

In Mr Fisher's case this has been dealt with in the appropriate manner as evidenced in the accompanying documentation. As stated in the letter to Mr Fisher (18 September 2013), no evidence of any negotiation could be found indicating a willingness from the Shire to pay for amalgamation of the fall-out land to the adjacent Lot, post road realignment/deviation.

It is respectfully submitted that this would be beyond the scope of any road deviation exercise, unless pre-negotiated and agreed otherwise at the time. It is entirely the choice of the land owner to have this amalgamation done at his own cost, and not a Shire obligation.

For the abovementioned reasons it will therefore be recommended that the request for the Shire to pay the costs for amalgamation as described, be refused.

CONSULTATION

No consultation was deemed required.

STATUTORY ENVIRONMENT

The application may be approved under the Shire of Beverley's Town Planning Scheme No. 2.

FINANCIAL IMPLICATIONS

A quote from Scanlan Surveys indicates a cost of approximately \$5,666.94 to perform the required work, should Council resolve against the Officer's Recommendation.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve:-

- 1) to refuse the request from Mr Richard Fisher to pay for the amalgamation of the 4 ha piece of land with Lot 5310, York-Williams Road, Beverley;
- 2) Communicate the outcome of this decision of Council to Mr Fisher.

COUNCIL RESOLUTION

M3/1213

Moved: Cr Gogol

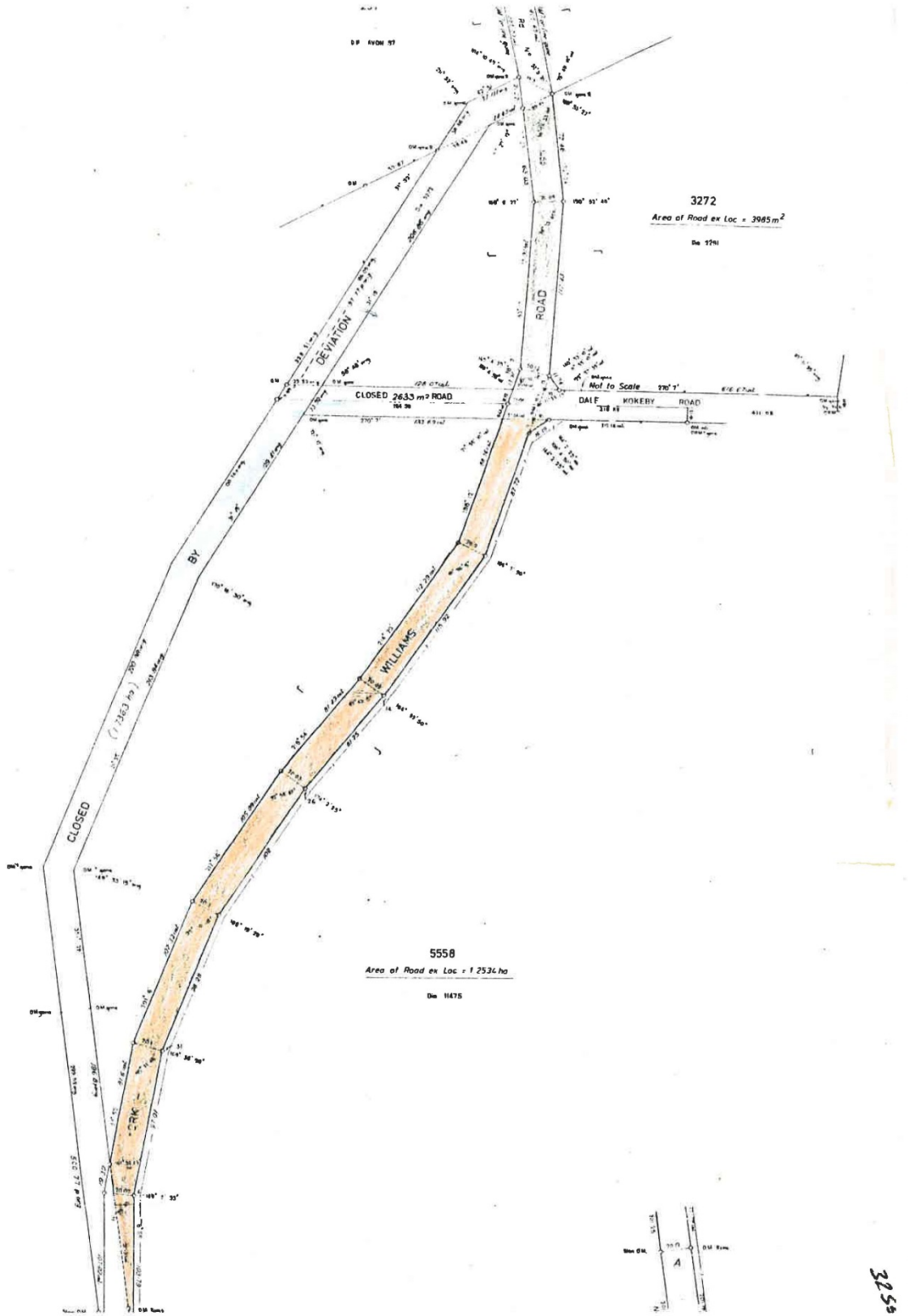
Seconded: Cr Davis

That Council resolve:-

- 1) **to refuse the request from Mr Richard Fisher to pay for the amalgamation of the 4 ha piece of land with Lot 5310, York-Williams Road, Beverley;**
- 2) **Communicate the outcome of this decision of Council to Mr Fisher.**

CARRIED 9/0

Attachment for Item 9.1



Attachment for Item 9.1

All communications to be addressed to

THE SHIRE CLERK
P.O. Box 20, Beverley. 6304.
Telephone: 46 1200 (Office)



SHIRE OF BEVERLEY
BEVERLEY, WESTERN AUSTRALIA. 6304.

In replying, please quote

30th November, 1977.

38/2 (DC:KF)

Mr. R.F. Fisher,
O.R. Vallentine Pty. Ltd.,
R.M.B. 218,
BEVERLEY., W.A., 6304.

Dear Sir,

RE: ROAD RESUMPTION - YORK WILLIAMS ROAD

I enclose a photo copy of a letter recently received from Department of Lands and Surveys in which they have agreed to an exchange of land contained in the section of York Williams Road, closed by deviation, in return for that land resumed from your property for the new road alignment.

As can be seen from paragraphs 3 and 5 of the Departments letter they are prepared to close that portion of the Dale Kokeby Road, marked E.G. on the enclosed print, with half of the road being included in your property and half in that of Mr. E.A. Strange. This inclusion however depends upon your acceptance of survey costs, which as they point out in their 3rd paragraph, would be minimal and shared between both owners.

So that this matter can be finalised so that all roads can be closed and included in your Titles, would you please confirm your acceptance of the Departments stipulation on cost of the survey for the Dale Kokeby section, by signing the letter I have taken liberty of enclosing, and returning the same to me at your earliest possible convenience.

On receipt of the replies from yourself and Mr. E.A. Strange I will forward them to Lands and Surveys on your behalf.

Many thanks.

Yours faithfully,

D.J. CUNNINGHAM.
(Shire Clerk)

Attachment for Item 9.1



Attachment for Item 9.1

Q 4993/13

SCANLAN SURVEYS PTY. LTD.
LICENSED SURVEYORS

WILLIAM M. SCANLAN
LICENSED SURVEYOR M.L.S. (AUST.)

ABN 88 009 402 608
ACN 009 402 608

23 SPRING PARK ROAD
MIDLAND 6056
P.O. BOX 429, MIDLAND 6936

JOHN M. SCANLAN
LICENSED SURVEYOR
BACHELOR OF SURVEYING (CURTIN)

PH: (08) 9250 2261, A/H: (08) 9377 1313
FAX: (08) 9274 6206
EMAIL: bill@scanlansurveys.com.au

Our Ref. Q 4993/13
Your Ref.

9th July 2013
Date:

The Chief Executive
Shire of Beverley
PO Box 20
BEVERLEY WA 6304

Attention Stephan de Beer

Dear Stephan,

RE: SUBDIVISION AVON LOC'S 5558 & 531 YORK-WILLIAMS ROAD DALE

We refer to our telephone conversation today and confirm below our quote for the above subdivision.

Our Scope of Work and costings for the project is detailed below:

1. Application: (Stage 1 Form 1A)

a. Search at Landgate for Lot Dimensions		
b. Title Search		
c. Preparation of application plan		
d. Submission of application to WAPC		\$ 750.00
	GST	\$ 75.00
	TOTAL	\$ 825.00

2. Subdivision: (Stage 2)

a. Search at Landgate for Survey Information		
b. Preparation of Deposited Plan		
c. Clearance Requests		
d. Lodging Plan with Landgate including CSD File		
e. Advising when plan is in order for dealings		\$ 750.00
	GST	\$ 75.00
	TOTAL	\$ 825.00

3. Lodging Fees:

a. WAPC Application Fee		\$ 3044.94
b. WAPC Approval Fee		\$ 572.00
c. Landgate Lodging Fee		\$ 400.00
	TOTAL	\$ 4016.94

TOTAL INCLUDING LODGING FEES & GST	\$ 5666.94
---	-------------------

Attachment for Item 9.1

Q 4993/13

-2-

If you wish to proceed with the subdivision please sign the authorisation and return it to us. Could you also have the owners of the property sign the consent to apply section of the Form 1A and return it to us.

Once we receive the authorisation we will commence the survey and application plan and have the plan completed and lodged at the Planning Commission within 14 days of receiving instructions. The Planning Commission will take about 12 weeks to consider the application. Once the approval is received the Deposited Plan will be prepared within 4 weeks of receiving the approval. Another 4 - 8 weeks should be allowed for clearances and when the clearances are received the plan will be ready for lodging at WAPC. It will then be placed in order for dealings at Landgate (ready to apply for the new titles).

If you have any queries on the matter or would like us to commence the survey, please advise us.

Yours sincerely,



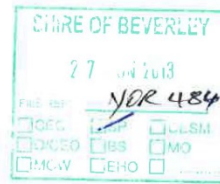
Scanlan Surveys Pty Ltd

QUOTE VALID FOR THREE MONTHS

We authorise Scanlan Surveys Pty Ltd to proceed with the survey detailed above and acknowledge that payment terms are 14 days from the date of the invoice.		
Name	Signature	Date

Attachment for Item 9.1

Attachment for Item 9.1



Richard Fisher

RMB 218 Beverley WA 6304 23/6/13

The CEO, Shire of Beverley.

Dear Sir,

In the year 1977 a request from the council for a road relocation through our property was received to which we reluctantly agreed. The title concerned is Avon Loc 5558. The result of the relocation is that about four hectares of 5558 are now cut off & should be included in Loc 5310 which we also own. Obviously the council at the time should have taken steps to have the title boundaries altered to reflect this change. I now ask that the council rectify this situation & have the boundaries altered at the expense of the Shire.

Best regards,

Richard Fisher.

Attachment for Item 9.1

Richard FISHER
RMB 218 BEVERLEY 6304



BEVERLEY SHIRE
THE CEO.

Dear sir,

With reference your letter of 18/9/13 in answer to my request for a title boundary alteration at Council expense I make the following observations.

Council agrees this should have been dealt with at the time. Quite so & it should not be up to the landowner to be on top of this situation, the Council should automatically clean up the mess.

You had a similar case presented 2011 but "because of liability to alter an unknown large quantity of titles at ratepayers expense"(your words) it was decided that the Council cannot undertake to do this.

The above can be taken as an admission of a string of these events down the years which can only be described as rorts & landowners apparently putting up with this treatment.

In my case I am embarrassed that I was not onto it at the time.

This Council has a moral if not legal obligation to buckle up & clean up these cases. Legal advice may well reveal a large & growing liability which if not dealt with now may be a large problem later.

Please table this letter at the next council meeting.

Sincerely,

Richard Fisher.

Attachment for Item 9.1

File Ref: VAL 486

Enquiries: SP

FILE COPY

Mr Richard Fisher
RMB 218
BEVERLEY WA 6304

Dear Richard

TITLE BOUNDARIES

Firstly I would like to apologise for the time taken to respond to you, at the Ordinary Council Meeting held on 23 July 2013, Council discussed your request to have the title boundaries for Avon Loc 5558 altered at the Shire's expense.

Council is very sympathetic to your situation and agree that this should have been dealt with in 1977. We cannot however retrospectively pay for the title re-alignment as we have been unable to find any documentation that states the Shire agreed to the payment for the realignment/amalgamation.

Also, a similar case was presented to Council in 2011 and it was decided at that time that Council cannot undertake to alter Titles as it would then become liable to alter an unknown large number of titles at Rate Payers expense.

I know this is not the outcome you were hoping for and trust that you can understand the stance of Council. Please do not hesitate to contact Stefan de Beer if you have any further queries.

Yours sincerely



Stephen Gollan
Chief Executive Officer

18 September 2013

9.2 (Late Item) Subdivision Application – Lots 5367 & 3695 Kokeby East Road

SUBMISSION TO: 17 December 2013
REPORT DATE: 16 December 2013
APPLICANT: Alan Marsh
FILE REFERENCE: PL 149181
AUTHOR: BS de Beer, Shire Planner
ATTACHMENTS: Locality Map, Subdivision plan

SUMMARY

An application has been received to subdivide a portion from lot 5367 & amalgamate it with lot 3695, Kokeby East Road, Beverley. The application will be recommended for approval.

BACKGROUND

The properties are zoned 'Farming' and contains agricultural related infrastructure and land uses.

COMMENT

(Kindly consider this section by referring to the attached Locality Map and Subdivision Plan).

The proposal is to rearrange cadastral boundaries in order to provide constructed road access to parent Lot 3695, as shown on the attached subdivision plan.

Council, during its July 2013 meeting resolved to approve a single dwelling on Lot 3695 on condition that:

'Arrangements are to be made for permanent access by way of a registered access easement to enable access to lot 3695 from Kokeby East Road.'

The approval of this subdivision is considered to be a better outcome in terms of providing permanent access to the property.

The proposal is deemed to be in pace with the prescriptions of the *Shire of Beverley Town Planning Scheme No. 2* and *WAPC Development Control Policy 3.4 – Subdivision of Rural Land*.

CONSULTATION

No consultation was deemed required for this application.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

There are no Financial Implications relative to this issue.

STRATEGIC IMPLICATIONS

There are no Strategic Plan Implications relative to this issue.

POLICY IMPLICATIONS

There are no Policy Implications relative to this issue.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 149181 for the subdivision of lots 5367 & 3695 Kokeby East Road, Beverley, be approved subject to the following advice note:

Advice Note

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

COUNCIL RESOLUTION

M4/1213

Moved: Cr Pepper

Seconded: Cr Buckland

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 149181 for the subdivision of lots 5367 & 3695 Kokeby East Road, Beverley, be approved subject to the following advice note:

Advice Note

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

CARRIED 9/0

Mr de Beer left the meeting at 2:15pm and did not return.

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

SUBMISSION TO: Ordinary Council Meeting 17 December 2013
REPORT DATE: 6 December 2013
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S K Marshall, Deputy Chief Executive Officer
ATTACHMENTS: November 2013 Financial Reports

SUMMARY

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

BACKGROUND

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

Council adopted a budget variance reporting parameter of 10% on budgeted items of \$10,000 or greater at the August 2013 Ordinary Meeting, item 11.5

COMMENT

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

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

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 November 2013 be accepted and material variances be noted.

