my rates early I ask the Shire to provide a reimbursement between the amount I paid today and the early payment figure for property (I don't know what this figure is as I haven't seen the original notice). Nat has advised that she will send through a new booklet and tip passes.

Staff cannot be sure that a rates notice was originally sent as rate notices are sent in bulk and not individually recorded as outgoing mail.

Generally, Council has not honoured discounts after receiving payments after the due date.

The Owner has paid his rates by the due date for at least the past 9 years.

The amount of discount missed was \$135.95 and the amount of penalty interest incurred was \$9.30 being a total of \$145.25.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

\$145.25 being discount expense and refund of penalty interest.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATION

That \$145.25 in discount and penalty interest be credited to Assessment 1277.

COUNCIL RESOLUTION

M8/1014

Moved Cr Davis

Seconded Cr Gogol

That \$145.25 in discount and penalty interest be credited to Assessment 1277.

LOST 0/8

Council has not approved any previous applications in regards to penalty interest and discount requests.

11.4 2013/14 Management Letter

SUBMISSION TO: Ordinary Council Meeting 28 October 2014
REPORT DATE: 22 October 2014
APPLICANT: N/A
FILE REFERENCE: ADM 0231
AUTHOR: S K Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2013/14 Management Letter

SUMMARY

Council to consider receiving the 2013/14 Management Letter following the 2013/14 final audit.

BACKGROUND

The final audit was conducted by AMD Chartered Accountants between 30 September and 2 October 2014.

The Management Letter was received on 22 October 2014.

The 2013/14 Management Report is attached under separate cover.

The following issues were raised following the audit:

1. DISCOUNTED ANNUAL LEAVE CALCULATION

Finding Rating: Moderate

We noted discounted annual leave calculations were not completed at 30 June 2014 as required by AASB119 to take into consideration annual leave expected to be taken within the next 12 months. This was a new requirement introduced by the Australian Accounting Standard effective 30 June 2014.

Implication

Risk of material misstatement or omission in accounting records.

Recommendation

Please ensure this assessment is completed annually as required by AASB 119.

Management Comment

Noted.

AASB 119 will be adhered to in future.

2. YEAR END ACCOUNTING

Finding Rating: Moderate

We noted the following items were not complete at the commencement of our audit;

- Reconciliation of Beverley Bowling Club self-supporting loan balance and corresponding accounts receivable invoices;
- Recording of accrued purchases, we identified \$22,741 in accrued purchases not brought to account at 30 June 2014;
- Recording the asset write off required in respect to Council's decision to demolish the Infant Health building; and
- Recording of superannuation on-costs on accrued wages at 30 June 2014.

Implication

Risk of material misstatement or omission within accounting records.

Recommendation

We recommend the above year end accounting reconciliations and procedures be performed at 30 June each year, prior to the commencement of the annual audit.

Management Comment

Noted.

Regarding Self Supporting Loan repayments, deferred payments had been raised as current debtors however these repayments were not "current" as at 30 June 2014. Consequently, credit notes against the debtor was raised and accounting procedures for the treatment of the deferred payments has been altered.

Regarding accrued purchases, invoices relating to this balance were received after our predetermined cut-off date to close 2013/14 transactions to allow final accounts to be prepared in line with Council's timing preference.

Regarding the write-off of the Infant Health Building, this was not processed prior to the audit as the building has not yet physically been demolished and in management's view may still have held value as at 30 June 2014.

However, following discussions with the Auditor the impairment of the asset was evident and appropriate adjustments were made.

3. PURCHASE ORDERS

Finding Rating: Moderate

We noted various purchase orders were dated after the supplier invoice date, examples as follows:

| Date of purchase order | Purchase order number | Date of invoice | Invoice Number | Supplier |
|-------------------------------|------------------------------|------------------------|-----------------------|----------------------------|
| 3 December 2013 | 22068 | 11 November 2013 | 22068 | Blechey's Tyre and Battery |
| 15 December 2013 | 22072 | 5 December 2013 | 22072 | Aqua Pump |
| 12 December 2013 | 22077 | 7 December 2013 | D0525 | Avon Valley Windscreens |

Implication

Risk of fraud or error in respect to incurring of expenditure and approving payments, lack of supporting authorised documentation.