COUNCIL RESOLUTION

M5/1213

Moved: Cr Murray

Seconded: Cr Gogol

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

CARRIED 9/0

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

	2013/14 ANNUAL BUDGET	2013/14 NOV BUDGET MONTH	2013/14 NOV ACTUAL MONTH	VARIANCE MONTH	2013/14 JULY- NOV BUDGET YTD	2013/14 JULY- NOV ACTUAL YTD	VARIANCE YTD	MATERIAL VARIANCES YTD
	\$	\$	\$	\$	\$	\$	\$	
OPERATING REVENUE								
General Purpose Funding	3,085,269	148,752	113,780	(34,972)	2,595,522	2,672,621	77,100	General Purpose Grants received greater than anticipated YTD \$58,399 and additional revenue from interim rates, legal fee reimbursement, rate instalments and rate enquiries YTD \$25,213. Rate discount lower than anticipated \$6,368, Interest earnings lower than anticipated YTD (\$16,973).
Governance	88,200	13,230	118	(13,112)	44,982	1,221	(43,761)	Grant funding not yet received \$42,763.
Law, Order Public Safety	448,142	960	1,722	762	101,057	73,020	(28,036)	CESM Reimbursements less than anticipated YTD \$32,719.
Health	0	0	0	0	0	0	0	
Education and Welfare	4,500	300	389	89	1,020	1,795	775	
Housing	86,316	12,947	6,697	(6,250)	44,021	30,461	(13,560)	Hunt Road Village rental income lower than anticipated YTD \$10,012.
Community Amenities	176,607	26,491	1,060	(25,431)	90,070	161,559	71,490	Annual Refuse and Recycling Charges received earlier than anticipated \$96,630.
Recreation and Culture	1,388,010	90,992	3,668	(87,324)	679,823	356,085	(323,739)	CLGF Grant unlikely to be received, variance YTD (\$225,000) RDAF fund unlikely to be received, variance YTD (\$80,317).
Transport	736,332	127,426	353,325	225,899	317,838	336,414	18,575	RRG funding claimed earlier than anticipated \$71,915 and Bridge Grant not yet received YTD \$44,000.
Economic Services	79,000	11,850	7,201	(4,649)	40,290	31,489	(8,801)	Blarney advertising sales less than anticipated YTD (\$3,881), Standpipe income lower than anticipated YTD (\$5,383).
Other Property and Services	67,700	10,155	8,715	(1,440)	34,527	41,357	6,830	Private Works charges greater than anticipated YTD \$6,318.
	6,160,076	443,103	496,675	53,572	3,949,149	3,706,023	(243,127)	
LESS OPERATING EXPENDITURE								
General Purpose Funding	(40,853)	(837)	(1,473)	(636)	(9,156)	(15,538)	(6,382)	Printing expenses greater than anticipated YTD (\$5,355) and RBO support greater than anticipated YTD (\$2,040).
Governance	(208,616)	0	(21,009)	(21,009)	(113,679)	(127,132)	(13,454)	Member subscriptions greater than anticipated YTD (\$12,670).
Law, Order, Public Safety	(180,569)	(12,640)	(15,610)	(2,970)	(70,422)	(83,241)	(12,820)	Insurance expense greater than anticipated YTD (\$10,263).
Health	(86,605)	(6,062)	(4,285)	1,777	(33,776)	(33,113)	663	
Education and Welfare	(52,246)	(3,657)	(1,322)	2,335	(20,376)	(11,818)	8,558	CRC maintenance expense less than anticipated YTD \$2,105, Youth Officer expense less than anticipated YTD \$7,260.
Housing	(223,557)	(15,649)	(19,731)	(4,082)	(87,187)	(129,285)	(42,098)	Interest on loan posted to incorrect Program (\$34,340).
Community Amenities	(524,453)	(36,712)	(37,003)	(291)	(204,537)	(216,698)	(12,161)	Environmental Services (\$3,790) and Planning Services (\$7,780) expenditure greater than anticipated YTD.
Recreation and Culture	(1,223,740)	(85,662)	(93,376)	(7,714)	(477,258)	(485,725)	(8,467)	
Transport	(1,523,815)	(106,667)	(102,618)	4,049	(594,288)	(733,360)	(139,072)	Road Mtce (\$91,341) incurred earlier than expected and additional Depreciation expensed (\$51,421).
Economic Services	(410,296)	(28,721)	(15,307)	13,414	(160,015)	(105,685)	54,331	Avondale Maintenance \$28,137, Caravan Park Maintenance \$7,225, Tourism and Area promotion expense \$13,477 less than anticipated YTD.
Other Property & Services	(37,380)	18	(1,832)	(1,850)	(37,539)	(70,979)	(33,440)	PWOH and POC allocations require adjusting.
	(4,512,130)	(296,589)	(313,566)	(16,977)	(1,808,233)	(2,012,575)	(204,342)	
<i>Increase(Decrease)</i>	1,647,946	146,515	183,109	36,594	2,140,917	1,693,448	(447,468)	

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

	2013/14 ANNUAL BUDGET \$	2013/14 NOV BUDGET MONTH \$	2013/14 NOV ACTUAL MONTH \$	VARIANCE MONTH \$	2013/14 JULY- NOV BUDGET YTD \$	2013/14 JULY- NOV ACTUAL YTD \$	VARIANCE YTD \$	MATERIAL VARIANCES YTD
ADD								
Principal Repayment Received - Loans	11,306	0	0	0	0	0	0	
Provision for Long Service Leave	0	0	0	0	0	0	0	
Profit/ Loss on the disposal of assets	(32,500)	0	(6,142)	6,142	0	(6,142)	(6,142)	
Depreciation Written Back	924,853	64,740	130,915	66,175	360,693	501,447	140,754	Additional depreciation expensed.
Book Value of Assets Sold Written Back	279,500	0	0	0	0	0	0	
	1,183,159	64,740	124,773	72,317	360,693	495,305	134,613	
<i>Sub Total</i>	2,831,105	211,254	307,882	108,912	2,501,609	2,188,753	(312,856)	
LESS CAPITAL PROGRAMME								
Purchase Tools	0	0	0	0	0	0	0	
Purchase Land & Buildings	(1,327,640)	0	(36)	(36)	0	(24,334)	(24,334)	Capital works in line with Budget Estimates, expenditure earlier than anticipated.
Infrastructure Assets - Roads	(2,352,462)	(164,672)	(78,293)	86,379	(964,509)	(109,282)	855,227	Capital works in line with Budget Estimates, under expenditure for the first five months.
Infrastructure Assets - Recreation Facilities	(544,000)	0	(8,000)	(8,000)	(490,000)	(12,559)	477,441	Capital works in line with Budget Estimates, under expenditure for the first five months.
Infrastructure Assets - Other	(20,000)	0	0	0	0	0	0	
Purchase Plant and Equipment	(940,020)	0	(44,371)	(44,371)	0	(71,413)	(71,413)	Capital purchases in line with Budget Estimates, expenditure earlier than anticipated.
Purchase Furniture and Equipment	(105,000)	0	(15)	(15)	0	0	0	
Repayment of Debt - Loan Principal	(66,517)	0	(24,000)	(24,000)	0	(24,000)	(24,000)	Loan repayments made earlier than anticipated.
Transfer to Reserves	(126,081)	0	0	0	0	(17,076)	(17,076)	Transfers to Cash Backed Reserve Accounts earlier than anticipated.
	(5,481,720)	(164,672)	(154,715)	9,957	(1,454,509)	(258,664)	1,195,845	
ABNORMAL ITEMS								
Plus Rounding	0	0	0	0	0	1		
	(5,481,720)	(164,672)	(154,715)	9,957	(1,454,509)	(258,663)	1,195,845	
<i>Sub Total</i>	(2,650,615)	46,582	153,167	118,869	1,047,100	1,930,090	882,989	
LESS FUNDING FROM								
Reserves	400,000	0	0	0	0	0	0	
Loans Raised	0	0	0	0	0	0	0	
Closing Funds	2,250,615	0	0	0	2,250,615	2,243,381	(7,234)	Minor adjustments made to 12/13 closing balance post Budget adoption.
	2,650,615	0	0	0	2,250,615	2,243,381	(7,234)	
NET (SURPLUS) DEFICIT	0	46,582	153,167	118,869	3,297,715	4,173,471	875,755	

SHIRE OF BEVERLEY SUMMARY OF CURRENT ASSETS AND LIABILITIES FOR THE PERIOD ENDED 30 NOVEMBER 2013	
CURRENT ASSET	ACTUAL
Cash at Bank	
- Cash Advance	300.00
- Cash at Bank	166,814.92
- Investments Unrestricted	3,366,824.51
- Investments Reserves	1,595,764.53
Sundry Debtors General	940,794.15
Stock on Hand	14,160.27
Self-Supporting Loans	0.00
GST	0.00
Total Current Assets	6,084,658.38
LESS CURRENT LIABILITIES	ACTUAL
Sundry Creditors	203,015.96
Interest Bearing Loans and Borrowings	42,517.21
Provisions for Annual and Long Service Leave	303,601.47
Total Current Liabilities	549,134.64
ADJUSTMENTS	
Less Cash Backed Reserves	(1,595,764.53)
Plus Interest Bearing Loans and Borrowings	42,517.21
Plus Annual Leave Cash Backed Reserves as at 30/06/2013	136,520.41
Plus LSL and Gratuity Cash Backed Reserves as at 30/06/2013	105,147.00
Less Deferred Pensioner Rates Non-Current as at 30/06/2013	(61,778.00)
Plus Reimbursement-Current Asset Portion of S/Supporting loan 117 2013-14	11,306.00
Total Adjustments	(1,362,051.91)
SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES	\$4,173,471.83

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT 30 NOVEMBER 2013**

This section analyses the movements in assets, liabilities and equity between 2012/13 and 2013/14.	Actual 2012/13 \$	Actual 2013/14 \$	Variance \$
Current assets			
Cash and cash equivalents	3,607,179	5,129,704	1,522,525
Trade and other receivables	390,412	940,794	550,382
Inventories	11,478	14,160	2,682
Other assets	0	0	0
Total current assets	4,009,069	6,084,658	2,075,589
Non-current assets			
Trade and other receivables	172,447	121,976	(50,471)
Property, plant and equipment	18,331,048	18,176,227	(154,821)
Infrastructure	39,332,895	39,203,857	(129,038)
Total non-current assets	57,836,390	57,502,060	(334,330)
Total assets	61,845,459	63,586,718	1,741,259
Current liabilities			
Trade and other payables	125,065	203,016	(77,951)
Interest-bearing loans and borrowings	66,517	42,517	24,000
Provisions	303,601	303,601	(0)
Total current liabilities	495,183	549,135	(53,952)
Non-current liabilities			
Interest-bearing loans and borrowings	1,141,734	1,141,734	(0)
Provisions	36,619	36,620	(1)
Total non-current liabilities	1,178,353	1,178,354	(1)
Total liabilities	1,673,536	1,727,489	(53,953)
Net assets	60,171,923	61,859,229	1,687,306
Equity			
Accumulated surplus	44,675,503	44,658,427	(17,076)
Change in net assets resulting from operations	0	1,687,306	1,687,306
Asset revaluation reserve	13,917,731	13,917,731	0
Other reserves	1,578,689	1,595,765	17,076
Total equity	60,171,923	61,859,229	1,687,306

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2013**

	M & C (Exp)	POC (Alloc)	PWOH (Alloc)	Wages (Alloc)	Total Alloc (Exp)	Total Exp
MISC						
MS7-Private Works - Stockpile Gravel	0.00	5,111.25	2,273.42	2,683.21	10,067.88	10,067.88
MS8-Main Street Banners	0.00	32.50	28.32	33.32	94.14	94.14
RN01-Rural Numbering	133.00	90.00	74.05	87.12	251.17	384.17
Total MISC	133.00	5,233.75	2,375.79	2,803.65	10,413.19	10,546.19
ROAD						
0001 MORBINING RD	0.00	6,715.00	3,881.09	4,577.35	15,173.44	15,173.44
0002 WATERHATCH RD	0.00	2,660.00	1,423.17	1,674.28	5,757.45	5,757.45
0003 YORK-WILLIAMS RD	0.00	8,252.50	2,819.80	3,388.23	14,460.53	14,460.53
0004 KOKEBY EAST RD	0.00	2,186.25	774.82	914.63	3,875.70	3,875.70
0005 EDISON MILL RD	0.00	5,820.00	2,185.07	2,570.66	10,575.73	10,575.73
0006 BREMNER RD	0.00	2,285.00	937.31	1,103.70	4,326.01	4,326.01
0007 YENYENING LAKES RD	0.00	5,817.50	1,983.61	2,339.53	10,140.64	10,140.64
0008 TOP BEVERLEY YORK RD	0.00	2,117.50	1,042.69	1,259.21	4,419.40	4,419.40
0009 BALLY-BALLY RD	0.00	3,545.00	1,171.45	1,382.82	6,099.27	6,099.27
0010 DALE KOKEBY RD	0.00	1,532.50	471.56	554.78	2,558.84	2,558.84
0011 KOKENDIN RD	0.00	4,357.50	1,552.15	1,859.88	7,769.53	7,769.53
0012 TALBOT WEST RD	0.00	907.50	774.43	911.10	2,593.03	2,593.03
0013 BARRINGTON RD	0.00	3,597.50	1,196.63	1,412.12	6,206.25	6,206.25
0014 POTTS RD	0.00	2,905.00	1,006.50	1,184.13	5,095.63	5,095.63
0015 JACOBS WELL RD	0.00	2,192.50	796.74	937.35	3,926.59	3,926.59

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2013**

	M & C (Exp)	POC (Alloc)	PWOH (Alloc)	Wages (Alloc)	Total Alloc (Exp)	Total Exp
0016 CLULOWS RD	0.00	1,898.75	724.21	852.02	3,474.98	3,474.98
0017 OAKDALE RD	0.00	2,110.00	695.84	823.26	3,629.10	3,629.10
0018 DONGADILLING RD	0.00	3,360.00	1,059.69	1,252.15	5,671.84	5,671.84
0019 QUALANDARY RD	0.00	710.00	195.76	231.98	1,137.74	1,137.74
0020 BUTCHERS RD	0.00	1,250.00	462.62	544.24	2,256.86	2,256.86
0021 VALLENTINES RD	0.00	37.50	18.88	22.21	78.59	78.59
0022 LUPTONS RD	0.00	2,282.50	689.81	811.81	3,784.12	3,784.12
0023 SPRINGHILL RD	0.00	1,010.00	354.08	449.07	1,813.15	1,813.15
0024 DALEBIN NORTH RD	0.00	1,637.50	637.00	749.40	3,023.90	3,023.90
0025 BALLY-BALLY COUNTYPEAK RD	0.00	1,237.50	431.49	507.63	2,176.62	2,176.62
0026 ATHOL RD	0.00	2,127.50	747.59	883.39	3,758.48	3,758.48
0027 EWERTS RD	0.00	1,972.50	624.59	738.32	3,335.41	3,335.41
0028 NORTHBOURNE RD	0.00	762.50	245.46	288.78	1,296.74	1,296.74
0029 BERINGER RD	0.00	2,092.50	663.20	783.88	3,539.58	3,539.58
0030 GORS RD	0.00	1,982.50	533.97	631.15	3,147.62	3,147.62
0032 BALKULING RD	0.00	2,940.00	979.44	1,152.99	5,072.43	5,072.43
0033 GLENCOE RD	0.00	4,137.50	1,332.86	1,577.99	7,048.35	7,048.35
0034 ST JACKS RD	0.00	452.50	138.97	163.78	755.25	755.25
0035 RICKEYS RD	0.00	907.50	324.33	382.40	1,614.23	1,614.23
0036 GREENHILLS SOUTH RD	0.00	472.50	392.54	461.81	1,326.85	1,326.85
0038 PETCHELLS RD	0.00	1,047.50	704.49	830.49	2,582.48	2,582.48
0039 MAITLAND RD	0.00	1,237.50	349.32	410.96	1,997.78	1,997.78
0040 HOBBS RD	0.00	697.50	262.92	309.31	1,269.73	1,269.73
0041 SOUTHERN BRANCH RD	0.00	425.00	122.73	144.39	692.12	692.12

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2013**

	M & C (Exp)	POC (Alloc)	PWOH (Alloc)	Wages (Alloc)	Total Alloc (Exp)	Total Exp
0042 WALGY RD	0.00	11,867.50	4,728.16	5,682.27	22,277.93	22,277.93
0043 CORBERDING RD	0.00	1,492.50	462.25	543.83	2,498.58	2,498.58
0044 SPAVENS RD	0.00	1,472.50	498.07	585.96	2,556.53	2,556.53
0045 PIKE RD	0.00	225.00	84.97	99.96	409.93	409.93
0046 BLACKBURN RD	0.00	300.00	75.53	88.86	464.39	464.39
0047 CARRS RD	0.00	762.50	217.14	255.46	1,235.10	1,235.10
0049 MILLERS RD	0.00	1,176.25	456.89	538.64	2,171.78	2,171.78
0050 NEGUS RD	0.00	285.00	94.06	110.65	489.71	489.71
0052 EAST LYNNE RD	0.00	472.50	146.50	172.91	791.91	791.91
0053 PATTEN RD	0.00	500.00	151.06	177.71	828.77	828.77
0054 McDONALDS RD	0.00	1,670.00	480.85	567.38	2,718.23	2,718.23
0055 KIEARA RD	0.00	630.00	247.97	311.73	1,189.70	1,189.70
0056 RIFLE RANGE RD	0.00	662.50	189.11	223.60	1,075.21	1,075.21
0058 LENNARD RD	0.00	403.75	297.47	349.97	1,051.19	1,051.19
0060 BATYS RD	0.00	550.00	182.46	214.65	947.11	947.11
0061 COOKES RD	0.00	112.50	28.32	33.32	174.14	174.14
0062 ROGERS RD	0.00	225.00	56.65	66.64	348.29	348.29
0064 FERGUSONS RD	0.00	512.50	148.38	174.57	835.45	835.45
0068 WOODS RD	0.00	187.50	47.20	55.54	290.24	290.24
0070 PICCADILLY RD	0.00	262.50	84.62	99.54	446.66	446.66
0071 MURRAYS RD	0.00	950.00	349.73	411.43	1,711.16	1,711.16
0072 SMITH RD	0.00	300.00	84.97	99.96	484.93	484.93
0073 JOHNSONS RD	0.00	395.00	131.34	154.52	680.86	680.86
0074 KILPATRICKS RD	0.00	860.00	243.80	287.53	1,391.33	1,391.33

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2013**

	M & C (Exp)	POC (Alloc)	PWOH (Alloc)	Wages (Alloc)	Total Alloc (Exp)	Total Exp
0075 FISHERS RD	0.00	662.50	217.07	256.36	1,135.93	1,135.93
0076 HILLS RD	0.00	462.50	122.73	144.40	729.63	729.63
0077 WANSBROUGH RD	0.00	425.00	134.51	159.44	718.95	718.95
0078 BATEMANS RD	0.00	420.00	112.22	132.44	664.66	664.66
0079 DRAPERS RD	0.00	1,285.00	478.11	562.48	2,325.59	2,325.59
0080 MILLS RD	0.00	125.00	37.76	44.43	207.19	207.19
0084 McLEAN RD	0.00	112.50	35.96	42.30	190.76	190.76
0085 KI RD	0.00	1,567.50	484.38	571.54	2,623.42	2,623.42
0091 BENNETTS RD	0.00	475.00	182.46	237.15	894.61	894.61
0094 BUCKINGHAMS RD	0.00	150.00	37.76	44.43	232.19	232.19
0095 HEALS RD	0.00	225.00	71.92	84.61	381.53	381.53
0096 COUNTY PEAK RD	0.00	855.00	406.87	481.05	1,742.92	1,742.92
0098 AVOCA RD	0.00	355.00	195.76	230.31	781.07	781.07
0100 MAWSON RD	0.00	1,282.50	1,417.32	1,667.41	4,367.23	4,367.23
0101 SIMMONS RD	0.00	215.00	167.30	196.84	579.14	579.14
0102 DOBADERRY RD	0.00	1,650.00	489.90	576.36	2,716.26	2,716.26
0103 FORREST ST	37.27	947.50	1,112.96	1,309.37	3,369.83	3,407.10
0104 LUKIN ST	0.00	275.00	296.93	349.34	921.27	921.27
0105 JOHN ST	0.00	133.75	345.90	406.95	886.60	886.60
0106 DAWSON ST	0.00	90.00	54.85	64.53	209.38	209.38
0107 EDWARD ST	0.00	11.25	18.76	22.08	52.09	52.09
0108 SMITH ST	0.00	123.75	83.88	98.69	306.32	306.32
0109 HARPER ST	0.00	193.75	186.43	219.34	599.52	599.52
0110 QUEEN ST	0.00	45.00	36.21	42.60	123.81	123.81

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2013**

	M & C (Exp)	POC (Alloc)	PWOH (Alloc)	Wages (Alloc)	Total Alloc (Exp)	Total Exp
0111 DEMPSTER ST	0.00	1,276.25	807.53	950.05	3,033.83	3,033.83
0112 MORRISON ST	0.00	22.50	45.96	54.07	122.53	122.53
0115 HOPE ST	0.00	112.50	121.19	142.58	376.27	376.27
0116 MONGER ST	0.00	82.50	55.54	65.34	203.38	203.38
0119 SEWELL ST	0.00	11.25	18.76	22.08	52.09	52.09
0120 DELISLE ST	0.00	440.00	226.58	266.57	933.15	933.15
0122 BROOKING ST	0.00	635.00	343.94	404.65	1,383.59	1,383.59
0123 NICHOLAS ST	0.00	2,105.00	952.99	1,123.55	4,181.54	4,181.54
0124 RICHARDSON ST	0.00	945.00	478.12	562.51	1,985.63	1,985.63
0125 VINCENT ST	0.00	981.25	680.50	800.61	2,462.36	2,462.36
0127 HORLEY ST	0.00	60.00	75.17	88.44	223.61	223.61
0128 HOPKIN ST	0.00	11.25	18.64	21.93	51.82	51.82
0129 BROCKMAN ST	0.00	22.50	27.97	32.90	83.37	83.37
0131 ELIZABETH ST	0.00	270.00	139.82	164.50	574.32	574.32
0135 ERNEST DR	0.00	90.00	74.56	87.72	252.28	252.28
0136 SHED ST	0.00	45.00	37.02	43.56	125.58	125.58
0137 RICKEYS SIDING RD	0.00	1,485.00	562.65	663.22	2,710.87	2,710.87
0139 CHESTILLION CT	0.00	12.50	9.32	10.97	32.79	32.79
0143 LUDGATE ST	0.00	150.00	37.76	44.43	232.19	232.19
0146 RAILWAY ST	0.00	120.00	46.61	54.84	221.45	221.45
0147 RAILWAY PDE	0.00	75.00	23.97	28.20	127.17	127.17
0149 COUNCIL RD	0.00	127.50	422.99	497.63	1,048.12	1,048.12
0154 WYALGIMA RD	0.00	135.00	37.64	44.29	216.93	216.93
0157 RIGOLL RD	0.00	112.50	37.76	44.43	194.69	194.69

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2013**

	M & C (Exp)	POC (Alloc)	PWOH (Alloc)	Wages (Alloc)	Total Alloc (Exp)	Total Exp
0158 BELLROCK RD	0.00	150.00	37.76	44.43	232.19	232.19
0160 DUFFIELD ST	0.00	150.00	47.95	56.41	254.36	254.36
0161 GEORGE ST NORTH	0.00	140.00	66.09	77.75	283.84	283.84
0166 WESTDALE RD	3,026.86	8,877.50	6,255.58	7,414.09	22,547.17	25,574.03
0167 MAWSON RD	0.00	3,815.00	1,394.32	1,645.15	6,854.47	6,854.47
0175 STEVE EDWARDS DV	0.00	150.00	47.20	55.54	252.74	252.74
0180 LITTLE HILL RD	0.00	137.50	47.20	55.54	240.24	240.24
5001 HUNT RD	0.00	383.75	223.72	263.20	870.67	870.67
8888 TREE LOPPING	0.00	2,367.50	4,012.04	4,727.76	11,107.30	11,107.30
9999 ROADS VARIOUS	12,978.32	6,625.00	5,351.40	6,295.81	18,272.21	31,250.53
Total ROAD	16,042.45	162,166.25	73,690.51	87,179.01	323,035.77	339,078.22
TOTAL	16,175.45	167,400.00	76,066.30	89,982.66	333,448.96	349,624.41

SHIRE OF BEVERLEY INVESTMENT OF SURPLUS FUNDS AS AT 30 NOVEMBER 2013						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
9701-42341	Reserve Funds					
	Long Service Leave	106,284.34				
	Plant	80,025.78				
	Bush Fire Fighters	107,120.66				
	Building	329,063.43				
	Recreation Ground	324,218.36				
	Cropping Committee	224,095.64				
	Avon River Development	21,530.61				
	Annual Leave	137,997.07				
	Community Bus	32,261.68				
	Road Construction	233,166.96	1,595,764.53	63 days	3.70%	2/01/2014
2092-96973	Online Saver	351,646.34	351,646.34	Ongoing	2.25%	
9712-47247	Term Deposit	515,178.17	515,178.17	63 days	3.70%	2/01/2014
9717-93146	Term Deposit	500,000.00	500,000.00	32 days	3.60%	2/12/2013
9717-90965	Term Deposit	700,000.00	700,000.00	95 days	3.75%	3/02/2014
9718-88386	Term Deposit	1,300,000.00	1,300,000.00	77 days	3.80%	16/01/2014
	Total		4,962,589.04			

11.2 Accounts Paid by Authority

SUBMISSION TO: Ordinary Council Meeting 17 December 2013
REPORT DATE: 11 December 2013
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S K Marshall, Deputy Chief Executive Officer
ATTACHMENTS: November 2013 – List of Accounts

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

The following list represents accounts paid by authority for the month of November 2013.

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:

November 2013:

- (1) **Municipal Fund** – Account 016-540 239 838 056
- | | |
|---|------------------------------|
| Cheque vouchers: 1120-1127 incl totalling | \$ 15,020.97 previously paid |
| EFT vouchers 05 November 2013 01-01incl totalling | \$ 996.88 |
| EFT vouchers 07 November 2013 01-37incl totalling | \$ 45,190.29 |
| EFT vouchers 08 November 2013 01-56incl totalling | \$192,253.12 |
| EFT vouchers 15 November 2013 01-05incl totalling | \$ 29,972.83 |
| EFT vouchers 21 November 2013 01-38incl totalling | \$ 45,827.28 |
| EFT vouchers 22 November 2013 01-24incl totalling | \$ 20,474.95 |
| EFT vouchers 29 November 2013 01-31incl totalling | <u>\$121,646.29</u> |
| | \$456,361.64 previously paid |
- (2) **Trust Fund** – Account 016-239 838 123
Nil
- (3) **Direct Debit** Payments totalling \$ 49,641.16 previously paid
- (4) **Credit Card** Payments totalling \$ 64.62 previously paid
- be received.**

COUNCIL RESOLUTION

M6/1213

Moved: Cr Pepper

Seconded: Cr Murray

That the List of Accounts as presented:

November 2013:

- (1) **Municipal Fund – Account 016-540 239 838 056**
Cheque vouchers: 1120-1127 incl totalling \$ 15,020.97 previously paid
- EFT vouchers 05 November 2013 01-01incl totalling \$ 996.88
EFT vouchers 07 November 2013 01-37incl totalling \$ 45,190.29
EFT vouchers 08 November 2013 01-56incl totalling \$192,253.12
EFT vouchers 15 November 2013 01-05incl totalling \$ 29,972.83
EFT vouchers 21 November 2013 01-38incl totalling \$ 45,827.28
EFT vouchers 22 November 2013 01-24incl totalling \$ 20,474.95
EFT vouchers 29 November 2013 01-31incl totalling \$121,646.29
\$456,361.64 previously paid
- (2) **Trust Fund – Account 016-239 838 123**
Nil
- (3) **Direct Debit Payments totalling** \$ 49,641.16 previously paid
- (4) **Credit Card Payments totalling** \$ 64.62 previously paid
be received.