Recommendation

We recommend purchase orders be completed for all purchases with exception of utilities and regular payments, whereby they are completed and authorised in accordance with stated policy prior to incurring expenses.

Management Comment

Noted.

Due to the manual nature of our current purchasing system, from time to time due to necessity, purchase orders are completed after an order has been made. For example a tyre requires replacing as a matter of urgency.

In the future it is envisaged that a purchasing system will be integrated into our financial IT system which will be able to restrict the ability to make a payment without an appropriate purchase order being raised.

In the identified instances, management is confident that all appropriate purchasing procedures were followed in line with policy i.e. purchase thresholds were in line with purchasing authority.

However, authorised staff will be encouraged to complete purchase orders at the time of ordering.

4. RATES DEBTORS

Finding Rating: Minor

We noted various rate debtors that have been outstanding for a number of years which can be categories as follows:

- various estate properties whereby no rate payment has been made in over three years; and
- various significant rate debtor balances whereby payment plans have been entered into, however those payment plans are not sufficient to collect the outstanding rates in a reasonable timeframe. For example an assessment number with a balance outstanding of over \$18,000 with a payment plan of \$100 per fortnight.

Implication

Risk of misstatement of rates debtors, provision for rate debtor impairment and rates written expense.

Recommendation

We recommend appropriate action be taken to recover rates arising from assessments which can be categorised as per the above or if deemed uncollectable, alternative necessary action is taken to resume the land or write off.

Management Comment

Due to Staff changes, training in day to day operations has been the priority in the Rates department. Once the operational side is running smoothly we will instigate a full review of the outstanding rates debtors and look at beginning the sale of land for non-payment of rates procedures under s.6.64 of the Local Government Act.

5. EXCESSIVE LEAVE BALANCES

Finding Rating: Minor

We noted five employees have accrued in excess of six weeks annual leave at 30 June 2014.

Implication

The cost to Shire of Beverley is greater if annual leave is not paid out on a regular basis due to:

- The cumulative effect of salary increases over a period of time;
- Recreational leave enhances employee performance; and
- It is a fundamental principle of good internal control that all employees take regular leave.

Recommendation

We recommend employees take regular leave through ongoing management of leave scheduling and leave liabilities.

Management Comment

Noted.

Under clause 25.5 of the Local Government Industry Award 2010 employees are able to accrue 8 weeks annual leave and may retain a balance of 8 weeks annual leave.

There is no current Council policy regarding the requirement to take annual leave. A review of outstanding leave entitlements will be undertaken prior to 30 June 2015.

6. TERMINATION CHECKLIST

Finding Rating: Minor

Our inquiries indicated there is no formal termination checklist in place for when an employee either resigns or is terminated, ensuring all tasks relating to the employee's termination have been completed.

Implication

Risk that tasks required to be undertaken and following an employee's departure are not completed on a timely basis.

Recommendation

We recommend a formal termination checklist be developed which is required to be completed termination and signed off once completed. Items which may be relevant to include on the termination checklist would vary according to the individual employee role, and may include sign off in respect to:

- Return of laptop, computers and accessories;
- Return of gate key / office key and updating of register;
- Return of business cards;
- Removal from IT access;
- Redirect team member's emails for one month to an alternative employee;
- Disable team member from company login system;
- Update payroll database;
- Email team member for updated postal address for sent PAYG;
- Alarm codes to be deactivated.

Management Comment

Noted.

We are fortunate that employee turnover is very low and therefore we are not faced with many terminations.

The list above seems suited for a larger organisation, what actually happens is that, for example, a DCEO will be replaced by another DCEO i.e. access to the IT system including hardware is not "personalised" or "individualised".

The termination process currently occurs in an informal manner.

However, a structured termination process including exit interview has merit and implementation will be considered in the future as our HR processes mature.

The majority of issues raised in the audit are easily rectifiable and the number raised following the 2014/15 audit should be significantly reduced.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the 2013/14 Management Letter be received.