CARRIED 9/0

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	01/11/2013	CBA - MERCHANT BANKING	2013-10 OCT TRANSACTION FEES	-2,429.59	-2,429.59
EFT Pymt	04/11/2013	AUST POST	SEP 13 POSTAGE	-996.88	-996.88
Direct Debit	04/11/2013	CBA - MERCHANT BANKING	2013-10 OCT ACCCESS FEE	-49.78	-49.78
Direct Debit	04/11/2013	WESTNET PTY LTD	NOV 2013 INTERNET ACCESS	-66.00	-66.00
Liability Chq	07/11/2013	AUST SUPER	SUPER CONTRIB: FE 05 NOV 13	0.00	0.00
Liability Chq	07/11/2013	BT FIN GP-LEONHARDT Scott	SUPER CONTRIB: FE 05 NOV 13	0.00	0.00
Liability Chq	07/11/2013	COLONIAL FIRST STATE-CORRIGAN Justin	SUPER CONTRIB: FE 05 NOV 13	0.00	0.00
Liability Chq	07/11/2013	COLONIAL FIRST STATE-MOULTON Clare	SUPER CONTRIB: FE 05 NOV 13	0.00	0.00
Liability Chq	07/11/2013	DOMINION SUPERANNUATION MASTER TRUST	SUPER CONTRIB: FE 05 NOV 13	0.00	0.00
Liability Chq	07/11/2013	KINETIC SUPER (ACCTS SUPER)	SUPER CONTRIB: FE 05 NOV 13	0.00	0.00
Liability Chq	07/11/2013	SHIRE OF BEVERLEY	2013-11 NOV SAL DEDUCTIONS (05 NOV): RATES	0.00	0.00
Liability Chq	07/11/2013	SUPERWRAP - PERSONAL SUPER PLAN	SUPER CONTRIB: FE 05 NOV 13	0.00	0.00
Liability Chq	07/11/2013	WA SUPER (nee WALGSP)	SUPER CONTRIB: FE 05 NOV 13	0.00	0.00
EFT Pymt	08/11/2013	ARCHIVEWISE	2013-10 OCT STORAGE of ARCHIVES: 95 BOXES	-40.74	
EFT Pymt	08/11/2013	AUSSIE IT	TONERS & BATTERIES	-687.72	
EFT Pymt	08/11/2013	AVON AUTO AIR	BE023 (TRA02): AIR CON SERVICE	-196.39	
EFT Pymt	08/11/2013	AVON TRADING	VOID (EFT REJECTION): OCT 2013 HARDWARE SUPPLIES	0.00	
EFT Pymt	08/11/2013	BEV COUNTRY KITCHEN	COUNCIL MEET: 29 OCT 13	-198.00	
EFT Pymt	08/11/2013	BEV CRC (TELECENTRE)	ADVERTISING 2013 COMMUNITY DIRECTORY & PRINTING	-1,050.00	
EFT Pymt	08/11/2013	BEV DISTRICT HIGH SCHOOL	ASS 791 - REFUND	-632.00	
EFT Pymt	08/11/2013	BEV GAS & PLUMBING	REC GRD SUBDIVISION: PLUMBING WORKS	-9,207.00	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	08/11/2013	BEV IGA	VOID (EFT REJECTION): SEP 2013 PURCHASES	0.00	
EFT Pymt	08/11/2013	BEV NEWS - Barry & Pauline	OCT 2013 ACCOUNT	-133.20	
EFT Pymt	08/11/2013	BOC LIMITED	OCT 2013: CYLINDER RENTAL	-64.51	
EFT Pymt	08/11/2013	BT FIN GP-LEONHARDT Scott	SUPER CONTRIB: FE 05 NOV 13	-173.34	
EFT Pymt	08/11/2013	CAS - CONTRACT AQUATIC SERVICES	POOL: EQUIP MAINTENANCE/SERVICE	-3,870.90	
EFT Pymt	08/11/2013	CDA (VENTURE IMPORTS PTY LTD)	RESIDENCES & TOWN HALL: SUMMER OPEN UP SERVICE	-1,080.00	
EFT Pymt	08/11/2013	CHADSON ENGINEERING	SWIM POOL: 6 x STARTING BLOCK CONES	-1,174.80	
EFT Pymt	08/11/2013	COLONIAL FIRST STATE-CORRIGAN Justin	SUPER CONTRIB: FE 05 NOV 13	-277.54	
EFT Pymt	08/11/2013	COLONIAL FIRST STATE-MOULTON Clare	SUPER CONTRIB: FE 05 NOV 13	-82.11	
EFT Pymt	08/11/2013	COOTE MOTORS	BE030 (BH02): PARTS	-149.47	
EFT Pymt	08/11/2013	COUNTRY COPIERS NORTHAM	iRC2030 COPIER - READING: 24 SEP - 31 OCT 13	-339.57	
EFT Pymt	08/11/2013	COURIER AUSTRALIA/TOLL IPEC	FREIGHT CHARGES: 07 - 31 OCT 13	-187.43	
EFT Pymt	08/11/2013	DOMINION SUPERANNUATION MASTER TRUST	SUPER CONTRIB: FE 05 NOV 13	-100.70	
EFT Pymt	08/11/2013	DPT FIRE & EMERGENCY SERVICES (DFES)	13/14 ESL CHARGES for SHIRE PROPERTIES	-2,238.87	
EFT Pymt	08/11/2013	DUNLOP Graham	REC GRD: LOCATE WATER, POWER, GAS	-686.40	
EFT Pymt	08/11/2013	EASTWELL Debbie	BEV YOUTH GRP: DISCO 20 SEP 13	-300.00	
EFT Pymt	08/11/2013	FERGUSON Alec	VOID (EFT REJECTION): REIMBURSE: FIRST AID TRAINING, 7 SEP 2013	0.00	
EFT Pymt	08/11/2013	FULTON HOGAN INDUSTRIES	WESTDALE RD2 WIDENING: 2 TN EZ STREE BULK	-1,408.00	
EFT Pymt	08/11/2013	GIBBONS HOLDEN	BE020 (UTE22): 30,000 SERVICE, BE000 (UTE21): RECALL, HITCH & TOWBALL	-607.00	
EFT Pymt	08/11/2013	GOSNELLS HARDWARE	HARDWARE SUPPLIES	-825.51	
EFT Pymt	08/11/2013	GRANT C CARPET CLEANING	5 WRIGHT ST: CARPET CLEANING	-240.00	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	08/11/2013	HEMPFIELD SMALL ENGINE	VARIOUS: PARTS	-1,265.30	
EFT Pymt	08/11/2013	HERSEY JR & A PTY LTD	PROTECTIVE CLOTHING & EXPENDABLE ITEMS	-1,331.31	
EFT Pymt	08/11/2013	JAS Richard	VOID (EFT REJECTION): VARIOUS VEHICLES: PARTS & SERVICES	0.00	
EFT Pymt	08/11/2013	JASON SIGNMAKERS	VARIOUS ROAD SIGNS; RURAL NUMBERING; REF CONES	-1,507.00	
EFT Pymt	08/11/2013	KEITH THE MAINTENANCE MAN P/L	OLD CHANGE ROOMS: ASBESTOS REMOVAL (ROOF)	-13,860.00	
EFT Pymt	08/11/2013	KINETIC SUPER (ACCTS SUPER)	SUPER CONTRIB: FE 05 NOV 13	-67.77	
EFT Pymt	08/11/2013	L R SIMS & CO	ILU - FINAL ACCOUNT (ALL WORK COMPLETED)	-32,022.00	
EFT Pymt	08/11/2013	LANDGATE (DOLA)	TITLE SEARCHES	-168.00	
EFT Pymt	08/11/2013	LGIS LIABILITY	13/14 PUBLIC LIABILITY INSURANCE - 2 of 2 INSTAL	-13,997.37	
EFT Pymt	08/11/2013	LGIS RISK MANAGEMENT	REG RISK COORDINATOR 13/14 YR: 1 of 2 PYMTS	-3,698.20	
EFT Pymt	08/11/2013	LGISWA	13/14 INSURANCE (2 of 2 INSTALS): PROPERTY & WORKERS COMP	-68,364.07	
EFT Pymt	08/11/2013	MAJOR MOTORS PTY LTD	VARIOUS VEHICLES: PARTS & REPAIRS	-6,098.57	
EFT Pymt	08/11/2013	MARTINS TRAILER PARTS P/L	BE3537 (TRL07): PARTS	-46.62	
EFT Pymt	08/11/2013	MORBINNING CATCHMENT GROUP	MORBINNING FIRE BRIGADE - POWER REIMBURSE: 27 JUL - 20 SEP 13	-45.25	
EFT Pymt	08/11/2013	NORTHAM BEARING SALES	VARIOUS VEHICLES: PARTS	-92.86	
EFT Pymt	08/11/2013	ORICA/SPECTRUM	2013-10 OCT CHLORINE CYLINDER RENTAL (ORICA)	-42.28	
EFT Pymt	08/11/2013	PACIFIC BRANDS - WORKWEAR GP	UNIFORMS: ADMIN STAFF	-289.75	
EFT Pymt	08/11/2013	PCS - PERFECT COMPUTER SOLUTIONS	COMPUTER SUPPORT: SHIRE & MEDICAL CENTRE	-722.50	
EFT Pymt	08/11/2013	QUICK CORP AUST	NOV 13 STATIONERY ORDER	-302.59	
EFT Pymt	08/11/2013	RIDGWAY Dee	13/14 YR TRAVEL CLAIM (JUL - SEP 13)	-1,023.99	
EFT Pymt	08/11/2013	ROCLA PIPELINE PRODUCTS	WESTDALE RD 2 (WIDENING): FLUSH JOINT	-259.97	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	08/11/2013	ROSHER E & MJ	BE423 (MOW04): PARTS	-635.35	
EFT Pymt	08/11/2013	SHIRE OF BROOKTON	2013-09 SEP TOWN PLANNING SCHEME	-5,744.10	
EFT Pymt	08/11/2013	SHIRE OF YORK	HLTH SERVICES: AUG-SEP 13: RANGER SERVICES: 26 JUL - 09 OCT 13	-2,557.48	
EFT Pymt	08/11/2013	SNAP OSBORNE PARK	PRINTING of 20 PURCHASE ORDER BOOKS	-662.00	
EFT Pymt	08/11/2013	STEWART & HEATON CLOTHING CO PTY LTD	BUSH FIRE UNIFORMS	-1,796.19	
EFT Pymt	08/11/2013	SUPERWRAP - PERSONAL SUPER PLAN	SUPER CONTRIB: FE 05 NOV 13	-703.86	
EFT Pymt	08/11/2013	T-QUIP	BE023 (TRA02): PARTS	-997.50	
EFT Pymt	08/11/2013	TRUCKLINE	BE3514 (TRL06): PARTS	-579.02	
EFT Pymt	08/11/2013	WA SUPER (nee WALGSP)	SUPER CONTRIB: FE 05 NOV 13	-4,781.02	
EFT Pymt	08/11/2013	WILSON Michael	VOID (EFT REJECTION): 2013-11 NOV BLARNEY ISSUE	0.00	
EFT Pymt	08/11/2013	WYLLIE Greg	AUDIT FEES for YE 30 JUN 2013	-2,640.00	-192,253.12
Direct Debit	12/11/2013	ANZ- TRANSACTIVE (ONLINE BANKING)	2013-11 OCT ONLINE BANKING	-135.30	-135.30
EFT Pymt	15/11/2013	AUST POST	OCT 13 POSTAGE	-548.81	
EFT Pymt	15/11/2013	BDH - BEV DOME HIRE	DIESEL:8,003 L & ULP 2,005 L	-14,565.15	
EFT Pymt	15/11/2013	HAINES NORTON	"NUTS & BOLTS" ACCOUNTING W/SHOP: K McLEAN & G MATHER	-1,672.00	
EFT Pymt	15/11/2013	KLEENHEAT GAS (WESFARMERS KLEENHEAT GAS P	2.28kL LPG BULK	-263.32	
EFT Pymt	15/11/2013	SHACKS HOLDEN	TRADE IN of SDN24 (BE1) & REGO to 30 JUNE 2014	-12,923.55	-29,972.83
Direct Debit	18/11/2013	3 MESSAGING	3 MESSAGING: 2013-11 NOV: 592 TXT MSGS	-102.74	-102.74
Liability Chq	21/11/2013	ATO - AUSTRALIAN TAX OFFICE	2013-11 NOV PAYG TAX	0.00	0.00
Liability Chq	21/11/2013	AUST SUPER	SUPER CONTRIB: FE 19 NOV 13	0.00	0.00
Liability Chq	21/11/2013	BT FIN GP-LEONHARDT Scott	SUPER CONTRIB: FE 19 NOV 13	0.00	0.00

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Liability Chq	21/11/2013	COLONIAL FIRST STATE-CORRIGAN Justin	SUPER CONTRIB: FE 19 NOV 13	0.00	0.00
Liability Chq	21/11/2013	COLONIAL FIRST STATE-MOULTON Clare	SUPER CONTRIB: FE 19 NOV 13	0.00	0.00
Liability Chq	21/11/2013	DOMINION SUPERANNUATION MASTER TRUST	SUPER CONTRIB: FE 19 NOV 13	0.00	0.00
Liability Chq	21/11/2013	KINETIC SUPER (ACCTS SUPER)	SUPER CONTRIB: FE 19 NOV 13	0.00	0.00
Liability Chq	21/11/2013	LGRCEU	2013-11 NOV UNION FEES	0.00	0.00
Liability Chq	21/11/2013	SHIRE OF BEVERLEY	2013-11 NOV SALARY DEDUCTIONS (19 NOV): RATES	0.00	0.00
Liability Chq	21/11/2013	SUPERWRAP - PERSONAL SUPER PLAN	SUPER CONTRIB: FE 19 NOV 13	0.00	0.00
Liability Chq	21/11/2013	WA SUPER (nee WALGSP)	SUPER CONTRIB: FE 19 NOV 13	0.00	0.00
EFT Pymt	22/11/2013	ALEX'S GREEN CORNER	2 x COMPUTER DESKS (LIBRARY)	-110.00	
EFT Pymt	22/11/2013	AVON TRADING	OCT 2013 HARDWARE SUPPLIES	-2,343.34	
EFT Pymt	22/11/2013	AVON WASTE	1,920 BIN COLLECTION FE 01 NOV 13 INC RECYLING BINS & 1 x RECYCLING COLLECTION	-4,284.40	
EFT Pymt	22/11/2013	BEV COUNTRY KITCHEN	BUSH FIRE TRAINING: REFRESHMENTS	-120.50	
EFT Pymt	22/11/2013	BEV IGA	SEP 2013 PURCHASES	-1,073.79	
EFT Pymt	22/11/2013	BT FIN GP-LEONHARDT Scott	SUPER CONTRIB: 19 NOV 13	-173.34	
EFT Pymt	22/11/2013	BURTONS WELDING & REPAIR	REPAIRS TO ADMIN BUILDING & PLATE FOR PUMP COVER REC GRD	-700.30	
EFT Pymt	22/11/2013	COLONIAL FIRST STATE-CORRIGAN Justin	SUPER CONTRIB: FE 19 NOV 13	-277.54	
EFT Pymt	22/11/2013	COLONIAL FIRST STATE-MOULTON Clare	SUPER CONTRIB: FE 19 NOV 13	-82.11	
EFT Pymt	22/11/2013	COUNTRY COPIERS NORTHAM	READING: 10 OCT - 12 NOV 13	-497.99	
EFT Pymt	22/11/2013	DOMINION SUPERANNUATION MASTER TRUST	SUPER CONTRIB: FE 19 NOV 13	-164.23	
EFT Pymt	22/11/2013	ESPLANADE FREMANTLE	2013 LGMA CONFERENCE: CEO GOLLAN, Stephen	-1,164.50	
EFT Pymt	22/11/2013	FERGUSON Alec	REIMBURSE: FIRST AID TRAINING, 7 SEP 2013	-199.00	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	22/11/2013	FERRIS Glenda	CATERING: CR FOSTER SEND OFF	-750.00	
EFT Pymt	22/11/2013	GOSNELLS ROOFING	REC GRD SHEDS - SKY LIGHT SHEETING	-682.00	
EFT Pymt	22/11/2013	JAS Richard	VARIOUS VEHICLES: PARTS & SERVICES	-1,395.06	
EFT Pymt	22/11/2013	KINETIC SUPER (ACCTS SUPER)	SUPER CONTRIB: FE 19 NOV 13	-98.98	
EFT Pymt	22/11/2013	LANDGATE (VGO)	VALUATION FEES: 21 SEP - 18 OCT 13	-148.30	
EFT Pymt	22/11/2013	LGRCEU	2013-11 NOV UNION FEES	-77.60	
EFT Pymt	22/11/2013	LIMITLESS PROMOTIONS	200 x LIFETIME DOG REGISTRATION TAGS	-195.00	
EFT Pymt	22/11/2013	PCS - PERFECT COMPUTER SOLUTIONS	COMPUTER SUPPORT	-212.50	
EFT Pymt	22/11/2013	SUPERWRAP - PERSONAL SUPER PLAN	SUPER CONTRIB:19 NOV 13	-703.86	
EFT Pymt	22/11/2013	WA SUPER (nee WALGSP)	SUPER CONTRIB: FE 19 NOV 13	-4,770.61	
EFT Pymt	22/11/2013	WILSON Michael	2013-11 NOV BLARNEY ISSUE	-250.00	-20,474.95
EFT Pymt	29/11/2013	ASB MARKETING PTY LTD	XMAS HAMPERS: COOLER BAGS	-1,482.25	
EFT Pymt	29/11/2013	AVON TRADING	SEP 13 HARDWARE SUPPLIES	-524.11	
EFT Pymt	29/11/2013	AVON WASTE	1,920 BIN COLLECTION FE 15 NOV 13 INC RECYLING BINS & 1 x RECYCLING COLLECTION & 1 REPLACEMENT	-4,369.40	
EFT Pymt	29/11/2013	BDH - BEV DOME HIRE	DIESEL: 4,045 L	-6,000.35	
EFT Pymt	29/11/2013	BEV CRC (TELECENTRE)	CRC FEASABILITY STUDY - STAGE 2 & COPYING for FAREWELL for CR FOSTER	-15,557.30	
EFT Pymt	29/11/2013	BEV FARM SERVICES	STAFF UNIFORMS & WESTDALE RD2: PARTS	-356.95	
EFT Pymt	29/11/2013	BEV IGA	OCT13 PURCHASES	-461.26	
EFT Pymt	29/11/2013	BEV STEEL FABRICATION (BEAULENE P/L)	VARIOUS: PARTS & REPAIRS	-179.25	
EFT Pymt	29/11/2013	BLECHY'S TYRE & BATTERY	OCT 13 - TYRE MAINTENNANCE (incl INSURANCE CLAIM FOR BE 028/TRK11)	-1,563.00	
EFT Pymt	29/11/2013	CDA (VENTURE IMPORTS PTY LTD)	ADMIN BLDG: QUOTE to DECON AIR CON SYS & SWIM POOL: REPAIRS to FRIDGE	-444.61	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	29/11/2013	COURIER AUSTRALIA/TOLL IPEC	FREIGHT CHARGES: 06 - 07 NOV 13	-19.06	
EFT Pymt	29/11/2013	DARREN LONG CONSULTING	CONSULTING: LTFP	-16,197.50	
EFT Pymt	29/11/2013	DATAKOM IT	LIBRARY: CONVERT MICROFILM NEWSPAPER TO PDF	-12,218.40	
EFT Pymt	29/11/2013	DCA - DOMINIC CARBONE & ASSOC	AUG - SEP 13 FINANCIALS & BUDGET & ANNUALS PREP & ILU MODEL & ASSET FV	-9,702.00	
EFT Pymt	29/11/2013	FIRE & SAFETY WA	FIRE PREVENTION: EQUIPMENT	-1,154.29	
EFT Pymt	29/11/2013	FLYS R GONE	PEST TREATMENT: VARIOUS HOUSING	-2,332.00	
EFT Pymt	29/11/2013	GOSNELLS HARDWARE	HARDWARE PURCHASES	-1,393.30	
EFT Pymt	29/11/2013	GRONBEK SECURITY	VARIOUS BLDGS: KEYS & LOCKS	-136.01	
EFT Pymt	29/11/2013	J T PROFESSIONAL SERVICES	CONSULTANT: PROGRESS PYMT REVIEW DELEGATIONS & POLICIES	-2,750.00	
EFT Pymt	29/11/2013	PACIFIC BRANDS - WORKWEAR GP	UNIFORMS: ADMIN STAFF	-299.20	
EFT Pymt	29/11/2013	PEEL ENGRAVING & IM-PRESS RUBBER STAMP CO	DESK & NAME BADGES: DCEO, CR BUCKLAND, CR DAVIS	-144.00	
EFT Pymt	29/11/2013	RADIOWEST BROADCASTERS P/L	2013-10 OCT: INTERVIEW "AROUND THE TOWN" INTERVIEW	-55.00	
EFT Pymt	29/11/2013	REGIONAL ANTENNAS PLUS	WRIGHT ST: ANTENNA CONNECTION & REPAIR	-142.00	
EFT Pymt	29/11/2013	SHIRE OF BROOKTON	2013-10 OCT TOWN PLANNING SCHEME	-8,943.54	
EFT Pymt	29/11/2013	SHIRE OF YORK	HEALTH & BUILDING SERVICES: OCT 2013	-818.22	
EFT Pymt	29/11/2013	TOTAL EDEN	RLWY STN & OTHER GARDENS: VARIOUS RETIC SUPPLIES	-178.45	
EFT Pymt	29/11/2013	TRANSPLAN PTY LTD	TRAILS MSTR PLAN: MILESTONE 1 - PROJECT INITIATION	-8,800.00	
EFT Pymt	29/11/2013	TRUCKLINE	BE012 (TRK08): PARTS (INSURANCE CLAIM)	-1,252.79	
EFT Pymt	29/11/2013	WALGA - WA LOCAL GOVERNMENT ASSOCIATION	ADVERTISING: LOC GOV ELECTIONS & NBN TOWER PROPOSAL	-2,180.30	
EFT Pymt	29/11/2013	WATERMAN IRRIGATION	ASSET : BROOKING ST, RURAL RD STANDPIPE CARD ACCESS	-12,696.75	
EFT Pymt	29/11/2013	WYLLIE Greg	AUDIT CHARGES TO 30 JUN 2013	-9,295.00	-121,646.29