COUNCIL RESOLUTION

M9/1014

Moved Cr White

Seconded Cr Buckland

That the 2013/14 Management Letter be received.

CARRIED 8/0

11.5 2013/14 Independent Auditor's Report

SUBMISSION TO: Ordinary Council Meeting 28 October 2014
REPORT DATE: 22 October 2014
APPLICANT: N/A
FILE REFERENCE: ADM 0047
AUTHOR: S K Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2013/14 Audit Report

SUMMARY

Council to consider receiving the 2013/14 Independent Auditor's Report.

BACKGROUND

The audit of the 2013/14 Financial Report was conducted by AMD Chartered Accountants in October 2014.

The Independent Audit Report was received on 22 October 2014.

COMMENT

Please see attached 2013/14 Independent Audit Report.

No significant issues have been found following the audit.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the 2013/14 Independent Auditor's Report be received.

COUNCIL RESOLUTION

M10/1014

Moved Cr White

Seconded Cr Alexander

That the 2013/14 Independent Auditor's Report be received.

CARRIED 8/0

11.6 2013/14 Annual Report

SUBMISSION TO: Ordinary Council Meeting 28 October 2014
REPORT DATE: 23 October 2014
APPLICANT: N/A
FILE REFERENCE: ADM 0199
AUTHOR: S K Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2012/13 Annual Report (under separate cover)

SUMMARY

Council to consider receiving the 2013/14 Annual Report

BACKGROUND

The 2013/14 Annual report has been produced by Dominic Carbone & Associates and was audited by AMD Chartered Accountants in October 2014.

COMMENT

The 2013/14 Annual Report is attached for Council's consideration.

The 2013/14 Annual Report document will be sent to Lee Gyomorei for professional formatting following adoption.

STATUTORY ENVIRONMENT

The *Local Government Act 1995* outlines the following in relation to the Annual Report:

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.
 - (2) The annual report is to contain —
 - (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) deleted]*
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor's report for the financial year; and
 - (ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*; and
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - (i) the number of complaints recorded in the register of complaints; and
 - (ii) how the recorded complaints were dealt with;
- and

- (iii) any other details that the regulations may require;
and
such other information as may be prescribed.

5.54. Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* *Absolute majority required.*

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That the Audit and Administration Committee recommend to Council that

1. the 2013/14 Annual Report be received; and
2. a minimum of 14 days public notice of the availability of the 2013/14 Annual Report be given.

COUNCIL RESOLUTION

M11/1014

Moved Cr White

Seconded Cr Gogol

That the 2013/14 Annual Report be received.

CARRIED BY ABSOLUTE MAJORITY 8/0

COUNCIL RESOLUTION

M12/1014

Moved Cr White

Seconded Cr Gogol

That a minimum of 14 days public notice of the availability of the 2013/14 Annual Report be given.

CARRIED 8/0

COUNCIL RESOLUTION

M13/1014

Moved Cr White

Seconded Cr Gogol

That the Councillors Declaration on page 69 of the Annual Report is approved:

1. In the opinion of the Councillors:

1.1 the financial statements and notes of the Shire of Beverley are in accordance with the Local Government Act 1995 and Regulations, including:

(a) giving a true and fair view of the Shire of Beverley's financial position as at 30 June 2014 and of its performance for the year ended on that date;

and,

(b) complying with applicable Australian Accounting Standards; and

1.2 there are reasonable grounds to believe that the Shire of Beverley will be able to pay its debts as and when they become due and payable.

To be signed by the President and the Deputy President.

CARRIED 8/0

11.7 Annual Electors Meeting

SUBMISSION TO: Ordinary Council Meeting 28 October 2014
REPORT DATE: 2 October 2014
APPLICANT: N/A
FILE REFERENCE: ADM 0047
AUTHOR: S K Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider setting an appropriate date, time and venue to hold the Annual Electors Meeting.

BACKGROUND

The 2013/14 Annual Report has been produced by Dominic Carbone & Associates and was audited by AMD Chartered Accountants in October 2014.

Following the receipt of the Annual Report, a suitable date must be chosen to convene the Annual Electors Meeting.

COMMENT

As per legislation, an Electors Meeting must be held within 56 days of Council receiving the corresponding financial year's Annual Report.

The last Annual Electors Meeting was held in the evening of 13 January 2013.

Should the Annual report be received at the October 2014 Ordinary Council meeting, the last date on which the Annual Electors Meeting can be held is Tuesday 23 December 2014.

STATUTORY ENVIRONMENT

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the Annual Electors Meeting be held on Monday 17 November 2014 at 6pm at the Lesser Hall.

COUNCIL RESOLUTION

M14/1014

Moved Cr Shaw

Seconded Cr Gogol

That the Annual Electors Meeting be held on Monday 17 November 2014 at 7pm at the Lesser Hall.

CARRIED 8/0

12. ADMINISTRATION

12.1 Use of the Common Seal

SUBMISSION TO: Ordinary Council Meeting 28 October 2014
REPORT DATE: 21 October 2014
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0265
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to endorse the use of the Common Seal.

BACKGROUND

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

COMMENT

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

1. Retirement Village Memorial, Section 15, Lot 121 on Deposited Plan 43234

STATUTORY ENVIRONMENT

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

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

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

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

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

1. Retirement Village Memorial, Section 15, Lot 121 on Deposited Plan 43234

COUNCIL RESOLUTION

M15/1014

Moved Cr Davis

Seconded Cr Gogol

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

- 1. Retirement Village Memorial, Section 15, Lot 121 on Deposited Plan 43234**

CARRIED 8/0

12.2 December 2014 and January 2015 Council Meeting Dates

SUBMISSION TO: Ordinary Council Meeting 28 October 2014
REPORT DATE: 21 October 2014
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0102
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider altering the December 2014 Council meeting date to the third Tuesday (16 December 2014) and not to convene a January 2015 meeting.

BACKGROUND

Council has in the past altered its December Council meetings so it does not fall close to the office closure and has agreed not to hold a Council meeting in January.

COMMENT

As the fourth Tuesday in December falls two days before Christmas, Council can consider moving the date forward. It is recommended the December Council meeting be moved forward one week, to the third Tuesday of the month being 16 December 2014.

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Hold the December Ordinary Council Meeting on Tuesday 16 December 2014.
2. Do not convene an Ordinary Council Meeting in January 2015.

COUNCIL RESOLUTION

M16/1014

Moved Cr Gogol

Seconded Cr Shaw

That Council:

1. **Hold the December Ordinary Council Meeting on Tuesday 16 December 2014.**
2. **Do not convene an Ordinary Council Meeting in January 2015.**

CARRIED 8/0

12.3 Office Closure 2014 Christmas – 2015 New Year Period

SUBMISSION TO: Ordinary Council Meeting 28 October 2014
REPORT DATE: 21 October 2014
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0102
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider the closure of the Administration Centre and Library from the close of business on Wednesday 24 December 2014 to Friday 2 January 2015. The Administration centre to re-open on Monday 5 January 2015.

BACKGROUND

For the past seven years, the Administration Centre and Library were closed over this period and there has been no record of this action causing concern. Prior to this, the Administration Centre and Library have remained open to the public between the Christmas and New Year period by a skeleton staff.

COMMENT

Shown below is a summary of days the Administration Centre and Library are requested to be closed:

| | | | |
|-----------|--------------------------------|---|--|
| Wednesday | 24 th December 2014 | – | Administration Centre and Library Open |
| Thursday | 25 th December 2014 | – | Public Holiday (Christmas Day) |
| Friday | 26 th December 2014 | – | Public Holiday (Boxing Day) |
| Monday | 29 th December 2014 | – | Administration Centre and Library Closed |
| Tuesday | 30 th December 2014 | – | Administration Centre and Library Closed |
| Wednesday | 31 st December 2014 | – | Administration Centre and Library Closed |
| Thursday | 01 st January 2015 | – | Public Holiday (New Year's Day) |
| Friday | 02 nd January 2015 | – | Administration Centre and Library Closed |
| Monday | 05 th January 2015 | – | Administration Centre and Library Open |

The closure of the Administration Centre and Library will allow staff to have an extended period of leave in addition to the public holidays. Annual Leave will be utilised by staff to compensate for the additional days off.