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	29/11/2013	DPI - LICENSING SERVICES	OCT/NOV 13 LICENSING PAYMENTS	-46,857.75	-46,857.75
Cheque # 1120	08/11/2013	AUST SUPER	SUPER CONTRIB: FE 05 NOV 13	-79.02	-79.02
Cheque # 1121	08/11/2013	SYNERGY	2013-10 OCT ELECTRICITY ACCOUNTS & OCT 13 STREET LIGHTS	-11,114.40	-11,114.40
Cheque # 1122	15/11/2013	ATO - AUSTRALIAN TAX OFFICE	2013-10 OCT BAS RETURN	-1,899.01	-1,899.01
Cheque # 1123	15/11/2013	TELSTRA	2013-10 OCT TELEPHONE ACCOUNTS	-1,320.30	-1,320.30
Cheque # 1124	22/11/2013	AUST SUPER	SUPER CONTRIB: FE 19 NOV 13	-69.59	-69.59
Cheque # 1125	22/11/2013	WATER CORPORATION	FIRE STATION: 01 NOV - 31 DEC 13	-34.38	-34.38
Cheque # 1126	28/11/2013	SYNERGY	L36 FORREST ST: 09 OCT - 12 NOV 13	-380.95	-380.95
Cheque # 1127	28/11/2013	WATER CORPORATION	BALKULING & BATYS RD S/PIPES: 01 NOV - 31 DEC 13 inc SERVICE CHARGE	-123.32	-123.32
Gen Jnl 2680	12/11/2013		OCT 13 # - CREDIT CARD	-64.62	-64.62
PAYMENTS RAISED IN CURRENT MONTH				-430,070.82	-430,070.82
WAGES & SALARIES					
EFT Pymt		WAGES & SALARIES	FE - 05/11/2013	-45,190.29	
EFT Pymt		WAGES & SALARIES	FE - 19/11/203	-45,827.28	
WAGES & SALARIES				-91,017.57	-91,017.57
TRANSFERS to TRUST					
TRANSFERS to TRUST				0.00	0.00
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT					
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT				0.00	0.00

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					
<i>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</i>				<i>0.00</i>	<i>0.00</i>
OTHER AMENDMENTS/GENERAL JOURNALS					
<i>OTHER AMENDMENTS/GENERAL JOURNALS</i>				<i>0.00</i>	<i>0.00</i>
INVESTMENTS					
<i>INVESTMENTS</i>				<i>0.00</i>	<i>0.00</i>
TOTAL EXPENDITURE for MUNICIPAL ACCOUNT					-521,088.39
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT					
Bill Pmt - CCard	1/10/2013	DICK SMITH MIDLAND	ADMIN BLDG - TELEPHONE CABLE		25.92
Bill Pmt - CCard	16/10/2013	GRILLD HEALTHY BURGERS	UWA "BEV DESIGN STUDIO": REFRESHMENTS - 16 OCT 13	38.70	
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT				64.62	
TRUST ACCOUNT DETAILS					
PAYMENTS RAISED IN CURRENT MONTH					
<i>PAYMENTS RAISED IN CURRENT MONTH</i>				<i>0.00</i>	<i>0.00</i>
PAYMENTS UNPRESENTED IN CURRENT BANK #					
<i>Cheque #</i>				<i>0.00</i>	<i>0.00</i>
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					
Cheque # 1447	11/10/2013	BUCKLAND Thomas	REFUND: 2013 LOCAL ELECTION NOMINATION FEE - THOMAS BUCKLAND	-80.00	
Cheque # 1448	11/10/2013	DAVIS Don	REFUND: 2013 LOCAL ELECTION NOMINATION FEE - DON DAVIS	-80.00	
PAYMENTS PRESENTED IN CURRENT BANK #				-160.00	-160.00

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
<i>RELATING to PRIOR MONTHS' TRANSACTIONS</i>					
OTHER AMENDMENTS/GENERAL JOURNALS					
Gen Jnl 62	08/11/2013	Municipal Account	TFR of ILU RETAINED EARNINGS for FINAL PYMT to MUNICIPAL ACCT re L R SIMS	-32,290.42	
				-32,290.42	-32,290.42
				TOTAL EXPENDITURE for TRUST ACCOUNT	-32,450.42
TOTAL EXPENDITURE as reconciled to the NOVEMBER 2013 BANK STATEMENTS					
				Municipal Account Expenditure	-521,088.39
				Trust Account Expenditure	-32,450.42
				TOTAL EXPENDITURE for NOVEMBER 2013	-553,538.81

11.3 Bad Debt Write Off

SUBMISSION TO: December Council Meeting, 17 December 2013
REPORT DATE: 3 December 2012
APPLICANT: N/A
FILE REFERENCE: ADM 0094
AUTHOR: S K Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider the writing off of bad debts deemed unrecoverable.

BACKGROUND

Outstanding debts are reviewed monthly by the Deputy CEO and from time to time, due to debt collection costs and other factors, some outstanding debts are deemed to be unrecoverable.

It is pertinent that these debts be written off to better reflect a true Accounts Receivable balance in the balance sheet.

At the November 2013 Ordinary Council Meeting, Council resolved to delegate to the CEO the ability to write off small balances (debit or credit), up to \$75.00.

COMMENT

The following table demonstrates unrecoverable debt balances which fall outside of the CEO's write off delegation:

Invoice Date	Invoice Number	Outstanding Amount	Name	Details	Action Taken
24-Apr-13	9797	\$80.00	S & A Kerotkavitch – Colts Diner & Monkeys Kitchen	Size 'A' Blarney Advert for May 2013 Edition	Statements sent every month, copy of invoice forwarded on several occasions, correspondence forwarded to them. No paperwork 'Return to Sender' received, however, under the impression they have left the area.

STATUTORY ENVIRONMENT

Section 6.12 of the *Local Government Act 1995*– Power to defer, grant discounts, waive or write off debts, provides that:

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

* Absolute majority required.

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

FINANCIAL IMPLICATIONS

Minimal

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

The Shire of Beverley's Debt Collection Policy provides that;

1. Debts raised on a monthly basis, collection within 14 days.
2. A reminder notice is to be sent for debts still outstanding no later than 28 days after debt raised.
3. Debtors reviewed monthly and debts still outstanding sent letter re: intention to summons. Reply period is seven days.
4. Failing this. Debts will be given to debt collection agency (depending on size).
5. List of debtors to be maintained and no further services are to be provided before debts cleared. All future services are to be paid in advance.
6. List of debtors to be presented monthly to the Finance and Administration Committee.
7. Where persons having poor payment history or the estimate of costs of works exceed \$1,000 are to be paid in advance where practical, and to the discretion of staff.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the write off of charges owing on invoice 9797, totalling \$80.00, be authorised.

COUNCIL RESOLUTION

M7/1213

Moved: Cr Buckland

Seconded: Cr Pepper

That the write off of charges owing on invoice 9797, totalling \$80.00, be authorised.

CARRIED 9/0

11.4 2012/13 Management Letter

SUBMISSION TO: Ordinary Council Meeting 17 December 2013
REPORT DATE: 11 December 2013
APPLICANT: N/A
FILE REFERENCE: ADM 0231
AUTHOR: SK Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

The Council consider receiving the 2012/13 Audit Management Letter.

BACKGROUND

The audit of the 2012/13 Financial Report was conducted by Greg Wyllie in November 2013.

The Management Letter was received on 20 November 2013.

COMMENT

The Management Letter received was as follows:

Dear Steve,

We report that we have completed the final audit of the **Shire of Beverley** for the year end **30 June 2013** and enclose our signed audit report.

Management Letter

There are no matters we wish to raise in this management letter.

We have also enclosed an invoice for our fees.

Please let us know if any further information is required.

Yours Faithfully,

Greg Wyllie

Consequently, there were no issues raised from the audit.

The Audit and Administration Committee reviewed the 2012/13 Management Letter on 10 December 2013 and resolved as follows:

“That the Audit and Administration Committee recommend to Council that the 2012/13 Management Letter be received.”

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the 2012/13 Management Letter be received.

COUNCIL RESOLUTION

M8/1213

Moved: Cr White

Seconded: Cr Shaw

That the 2012/13 Management Letter be received.

CARRIED 9/0

11.5 2012/13 Audit Report

SUBMISSION TO: Ordinary Council Meeting 17 December 2013
REPORT DATE: 11 December 2013
APPLICANT: N/A
FILE REFERENCE: ADM 0047
AUTHOR: SK Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider receiving the 2012/13 Audit Report.

BACKGROUND

The audit of the 2012/13 Financial Report was conducted by Greg Wyllie in November 2013.

The Independent Audit Report was received on 20 November 2013.

COMMENT

SHIRE OF BEVERLEY INDEPENDENT AUDIT REPORT TO THE ELECTORS OF THE SHIRE OF BEVERLEY

I have audited the accompanying financial report of the **Shire of Beverley** which comprises the statement of financial position, statements of income, statement of cash flows, rate setting statement and supporting notes for the year ended **30 June 2013**.

Management's Responsibility for the Financial Report

Management is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards, the Local Government Act 1995 (as amended) (**the Act**) and the Local Government (Financial Management) Regulations 1996 (as amended) (**the Regulations**) and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain evidence about amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement including the assessment of the risks of material misstatement of the financial report whether due to fraud or error. In making those risk assessments the auditor considers internal control relevant to the shire's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the shire's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I obtained is sufficient and appropriate to provide a basis for my audit opinion.

Auditor's Opinion

In my opinion the financial report of the **Shire of Beverley** is in accordance with the Act and the Regulations including giving a true and fair view of the shire's financial position as at **30 June 2013** and of its performance for the year ended on that date and complying with Australian Accounting Standards and substantially complying with the Act and Regulations.

Report on other legal and regulatory requirements

In accordance with the Regulations I report that in my opinion,

- (a) There were no matters that indicated a significant adverse trend in the financial position or the financial management practices of the shire.
- (b) There were no material matters noted by me indicating non-compliance with Part 6 of the Act, the Regulations or applicable financial controls in any other written law.
- (c) In relation to the supplementary ratio information in this report, I have reviewed the calculations and they are based on verifiable information and reasonable assumptions.
- (d) All necessary information and explanations were obtained by me and
- (e) All audit procedures were satisfactorily completed in conducting my audit.

Gregory Froomes Wyllie CPA

Perth, Western Australia

18 November 2013

The Audit and Administration Committee reviewed the 2012/13 Audit Report on 10 December 2013 and resolved as follows:

"That the Audit and Administration Committee recommend to Council that the 2012/13 Audit Report be received."

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the 2012/13 Audit Report be received.

COUNCIL RESOLUTION

M9/1213

Moved: Cr White

Seconded: Cr Pepper

That the 2012/13 Audit Report be received.

CARRIED 9/0

11.6 2012/13 Annual Report

SUBMISSION TO: Ordinary Council Meeting 17 December 2013
REPORT DATE: 11 December 2013
APPLICANT: N/A
FILE REFERENCE: ADM 0199
AUTHOR: SK Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2012/13 Annual Report

SUMMARY

Council to consider receiving the 2012/13 Annual Report.

BACKGROUND

The 2012/13 Annual report has been produced by Dominic Carbone & Associates and was audited by Greg Wyllie in November 2013.

COMMENT

The 2012/13 Annual Report is attached for Councils consideration.

The Audit and Administration Committee reviewed the 2012/13 Annual Report on 10 December 2013 and resolved as follows:

“That the Audit and Administration Committee recommend to Council that

- 1. the 2012/13 Annual Report be received; and*
- 2. a minimum of 14 days public notice of the availability of the 2012/13 Annual Report be given.”*

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:

1. the 2012/13 Annual Report be received; and
2. a minimum of 14 days public notice of the availability of the 2012/13 Annual Report be given.

COUNCIL RESOLUTION

M10/1213

Moved: Cr White

Seconded: Cr Buckland

That:

1. the 2012/13 Annual Report be received; and
2. a minimum of 14 days public notice of the availability of the 2012/13 Annual Report be given.