The Works Crew will work on skeleton staff throughout this period.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple majority.

OFFICER'S RECOMMENDATION

That Council endorse the closure of the Administration Centre and Library from close of business on Wednesday 24 December 2014 4:00pm to the re-opening on Monday 5 January 2015 at 8:30am.

COUNCIL RESOLUTION

M17/1014

Moved Cr Gogol

Seconded Cr Davis

That Council endorse the closure of the Administration Centre and Library from close of business on Wednesday 24 December 2014 4:00pm to the re-opening on Monday 5 January 2015 at 8:30am.

CARRIED 8/0

12.4 Christmas Function 2014

SUBMISSION TO: Ordinary Council Meeting 28 October 2014
REPORT DATE: 21 October 2014
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0316
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider holding a Christmas Function for Staff and Councillors.

BACKGROUND

It has been customary for Council to hold a Christmas Function for staff, Councillors and their families each year.

COMMENT

If it is Council's wish to continue this tradition, a suitable date and venue will need to be selected. I would suggest Thursday 18 December 2014 at the Beverley Function and Recreation Centre.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

2014/15 Budget

STRATEGIC IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple majority.

OFFICER'S RECOMMENDATION

That Council hold a Christmas Function on Thursday 18 December 2014, at the Beverley Function and Recreation for Staff, Councillors and immediate family.

COUNCIL RESOLUTION

M18/1014

Moved Cr Davis

Seconded Cr Gogol

That Council hold a Christmas Function on Thursday 18 December 2014, at the Beverley Function and Recreation for Staff, Councillors and immediate family.

CARRIED 8/0

12.5 Beverley Off Road Motor Sports Association (BORMSA) License

SUBMISSION TO: Ordinary Council Meeting 28 October 2014
REPORT DATE: 22 October 2014
APPLICANT: BORMSA
FILE REFERENCE: GRE 5265
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider endorsing the term of the license.

BACKGROUND

BORMSA currently use a portion of Reserve 5265 to hold regular motor events throughout the calendar year. Access to the area is from Nicholas Street. The agreement between the Shire of Beverley and BORMSA is via a Memorandum of Understanding (MOU). The current 5 year MOU expires in December 2014.

COMMENT

A licence agreement has been drafted by McLeod's Solicitors. The draft licence agreement recommends that BORMSA pay an annual fee of \$2,000.00 (payable \$500.00 per quarter) excluding GST and is responsible for providing the Shire with a Risk Management and Fire Management Plan.

The Shire President and I met with a delegation from BORMSA to discuss the terms of the license on Thursday 17 October 2015.

Discussions mainly centred around the license fee payable and also making some minor amendments to the wording in a few sections. The term of the license was also raised and BORMSA would like Council to consider making the initial term of the license 10 years, with a first option of 5 year and a second option of a further 5 years. It was also agreed that the permitted hours be 6am to 10pm on motor sport days.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Income from the License will be budgeted for in future budgets.

STRATEGIC IMPLICATIONS

Strategic Community Plan prioritises providing facilities to support sporting and community needs.

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve that the license term be set at:

Term: Ten years commencing 1 January 2015 to 31 December 2025

First further term: 5 years commencing on 1 January 2026 to 31 December 2030

Second further term: 5 years commencing on 1 January 2031 to 31 December 2035

COUNCIL RESOLUTION

M19/1014

Moved Cr Shaw

Seconded Cr Gogol

That Council, in principle and subject to the terms of the licence resolve that the license term be set at:

Term: Ten years commencing 1 January 2015 to 31 December 2025, with the option of a further 2 x 5 year terms commencing on 1 January 2026.

CARRIED 8/0

12.6 WALGA's Poll Provisions Advocacy Position

SUBMISSION TO: Ordinary Council Meeting 28 October 2014
REPORT DATE: 22 October 2014
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0286
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: WALGA Faxback

SUMMARY

WALGA is seeking feedback to refine their advocacy position relating to the poll provisions contained in Schedule 2.1 of the Local Government Act 1995. Council will need to establish if it supports the Local Government Act 1995 being amended so that a community of a Local Government could demand a poll with certain conditions being met.