CARRIED BY ABSOLUTE MAJORITY 9/0

11.7 Annual Electors Meeting

SUBMISSION TO: Ordinary Council Meeting 17 December 2013
REPORT DATE: 2 December 2013
APPLICANT: N/A
FILE REFERENCE: ADM 0047
AUTHOR: SK Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2012/13 Annual Report

SUMMARY

Council to consider holding the Annual Electors Meeting in January 2014.

BACKGROUND

The 2012/13 Annual Report has been produced by Dominic Carbone & Associates and was audited by Greg Wyllie in November 2013.

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 December 2012.

Should the Annual report be received at the 17 December 2013 Ordinary Council meeting, the last date on which the Annual Electors Meeting can be held is Monday 10 February 2014.

The Audit and Administration Committee considered a suitable date for the Annual Electors Meeting on 10 December 2013 and resolved as follows:

"That the Audit and Administration Committee recommend to Council that the Annual Electors Meeting be held on Monday 13 January 2014 at 8pm at the Beverley Function and Recreation Centre."

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 13 January 2014 at 8pm at the Beverley Function and Recreation Centre.

COUNCIL RESOLUTION

M11/1213

Moved: Cr Davis

Seconded: Cr Gogol

That the Annual Electors Meeting be held on Monday 13 January 2014 at 8pm at the Beverley Function and Recreation Centre.

CARRIED 9/0

12. ADMINISTRATION

12.1 Staff Wellbeing

SUBMISSION TO: Ordinary Council Meeting 17 December 2013
REPORT DATE: 6 December 2013
APPLICANT: N/A
FILE REFERENCE: ADM 0330
AUTHOR: S K Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Article – Exercising and Work Performance

SUMMARY

Council to consider allowing staff complimentary use of the Courthouse Gym to encourage healthy lifestyle and well-being.

BACKGROUND

Recently, a majority of staff undertook a health risk assessment, subsidised by LGIS (Council's insurers). The assessment included physical tests to determine the overall health and fitness of individuals.

Test results are confidential, but all involved believed that it was a worthwhile process.

Following the success of the health assessments, the Occupational Health and Safety Committee believed it was worthwhile approaching Council to consider supporting health and fitness by allowing staff access to the Court House Gym.

COMMENT

Since the health assessments, there has been a change in many individuals habits, most noticeable being diet.

Diet is a major part of healthy living, but needs to be combined with regular exercise to have the greatest effect on overall lifestyle.

Consequently, it is proposed that staff be allowed use of the Court House Gym to encourage healthy living, improve workplace efficiencies and be used as an attraction/retention mechanism.

According to the article, Exercising and Work Performance (Demitropoulos 2011) published in the American Business Magazine,

"A recent study published in the Journal of Occupational and Environmental Medicine found that workers with poor health habits display subpar work performance more often than other workers.

The study surveyed over 10,600 workers in Europe and found that more than 10 percent of sick leave and higher levels of productivity loss at work may likely be due to lifestyle behaviours and obesity."

The full article is attached.

It is acknowledged that Council has considered similar proposals in the past, but it may not have been informed to this degree.

There are currently 34 financial members of the Court House Gym including several staff members.

It is envisaged that use of the Gym be offered free of charge to all staff and Councillors.

The 2013/14 Budget allows a net budget maintenance expense of \$7,708, plus provision to purchase new equipment of \$13,000, for the Court House Gym.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

\$150 (6 month membership fee) per person (in lost revenue for 2013/14), in real terms nil as budgeted maintenance expenses are not likely to increase due to the potential marginal increase in use.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That, in support of encouraging healthy living and well-being, Shire of Beverley staff and Councillors be allowed complimentary use of the Court House Gym.

COUNCIL RESOLUTION

M12/1213

Moved: Cr Davis

Seconded: Cr Gogol

That, in support of encouraging healthy living and well-being, Shire of Beverley staff be allowed complimentary use of the Court House Gym.

CARRIED BY ABSOLUTE MAJORITY 7/2

Cr Ridgway voted against the motion.

Attachment for Item 12.1

Exercising And Work Performance

americanbusinessmag.com/2011/06/exercising-and-work-performance/

Betsy Demitropoulos

We all know that exercising is great for your health, but did you know it can help your work performance, as well?

According to numerous studies, people who work out are better workers, more productive and happier. Studies show that workers who engage in regular physical activity perform better at their jobs—both in terms of the quality and quantity of work performed—which is something that can really help a company's bottom line.

There are numerous reasons to assume a healthy lifestyle, which includes eating properly and getting in a good amount of exercise each week. According to the American Heart Association, the benefits of physical activity include:

- Improved heart function and lipid profile by lowering total cholesterol while raising HDL, or good cholesterol;
- Lowered blood pressure and resting heart rate;
- Reduced risk and severity of diabetes by increasing insulin sensitivity;
- Improved strength, balance and endurance; and
- Enhanced self-confidence and independence.

Mayo Clinic, the first and largest integrated, not-for-profit group practice in the world, says exercise improves your mood, combats chronic diseases, helps you manage your weight, boosts your energy level and promotes better sleep, among other benefits.

A good mood, higher self-confidence and great energy levels? It's no surprise workers with excellent health habits display above-par work performance compared to those who don't exercise.

A recent study published in the [Journal of Occupational and Environmental Medicine](#) found that workers with poor health habits display subpar work performance more often than other workers.

The study surveyed over 10,600 workers in Europe and found that more than 10 percent of sick leave and higher levels of productivity loss at work may likely be due to lifestyle behaviors and obesity.

Actually, it seems that obesity has the most impact on poor performance in the workplace. The study found that obese workers were 66 percent more likely to call in sick for 10 to 24 days than normal-weight workers, as well as 55 percent more likely to take more than 25 sick days.

The study concluded that weight appeared to play a very vital role in whether an employee had a fundamental health issue that might cause sick leave. And considering the fact that there are more than 190 million overweight or obese Americans, that's a lot of productivity loss at companies, not to mention a large number of sick days that could be avoided.

Moreover, it's been reported that businesses experience billions of dollars in productivity losses each year from absence due to illness caused by obesity.

Here are some of the key findings of the study in the [Journal of Occupational & Environmental Medicine](#):

- 83 percent of obese workers report they've developed at least one disease, compared to 75 percent of overweight workers and 69 percent of normalweight workers.
- Concerning productivity, 44 percent of workers surveyed said they felt they performed less than optimally in



Attachment for Item 12.1

the day before taking the survey.

- Almost four percent of those with impaired productivity were found to eat less than half of the recommended amount of fruits and vegetables.

Another study published in the *Journal of Occupational and Environmental Medicine* about seven years ago reported many of the same findings. The study was led by Nicolaas P. Pronk, PhD, with the Center for Health Promotion at Health- Partners in Minneapolis.

The study found that when employees get more physical activity, work performance gets a boost. Physically fit workers are likely physically stronger and have greater endurance, and are less likely to feel fatigued, Pronk found.

Researchers in the study surveyed nearly 700 workers in a variety of occupations and asked them a number of questions regarding number of workdays lost, the quality and quantity of work, interpersonal relationships with coworkers, and how they rated their overall work performance and their perceived level of exertion while at work.

The researchers found "significant associations" between these areas and lifestyle factors. Specifically, the study found that:

- Moderate physical activity was related to both quality of work performed and overall job performance.
- Workers who engaged in moderate and vigorous physical activity were more likely to rate job performance higher.
- Cardiorespiratory fitness made workers more efficient in completing a greater quantity of work.
- Obese workers had more difficulty getting along with coworkers—they also had more absentee days.

According to other research, presented at a past [American College of Sports Medicine \(ACSM\)](#) annual meeting, workers' quality of work, mental performance and time management were better on days when they exercised.

The research findings stemmed from a study involving 210 workers in England, most of whom had sedentary jobs, whose employers had onsite exercise programs. According to an ACSM press release, participants completed questionnaires reflecting the ease of completing tasks using a seven-point scale. This was done on a day when they exercised during the workday and again on days when they did not exercise at all.

After exercising, study participants returned to work more tolerant of themselves and more forgiving of their coworkers. Their work performance was constantly and considerably higher, as measured by: (1) their ability to manage time demands, (2) their ability to manage output demands and (3) their mental and interpersonal performance.

According to the study, the gains were prevalent among the study participants, with a minimum of 65 percent of workers improving in all three areas on days they exercised.

Being in great physical condition definitely can help a company's bottom line. But, there are a lot of occupations where being in shape is an absolute necessity—because for people in these occupations, their jobs depend on it.

Take police officers and firefighters, for example. When a police officer isn't in good physical health, it can mean the difference between catching a fugitive and the fugitive making a clean getaway.

Or for a firefighter, hauling hoses, knocking down doors and fighting flames not only takes a quick mind, but a healthy body, as well. If a firefighter isn't in shape, it will be very difficult for him to pull a victim out of a burning building and carry that victim down a 50-foot ladder.

Adopting healthy eating habits and exercising regularly not only makes you feel great and live longer, but as numerous studies show, it can also positively affect work performance and give you an edge in a competitive job market.

Top 10 reasons to get physical

1. **Keep excess pounds at bay.** Combined with a healthy diet, aerobic exercise helps you lose weight—and keep it off.
2. **Increase your stamina.** Aerobic exercise may make you tired in the short term. But over the long term, you'll enjoy increased stamina and reduced fatigue.
3. **Ward off viral illnesses.** Aerobic exercise activates your immune system. This leaves you less susceptible

Attachment for Item 12.1

to minor viral illnesses, such as colds and flu.

4. **Reduce health risks.** Aerobic exercise reduces the risk of many conditions, including obesity, heart disease, high blood pressure, type 2 diabetes, stroke and certain types of cancer. Weight-bearing aerobic exercise, such as walking, reduces the risk of osteoporosis.
5. **Manage chronic conditions.** Aerobic exercise helps lower high blood pressure and control blood sugar. If you've had a heart attack, aerobic exercise helps prevent subsequent attacks.
6. **Strengthen your heart.** A stronger heart doesn't need to beat as fast. A stronger heart also pumps blood more efficiently, which improves blood flow to all parts of your body.
7. **Keep your arteries clear.** Aerobic exercise boosts your HDL, or "good," cholesterol and lowers your LDL, or "bad," cholesterol. The potential result? Less buildup of plaques in your arteries.
8. **Boost your mood.** Aerobic exercise can ease the gloominess of depression, reduce the tension associated with anxiety and promote relaxation.
9. **Stay active and independent as you get older.** Aerobic exercise keeps your muscles strong, which can help you maintain mobility as you get older. Aerobic exercise also keeps your mind sharp. At least 30 minutes of aerobic exercise three days a week seems to reduce cognitive decline in older adults.
10. **Live longer.** People who participate in regular aerobic exercise appear to live longer than those who don't exercise regularly.

12.2 Terms of Reference for Council Standing Committees

SUBMISSION TO: Ordinary Council Meeting 17 December 2013
REPORT DATE: 04 December 2013
APPLICANT: N/A
FILE REFERENCE: ADM 0102
AUTHOR: SP Gollan, Chief Executive Officer
ATTACHMENTS: Charters

SUMMARY

Council to consider adopting the Terms of Reference for the Audit and Risk Committee, Corporate Strategy Committee and the Economic and Community Strategy Committee.

BACKGROUND

In accordance with Section 5.8 of the Local Government Act 1995, Council may convene Committees of three or more persons for the purposes of assisting the Council and to exercise the powers and discharge of the duties of the local government that can be delegated to committees.

In the past Council have had the following committees:

- Audit and Administration Committee,
- Plant and Works Committee,
- Development Services Committee
- Town Entry Committee

All of these committees have operated without a Terms of Reference and meeting schedule and have subsequently declined in meeting frequency and the nature of tasks has become blurred.

COMMENT

The Committee Structure that has been developed aligns itself with Council's Strategic Community Plan. Given the changes in legislation, the Terms of Reference for committees required by Council under legislation (such as the Audit and Risk Committee) have been reviewed and written in line with current legislative requirements.

The new Committee's has, as part of its Terms of Reference, the issue of quality standards in line with current best practise and focuses Council attention on looking at the bigger picture for the Shire of its services.

The committee's shall operate in accordance with the relevant requirements of

- Local Government Act 1995
- Local Government (Administration) Regulations 1996
- Local Government (Rules of Conduct) Regulations 2007
- Shire of Beverley Code of Conduct

Attached is a meeting schedule that has been proposed for the committees and can be altered if Council wishes.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Division 2 Council meetings, committees and their meetings and electors meetings : Subdivision 2 – Committees and their meetings.

SUBDIVISION 2 — COMMITTEES AND THEIR MEETINGS

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

** Absolute majority required.*

5.9. Committees, types of

- (1) In this section —
other person means a person who is not a council member or an employee.
- (2) A committee is to comprise —
 - (a) council members only; or
 - (b) council members and employees; or
 - (c) council members, employees and other persons; or
 - (d) council members and other persons; or
 - (e) employees and other persons; or
 - (f) other persons only.

5.10. Committee members, appointment of

- (1) A committee is to have as its members —
 - (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.

- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
 - (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee,the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11A. Deputy committee members

- (1) The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.
** Absolute majority required.*
- (2) A person who is appointed as a deputy of a member of a committee is to be —
 - (a) if the member of the committee is a council member — a council member; or
 - (b) if the member of the committee is an employee — an employee; or
 - (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or
 - (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.
- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

[Section 5.11A inserted by No. 17 of 2009 s. 20.]

5.11. Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
 - (b) the person resigns from membership of the committee; or

- (c) the committee is disbanded; or
 - (d) the next ordinary elections day,
- whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
- (a) the term of the person's appointment as a committee member expires; or
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,
- whichever happens first.

5.12.Presiding members and deputies, election of

- (1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —
- (a) to "office" were references to "office of presiding member"; and
 - (b) to "council" were references to "committee"; and
 - (c) to "councillors" were references to "committee members".
- (2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —
- (a) to "office" were references to "office of deputy presiding member"; and
 - (b) to "council" were references to "committee"; and
 - (c) to "councillors" were references to "committee members"; and
 - (d) to "mayor or president" were references to "presiding member".

5.13.Deputy presiding members, functions of

If, in relation to the presiding member of a committee —

- (a) the office of presiding member is vacant; or
- (b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,

then the deputy presiding member, if any, may perform the functions of presiding member.

5.14.Who acts if no presiding member

If, in relation to the presiding member of a committee —

- (a) the office of presiding member and the office of deputy presiding member are vacant; or
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

5.15.Reduction of quorum for committees

The local government may reduce* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.

** Absolute majority required.*

5.16.Delegation of some powers and duties to certain committees

- (1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

** Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
 - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

5.17.Limits on delegation of powers and duties to certain committees

- (1) A local government can delegate —
 - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
 - (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
 - (ii) any other power or duty that is prescribed;and
 - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and

- (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
 - (i) the local government's property; or
 - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

[Section 5.17 amended by No. 49 of 2004 s. 16(2).]

5.18. Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

SUBDIVISION 3 — MATTERS AFFECTING COUNCIL AND COMMITTEE MEETINGS

5.19. Quorum for meetings

The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.

5.20. Decisions of councils and committees

- (1) A decision of a council does not have effect unless it has been made by a simple majority or, if another kind of majority is required under any provision of this Act or has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.
- (2) A decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.
- (3) This section does not apply to elections —
 - (a) by a council of the local government's mayor or president under section 2.11; or
 - (b) by a council of the local government's deputy mayor or president under section 2.15; or
 - (c) by a committee of the committee's presiding member or deputy presiding member under section 5.12.

5.21. Voting

- (1) Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.
- (2) Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.