BACKGROUND

At the 2 July State Council meeting, State Council resolved to adopt, and advocate for, a policy position that the poll provisions should be amended so that electors of a Local Government where one or more Local Governments will be abolished or significantly affected by a boundary change proposal are able to demand a poll on the proposal, with 'significantly affected' being specifically defined as causing a fifty percent variation in:

- i. Population; or
- ii. Rateable properties; or
- iii. Revenue

At WALGA's AGM held on 6 August, the meeting resolved:

That this Annual General meeting, recognising the current approach by the state Government to the manipulation of the principles of the 'Dadour' poll provisions:

- a) endorse WALGA's portion of providing community access to the poll provisions where 1 or more districts are to be abolished rather than the 2 or more districts as currently provided for in the Local Government act 1995;
- b) endorse WALGA's proposed extension of the poll provisions to significant boundary adjustments subject to any associated criteria and any percentages being agreed to by a majority of all local governments in Western Australia.
- c) reaffirm as policy, that WALGA is opposed to the removal or dilution of the 'Dadour' poll provisions including the temporary dilution or removal of those provisions

State Council, at their 3 September meeting, endorsed parts (a) and (c) of the AGM resolution above and resolved the following in relation to part (b):

4.7B Part (b) – endorse WALGA's proposed extension of the poll provisions to include significant boundary adjustments subject to further research and sector consultation being carried out on any associated criteria and for a report to be presented through the next Zone/State Council meetings.

COMMENT

Defining the criteria for whether a boundary change significantly affects a Local Government is difficult and there are divergent views in the Local Government sector.

There is a general view that a minor boundary change, perhaps to fix an anomaly, should not be the subject of potential poll of electors. There is also a general view that, where one or more Local Governments will be abolished or a Local Government's viability could be affected by a boundary change proposal, electors should have the right to demand a poll.

Criteria defining whether a Local Government would be 'significantly affected' could be defined in the Local Government Act. This was State Council's original approach where it resolved that a 50 percent variation in population, or rateable properties or revenue would be the trigger for the community to have the option to call a poll. In addressing this matter it needs to be determined whether these are the appropriate criteria or whether there should be an alternative method to determine whether a Local Government would be significantly affected by a boundary change proposal.

Options to address this issue are presented:

1. All boundary change proposals could be the subject of a poll. While there is a general view that minor boundary changes should not be subject to a poll of the community, it could be argued that a minor boundary change that only affects a small number of properties would be unlikely to attract enough interest from the community for a poll to be called or to ultimately be successful in overturning the proposal. This would remove the need for criteria to be established to define 'significantly affected'.
2. Criteria defining whether a Local Government would be "significantly affected" could be defined in the local Government act. It is suggested that a percentage variation in population, or rateable properties, or revenue could be defined as the appropriate criteria to trigger the community's right to call a poll. Three percentages are presented as options to define these criteria in the Local Government Act:
 - a. 10 percent
 - b. 25 percent
 - c. 50 percent

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

Potential amalgamations/budgets

STRATEGIC IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple majority.

OFFICER'S RECOMMENDATION

Council to provide guidance to the Chief Executive Officer for feedback to WALGA.

COUNCIL RESOLUTION

M19/1014

Moved Cr Gogol

Seconded Cr Buckland

That Council advise WALGA that Option 1, all boundary change proposals could be subject of a poll, is supported.

CARRIED 8/0

13. NEW BUSINESS ARISING BY ORDER OF THE MEETING

13.1 Purchase of a Refuse Site Loader

Council received an estimate to repair the Refuse Site Steel Wheel Loader for \$25,504.49 with a note that additional parts and labour may be required after the strip down of the engine. It was decided it would be better value to purchase another Loader.

COUNCIL RESOLUTION

M20/1014

Moved Cr Buckland

Seconded Cr Gogol

That Council authorise the expenditure of up to \$40,000.00 including on costs and excluding GST for the purchase of a second-hand loader for the refuse site to be funded by the Plant Replacement Reserve.

CARRIED 8/0

14. CLOSURE

The Chairman declared the meeting closed at 3.32pm