- (3) If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.
- (4) If a member of a council or a committee specifically requests that there be recorded —
 - (a) his or her vote; or
 - (b) the vote of all members present,on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
- (5) A person who fails to comply with subsection (2) or (3) commits an offence.
[Section 5.21 amended by No. 49 of 2004 s. 43.]

5.22.Minutes of council and committee meetings

- (1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.
- (2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.
- (3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

5.23.Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (a) a matter affecting an employee or employees; and
 - (b) the personal affairs of any person; and
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or

- (iii) information about the business, professional, commercial or financial affairs of a person,
where the trade secret or information is held by, or is about, a person other than the local government; and
 - (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;and
 - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

5.24. Question time for public

- (1) Time is to be allocated for questions to be raised by members of the public and responded to at —
 - (a) every ordinary meeting of a council; and
 - (b) such other meetings of councils or committees as may be prescribed.
- (2) Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.

5.25. Regulations about council and committee meetings and committees

- (1) Without limiting the generality of section 9.59, regulations may make provision in relation to —
 - (a) the matters to be dealt with at ordinary or at special meetings of councils; and
 - (b) the functions of committees or types of committee; and
 - (ba) the holding of council or committee meetings by telephone, video conference or other electronic means; and
 - (c) the procedure to be followed at, and in respect of, council or committee meetings; and
 - (d) methods of voting at council or committee meetings; and
 - (e) the circumstances and manner in which a decision made at a council or a committee meeting may be revoked or changed (which may differ from the manner in which the decision was made); and

- (f) the content and confirmation of minutes of council or committee meetings and the keeping and preserving of the minutes and any documents relating to meetings; and
 - (g) the giving of public notice of the date and agenda for council or committee meetings; and
 - (h) the exclusion from meetings of persons whose conduct is not conducive to the proper conduct of the meetings and the steps to be taken in the event of persons refusing to leave meetings; and
 - (i) the circumstances and time in which the unconfirmed minutes of council or committee meetings are to be made available for inspection by members of the public; and
 - (j) the circumstances and time in which notice papers and agenda relating to any council or committee meeting and reports and other documents which could be —
 - (i) tabled at a council or committee meeting; or
 - (ii) produced by the local government or a committee for presentation at a council or committee meeting,are to be made available for inspection by members of the public.
- (2) Regulations providing for meetings to be held by telephone, video conference or other electronic means may modify the application of this Act in relation to those meetings to the extent necessary or convenient to facilitate the holding of those meetings in that way.

[Section 5.25 amended by No. 64 of 1998 s. 28.]

Local Government (Administration) Regulations 1996;
Local Government (Rules of Conduct) Regulations 2007

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Sustainable Government – Ensure governance and legislative requirements are met.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Adopt the Terms of Reference for the Audit and Risk Committee, Corporate Strategy Committee and the Economic and Community Development Committee.
2. Appoint all Councillors to be members on each of the committees.
3. Adopt the schedule of meeting dates.

COUNCIL RESOLUTION

M13/1213

Moved: Cr White

Seconded: Cr Davis

That the Committee Terms of Reference for the Audit and Risk Committee, Corporate Strategy Committee and the Economic and Community Development Committee lay on the table until the February 2014 Ordinary Council Meeting.

CARRIED 9/0

COUNCIL RESOLUTION

M14/1213

Moved: Cr Alexander

Seconded: Cr Gogol

That all Councillors be appointed as members to the Audit and Risk Committee, Corporate Strategy Committee and the Economic and Community Development Committee.

CARRIED 9/0

COUNCIL RESOLUTION

M15/1213

Moved: Cr Alexander

Seconded: Cr Gogol

That the schedule of committee meeting dates for 2014 be adopted.

CARRIED 9/0

Attachment for Item 12.2 – Audit and Risk Committee

Audit and Risk Committee TERMS OF REFERENCE

The Audit and Risk Committee is a formally appointed committee of the Shire of Beverley, pursuant to a number of specific pieces of legislation. These include; The Local Government Act 1995, The Local Government (Audit) Regulations 1996, the Local Government (Financial Management) Regulations 1996. The Local Government Act 1995, Section 7 deals specifically with the audit and process.

The Audit and Risk Committee does not have executive powers or authority to implement actions in areas where management has the responsibility and does not have any delegated financial responsibility. The Audit and Risk Committee does not have any management functions and is therefore independent from management.

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Terms of Reference in order to facilitate decision making by the Committee and Council in relation to the discharge of its responsibilities.

1. MEMBERSHIP

- 1.1 Members of the Audit and Risk Committee are appointed by Council. The Committee shall consist of all Elected Members. The Elected Members will vote and elect the chairperson.
- 1.2 Only members of the Audit and Risk Committee are entitled to vote in Committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the Committee for decision.
- 1.3 The Chief Executive Officer, Senior Management and other administration staff may attend any meeting as observers or be responsible for preparing papers for the Audit and Risk Committee.
- 1.4 In accordance with the principles of open, transparent and informed decision making, Audit and Risk Committee Meetings must be conducted in a place open to the public, being the Council Chambers, Shire of Beverley, 136 Vincent Street, Beverley.
- 1.5 The agenda and minutes of the Audit and Risk Committee meetings, subject to any items that are discussed in confidence under Sections 5.22 and 5.23 of the Act and subsequently retained as confidential under Section 5.23 of the Act, are also required to be made available to the public.
- 1.6 The Councils External auditors may be invited to attend meetings of the Audit and Risk Committee.
- 1.7 Appointment of all members of the Audit Committee shall be for a term of two (2) years at the commencement of each Council term after a Council Election
- 1.8 Audit and Risk Committee members are paid meeting attendance fees in accordance with the requirements of the Local Government Act. The Shire of Beverley has elected to pay all elected members an annual allowance of which meeting a fee for committees is included.

Attachment for Item 12.2 – Audit and Risk Committee

2. SECRETARIAL/ADMINISTRATIVE RESOURCES

2.1 The Chief Executive Officer shall provide sufficient administrative resources to the Audit and Risk Committee to enable it to adequately carry out its functions.

3. QUORUM

3.1 The quorum necessary for the transaction of business shall be five (5) members of the Audit and Risk Committee. A duly convened meeting of the Audit and Risk Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercised by the Audit and Risk Committee.

4. FREQUENCY OF MEETINGS

4.1 The Committee shall meet annually at a minimum or as determined by Management.

4.2 A schedule of meetings will be developed and agreed by the members of the Audit and Risk Committee.

4.3 The Chief Executive Officer is delegated the authority to vary the meeting schedule after liaison with the Audit and Risk Committee Chair.

4.4 The Chief Executive Officer is delegated not to call a meeting of the Audit and Risk Committee with the meeting schedule should the Committee have no matters for consideration.

5. NOTICE OF MEETINGS

5.1 Ordinary meetings of the Audit and Risk Committee will be held at times determined by Council.

5.2 A Special Meeting of the Audit and Risk Committee may be called with the approval of all the Audit Committee members.

5.3 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Audit and Risk Committee and members of the public, no later than three (3) clear days before the date of the meeting. Supporting papers shall be issued at the same time.

6. MINUTES OF MEETINGS

6.1 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Audit and Risk Committee, including the recording of the names of those present and in attendance are minuted and the minutes otherwise comply with the requirements of the Act.

6.2 Minutes of the Audit Committee shall be circulated within five (5) days after a meeting to all members of the Audit and Risk Committee and presented to the next available ordinary Council meeting.

Attachment for Item 12.2 – Audit and Risk Committee

7. ROLES OF THE AUDIT COMMITTEE

7.1 Financial Reporting

The Audit and Risk Committee shall monitor the integrity of the financial statements of the Council, including its annual report, reviewing significant financial reporting issues and judgments which they contain.

The Audit and Risk Committee shall review and challenge where necessary:

- The consistency of, and any changes to, accounting policies both on a year on year basis;
- The methods used to account for significant or unusual transactions where different approaches are possible;
- Whether the Council has followed appropriate accounting standards and made appropriate estimates and judgments, taking into account the views of the external auditors;
- The clarity of disclosure in the Councils financial reports and the context in which statements are made; and
- All material information presented with the financial statement such as the operating and financial review and any corporate governance statement (in so far as it relates to audit and risk management).

7.2 Internal Control & Risk Management Systems

The Audit and Risk Committee shall:

- Keep under review the effectiveness of the Councils internal controls and risk management systems;
- Review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management;
- Receive and review reports from the Chief Executive Officer on the activities of the Strategic Risk Management Plan and the Operational Risk Management Plan.

7.3 Strategic Management Plans and Annual Business Plans

The Audit and Risk Committee shall propose and provide information relevant to a review of the Council Strategic Management Plans or Annual Business Plan.

7.4 Other Investigations

The Audit and Risk Committee shall, when necessary, propose and review the exercise of Councils powers under the Act, in relation to the conduct of audits that would not otherwise be addressed or included as part of an annual external audit.

Attachment for Item 12.2 – Audit and Risk Committee

7.5 Internal Audit

- 7.5.1 The Audit and Risk Committee shall monitor and review the effectiveness of Councils internal audit function in the context of the Councils overall risk management system. The Audit and Risk Committee shall consider and make recommendations on the program and the adequacy of resources in accordance with the relevant professional and legislative requirements and standards.
- 7.5.2 The Audit and Risk Committee shall receive executive summary reports on all internal audits and shall review and monitor managements responsiveness to the findings and recommendations of any such internal audit.
- 7.5.3 The Audit and Risk Committee shall meet with Management and any internal auditors at least twice per year to discuss any issue arising from any internal audits carried out.
- 7.5.4 The Audit and Risk Committee shall monitor and review the selection process for the External Auditor and any internal auditor (if appointed). Appointment of any internal auditor is the responsibility of management.

7.6 External Audit

- 7.6.1 The Audit and Risk Committee shall monitor and review guidelines on the supply of non- audit services by the External Auditor, taking into account any relevant ethical guidance on the matter.
- 7.6.2 The Audit and Risk Committee shall consider, and make recommendations to the Council, in relation to the appointee, reappointment and removal of the Council External Auditor. The Committee shall oversee the selection process for a new External Auditor and if the External auditor resigns, the Committee shall investigate the issues leading to the resignation and decide whether any action is required.
- 7.6.3 The Audit and Risk Committee shall oversee the relationship with the External Auditor, including, but not limited to:
- Recommending the approval of the external auditors remuneration, whether fees for audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
 - Recommending the approval of the external auditors terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit;
 - Assessing the external auditors independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Councils relationship with the auditor; including the provision of any non-audit services;
 - Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business);
 - Monitoring the external auditors compliance with legislative requirements in the rotation of audit partner's and
 - Assessing the external auditors qualifications, expertise and resources and the effectiveness of the audit process

Attachment for Item 12.2 – Audit and Risk Committee

- 7.6.4 The Audit and Risk Committee shall review and make recommendation to the Annual Audit Plan and ensure that it is consistent with the scope of the engagement and relevant legislation and standards.
- 7.6.5 The Audit and Risk Committee shall review the findings of the External Audit. This may include, but not be limited to, the following:
- A discussion of any major issues which arose during the audit;
 - Any accounting and audit judgments; and
 - Levels of errors identified during the audit.
- 7.7.7 The Audit and Risk Committee shall also review any representation letter(s) requested by the External Auditor before they are signed by management; and
- 7.7.8 The Audit and Risk Committee shall review the report to the Chief Executive Officer and management's response to the External auditor's findings and recommendations.

8. REPORTING RESPONSIBILITIES

- 8.1 The minutes of the Audit and Risk Committee shall be presented to the Council after every meeting to identify and present advice and recommendations. The Chair of the Audit and Risk Committee shall present the report and talk on these matters as and when required.
- 8.2 The Chief Executive Officer will identify matters, further to those matters covered elsewhere in these Terms of Reference, to be reported to the Audit and Risk Committee in details where those matters are considered to be of material affect, have a material impact on the operations of Council as an elected body (e.g. impact on polices relating to elected Members) or have significant impact on Councils operations.

9. OTHER MATTERS

The Audit and Risk Committee shall:

- 9.1 Have access to, at the Councils expense, legal or other professional advice on any matter within its Terms of Reference.
- 9.2 Be provided with appropriate and timely training, both in the form of an induction program for new members and on an on-going basis for all members.
- 9.3 Give due consideration to laws and regulations of the Local Government Act 1995.
- 9.4 Oversee any investigation of activities which are within its Terms of Reference.
- 9.5 Oversee action to follow-up on matters raised by the External Auditor and
- 9.6 At least once per year, review its own performance, membership and Terms of Reference to ensure it is operating at a maximum effectiveness and recommend changes it considers necessary to the Council for approval.

Attachment for Item 12.2 – Corporate Strategy Committee

Corporate Strategy Committee TERMS OF REFERENCE

The Corporate Strategy Committee does not have executive powers or authority to implement actions in areas where management has the responsibility and does not have any delegated financial responsibility. The Corporate Strategy Committee does not have any management functions and is therefore independent from management.

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Terms of Reference in order to facilitate decision making by the Committee and Council in relation to the discharge of its responsibilities.

1. MEMBERSHIP

- 1.1 Members of the Corporate Strategy Committee are appointed by Council. The Committee shall consist of all Elected Members. The elected members shall elect the Chair.
- 1.2 Only members of the Corporate Strategy Committee are entitled to vote in Committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the Committee for decision.
- 1.3 The Chief Executive Officer, Senior Management and other administration staff may attend any meeting as observers or be responsible for preparing papers for the Corporate Strategy Committee.
- 1.4 In accordance with the principles of open, transparent and informed decision making, the Corporate Strategy Committee Meetings must be conducted in a place open to the public, being the Council Chambers, Shire of Beverley, 136 Vincent Street, Beverley.
- 1.5 Appointment of all members of the Corporate Strategy Committee shall be for a term of two (2) years at the commencement of each Council term after a Council Election.
- 1.6 Corporate Strategy Committee members are paid meeting attendance fees in accordance with the requirements of the Local Government Act. The Shire of Beverley has elected to pay all elected members an annual allowance of which a fee for committee meetings is included.

2. SECRETARIAL/ADMINISTRATIVE RESOURCES

- 2.1 The Chief Executive Officer shall provide sufficient administrative resources to the Corporate Strategy Committee to enable it to adequately carry out its functions.

3. QUORUM

- 3.1 The quorum necessary for the transaction of business shall be five (5) members of the Corporate Strategy Committee. A duly convened meeting of the Corporate Strategy Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercised by the Corporate Strategy Committee.

Attachment for Item 12.2 – Corporate Strategy Committee

4. FREQUENCY OF MEETINGS

- 4.1 The Committee shall meet quarterly at a minimum or as determined by Management.
- 4.2 A schedule of meetings will be developed and agreed by the members of the Corporate Strategy Committee.
- 4.3 The Chief Executive Officer is delegated the authority to vary the meeting schedule after liaison with the Corporate Strategy Committee Chair.
- 4.4 The Chief Executive Officer is delegated not to call a meeting of the Corporate Strategy Committee with the meeting schedule should the Committee have no matters for consideration.

5. NOTICE OF MEETINGS

- 5.1 Ordinary meetings of the Corporate Strategy Committee will be held at times determined by Council.
- 5.2 A Special Meeting of the Corporate Strategy Committee may be called with the approval of all the Committee members.
- 5.3 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Corporate Strategy Committee and members of the public, no later than three (3) clear days before the date of the meeting. Supporting papers shall be issued at the same time.

6. MINUTES OF MEETINGS

- 6.1 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Corporate Strategy Committee, including the recording of the names of those present and in attendance are minuted and the minutes otherwise comply with the requirements of the Act.
- 6.2 Minutes of the Corporate Strategy Committee shall be circulated within five (5) days after a meeting to all members of the Committee and to all members of Council and will (as appropriate refer 1.4) be available to the public.

7. ROLES OF THE CORPORATE STRATEGY COMMITTEE

7.1 Strategic Planning

The Corporate Strategy Committee shall assist Council in promoting and advocating sound financial management within the Shire and provide advice to Council on strategic management issues. In particular advise Council on:

- How funding can be achieved for any major capital works project or program before Council makes a commitment to a project;
- Levels of service delivery in determining which services are to be provided and the standards of service with reference to best industry standards where applicable and internally agreed standards which will be determined by local expectations;
- Review of the Strategic Plan with a high priority being given to ensure that the plan is achievable in the long term;

Attachment for Item 12.2 – Corporate Strategy Committee

7.2 Budget

The Corporate Strategy Committee shall:

- Review, prepare and consider estimates, budgets and recommendations based on projects and recommendations emanating from officers and other sources where specific financial provision has not been made in the budget;
- Review and make considerations for long term financial planning.

7.3 Asset Management including Capital Works

The Corporate Strategy Committee shall:

- Assess long term strategies, policies and plans in relation to the Asset Management Plan.
- Oversee and make recommendations to Council regarding roads, bridges and drainage taking the Ten Year Road Programme into consideration.
- Oversee and make recommendations to Council regarding plant and equipment taking the Ten Year Plant Replacement Programme into consideration.

7.4 Policy

The Corporate Strategy Committee shall:

- Review the Shire of Beverley Policy Manual annually and make recommendations to Council if alteration is necessary.
- Review and make recommendations to Council regarding the Shire of Beverley Local Laws every two years.

7.5 Integrated Planning

The Corporate Strategy Committee shall monitor and review the Corporate Business Plan, Community Strategic Plan, Workforce Plan, Transport Asset Management Plan, Building Asset Management Plan and Long Term Financial Plan annually or as advised by officers.

8. REPORTING RESPONSIBILITIES

The Corporate Strategy Committee shall report to the Council after every meeting to identify and present advice and recommendations.

9. OTHER MATTERS

The Corporate Strategy Committee shall

- 9.1 Have access to, at the Councils expense, legal or other professional advice on any matter within its Terms of Reference.
- 9.2 Give due consideration to laws and regulations of the Local Government Act 1995.
- 9.3 Form a smaller working group to address specific issues that are not necessarily in a strategic context. The request to form a working group will be made to Council.

Attachment for Item 12.2 – Economic and Community Strategy Committee

Economic and Community Strategy Committee TERMS OF REFERENCE

The Economic and Community Strategy Committee does not have executive powers or authority to implement actions in areas where management has the responsibility and does not have any delegated financial responsibility. The Economic and Community Strategy Committee does not have any management functions and is therefore independent from management.

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Terms of Reference in order to facilitate decision making by the Committee and Council in relation to the discharge of its responsibilities.

1. MEMBERSHIP

- 1.1 Members of the Economic and Community Strategy Committee are appointed by Council. The Committee shall consist of all Elected Members.
- 1.2 Only members of the Economic and Community Strategy Committee are entitled to vote in Committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the Committee for decision.
- 1.3 The Chief Executive Officer, Senior Management and other administration staff may attend any meeting as observers or be responsible for preparing papers for the Economic and Community Strategy Committee.
- 1.4 In accordance with the principles of open, transparent and informed decision making, Economic and Community Strategy Committee Meetings must be conducted in a place open to the public, being the Council Chambers, Shire of Beverley, 136 Vincent Street, Beverley.
- 1.5 Appointment of all members of the Economic and Community Strategy Committee shall be for a term of two (2) years at the commencement of each Council term after a Council Election.
- 1.6 Economic and Community Strategy Committee members are paid meeting attendance fees in accordance with the requirements of the Local Government Act. The Shire of Beverley has elected to pay all elected members an annual allowance of which a fee for committee meetings is included.

2. SECRETARIAL/ADMINISTRATIVE RESOURCES

- 2.1 The Chief Executive Officer shall provide sufficient administrative resources to the Economic and Community Strategy Committee to enable it to adequately carry out its functions.

3. QUORUM

- 3.1 The quorum necessary for the transaction of business shall be five (5) members of the Economic and Community Strategy Committee. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercised by the Economic and Community Strategy Committee.

Attachment for Item 12.2 – Economic and Community Strategy Committee

4. FREQUENCY OF MEETINGS

- 4.1 The Committee shall meet quarterly at a minimum or as determined by Management.
- 4.2 A schedule of meetings will be developed and agreed by the members of the Economic and Community Strategy Committee.
- 4.3 The Chief Executive Officer is delegated the authority to vary the meeting schedule after liaison with the Economic and Community Strategy Committee Chair.
- 4.4 The Chief Executive Officer is delegated not to call a meeting of the Economic and Community Strategy Committee with the meeting schedule should the Committee have no matters for consideration.

5. NOTICE OF MEETINGS

- 5.1 Ordinary meetings of the Economic and Community Strategy Committee will be held at times and places determined by Council.
- 5.2 A Special Meeting of the Economic and Community Strategy Committee may be called with the approval of all the Committee members.
- 5.3 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Economic and Community Strategy Committee and members of the public, no later than three (3) clear days before the date of the meeting. Supporting papers shall be issued at the same time.

6. MINUTES OF MEETINGS

- 6.1 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Economic and Community Strategy Committee, including the recording of the names of those present and in attendance are minuted and the minutes otherwise comply with the requirements of the Act.
- 6.2 Minutes of the Economic and Community Strategy Committee shall be circulated within five (5) days after a meeting to all members of the Committee and to all members of Council and will (as appropriate refer 1.6) be available to the public.

7. ROLES OF THE ECONOMIC & COMMUNITY STRATEGY COMMITTEE

7.1 Community Development

The Economic and Community Strategy Committee shall

- Oversee and make recommendations to Council on all aspects of community direction in the form of initiatives, opportunities and policies referred by members of the public, community based organisations, government, Councillors and Officers.
- Make recommendations on community development by taking into consideration integrated planning and long term strategies.

Attachment for Item 12.2 – Economic and Community Strategy Committee

7.2 Economic Development

The Economic and Community Strategy Committee shall:

- Assist in nurturing local business
- Develop new strategies to promote business to town.

7.3 Industrial Development

The Economic and Community Strategy Committee shall oversee and make recommendations to Council on all aspects of the development of land, budgeted expenditure and policy development relevant to Industrial Development.

7.4 Land Use Planning

The Economic and Community Strategy Committee shall oversee and make recommendations to Council on all aspects of physical development, forward land use planning, budgeted expenditure and policy development relevant to Town Planning.

7.5 Tourism

The Economic and Community Strategy Committee shall assess long term strategies and plans in relation to tourism and area promotion. The Committee shall have one member attend the Beverley Tourist Development Association meetings as a Shire representative only.

8. REPORTING RESPONSIBILITIES

The Economic and Community Strategy Committee shall report to the Council after every meeting to identify and present advice and recommendations.

9. OTHER MATTERS

The Economic and Community Strategy Committee shall

- 9.1 Have access to, at the Council's expense, legal or other professional advice on any matter within its Terms of Reference.
- 9.2 Give due consideration to laws and regulations of the Local Government Act 1995.
- 9.3 Form a smaller working group to address specific issues that are not necessarily in a strategic context. The request to form a working group will be made to Council.

Attachment for Item 12.2



Shire of Beverley
Committee Meetings Schedule 2014

Committee Name	Date of Meeting				
Audit and Risk	Tuesday 8 April 2014	Tuesday 14 October 2014			
Corporate Strategy	Tuesday 11 February 2014	Tuesday 13 May 2014	Tuesday 8 July 2014	Tuesday 9 September 2014	Tuesday 11 November 2014
Economic & Community Strategy	Tuesday 11 March 2014	Tuesday 10 June 2014	Tuesday 12 August 2014	Tuesday 2 December 2014	

12.3 Delegates to Non-Council Committees

SUBMISSION TO: Ordinary Council Meeting 17 December 2013
REPORT DATE: 4 December 2013
APPLICANT: N/A
FILE REFERENCE: ADM 0102
AUTHOR: SP Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to appoint elected members to organisations for the 2013-2015 term.

BACKGROUND

At the October Ordinary Council meeting Council appointed members to selected committees and organisations. Some organisations were not appointed, pending a review of all the Committees.

COMMENT

A representative need to be appointed to the following community committees.

Committee/Organisation	Existing Members
Beverley Tourist and Development Association Inc	Peter Gogol Chris Pepper (Proxy)
Avon Tourism Inc	Chris Pepper
Beverley Frail Aged Lodge Committee	Keith Murray

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Council Leadership - Support volunteers and encourage community involvement

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council appoint the following members to:

Committee/Organisation	New Members
Beverley Tourist and Development Association Inc	
Avon Tourism Inc	
Beverley Frail Aged Lodge Committee	

COUNCIL RESOLUTION

M16/1213

Moved: Cr Davis

Seconded: Cr Buckland

That Council appoint the following members to:

Committee/Organisation	New Members
Beverley Tourist and Development Association Inc	Peter Gogol Chris Pepper (Proxy)
Avon Tourism Inc	Chris Pepper
Beverley Frail Aged Lodge Committee	Keith Murray Lew Shaw
Local Hospital Advisory Committee	David White Keith Murray

CARRIED 9/0

12.4 Code of Conduct

SUBMISSION TO: Ordinary Council Meeting 17 December 2013
REPORT DATE: 9 December 2013
APPLICANT: N/A
FILE REFERENCE: ADM 0397
AUTHOR: SP Gollan, Chief Executive Officer
ATTACHMENTS: Code of Conduct

SUMMARY

Council to consider adopting the attached Code of Conduct.

BACKGROUND

Council last adopted a Code of Conduct in 2008 and is overdue to be reviewed and adopted

COMMENT

The Code of Conduct has been reviewed and is in line with the proforma Code of Conduct as distributed by the Western Australian Local Government Association (WALGA).

STATUTORY ENVIRONMENT

Local Government Act 1995 - Section 5.103 (1)

Requires a Local Government to prepare and adopt a Code of Conduct to be observed by Council Members, Committee Members and employees.

Local Government (Administration) Regulations 1996 – Part 9 Codes of Conduct

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Sustainable Governance – Ensure governance and legislative requirements are met.

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt the Code of Conduct.

COUNCIL RESOLUTION

M17/1213

Moved: Cr Murray

Seconded: Cr Gogol

That the Code of Conduct be adopted.

CARRIED 9/0

Attachment for Item 12.4

PREAMBLE

The Code of Conduct provides Council Members, Committee Members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in :-

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Council Members, Committee Members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

STATUTORY ENVIRONMENT

The Code of Conduct observes statutory requirements of the *Local Government Act 1995* (S5.103 – Codes of Conduct) and *Local Government (Administration) Regulations 1996* (Regs 34B and 34C).

RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007*.

Attachment for Item 12.4

1. ROLES

1.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.

The Role of Council Members as set out in S 2.10 of the *Local Government Act 1995* follows:

"A Councillor —

- (a) Represents the interests of electors, ratepayers and residents of the district; (b) provides leadership and guidance to the community in the district;*
- (c) facilitates communication between the community and the council;*
- (d) participates in the local government's decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a Councillor by this Act or any other written law."*

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

1.2 Role of Staff

The role of staff is determined by the functions of the CEO as set out in S 5.41 of the *Local*

Government Act 1995:

"The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*

Attachment for Item 12.4

- (d) *manage the day to day operations of the local government;*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the mayor or president agrees;*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO."*

1.3 Role of Council

The Role of the Council is in accordance with S 2.7 of the *Local Government Act 1995*:

"(1) The council —

- (a) directs and controls the local government's affairs; and*
- (b) is responsible for the performance of the local government's functions.*

(2) without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources; and*
- (b) determine the local government's policies."*

1.4 Relationships between Council Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following :

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility

Attachment for Item 12.4

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

- (a) Council Members, Committee Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Council Members, Committee Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Council Members, Committee Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

2.2 Financial Interest

Council Members, Committee Members and staff will adopt the principles of disclosure of financial interest as contained within the *Local Government Act*.

2.3 Disclosure of Interest

Definition : In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 - "interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest -
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.

Attachment for Item 12.4

- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter -
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (c) A requirement described under items (a) and (b) exclude an interest referred to in S 5.60 of the *Local Government Act 1995*.
- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -
 - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then -
 - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If -
 - (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

Council Members, Committee Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

Attachment for Item 12.4

3.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

3.3 Improper or Undue Influence

Council Members and staff will not take advantage of their position to improperly influence other Council Members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

3.4 Gifts

Definitions :

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 - "activity involving a local government discretion" means an activity -

(a) that cannot be undertaken without an authorisation from the local government; or

(b) by way of a commercial dealing with the local government;

"gift" has the meaning given to that term in S 5.82(4) except that it does not include - (a) a gift from a relative as defined in S 5.74(1); or

(b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or

(c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;

"notifiable gift", in relation to a person who is an employee, means -

(a) a gift worth between \$50 and \$300; or

(b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;

"prohibited gift", in relation to a person who is an employee, means -

(a) a gift worth \$300 or more; or

(b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.

(a) A person who is an employee is to refrain from accepting a prohibited gift from a person who -

(i) is undertaking or seeking to undertake an activity involving a local government discretion; or

(ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

(b) A person who is an employee and who accepts a notifiable gift from a person who -

(i) is undertaking or seeking to undertake an activity involving a local government discretion; or

(ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion, notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.

Attachment for Item 12.4

- (c) The notification of the acceptance of a notifiable gift must be in writing and include –
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) –
 - (1) a description; and
 - (2) the estimated value; and
 - (3) the date of acceptance, of each other gift accepted within the 6 month period.
- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the *Local Government Act*) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF

4.1 Personal Behaviour

- (a) Council Members, Committee Members and staff will:
 - (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
 - (iv) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
 - (v) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
 - (vi) always act in accordance with their obligation of fidelity to the Local Government.

Attachment for Item 12.4

- (b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

4.2 Honesty and Integrity

Council Members, Committee Members and staff will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

4.3 Performance of Duties

- (a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

4.4 Compliance with Lawful Orders

- (a) Council Members, Committee Members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Council Members, Committee Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

4.5 Administrative and Management Practices

Council Members, Committee Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

Attachment for Item 12.4

4.6 Corporate Obligations

- (a) Standard of Dress - Council Members, Committee Members and staff are expected to comply with neat and responsible dress standards at all times. Accordingly:
- (i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
 - (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.
- (b) Communication and Public Relations
- (i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
 - (ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
 - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
 - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
 - (iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

4.7 Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members:

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

Attachment for Item 12.4

5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Local Government Resources

Council Members and staff will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

5.2 Travelling and Sustenance Expenses

Council Members, Committee Members and staff will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provisions of the Local Government Act.

5.3 Access to Information

- (a) Staff will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

13. NEW BUSINESS ARISING BY ORDER OF THE MEETING

13.1 CEO Review

Cr Ridgway presented Councillors with a proposal of how the CEO review should be conducted in the future:

CEO Performance Review and Remuneration – Council to determine who will be involved

Stage 1 – CEO performance review

Establish survey

CEO survey response

Councillor survey response

Collated responses provided to CEO and Councillors

Councillor discussion

Meeting with CEO (Council nominated delegates)

Written record of survey and review outcomes

Stage 2 – CEO remuneration and contract

Undertake following completion of the performance review

Councillor discussion

Meeting with CEO (council nominated delegates)

Further meetings as required

COUNCIL RESOLUTION

M18/1213

Moved: Cr Murray

Seconded: Cr Gogol

That the President and Deputy President oversee the CEO review process as per the agreed procedure.

CARRIED 9/0

14. CLOSURE

The Chairman declared the meeting closed at 3:20pm.

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

PRESIDING MEMBER:

DATE: