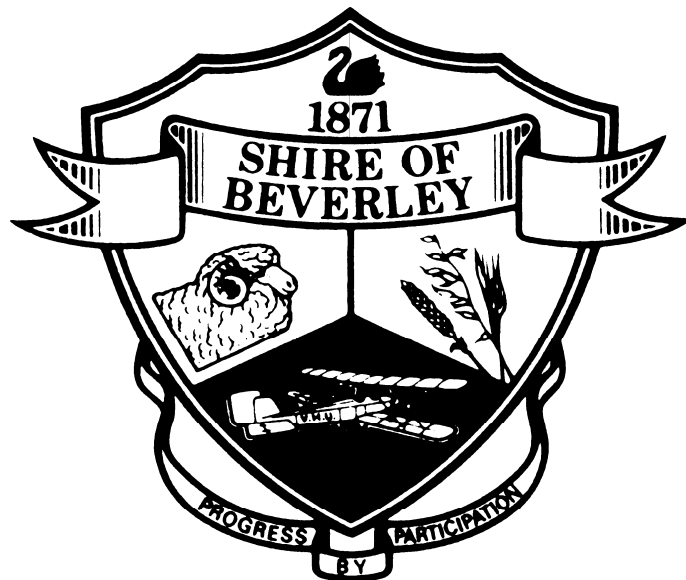


# **ORDINARY COUNCIL MEETING MINUTES**



## **28 AUGUST 2012**

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**28 AUGUST 2012**

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**MINUTES OF THE ORDINARY MEETING OF COUNCIL  
HELD IN THE COUNCIL CHAMBERS ON TUESDAY 28 AUGUST 2012**

**1. MEETING COMMENCEMENT**

The President declared the meeting open at 2:00pm.

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

Attendance

Cr DJ Ridgway	President	South Ward
Cr CJ Pepper	Deputy President	West Ward
Cr VK Fregon		South Ward
Cr DC White		South Ward
Cr BM Foster		West Ward
Cr LC Shaw		West Ward
Cr P Gogol		North Ward
Cr KM Murray		North Ward
Mr SP Gollan	Chief Executive Officer	
Mrs A Lewis	Administration Officer	

Apologies

Cr JD Alexander	North Ward
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Leave of Absence

Nil.

**3. PUBLIC QUESTION TIME**

Nil.

**4. CONDOLENCES**

LAIDLEY	Irene	27 July 2012
COLPITTS	Kenneth (Ken) Arthur	13 August 2012
WINFIELD	Graeme Keith	21 August 2012
WILLEY	Athol Gerald	24 August 2012

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**6. CONFIRMATION OF MINUTES AND BUSINESS ARISING**

**6.1 Minutes of the Ordinary Meeting of Council held in the Council Chambers on Tuesday 24 July 2012**

**COUNCIL RESOLUTION**

**M1/0812 Moved Cr Shaw Seconded Cr Fregon**  
**That the Minutes of the Ordinary Meeting of Council held in the Council Chambers on Tuesday 24 July 2012, as printed, be confirmed.**

**CARRIED 8–0**

**BUSINESS ARISING**

Nil.

**6.2 Minutes of the Special Meeting of Council held in the Council Chambers on Monday 30 July 2012**

Appendix 1

**COUNCIL RESOLUTION**

**M2/0812 Moved Cr Foster Seconded Cr Murray**  
**That the Minutes of the Special Meeting of Council held in the Council Chambers on Monday 30 July 2012, as printed, be confirmed.**

**CARRIED 8–0**

**BUSINESS ARISING**

Nil.

**6.3 Minutes of the Development Services Committee Meeting held in the Council Chambers on Wednesday 15 August 2012**

Appendix 2

**COUNCIL RESOLUTION**

**M3/0812 Moved Cr Fregon Seconded Cr Foster**  
**That the Minutes of the Development Services Committee Meeting held in the Council Chambers on Wednesday 15 August 2012, as printed, be received and the recommendations endorsed.**

**CARRIED 8–0**

**6. CONFIRMATION OF MINUTES AND BUSINESS ARISING  
ITEM 6.3**

**Minutes of the Development Services Committee Meeting held in  
the Council Chambers on Wednesday 15 August 2012  
(Continued)**

**BUSINESS ARISING**

Nil.

**7. PRESIDENT AND COUNCILLOR REPORTS**

**7.1 PRESIDENT'S REPORT**

**Local Government Convention 2012**

I attended the 2012 Local Government Convention in early August themed "New Opportunities, New Ground" along with Crs Pepper and White and the Chief Executive Officer.

The Annual General Meeting component was held in the afternoon of the day prior to the Convention and was preceded in the morning by a new "speed dating" style of meeting with various Director Generals.

I met with Jennifer Matthews from the Department of Local Government and Tony Brown from WALGA. A forum followed with representation from the Liberals (Castrilli and Day), Nationals (Grylls and Catania), Labour (Hyde and Travers) and Greens (Chapple and MacLaren). At the forum each spoke briefly on various topical issues and then answered questions from attendees. It was certainly apparent an election was on the horizon.

**Avon Sub-Regional Planning**

The Avon Sub-Regional Steering Committee met in August to review a draft of the Avon Sub-Regional Economic Strategy, the work progressed by the Wheatbelt Development Commission and the RPS Consulting toward this. Major themes arising from statistical and qualitative analysis include Agriculture, Retail and Amenity, Health and Ageing, Tourism, Industrial and Transport. A forum was proposed to present the information to all Local Governments embraced by the sub-regional planning process, with a date to be confirmed.

**7. PRESIDENT AND COUNCILLOR REPORTS**  
**ITEM 7.1**  
**PRESIDENT'S REPORT**  
**(Continued)**

**Regional CLGF**

The Chief Executive Officer and I attended a Regional Country Local Government Fund workshop in Cunderdin covering the following topics:-

- Proposed changes in the context of the fund to target key projects from across a whole region as opposed to one or several projects within each regional grouping. The 23 Wheatbelt projects submitted in 2011 / 2012 would most likely not be considered in future – aiming for around 6.
- Target projects that are economic drivers and create/support population growth.
- Update on 2011 / 2012 projects.
- Confirming priorities for the Wheatbelt (telecommunications, health care, aged care, housing, barriers to development, transport, energy, water).
- 2012 / 2013 projects - multi-use housing identified as a regional priority for our grouping, as well as across the region and emerging support for Avondale (Heritage Tourism).

Shire President from Toodyay, Mr Kevin Hogg, made a presentation regarding the potential of a revolving Wheatbelt Infrastructure Fund that could be initiated with a small percentage contribution from the CLGF allocation of each regional grouping and seeking support for this concept.

The WDC are seeking support to continue development of Aged Care Plans across the Wheatbelt and enquired if our grouping would be involved. A cash contribution would be required, and those Shires who have already undertaken a plan (Beverley and Quairading) could submit their plan to the project if they were agreeable to do so.

Wheatbelt Development Commission continues working to have telecommunication black spots addressed and asked Local Governments to provide feedback on issues in their area.

**Beverley Show**

The Shire display at the Beverley Show was received very favourably by the community and visitors. It was also successful as another point of contact in relation to structural reform and consultation. Thank you to staff and Councillors who assisted and I welcome the opportunity for this to be continued next year.



**7. PRESIDENT AND COUNCILLOR REPORTS**  
**ITEM 7.1**  
**PRESIDENT'S REPORT**  
**(Continued)**

**Community Structural Reform**  
**– Amalgamation Information Meeting**

The community information briefing held on 21 August 2012 with consultants in attendance afforded an important opportunity for listening, questioning and discussing structural reform issues relating to the Shire of Beverley. Residents also discussed their comments and concerns with Councillors, and I would like to thank our community, Councillors and staff for their involvement on the night.

**COUNCIL RESOLUTION**

**M4/0812**      **Moved Cr Foster**      **Seconded Cr Murray**  
**That the President's Report, be received.**  
**CARRIED 8–0**

**7.2 COUNCILLOR REPORTS**  
Nil.

At 2:20pm Mr Stefan de Beer, Shire Planner, entered the Chambers and joined the meeting.

## **8. OFFICERS' REPORTS**

### **8.1.1 TOWN PLANNING ITEMS**

---

<b>SUBMISSION TO:</b>	<b>August Council Meeting 28 August 2012</b>
<b>AGENDA ITEM:</b>	<b>8.1.1.1</b>
<b>REPORT DATE:</b>	<b>15 August 2012</b>
<b>SUBJECT:</b>	<b>PROPOSED ROAD CLOSURE – A SECTION OF CLULOW ROAD, EAST BEVERLEY/MORBINNING</b>
<b>APPLICANTS:</b>	<b>Mr Jim Alexander</b>
<b>FILE REFERENCE:</b>	<b>ADM 0315</b>
<b>AUTHOR:</b>	<b>Shire Planner – Stefan de Beer</b>

---

Appendix 3

#### **BACKGROUND**

An application has been received to close a section of Clulow Road, East Beverley, as indicated on the maps in the appendices to this item. It will be recommended the Shire Planner be instructed to proceed with advertising the intended road closure.

#### **COMMENT**

It is proposed by the applicant to submit an application, in due course, for the subdivision and amalgamation of lots, as indicated on the contextual locality map in the appendix to this item, in order to achieve re-alignment and rationalization of farm boundaries. During this exercise a portion of the Clulow Road reserve will become redundant and require closing.

In anticipation of this subdivision and amalgamation, this proposed road closure request is considered as being pro-active towards achieving a better planning outcome for the locality.

#### **STATUTORY ENVIRONMENT**

Road Closures are dealt with in terms of Section 58 of the Land Administration Act, 1997.

#### **OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION**

**M5/0812 Moved Cr Shaw** **Seconded Cr Gogol**  
**That Council resolve to close a section of Clulow Road, East Beverley/Morbinning, and the Shire Planner be instructed to proceed with the advertising for the road closure pursuant to Section 58 of the Land Administration Act, 1997.**

**CARRIED 8–0**

## 8.1.1 TOWN PLANNING ITEMS

---

<b>SUBMISSION TO:</b>	<b>August Council Meeting 28 August 2012</b>
<b>AGENDA ITEM:</b>	<b>8.1.1.2</b>
<b>REPORT DATE:</b>	<b>15 August 2012</b>
<b>SUBJECT:</b>	<b>SUBDIVISION APPLICATION – LOT 4863 CAROLING BALLY BALLY ROAD, MORBINNING</b>
<b>APPLICANTS:</b>	<b>Scanlan Surveys Pty Ltd</b>
<b>FILE REFERENCE:</b>	<b>PL 146423</b>
<b>AUTHOR:</b>	<b>Shire Planner – Stefan de Beer</b>

---

Appendix 4

### **BACKGROUND**

An application has been received to subdivide lots 4749, 4863 & 2, Caroling Bally Bally Road in order to create 3 new lots.

The properties are zoned 'Farming' and contain 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 rationalize cadastral boundaries by the creation of three new lots from the original three parent lots, as shown on the subdivision plan, in the appendix to this item.

The proposal will not affect the land use or present zoning and 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*. The envisaged subdivision will result in a more practical geometric-cadastral layout of the land, which will affirm the present *De Facto* situation.

### **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.

**8.1.1 TOWN PLANNING ITEMS**

**ITEM 8.1.1.2**

**SUBDIVISION APPLICATION**

**- LOT 4863 CAROLING BALLY BALLY ROAD, MORBINNING  
(Continued)**

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION**

**M6/0812**

**Moved Cr Gogol**

**Seconded Cr Fregon**

**That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 146423 for the subdivision of lots 4749, 4863 & 2 Caroling Bally Bally Road, Morbinning, be approved subject to the following advice note: -**

**Advice Note: -**

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

**CARRIED 8-0**

## 8.1.1 TOWN PLANNING ITEMS

---

<b>SUBMISSION TO:</b>	<b>August Council Meeting 28 August 2012</b>
<b>AGENDA ITEM:</b>	<b>8.1.1.3</b>
<b>REPORT DATE:</b>	<b>15 August 2012</b>
<b>SUBJECT:</b>	<b>SUBDIVISION APPLICATION – LOT 1 GREAT SOUTHERN HIGHWAY, BEVERLEY</b>
<b>APPLICANTS:</b>	<b>Scanlan Surveys Pty Ltd</b>
<b>FILE REFERENCE:</b>	<b>PL 146420</b>
<b>AUTHOR:</b>	<b>Shire Planner – Stefan de Beer</b>

---

Appendix 5

### BACKGROUND

An application has been received to subdivide Lot 1 Great Southern Highway & Lot 800 Waterhatch Road, Beverley, in order to correct a boundary alignment.

### COMMENT

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

The proposal is to re-align a cadastral boundary between the existing lot 1 and lot 800 as shown on the subdivision plan, in the appendix to this item.

The proposal will not affect the land use or present zoning and 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*. The envisaged subdivision will affirm the present *De Facto* situation.

### 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.

### OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

**M7/0812**      **Moved Cr Shaw**      **Seconded Cr Pepper**  
**That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 146420 for the subdivision of Lot 1 Great Southern Highway & Lot 800 Waterhatch Road, Beverley, be approved subject to the following advice note: -**

**8.1.1 TOWN PLANNING ITEMS**

**ITEM 8.1.1.3**

**SUBDIVISION APPLICATION**

**- LOT 1 GREAT SOUTHERN HIGHWAY, BEVERLEY  
(Continued)**

**Advice Note: -**

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

**CARRIED 8-0**

## 8.1.1 TOWN PLANNING ITEMS

---

<b>SUBMISSION TO:</b>	<b>August Council Meeting 28 August 2012</b>
<b>AGENDA ITEM:</b>	<b>8.1.1.4</b>
<b>REPORT DATE:</b>	<b>22 August 2012</b>
<b>SUBJECT:</b>	<b>PROPOSED SUBDIVISION LEASE – LOT 3001 FORREST STREET, BEVERLEY</b>
<b>APPLICANTS:</b>	<b>Shire of Beverley</b>
<b>OWNERS:</b>	<b>Crown land – Reserve 2633</b>
<b>FILE REFERENCE:</b>	<b>FOR 2633</b>
<b>AUTHOR:</b>	<b>Shire Planner – Stefan de Beer</b>

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Appendix 6

### BACKGROUND

Lot 3001 Forrest Street (in extent 33.1129 Hectares), is located in a local scheme reserve zoned 'Public Purposes'. The Department of Regional Development and Lands (RDL) requested Landgate to provide valuation advice to them to facilitate the transfer of the subject Reserve in freehold to the Shire of Beverley.

After a meeting between Hon Brendon Grylls and the Shire representatives on 10 June 2011, Landgate had been advised that the Shire has appealed to the Minister that the price is excessive, given that the Council will have to accept all servicing and subdivision costs. Subsequently the RDL has requested that Landgate review their valuation.

To further inform the above process, and as instructed by Council at its May 2012 meeting, the Shire Planner prepared a Due Diligence Report and Business Case for the proposed industrial development on the subject land. This report was presented to the Valuation Services of the Department of Development and Lands, and they subsequently responded in the letter, which is the appendix to this item.

### COMMENT

In essence the RDL gives the Shire the option to purchase the subject land now for \$1,000.00 (inclusive of GST), on condition that it be developed, as per the above proposal, for an industrial land use. A tentative timeframe of 5 years to development the land had been suggested by RDL during initial consultation. The indication at this point is that the permissible period to do the development might be extended further, should development not materialise for whatever reason within this timeframe.

## 8.1.1 TOWN PLANNING ITEMS

### ITEM 8.1.1.4

#### PROPOSED SUBDIVISION LEASE

#### - LOT 3001 FORREST STREET, BEVERLEY (Continued)

It is further understood, that should the Shire not pursue the development of the land any further, the \$1,000.00 will be forfeited after the 5 year period. It is also understood that, should Council decide to enter into a Subdivision Lease Agreement now, the land may not be used for any other purpose during this period, i.e. sublet by the Shire for additional income generation as per the previous arrangement.

It is also understood that the actual transfer of Title of the subject land to the Shire will only happen once the conditional approval for subdivision had been obtained from the WAPC.

The Subdivision Lease as proposed by the RDL is supported at Officer level for the following reasons: -

- There is minimal risk to the Shire in securing very valuable land for a possible future industrial development venture;
- The subject land is well located within the context of the planned proposal as also reflected in the Draft Local Planning Strategy;
- Native Title had been extinguished for the subject land, according to the RDL;
- Options remain open as to how to pursue funding for a possible development of the subject land, i.e. by creation of Public-Private Partnerships, external loans, multi-year budget allocations, *et al.*

#### OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

**M8/0812 Moved Cr Murray**

**Seconded Cr Foster**

**That Council resolve to: -**

- 1. Initiate discussions with the Department of Regional Development and Lands to enter into a Conditional Purchase or Subdivision Lease Agreement in relation to the subject land, being Lot 3001 Forrest Street, Beverley; and**
- 2. To conclude the Lease Agreement after negotiating reasonable terms and conditions acceptable to all parties concerned.**

**CARRIED 8-0**



## **8.1.2 SHIRE PLANNER'S REPORT**

**Council noted the information provided in the Shire Planner's Report.**

At 2:35pm Mr Stefan de Beer, Shire Planner, left the meeting.

## **8.2.1 BUILDING SERVICES ITEMS**

Nil.

## **8.2.2 BUILDING SERVICES REPORT**

### **8.2.2.1 BUILDING LICENSES ISSUED**

Building licenses issued up to 10 August 2012: -

Lic No:	01 12/13	Lic No:	02 12/13
No:	Lot 126 Kokendin Road, Beverley	No:	4 Deep Pool Road, Beverley
Building:	Shed	Building:	2 X Sheds
Value:	\$19,950.00	Value:	\$18,500.00
Lic No:	03 12/13		
No:	York-Quairading Road, Beverley		
Building:	Shed		
Value:	\$19,000.00		

### **8.2.2.2 MAINTENANCE OFFICER'S REPORT**

The Shire Maintenance Officer had provided an Information Bulletin Report under separate cover.

**Council noted the information provided in the Building Services Report.**

At 2:40pm Mr Steve Vincent, Works Supervisor, entered the Chambers and joined the meeting.

## **8.3.1 PLANT, WORKS, RECREATION AND TOURISM ITEMS**

Nil.

## **8.3.2 WORKS SUPERVISOR'S REPORT**

### **8.3.2.1 GENERAL – WORKS**

#### **8.3.2.1.1 Town, Parks and Gardens**

The Oval surrounds have been prepared for the Beverley Show, which includes picking up and returning the portable toilets and generators from Perth.

The Street Sweeper has swept the town streets prior to the Show.

The water level in the dam is very low for this time of the year. The bore has been turned on to increase our water storage. Without this storage there will not be enough water for the summer months. Reuse waste water from the Water Corporation will not be available this summer. Once this water becomes available, we should have enough water without having to rely on runoff into the dam.

#### **8.3.2.1.2 Show Grounds**

This year there has been significant damage to the surface of the Oval resulting from the horse events and heavy machinery on the Oval. Also setting up and removing the large marquee has left deep depressions from the heavy machinery required for this task.

Over many years the surface of the Oval has been improved to the high standard it is today for various sports to be played on, and it will not cope with heavy machinery and some horse events.

To repair the surface back to a safe level for sports is costly and takes time. This year in the two weeks following the Show there is hockey, school sports and a finals football game with various training sessions. There is not time for the surface to be repaired and to fully recover.

New guidelines for the Oval and a layout plan are required for future Agricultural Shows and Horse Events. With the new building and ground development starting, now would be a good time to develop such a plan. Once it is developed, then all the clubs and organisations will be advised, allowing plenty of time to adjust their planning for future events.

#### **8.3.2.1.3 Grading**

The graders are currently grading in the eastern area of the Shire.

**8.3.2 INFORMATION BULLETIN REPORT – WORKS SUPERVISOR**  
**ITEM 8.3.2.1**  
**GENERAL – WORKS**  
**(Continued)**

**8.3.2.1.4 Long Term Unemployed**

The same scheme that Max Employment ran last year is due to start on 27 August 2012. Work will be carried out around town, which will also include sorting the plastic recycling at the Tip and various projects at Avondale.

**8.3.2.1.5 Regional Road Group 5 Year Plan**

The annual submission to the Regional Road Group is due in September. As part of this submission the MCA forms for the 2013 / 2014 year and the 5 Year plan must be sent. (Information was provided under separate cover.)

**8.3.2.1.6 Bridge Issues**

I have recently met with Mr Tony Humphries from Main Roads WA to discuss options for consideration on various bridges over the next few years. (Information was provided under separate cover.)

At the next Plant and Works Committee Meeting these options need to be discussed and finalised so that I can report back to Main Roads.

**8.3.2.1.7 Plant and Works Committee Meeting**

A date needs to be set for the following issues to be discussed: -  
10 Year Road Program;  
Bridge Program;  
Regional Road Group 5 Year Plan;  
Review of Plant Replacement; and  
Any Other Issues.

**8.3.2.1.8 Rubbish Tip**

Graham Tuddenham has recently had a hip operation and will be off work while it mends. His wife Trish will be employed to run the Tip while he is off.

**8.3.2.1.9 Plant Report**

The head off the Cat 926 (Tip Compactor Loader) is to be removed and the head gasket replaced, hopefully this will help with the overheating of this machine.





## 8.4.1 FINANCE ITEMS

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**SUBMISSION TO:** August Council Meeting 28 August 2012  
**AGENDA ITEM:** 8.4.1.3  
**REPORT DATE:** 22 August 2012  
**SUBJECT:** INVESTMENT OF SURPLUS FUNDS FOR THE MONTH OF JULY 2012  
**FILE REFERENCE:** ADM 0096  
**AUTHOR:** Chief Executive Officer – Stephen Gollan

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### BACKGROUND

Council has at present surplus funds that have been invested in line with Council's policy.

### COMMENT

Listed below are surplus funds that have been invested during the month of July 2012 with the ANZ Bank.

RESERVE	INVESTMENT	TOTAL	ACCT #	TERM	RATE	EXPIRY
Building	\$ 228,281.00					
Plant	\$ 75,655.00					
Long Service Leave	\$ 100,000.00					
Annual Leave	\$ 130,460.00					
Recreation Ground	\$ 306,510.00					
Bush Fire Fighters	\$ 101,270.00					
Avon River Development	\$ 20,354.00					
Community Bus	\$ 28,513.00					
Cropping Committee	\$ 277,925.00					
Road Construction	\$ 220,432.00	\$1,489,400.00	9701-42341	2 Months	5.0%	19/09/12
Municipal Fund	\$ 905,977.00	\$ 905,977.00	9701-41875	2 Months	5.0%	19/09/12
Municipal Fund	\$ 900,000.00	\$ 900,000.00	9701-40813	2 Months	5.0%	19/09/12

### OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

**M12/0812 Moved Cr Pepper** **Seconded Cr Gogol**  
**That the Investment Report for the month of July 2012, be received.**

**CARRIED 8-0**

## 8.4.1 FINANCE ITEMS

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<b>SUBMISSION TO:</b>	<b>August Council Meeting 28 August 2012</b>
<b>AGENDA ITEM:</b>	<b>8.4.1.4</b>
<b>REPORT DATE:</b>	<b>22 August 2012</b>
<b>SUBJECT:</b>	<b>MATERIAL VARIANCES 2012 / 2013</b>
<b>FILE REFERENCE:</b>	<b>ADM 0092</b>
<b>AUTHOR:</b>	<b>Chief Executive Officer – Stephen Gollan</b>

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### BACKGROUND

Council is required each financial year to review the material variance amount, which is used when reporting variances from the monthly financial statements.

### COMMENT

Below is an extract from the Local Government (Financial Management) Regulations 1996.

Part 4 — Financial reports — s. 6.4

34. Financial activity statement report — s. 6.4  
(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

At the August 2011 Council Meeting, Council resolved: -

*“That a variance of 15% be set on budget items of \$10,000.00 or greater as per Section 34(5) of the Local Government (Financial Management) Regulations 1996.”*

### OFFICER’S RECOMMENDATION/COUNCIL RESOLUTION

**M13/0812 Moved Cr Pepper** **Seconded Cr Foster**  
**That Council set a variance of 10% on budget items of \$10,000.00 or greater as per Section 34(5) of the Local Government (Financial Management) Regulations 1996.**

**CARRIED 8–0**





**8.4.1 FINANCE ITEMS**  
**ITEM 8.4.1.5**  
**ADOPTION OF 2012/2013 BUDGET**  
**(Continued)**

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION**

**Rate Discount**

- M15/0812 Moved Cr Foster** **Seconded Cr Fregon**  
That in accordance with s6.12 of the Local Government Act 1995, a 10% rate discount be allowed for rates paid in full within thirty five (35) days of the service of the rate notice.  
**CARRIED 8-0**

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION**

**Rate Penalty**

- M16/0812 Moved Cr Foster** **Seconded Cr Fregon**  
That in accordance with s6.51 of the Local Government Act 1995, an 11% interest charge be levied on all overdue rate instalments and on rates outstanding whether subject to either a formal or informal instalment program or not, (deferred pensioners' rates excluded.)  
**CARRIED 8-0**

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION**

**Rate Installments**

- M17/0812 Moved Cr Foster** **Seconded Cr Fregon**  
That in accordance with s6.45 of the Local Government Act 1995, an administration charge of \$8.00 for the second and each of the subsequent rates instalment be levied in connection with each formal rate instalment program.  
  
That in accordance with s6.45(3) of the Local Government Act 1995, Council set the interest component for rate installments at 5.50% per annum calculated daily.  
**CARRIED 8-0**

**8.4.1 FINANCE ITEMS**  
**ITEM 8.4.1.5**  
**ADOPTION OF 2012 / 2013 BUDGET**  
**(Continued)**

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION**

**Rubbish Charge**

- M18/0812 Moved Cr Foster** **Seconded Cr Fregon**  
That in accordance with s6.16 of the Local Government Act 1995  
Council set the Rubbish Charge for 2012 / 2013 at \$175.00 per bin,  
per annum.  
**CARRIED 8-0**

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION**

**Reserve Fund**

- M19/0812 Moved Cr Foster** **Seconded Cr Fregon**  
That in accordance with s6.11(3) of the Local Government Act  
1995 Council adopts the 2012 / 2013 Reserve Fund Budget.  
**CARRIED 8-0**

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION**

**Instalment Payments and Dates**

- M20/0812 Moved Cr Foster** **Seconded Cr Fregon**  
That in accordance with s6.50 of the Local Government Act 1995,  
the due dates of instalments under the formal rate instalment  
program be: -  
  
That the instalment due dates are as follows:  
1<sup>st</sup> Instalment 15 October 2012  
2<sup>nd</sup> Instalment 17 December 2012  
3<sup>rd</sup> Instalment 18 February 2013  
4<sup>th</sup> Instalment 15 April 2013  
**CARRIED 8-0**

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION**

- M21/0812** **Formal Adoption of 2012/2013 Budget**  
**Moved Cr Foster** **Seconded Cr Fregon**  
That Council adopts the 2012 / 2013 Budget.  
**CARRIED 8-0**

Mr Stephen Gollan, Chief Executive Officer, declared a financial interest in item 8.5.1.1 below. The nature of the interest is that Mr Gollan is employed by the Shire of Beverley as Chief Executive Officer, and any decision by Council on the future of the Shire of Beverley may, or will affect his future employment as the Chief Executive Officer.

### 8.5.1 ADMINISTRATION ITEMS

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<b>SUBMISSION TO:</b>	<b>August Council Meeting 28 August 2012</b>
<b>AGENDA ITEM:</b>	<b>8.5.1.1</b>
<b>REPORT DATE:</b>	<b>22 August 2012</b>
<b>SUBJECT:</b>	<b>LOCAL GOVERNMENT REFORM – SOUTH EAST AVON REGIONAL TRANSITION GROUP</b>
<b>FILE REFERENCE:</b>	<b>ADM 0244</b>
<b>AUTHOR:</b>	<b>Chief Executive Officer – Stephen Gollan</b>

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Appendix 8

#### **DISCLOSURE OF FINANCIAL INTEREST**

Local Government Act 1995 (as amended) Section 5.70.

#### **PURPOSE OF REPORT**

This report is presented for Council to: -

- Formally consider the Regional Business Plan – Future State as prepared by the consultants on behalf of the South East Avon Regional Transition Group Councils, featuring the Shires of Beverley, Cunderdin, Quairading, Tammin and York (SEARTG); and
- Formally consider the amalgamation of the Shire of Beverley with local governments within the South East Avon Regional Transition Group (SEARTG) as proposed and detailed in the Regional Business Plan – Future State.

#### **BACKGROUND**

The South East Avon Regional Transition Group (SEARTG), which involves the Shires of Beverley, Cunderdin, Quairading, Tammin & York, was formed in mid-2010 for the purpose of analysing and considering a local government merger with the member Shires.

The SEARTG Board, was formed from an equal membership of elected members, appointed by each of the member local government, and tasked with the development of a Regional Business Plan.

## 8.5.1

### ADMINISTRATION ITEMS

#### ITEM 8.5.1.1

#### LOCAL GOVERNMENT REFORM

#### - SOUTH EAST AVON REGIONAL TRANSITION GROUP

#### (Continued)

The Shire of Beverley has approached this complex task with full due diligence, and a comprehensive “open government” strategy.

Dominic Carbone and Associates was appointed by the RTG to research and prepare the draft Regional Business Plan. In February 2012 Council adopted the Regional Business Plan – *Current State* and approved its release for community consultation purposes. As part of the Regional Business Plan, 23 Service Delivery Plans were developed to outline services delivery to the community by the new entity should amalgamation proceed.

The Regional Business Plan *Future State* was presented at a SEARTG Board meeting on 27 July 2012, where it was received and has now been referred individually to the five member Councils for consideration and a determination of each member Council's position toward progressing the proposal by forwarding a submission to the Local Government Advisory Board.

#### COMMENT

A copy of the Executive Summary of the SEARTG Regional Business Plan is the appendix to this item. The actual Regional Business Plan is well in excess of 1,500 pages. A copy was circulated to members prior to the SEARTG Board meeting held on 27 July and has been freely available for examination and discussion by Councillors.

A copy of the Regional Business Plan was tabled at the meeting.

There are a number of documents that make up the Regional Business Plan. These include the Current State Document, Future State Document, Service Delivery Plans, Executive Summary and Appendices.

As the RTG Board has progressed with the development of these documents, a range of local and regional initiatives have been undertaken to consult, inform residents and provide community updates. A website was established ([www.securingourfuture.com.au](http://www.securingourfuture.com.au)) to provide open access to a wide range of information and receive individual comments. In addition, the member local governments conducted community meetings and used local media to provide information.

## 8.5.1

### ADMINISTRATION ITEMS

#### ITEM 8.5.1.1

#### LOCAL GOVERNMENT REFORM

#### - SOUTH EAST AVON REGIONAL TRANSITION GROUP

#### (Continued)

The Shire of Beverley has sent direct mail outs to all ratepayers, made survey forms available on request, made regular media updates through the *Beverley Blarney* and held various public information sessions to brief the community on structural reform and the SEARTG Regional Business Plan. The most recent community forum held on 21 August 2012 was attended by about 144 people, who all showed great interest and a good understanding of reform process and the work of the RTG.

Considerable effort has been made to present thorough and impartial information and accurate detail of the local governments as they are now and how an amalgamated entity could be developed. (*Current State and Future State.*)

These steps taken at the local level and frequent interaction between elected members and residents have contributed to a high level of community engagement and understanding of the Council's rationale for participating in the RTG processes. It has resulted in an endorsement and understanding of Council's energetic engagement with RTG.

The detail in the Regional Business Plan is a collection of information from different sources. If an amalgamation does occur, the final arrangements and structures may not necessarily match what is contained in the documents. This has been recognised by the Board and it is confident that the level of trust and goodwill that has built up within the Board will carry through into the transitional period. It is understood that sufficient safeguards can be included in the Governor's Orders to protect communities.

The level of detail contained in the Service Delivery Plans is intended to provide a blueprint for a new Council to follow. However this will be a guide and not a binding obligation. For example, the proposed period for transitional Councillor representation of two full electoral cycles (8 years) should assist with this, and also assist with the protection of local communities against any possibility of diminishing services.

## 8.5.1

### ADMINISTRATION ITEMS

#### ITEM 8.5.1.1

#### LOCAL GOVERNMENT REFORM

#### - SOUTH EAST AVON REGIONAL TRANSITION GROUP

#### (Continued)

Whilst the Regional Business Plan demonstrates there can be improvements in service delivery, which could be of long term benefit to the Shire of Beverley, there may be some loss of control and identity, which could be viewed negatively. It would be up to the community/communities to participate and make sure in the future that those benefits are realised and continue long into the future.

In summary, a decision to pursue the amalgamation option by all, or any of the member Councils, creates a new and replacement single local government for participating Councils.

Following Council deliberations, and if a decision is taken to support the next steps in the process, it can be expected that: -

1. Once each member local government has made a decision, this will need to be formally communicated to the SEARTG Board by letter.
2. A SEARTG Board meeting will be convened to consider a resolution to accept the Regional Business Plan, consider the letters of indication from the SEARTG member local governments, and consider submitting a formal proposal to the Local Government Advisory Board based on those member local governments that have indicated their willingness to participate in an amalgamation proposal.
3. Those member local governments willing to submit an amalgamation proposal to call a Special Meeting of Council to consider Departmental recommendations to formalise amalgamation proposal.
4. Formal amalgamation proposal submitted to Local Government Advisory Board.

It is unclear at this stage, what immediate and ultimate implications will flow from a Council decision not to participate in the amalgamation process.

It can be anticipated that the Council membership of the RTG will lapse. However it will be of importance and a mutual benefit to maintain the strong and existing neighbour connections. This could include establishing a process to discuss and explore Regional relationships (formal and informal) and the continuation of Regional Cooperation.

**8.5.1 ADMINISTRATION ITEMS**  
**ITEM 8.5.1.1**  
**LOCAL GOVERNMENT REFORM**  
**- SOUTH EAST AVON REGIONAL TRANSITION GROUP**  
**(Continued)**

Currently this includes a service delivery arrangement with the Shire of Brookton (Planning Services), shared service with the Shire of York (Emergency Services), and informal partnership arrangements with the Shire of York for provision of Ranger and Health Services.

If the Council takes an independent stance, it will be prudent to devise a plan and provide resources to examine the way ahead, and also to deal with any resulting implications.

Listed below are the two options Council now need to consider.

**Recommendation Option 1 - Affirmative**

That Council:-

1. Adopt the SEARTG Regional Business Plan – Future State; and
2. Informs the SEARTG Board that the Shire of Beverley is willing to participate in and progress the amalgamation proposal detailed in the Regional Business Plan – Future State.

**Recommendation Option 2 – Negative**

That Council: -

1. Receive the SEARTG Regional Business Plan – Future State; and
2. Informs the SEARTG Board that the Shire of Beverley is not willing to participate in and progress the amalgamation proposal detailed in the Regional Business Plan – Future State.

Council noted the Chief Executive Officers disclosure of financial interest, however due to the Chief Executive Officer not being able to vote, Council requested that he stay in the Chambers.

Cr White read and tabled a statement which outlined his issues, views and opinions towards Local Government Reform. (Refer to the appendix to this item.)

**COUNCIL RESOLUTION**

- M22/0812 Moved Cr Pepper** **Seconded Cr Gogol**  
**That Council –**
1. **Receive the SEARTG Regional Business Plan – Future State; and**
  2. **Informs the SEARTG Board that the Shire of Beverley is not willing to participate in and progress the amalgamation proposal detailed in the Regional Business Plan – Future State.**

**CARRIED 8–0**





## 8.5.1 ADMINISTRATION ITEMS

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<b>SUBMISSION TO:</b>	<b>August Council Meeting 28 August 2012</b>
<b>AGENDA ITEM:</b>	<b>8.5.1.3</b>
<b>REPORT DATE:</b>	<b>22 August 2012</b>
<b>SUBJECT:</b>	<b>2012 / 2013 FIRE-BREAK ORDER</b>
<b>FILE REFERENCE:</b>	<b>ADM 0076</b>
<b>AUTHOR:</b>	<b>Chief Executive Officer – Stephen Gollan</b>

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### BACKGROUND

Council has previously adopted the Fire-break Order when adopting the Budget.

### COMMENT

Shown below is the Fire-break Order that was adopted in 2011 / 2012.

## FIRE-BREAK ORDER

### BUSH FIRES ACT 1954

All owners and occupiers of land are required on or before 15 November every year to provide and thereafter maintain free of all inflammable material until 15 April of the following year, fire-breaks as stipulated in the manner described in the following schedule.

### SCHEDULE

#### RURAL LAND

**Buildings and Haystacks:** A firebreak of at least 4 metres wide and not more than 60 metres from the perimeter of all buildings (including temporary dwellings e.g. caravans) and/or haystacks or groups of buildings and/or haystacks so as to completely surround the buildings, haystacks and/or fuel dumps.

**Bulldozed Bush:** A firebreak 20 metres wide shall be maintained immediately inside the external boundaries of all land which has been bulldozed, chained or prepared in any similar manner for clearing by burning (whether it is intended to burn the bush or not).

**Stationary Pumps and Motors:** A firebreak 4 metres wide shall be cleared and maintained around all stationary pumps and motors.

**8.5.1 ADMINISTRATION ITEMS**  
**ITEM 8.5.1.3**  
**2012 / 2013 FIRE-BREAK ORDER**  
**(Continued)**

**Harvesting and Straw Bailing Operations:** During the period when harvesting and straw bailing operations are being conducted, there shall be provided in the same paddock or within 400 metres of that paddock an operational independent mobile fire-fighting unit having a water capacity of not less than 650 litres. The tank of the unit shall be kept full of water at all times during the harvest operations. The responsibility to supply the unit being that of the landowner.

**Operation of Plant and Machinery:** During the restricted and prohibited burning times, ALL MACHINERY AND TRUCKS carting grain shall not be operated on rural land unless fitted with a fire extinguisher. On days of HARVEST BANS there shall be no movement of any vehicles within paddocks. No Slashers or mowing equipment to be used during the Prohibited Burning Period.

**Paddock Burns:** At any time throughout the year, where a landowner intends to burn paddocks, the following must be provided to prevent escape of fire: -

1. A firebreak 2.2 metres wide clear of all inflammable material completely surrounding the area to be burnt.
2. An operational fire-fighting unit having a capacity of not less than 650 litres.
3. **Permits to burn may be required. Contact your Fire Control Officer for details.**

**TOWNSITE LAND**

All lots with an area of 2.012 ha (5 acres) or less, shall be clear of all inflammable material or have grass mown to a height no greater than 15cm.

All lots or combination of lots that comprise of one holding and having an area greater than 2.012ha (5 acres) shall be either clear of all inflammable material or have a firebreak 2.2 metres wide free of all inflammable material provided inside and along all external boundaries.

**8.5.1**            **ADMINISTRATION ITEMS**  
**ITEM 8.5.1.3**  
**2012 / 2013 FIRE-BREAK ORDER**  
**(Continued)**

**GENERAL INFORMATION**

**Fuel Dumps:** You shall remove all flammable materials or material likely to become flammable during summer from land occupied by bulk storage tanks and/or drums used for storage of liquid fuel whether the bulk storage tanks and/or drums contain liquid or not. This includes the land on which ramps for holding the drums are constructed. The flammable free ground must be maintained to a distance of at least 4 metres outside the perimeter of any drum, stack of drums or drum ramp or bulk storage tank.

**Variations to Requirements:** By the Order. For permission to provide fire-breaks in alternative positions or by alternative date or to take alternative action to abate fire hazards on the land, an application must be made no later than 14 days prior to the date fire-breaks are required. If permission is not granted by the Shire or its duly authorized officer, you shall comply with the requirements of this notice.

**Penalty for Failure to Comply:** The penalty for failing to comply with this notice is a fine of up to \$1,000.00. If the owner or occupier fails to carry out the works required by this Fire-break Order the Shire of Beverley may enter the land and prepare the fire-breaks at the cost of the owner or occupier.

**Burning:** If the requirements of this notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fire Act 1954.

During the Easter Holiday Period no person shall light a fire in a paddock without prior consent of a Fire Control Officer.

**Angle Grinders and Welders:** The use of Angle Grinders, Welders or similar equipment should be undertaken with extreme caution and there shall be in attendance an operational fire fighting appliance. **(The use of this equipment is not permitted on days on which a fire ban has been declared.)**

**8.5.1 ADMINISTRATION ITEMS**  
**ITEM 8.5.1.3**  
**2012 / 2013 FIRE-BREAK ORDER**  
**(Continued)**

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION**

**M24/0812 Moved Cr Murray** **Seconded Cr Shaw**  
**That Council adopt the Fire-break Order for 2012 /2013 (as shown below).**

**FIRE-BREAK ORDER**

**BUSH FIRES ACT 1954**

All owners and occupiers of land are required on or before 15 November every year to provide and thereafter maintain free of all inflammable material until 15 April of the following year, fire-breaks as stipulated in the manner described in the following schedule.

**SCHEDULE**

**RURAL LAND**

**Buildings and Haystacks:** A firebreak of at least 4 metres wide and not more than 60 metres from the perimeter of all buildings (including temporary dwellings e.g. caravans) and/or haystacks or groups of buildings and/or haystacks so as to completely surround the buildings, haystacks and/or fuel dumps.

**Bulldozed Bush:** A firebreak 20 metres wide shall be maintained immediately inside the external boundaries of all land which has been bulldozed, chained or prepared in any similar manner for clearing by burning (whether it is intended to burn the bush or not).

**Stationary Pumps and Motors:** A firebreak 4 metres wide shall be cleared and maintained around all stationary pumps and motors.

**Harvesting, Hay and Straw Bailing Operations:** During the period when harvesting, hay and straw bailing operations are being conducted, there shall be provided in the same paddock or within 400 metres of that paddock an operational independent mobile fire-fighting unit having a water capacity of not less than 650 litres. The tank of the unit shall be kept full of water at all times during the harvest operations.

The responsibility to supply the unit being that of the landowner.

**8.5.1 ADMINISTRATION ITEMS**  
**ITEM 8.5.1.3**  
**2012 / 2013 FIRE-BREAK ORDER**  
**(Continued)**

**Operation of Plant and Machinery:** During the restricted and prohibited burning times, ALL MACHINERY AND TRUCKS shall not be operated on rural land unless fitted with a fire extinguisher.

On days of HARVEST BANS there shall be no movement of any vehicles within paddocks.

No Slashers or mowing equipment to be used during the Prohibited Burning Period.

**Paddock Burns:** At any time throughout the year, where a landowner intends to burn paddocks, the following must be provided to prevent escape of fire:

1. A firebreak 2.2 metres wide clear of all inflammable material completely surrounding the area to be burnt.
2. An operational fire-fighting unit having a capacity of not less than 650 litres.
3. **Permits to burn may be required. Contact your Fire Control Officer for details.**

**TOWNSITE LAND**

All lots with an area of 2.012 ha (5 acres) or less, shall be clear of all inflammable material or have grass mown to a height no greater than 15cm.

All lots or combination of lots that comprise of one holding and having an area greater than 2.012ha (5 acres) shall be either clear of all inflammable material or have a firebreak 2.2 metres wide free of all inflammable material provided inside and along all external boundaries.

**8.5.1 ADMINISTRATION ITEMS**  
**ITEM 8.5.1.3**  
**2012 / 2013 FIRE-BREAK ORDER**  
**(Continued)**

**GENERAL INFORMATION**

**Fuel Dumps:** You shall remove all flammable materials or material likely to become flammable during summer from land occupied by bulk storage tanks and/or drums used for storage of liquid fuel whether the bulk storage tanks and/or drums contain liquid or not. This includes the land on which ramps for holding the drums are constructed. The flammable free ground must be maintained to a distance of at least 4 metres outside the perimeter of any drum, stack of drums or drum ramp or bulk storage tank.

**Variations to Requirements:** By the Order. For permission to provide fire-breaks in alternative positions or by alternative date or to take alternative action to abate fire hazards on the land, an application must be made no later than 14 days prior to the date fire-breaks are required. If permission is not granted by the Shire or its duly authorized officer, you shall comply with the requirements of this notice.

**Penalty for Failure to Comply:** The penalty for failing to comply with this notice is a fine of up to \$1,000.00. If the owner or occupier fails to carry out the works required by this Fire-break Order the Shire of Beverley may enter the land and prepare the fire-breaks at the cost of the owner or occupier.

**Burning:** If the requirements of this notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fire Act 1954.

During the Easter Holiday Period no person shall light a fire in a paddock without prior consent of a Fire Control Officer.

**Angle Grinders and Welders:** The use of Angle Grinders, Welders or similar equipment should be undertaken with extreme caution and there shall be in attendance an operational fire fighting appliance. **(The use of this equipment is not permitted on days on which a fire ban has been declared.)**

**CARRIED 8-0**

## 8.5.1 ADMINISTRATION ITEMS

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<b>SUBMISSION TO:</b>	<b>August Council Meeting 28 August 2012</b>
<b>AGENDA ITEM:</b>	<b>8.5.1.4</b>
<b>REPORT DATE:</b>	<b>06 AUGUST 2012</b>
<b>SUBJECT:</b>	<b>FREEDOM OF INFORMATION STATEMENT</b>
<b>FILE REFERENCE:</b>	<b>ADM 0129</b>
<b>AUTHOR:</b>	<b>Chief Executive Officer – Stephen Gollan</b>

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Appendix 9

### **BACKGROUND**

In accordance with the provisions of the Freedom of Information Act there is a requirement to make available a current information statement.

### **COMMENT**

This information statement may assist the public when accessing information. The document provides details about the Council and the kinds of documents it holds and the procedures for accessing them.

The Acting Information Commissioner has emailed Council requesting an updated copy of the Information Statement.

Council last reviewed and adopted the Information Statement in 2010. The document has now been updated and requires Council to endorse it so it can be forwarded onto the Acting Information Commissioner.

### **STATUTORY ENVIRONMENT**

Part 5 of the Freedom of Information Act 1992.

### **OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION**

<b>M25/0812</b>	<b>Moved Cr Gogol That Council adopt the 2012/2013 Freedom of Information Statement.</b>	<b>Seconded Cr Foster Freedom of Information</b>
		<b>CARRIED 8-0</b>

## **8.5.2 CHIEF EXECUTIVE OFFICER'S REPORT**

### **8.5.2.1 Beverley Recreational and Function Centre**

On Wednesday 8 August 2012 Mr Steve Vincent, myself and Mr Brian Adcroft met with representatives from Briklay Builders to discuss the project. From this meeting it was agreed that a site meeting will be held every fortnight. The first site meeting is scheduled for Wednesday 28 August 2012.

### **8.5.2.2 Central Country Zone Meeting – Friday 31 August 2012**

The next meeting of the Central Country Zone will be held in Cuballing. Details of the meeting are shown below: -

Meeting Date:	Friday 31 August 2012
Venue:	Cuballing Hotel
Morning Tea:	9:15am
Meeting Commences:	9:45am

### **8.5.2.3 Central Country Zone Golf Day – Friday 5 October 2012**

As Council would be aware, we will be hosting the Central Country Zone Golf Day on Friday 5 October 2012.

The format for the day will be as follows: -  
3 Person Ambrose  
Morning Tea and Registration from 10:00am  
Tee Off 11:00am (Shot Gun Start)  
Cost of Day \$40.00 per person.

### **8.5.2.4 WA Heritage Office – Visit**

The Shire President has been in discussion with Mr Graeme Gammie, Executive Director of the State Heritage Office, regarding a visit to Beverley by the Heritage Council.

Tuesday 4 September 2012 has been selected as the date for the visit and arrangements are now being put in place for their visit.

A programme commencing at 9:00am at the Council Chambers, with a welcome from the Shire President, followed by morning tea at the Platform Theatre and a presentation by the Beverley Arts Group. The visit will conclude at 4:00pm, following a formal meeting with SEAVROC Arts representatives and a presentation by the Heritage Office. Afternoon tea will include an invitation to the President and another representative of the Historical Society.



**8.5.2 CHIEF EXECUTIVE OFFICER'S REPORT**  
**ITEM 8.5.2.4**  
**WA Heritage Office – Visit**  
**(Continued)**

The aim of the visit is to enlighten and inform the Heritage Council of heritage buildings, visit selected sites and have discussions with local and regional stakeholders along the way. A central part of the visit is an inspection and lunch at Avondale Discovery Farm.

A copy of the days programme will be provided to all Councillors.

**8.5.2.5 Beverley Station Arts and Beverley Art Gallery**

A positive meeting has been held with a representative of each of the two groups to explore future management and operational arrangements between the two groups to be based on a single, formal agreement with the Shire.

The discussions have centred on a Management Agreement modelled on another Council, which has been successfully operating for a number of years.

The next step in the process is for each of the groups to discuss the model, and then prepare brief statements of objectives which will be drafted into a model agreement for further consideration. The elements representing Council responsibilities, requirements and aspirations will also be drafted.

The draft will be referred to Council for consideration and a decision in due course, following further discussion with the group's representatives.

Cr David White who attended the meeting provided further elaboration.

**Council noted the information provided in the Chief Executive Officer's Report.**

**9. INFORMATION BULLETIN – PARTS ONE AND TWO**

**Council noted the August 2012 Information Bulletin – Parts One and Two.**

## 10. TABLED CORRESPONDENCE

- RAC
  - Response to WA Bicycle Network Plan
- LGMA
  - Inside Magazine
- BIBBULMUN TRACK FOUNDATION
  - August – November 2012 News
- LGIS
  - Service Directory
  - Risk Matters Magazine
- STATE HERITAGE OFFICE
  - Heritage Matters Newsletter
- DEPARTMENT OF HEALTH
  - Country Link Winter Magazine - 2012
- RURAL HEALTH WEST
  - Rural Health Matters Newsletter - Winter 2012
  - Strengthening the Health of Rural & Remote WA Communities Brochure

## 11. OTHER BUSINESS

### 11.1 Beverley Refuse and Landfill Site

Cr Murray commented that the Tip is now a pleasure to visit and the Tip Manager Mr Graham Tuddenham and his wife Trish are to be commended for the work they have put into the site.

## 12. CLOSURE

There being no further business the meeting closed at 3:52pm.

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

Presiding Member

Date

## **APPENDIX LIST**

### **28 AUGUST 2012**

		<b>Commencement Page of Appendix Item</b>
Appendix 1	Item 6.2 – Minutes of the Special Meeting of Council held on 30 July 2012	1
Appendix 2	Item 6.3 – Minutes of the Development Services Committee Meeting held on 15 August 2012	10
Appendix 3	Item 8.1.1.1 – Proposed Road Closure – A Section of Clulow Road, East Beverley/Morbinning	15
Appendix 4	Item 8.1.1.2 – Subdivision Application – Lot 4863 Caroling Bally Bally Road, Morbinning	18
Appendix 5	Item 8.1.1.3 – Subdivision Application – Lot 1 Great Southern Highway, Beverley	20
Appendix 6	Item 8.1.1.4 – Proposed Subdivision Lease – Lot 3001 Forrest Street, Beverley	22
Appendix 7	Item 8.4.1.1 - Schedule of Accounts for the month of July 2012	23
Appendix 8	Item 8.5.1.1 – Local Government Reform – South East Avon Regional Transition Group	32
Appendix 9	Item 8.5.1.4 – Freedom of Information Statement – 2012/2013 Freedom of Information Statement	77

**MINUTES OF A SPECIAL MEETING OF COUNCIL TO DISCUSS TENDER  
EVALUATION RFT 02/1112 – NEW PAVILION  
– BEVERLEY RECREATION GROUND  
HELD IN THE COUNCIL CHAMBERS ON MONDAY 30 JULY 2012**

**1. MEETING COMMENCEMENT**

The President declared the meeting open at 6.00pm.

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

Attendance

Cr DJ Ridgway	President	South Ward
Cr CJ Pepper	Deputy President	West Ward
Cr VK Fregon		South Ward
Cr DC White		South Ward
Cr BM Foster		West Ward
Cr LC Shaw		West Ward
Cr JD Alexander		North Ward
Cr KM Murray		North Ward
Mr SP Gollan	Chief Executive Officer	

Apologies

Cr P Gogol	North Ward
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**3. PUBLIC QUESTION TIME**

Nil

**4. TENDER EVALUATION RFT 02/1112  
– NEW PAVILION  
– BEVERLEY RECREATION GROUND**

At Council's Ordinary Meeting held on 24 July 2012 under Item 8.4.1.4 this item was referred to this Special Meeting of Council.

Council held discussions on the following Item 4.1.

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<b>SUBMISSION TO:</b>	<b>30 July Special Meeting 30 July 2012</b>
<b>AGENDA ITEM:</b>	<b>4.1</b>
<b>REPORT DATE:</b>	<b>26 July 2012</b>
<b>SUBJECT:</b>	<b>TENDER EVALUATION RFT 02/1112 – NEW PAVILION BEVERLEY RECREATION GROUND</b>
<b>FILE REFERENCE:</b>	<b>ADM 0121</b>
<b>AUTHOR:</b>	<b>Chief Executive Officer – Mr Stephen Gollan</b>

---

#### **BACKGROUND**

A state-wide Request for Tender advertisement was placed in the West Australian on 26 and 30 May 2012, with tender submissions closing at 3:30pm on 28 June 2012.

#### **COMMENT**

At the close of the tender submission period, 8 tenders had been received from the following firms: -

- (1) BE Projects;
- (2) Briklay;
- (3) CPD Group;
- (4) Spadaccini Constructions;
- (5) Donal;
- (6) Laneway Construction;
- (7) Badge;
- (8) RBT – Robinson Build-Tech.

The Chief Executive Officer engaged the services of Mr B Adcroft, from ADC Projects and Mr G McDonald, from Inkosi Designs to undertake an independent evaluation of the tender submissions and provide a Tender Evaluation Report.

#### **DISCLOSURE OF INTEREST**

No disclosure of interest has been tabled.

#### **APPENDIX**

A copy of the Tender Evaluation Report from the evaluation panel is the appendix to this item (this to be supplied under separate cover) – **Confidential Attachment Evaluation Report – RFT 02/1112 New Pavilion Beverley Recreation Ground.**

**4.1 TENDER EVALUATION RFT 02/1112**  
**- NEW PAVILION**  
**- BEVERLEY RECREATION GROUND**  
**(Continued)**

**CONSULTATION**

In accordance with Functions and General Regulations 14 and 15, Council placed a state-wide advertisement in the West Australian on 26 and 30 May 2012, with the closing date being 28 June 2012, providing a period of greater than 14 days for tender submissions to be made.

No other consultation has been undertaken.

**POLICY IMPLICATIONS**

There are no known policy implications related to this item.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**3.57 Tenders for providing goods or services**

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

Local Government (Functions and General) Regulations 1996

**11. Tenders to be invited for certain contracts**

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
  - (a) The supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act;
  - (b) The supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA;

4.1

**TENDER EVALUATION RFT 02/1112**  
**- NEW PAVILION**  
**- BEVERLEY RECREATION GROUND**  
**(Continued)**

- (ba) The local government intends to enter into a contract arrangement for the supply of goods or services where —
  - (i) The supplier is either —
    - (I) an individual whose last employer was the local government; or
    - (II) a group, partnership or company comprising at least 75% of persons whose last employer was that local government;
  - (ii) The contract —
    - (I) is the first contract of that nature with that individual or group; and
    - (II) is not to operate for more than 3 years; and
  - (iii) The goods or services are —
    - (I) goods or services of a type; or
    - (II) (in the opinion of the local government) substantially similar to, or closely related to, goods or services of a type, that were provided by the individual (or persons) whilst employed by the local government;
- (c) Within the last 6 months —
  - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications; or
  - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;
- (d) The contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government;
- (e) The goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government;
- (ea) the goods or services are to be supplied —
  - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and

4.1

**TENDER EVALUATION RFT 02/1112**

- **NEW PAVILION**
  - **BEVERLEY RECREATION GROUND**
- (Continued)

- (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;
  - (f) The local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
  - (g) The goods to be supplied under the contract are —
    - (i) petrol or oil; or
    - (ii) any other liquid, or any gas, used for internal combustion engines.
14. **Requirements for publicly inviting tenders**
- (1) When regulation 11(1), 12 or 13 requires tenders to be publicly invited, State-wide public notice of the invitation is to be given.
  - (2) If the CEO has, under regulation 23(4), prepared a list of acceptable tenderers, instead of giving State-wide public notice the CEO is required to give notice of the invitation to each acceptable tenderer listed.
  - (2a) If a local government —
    - (a) is required to invite a tender; or
    - (b) not being required to invite a tender, decides to invite a tender,The local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.
  - (3) The notice, whether under subregulation (1) or (2), is required to include —
    - (a) A brief description of the goods or services required;
    - (b) Particulars identifying a person from whom more detailed information as to tendering may be obtained;
    - (c) Information as to where and how tenders may be submitted; and
    - (d) The date and time after which tenders cannot be submitted.
  - (4) In subregulation (3)(b) a reference to detailed information includes a reference to —
    - (a) Such information as the local government decides should be disclosed to those interested in submitting a tender;
    - (b) Detailed specifications of the goods or services required;



**TENDER EVALUATION RFT 02/1112**  
**- NEW PAVILION**  
**- BEVERLEY RECREATION GROUND**  
**(Continued)**

- (c) The criteria for deciding which tender should be accepted;
  - (d) Whether or not the local government has decided to submit a tender; and
  - (e) Whether or not the CEO has decided to allow tenders to be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.
- (5) After a notice has been given under subregulation (1) or (2), a local government may vary the information referred to in subregulation (3) by taking reasonable steps to give each person who has sought copies of the tender documents or each acceptable tenderer, as the case may be, notice of the variation.
- 15. Minimum time to be allowed for submitting tenders**
- (1) If the notice is published in the newspaper as part of giving State-wide public notice, the time specified in the notice as the time after which tenders cannot be submitted has to be at least 14 days after the notice is first published in the newspaper as part of giving State-wide public notice.
  - (2) If the notice is given to a person listed as an acceptable tenderer, the time specified in the notice as the time after which tenders cannot be submitted has to be at least 14 days after the notice is given.
- 16. Receiving and opening tenders**
- (1) The CEO is responsible for keeping any tender submitted including a tender submitted by facsimile or other electronic means in safe custody, and for ensuring that it remains confidential.
  - (2) Tenders are not to be opened, examined, or assessed until the time after which further tenders cannot be submitted.
  - (3) When tenders are opened —
    - (a) At least one and, if practicable, more than one employee of the local government or one person authorised by the CEO to open tenders and, if practicable, one or more other persons, is required to be present;
    - (b) Members of the public are entitled to be present; and
    - (c) Details of the tenders (other than the consideration sought in the tender) are to be immediately recorded in a register to be known as the tenders register.

4.1

TENDER EVALUATION RFT 02/1112

- NEW PAVILION
  - BEVERLEY RECREATION GROUND
- (Continued)

18. Choice of tender

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

**4.1 TENDER EVALUATION RFT 02/1112**  
**- NEW PAVILION**  
**- BEVERLEY RECREATION GROUND**  
**(Continued)**

**STRATEGIC IMPLICATIONS**

The Beverley Oval and Recreation Centre project is a strategic initiative identified in Councils Strategic Plan, Forward Capital Works Plan and five year financial plan. Funding for the project has been incorporated into the 2012/13 preliminary budget.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION**

MS01/0712 Moved Cr Pepper

Seconded Cr Murray

That Council: -

1. Award Tender RFT 02/1112 – New Pavilion Beverley Recreation Ground to Briklay Builders for the fixed price of \$2,339,564.00 (excluding GST) as per their tender submission inclusive of Option 1 (Netball Lighting) \$46,983.00 and Option 2 (Power Supply Pillars) \$28,963.00, subject to Briklay Builders entering into an agreed contract with the Shire of Beverley.
2. Delegate authority to the Chief Executive Officer to prepare the final contract between the Shire of Beverley and successful contractors.
3. Notify all tenderers of Councils decision in (1) above.

CARRIED 8-0

**5. OTHER BUSINESS**

Meetings

Council agreed to hold the following meetings:

A Structural Reform Meeting to be held on Wednesday 21 August 2012 commencing at 7pm.

A Development Services Committee Meeting to be held on Wednesday 15 August 2012 commencing at 2pm.

Page 8 of 9

6. CLOSURE

There being no further business the meeting closed at 6:15pm.

I hereby certify these Minutes as being confirmed in accordance with Section 522 of the Local Government Act 1995.  
Presiding Member: \_\_\_\_\_ Date: \_\_\_\_\_



**MINUTES OF THE DEVELOPMENT SERVICES COMMITTEE MEETING HELD  
IN THE COUNCIL CHAMBERS ON WEDNESDAY 15 AUGUST 2012**

**1. MEETING COMMENCEMENT**

The Chairperson declared the meeting opened at 2:25pm.

**2. ATTENDANCE AND APOLOGIES**

Cr DJ Ridgway	Chairperson
Cr CJ Pepper	
Cr BM Foster	
Cr VK Fregon	
Mr SP Gollan	Chief Executive Officer
Mr DE Vaughan	Acting Deputy Chief Executive Officer
Mr W Wandless	Maintenance Officer (from 3:30pm)
Mr S Vincent	Works Supervisor (from 3:30pm)

Apologies

Nil

Observers

Nil.

**3. DECLARATION OF INTERESTS**

Nil

1

4. **CONFIRMATION OF MINUTES OF PREVIOUS MEETING  
HELD THURSDAY 12 JULY 2012**

MDS01/0712

Moved Cr Fregon  
That the Minutes of the Development Services Committee Meeting held in the Council Chambers on Thursday 12 July 2012, as printed, be confirmed.

CARRIED 4/0

5. **REPORTS, MATTERS ARISING (AND UPDATE)**

**Beverley Caravan Park**

Discussion ensued regarding: -

- Provision has been made in the 2012 / 2013 budget to continue site development and improvements;
- Minor matters in the Ablution Block. It was noted that Safety Standards preclude installing a power point in the disabled toilet;
- Landscaping around the campers kitchen is completed;
- Relocating the caravan owned by the caretaker to another site;
- Schedule of Caretakers responsibilities (The Chief Executive Officer will circulate to Committee Members.); and
- A promotional brochure was viewed and endorsed.

At the conclusion of the meeting a site visit and general discussion took place.

The location for the Caretakers Caravan was viewed and minor setback adjustments agreed.

**Walk Trail**

The Shire President has followed up discussions about a grant of \$15,000.00 from Lotteries Commission to progress for a joint venture Walk Trail Project and is awaiting a response.

2

**Streetscape Project - Vincent Street**

Mr Steve Gollan, Chief Executive Officer, circularised the Proposed Terms of Reference and Project Description drafted by the Shire Planner.

The Committee noted the Information.

**Further work is to be done by the Shire Planner for consideration by the Committee.**

**Retirement Village (Hunt Road)**

Naming of the Units is to be further investigated following a suggestion that the land may have been donated to Council. An attempt will be made to ascertain the history of how the land came into the ownership of the Council.

A new library of Tenancy Schedules produced by the WA Government was circulated to members.

**It was agreed the Tenancy Schedules address Council requirements and will be applied to the Units.**

**Youth Action Plan**

Discussion ensued regarding the status of the Youth Action Plan and arranging a Forum to consult with Youth to progress the Action Plan and obtain feedback about a Skate Park.

**It was agreed that an earlier offer for BMX activity will be followed up to gauge if the offer is still open.**

The Committee noted that anti social behaviour at the Youth Club had been effectively dealt with.

**Town Hall (Lesser Hall)**

Awaiting an update from the Consultant for the work to done on the ceiling of the Lesser Hall.

3

### Christmas (Street) Decorations

The Committee inspected and approved an example of a Christmas Light. It was also noted that existing decorations may be used if the supply of new decorations cannot be obtained.

### Seniors' Luncheon

The Chief Executive Officer tabled a programme for the Seniors' Luncheon event.

The Committee decided to hold the Seniors' Luncheon event on Tuesday 30 October 2012.

### Beverley Christmas Light Competition

The Committee recorded a vote of appreciation to Mrs Valery Seeber for the proposal for the Christmas Lighting Competition.

Following general discussion on the Beverley Christmas Light Competition it was decided that: -

- The competition will be advertised in the Blarney;
- Registration for the competition will not be required;
- Nominations will not be required as all participants will be assessed;
- A prize to be awarded for each category will be a \$100.00 redeemable voucher; and
- A prize to be drawn from People's Choice votes will be a \$50.00 redeemable voucher.

### BMX Upgrade

Cr Fregon will follow up on the BMX Upgrade.

### Hunt Road Intersection

It was agreed to roll the matter of the Hunt Road intersection into the Main Street Development Project.

### Dentist

No further action is proposed at this stage in regard to a Dentist.

4



6. **OTHER BUSINESS**

**Beverley Community and Development Association Projects**

Discussion ensued regarding: -

- Updating promotional material in the Avon Valley Planner;
- The name of Association and the possibility of a change to Beverley Tourist and Information Centre; and
- Promoting the Beverley Caravan Park and other town attractions.

**Aged Accommodation Report**

The Shire President advised that a letter and copies of the Aged Accommodation Report have been distributed to interested stakeholders, in a bid to promote Beverley as a centre for responding to the needs and opportunities raised in the Report.

7. **NEXT MEETING**

The next meeting of the Committee will be held on a date to be advised.

8. **CLOSURE**

There being no further business the Chairperson declared the meeting closed at 4:30pm.

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

Presiding Member \_\_\_\_\_ Date \_\_\_\_\_

**JAMES ALEXANDER FAMILY TRUST**

ABN: 74 493 563 478

1633 MAWSON ROAD  
BEVERLEY

PO BOX 165  
BEVERLEY 6304

0429005373  
FAX 0896416024

Town Planner;  
Shire of Beverley

Dear Sir,

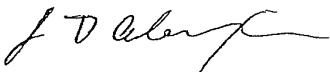
Our neighbour, W. Smith, is selling his property. It has come to the attention of us both that Clulow Road was realigned many years ago and cut through two of our blocks, This land was never transferred and adjusted at the time of realignment.

The location numbers are: SMITH loc114160/5193 and ALEXANDER loc D54997/1

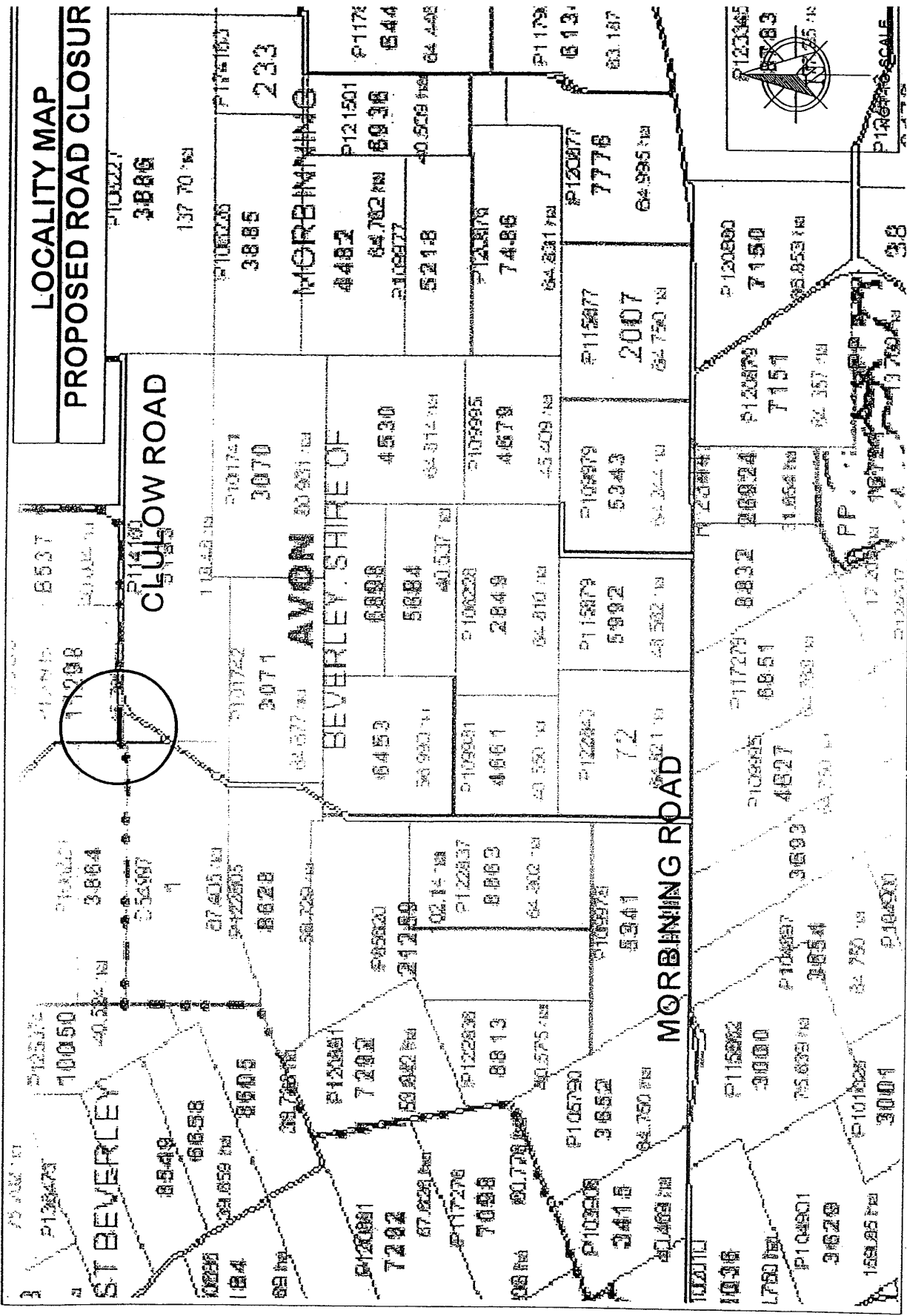
We wish to take the parcel of land that we will acquire from W. Smith and include it in the title locP130915/11298. There is a need to close a short section, approximately 0.3 hectare, of road reserve. The other section of road we wish to retain as it joins Clulow Road to Mawson Road via McDonald Road.

Yours sincerely,

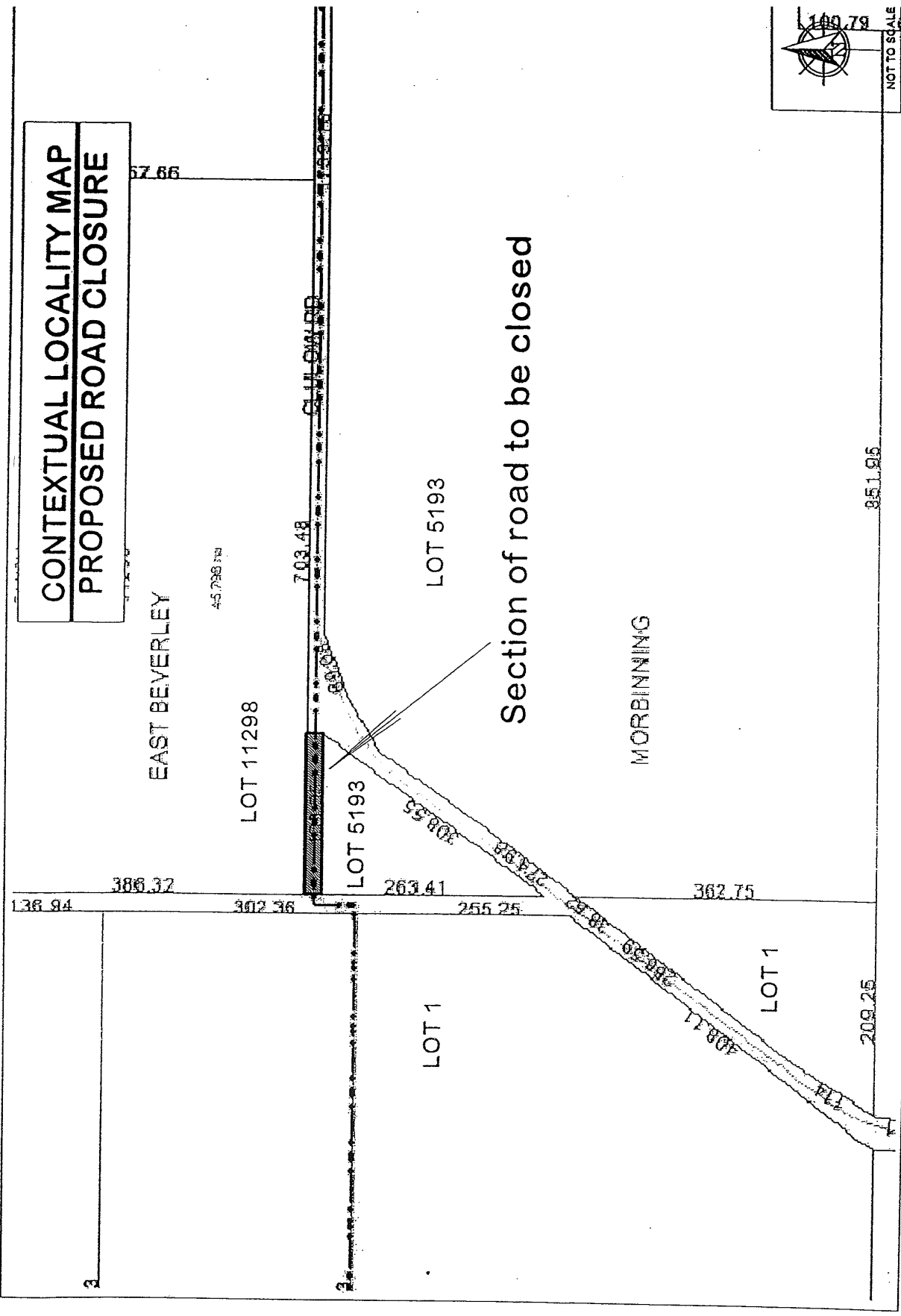
J. D. Alexander



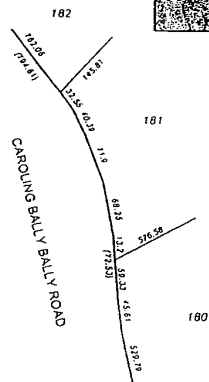
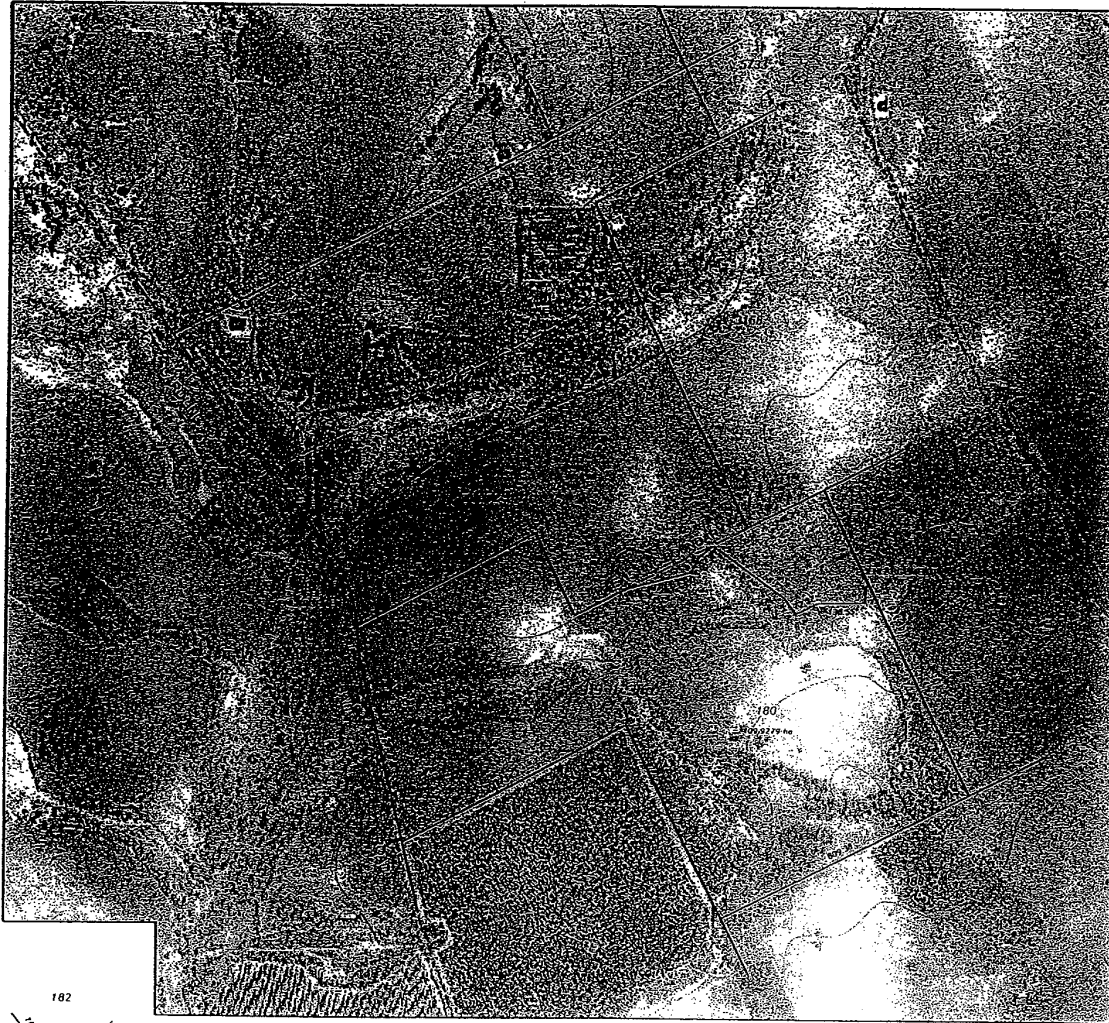
7.8.2012



**CONTEXTUAL LOCALITY MAP  
PROPOSED ROAD CLOSURE**



LOCALITY: MORBINNING



ENLARGEMENT "A"  
Not to Scale



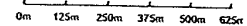
ENLARGEMENT "B"  
Not to Scale

LOT	DESCRIPTION	AREA
2	ORIGINAL LOT	119.1142ha
4749	ORIGINAL LOT	64.7497ha
4863	ORIGINAL LOT	71.6294ha
180	PROPOSED LOT	109.9279ha
181	PROPOSED LOT	56.4658ha
182	PROPOSED LOT	88.8418ha

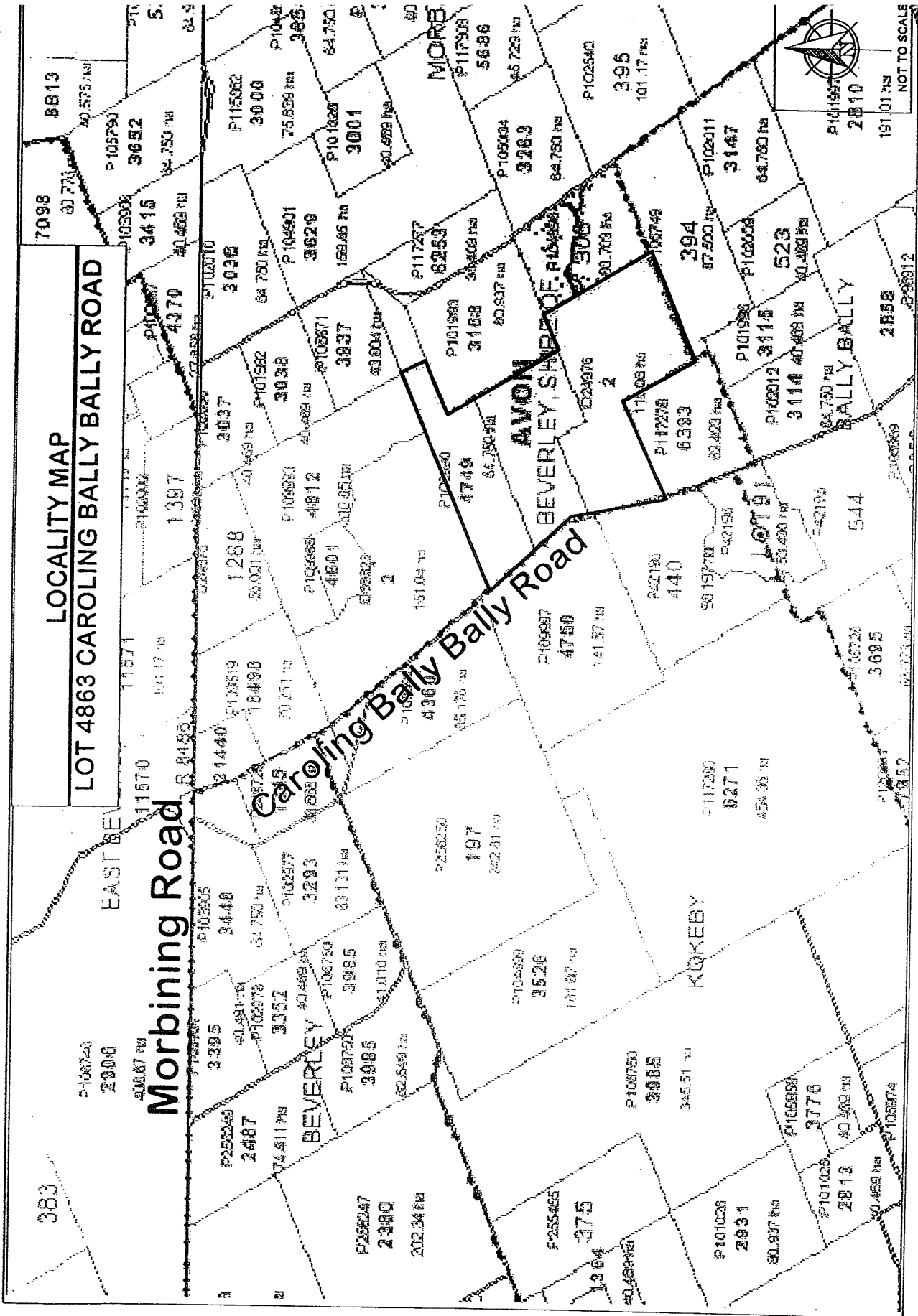
**WARNINGS:**

1. LOT NUMBERS, DIMENSIONS AND AREAS SUBJECT TO WAPC APPROVAL, SURVEY AND TITLES OFFICE AUDIT.
2. SEWER INFORMATION TAKEN FROM WATER CORPORATION AS CONSTRUCTED SHEETS.
3. LEVEL BETWEEN T.B.M.s BEFORE ADOPTING THEIR LEVEL.
4. POSITION OF BUILDINGS IS APPROXIMATE ONLY - MEASURED FROM FENCES.
5. ALL ABOVE & BELOW GROUND SERVICES MAY NOT HAVE BEEN LOCATED - CHECK WITH RELEVANT AUTHORITIES BEFORE COMMENCING ANY WORKS.

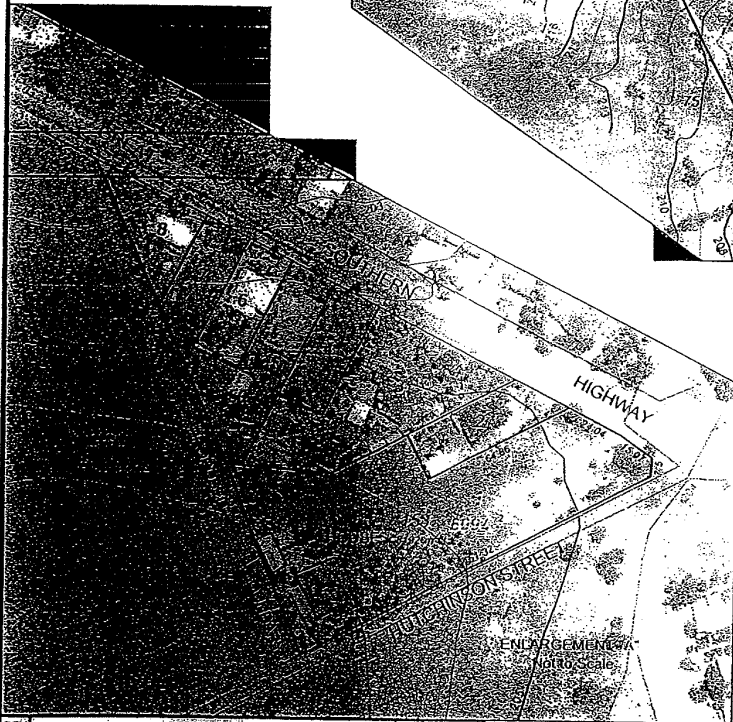
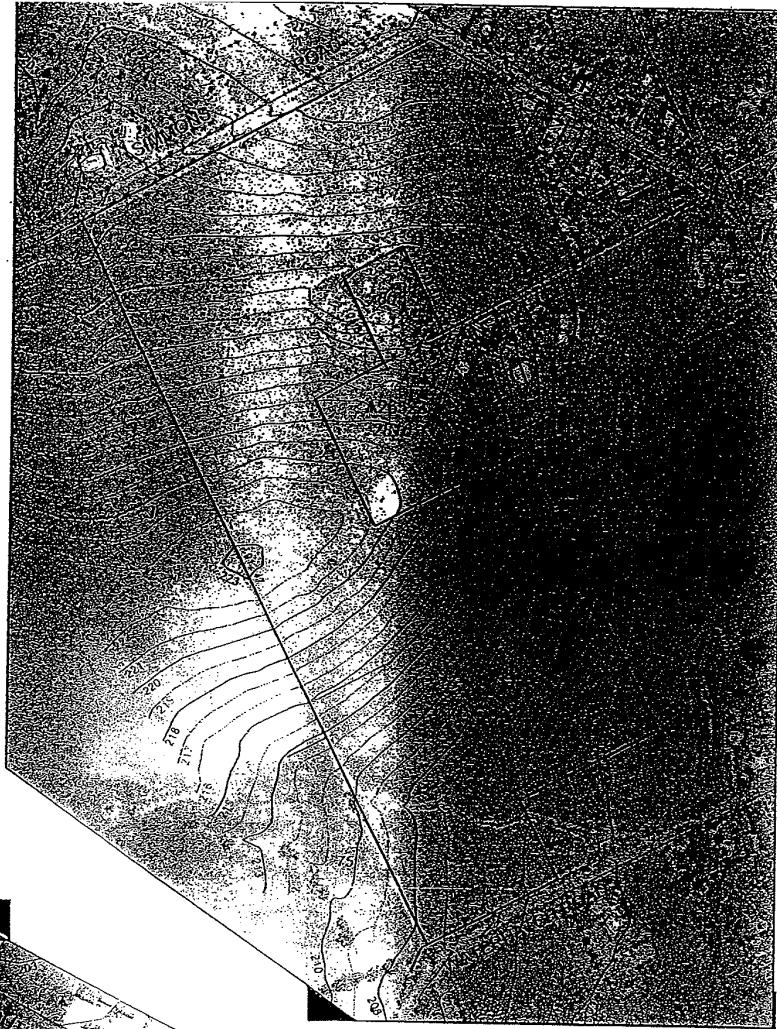
REV	DESCRIPTION	BY	DATE



PROPOSED SUBDIVISION OF LOT 2 ON D 24976, LOT 4863 ON DP 109989 & LOT 4863 ON DP 109990 CAROLING BALLY BALLY ROAD, MORBINNING	SCALE 1:12500 MAY 2012 WANSBROUGH DATUM : AHD	<b>SCANLAN</b> SURVEYS PTY LTD LICENSED SURVEYORS P O BOX 429 MIDLAND 6936 PH: 08 9250 2261 FAX: 08 9274 6206 Email: <a href="mailto:info@scanlansurveys.com.au">info@scanlansurveys.com.au</a>	DRAWING (A3)	REVISION
			6989/12/2	
		DRAWN BY: LF		
		APPROVED: 14/C		



LOCALITY: BEVERLEY



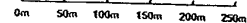
ALL BUILDINGS TO REMAIN

LOT	DESCRIPTION	AREA
1	ORIGINAL LOT	8094m <sup>2</sup>
800	ORIGINAL LOT	30.384ha
153	PROPOSED LOT	8192m <sup>2</sup>
154	PROPOSED LOT	30.3742ha

REV	DESCRIPTION	BY	DATE

**WARNINGS:**

- 1 LOT NUMBERS, DIMENSIONS AND AREAS SUBJECT TO WAPC APPROVAL, SURVEY AND TITLES OFFICE AUDIT.
- 2 POSITION OF BUILDINGS IS APPROXIMATE ONLY - MEASURED FROM ARIEL PHOTOGRAPHY
- 3 ALL ABOVE & BELOW GROUND SERVICES MAY NOT HAVE BEEN LOCATED - CHECK WITH RELEVANT AUTHORITIES BEFORE COMMENCING ANY WORKS.

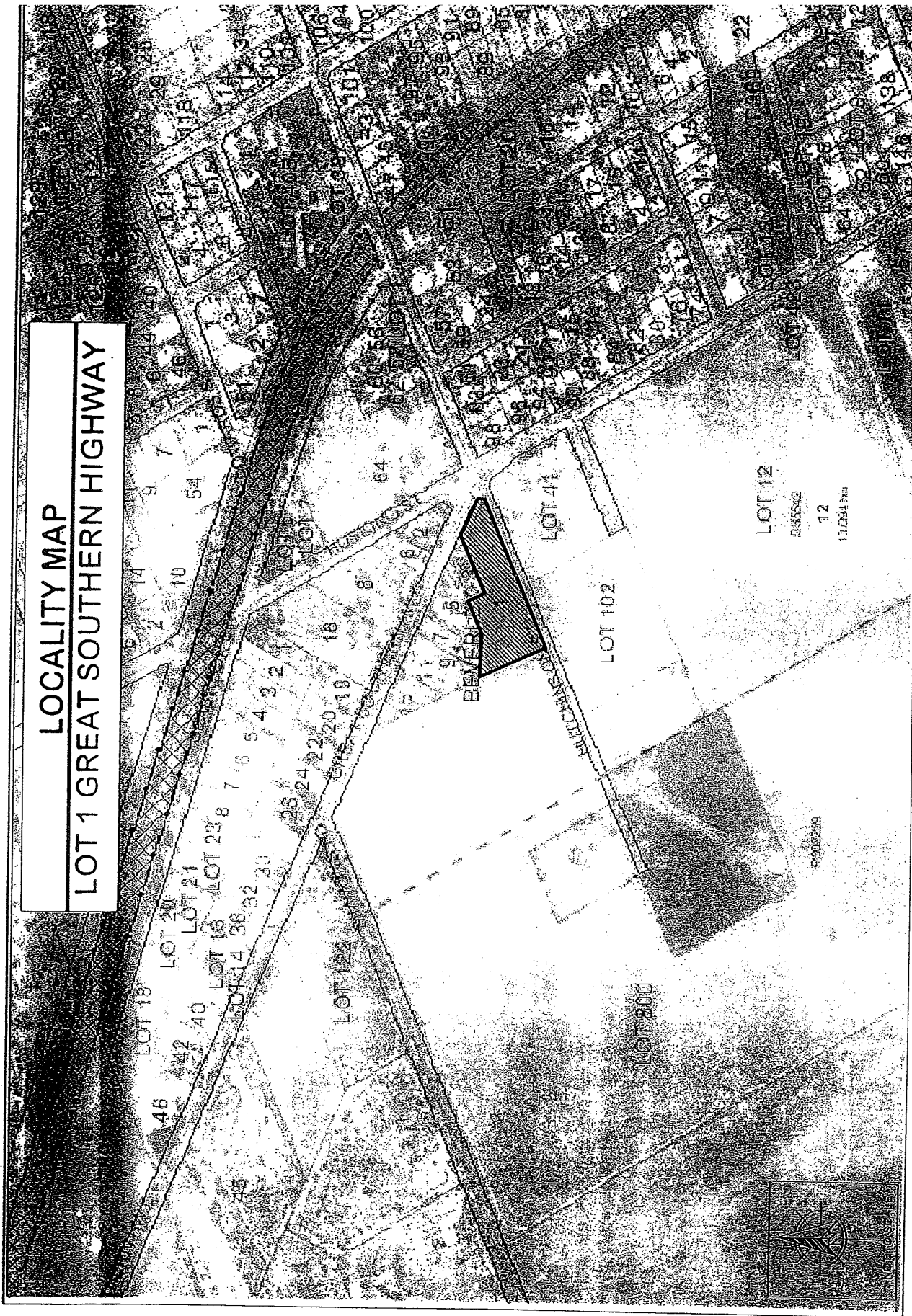


PROPOSED BOUNDARY ADJUSTMENT OF  
 LOTS 1 ON DIAGRAM 26429 & 800 ON DP 302239  
 GREAT SOUTHERN HIGHWAY & HUTCHINSON ROAD.  
 BEVERLEY

SCALE 1:5000  
 JUNE 2012  
 WANSBROUGH  
 DATUM : AHD

**SCANLAN**  
 SURVEYS PTY LTD  
 LICENSED SURVEYORS  
 P O BOX 429 MIDLAND 6936  
 PH: 08 9259 2261 FAX: 08 9274 6206

DRAWING (A3)	REVISION
6988/12/2	
DRAWN BY: LF	
APPROVED: WFC	



**LOCALITY MAP**  
**LOT 1 GREAT SOUTHERN HIGHWAY**

LOT 12  
 0.35542  
 12  
 13.024 km





State Land Services

Your ref: FOR 2633  
Our ref: 50365-2007 Job 102917  
Enquiries: Steve Burgess Ph: (08) 6552 4662  
Fax: (08) 6552 4417  
Steve.burgess@rdl.wa.gov.au

7 August 2012



Chief Executive Officer  
Shire of Beverley  
PO Box 20  
Beverley WA 6304

Dear Sir

**Beverley Lot 3001 on Deposited Plan 47753**

The above land was excised from "Use and Benefit of Aborigines" Reserve 2633 and leased to the Shire in February 2007 for a term of five (5) years for "Community Agriculture" as an interim arrangement until the Shire determined its intentions for the land. The lease was intended to allow the shire to sub-lease and derive income from the land while development proposals were formulated.

When the Shire approached the department in September 2010 seeking to purchase the freehold of the land, an en globo valuation of \$305,000.00 was provided by Valuation Services. Following an appeal to the Minister for Lands and submission of a Business Case to the Valuation Services, a 'project value' of \$1000.00 inclusive of GST has now been approved. This valuation has been provided taking into account the costs associated with provision of a 47 lot industrial subdivision.

Subject to your agreement, it is proposed that the former 5 year "Community Agriculture" lease is replaced with a Conditional Purchase or Subdivision Lease whereby freehold transfer at \$1000.00 occurs when development of the industrial subdivision is substantially advanced.

Your comments on the above proposal would be appreciated please.

Yours sincerely

  
Steve Burgess  
Manager Wheatbelt

SHIRE OF BEVERLEY  
CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2012

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Liability Chq		7/05/2012	ACCOUNTANTS SUPER	SUPER CONTRIB: FE 04 JUL 12	0.00	0.00
Liability Chq		7/05/2012	AGEST - AUST CVT EMP SUPER TRUST	SUPER CONTRIB: FE 04 JUL 12	0.00	0.00
Liability Chq		7/05/2012	BT FIN GP-LEONHARDT Scott	SUPER CONTRIB: FE 04 JUL 12	0.00	0.00
Liability Chq		7/05/2012	COLONIAL FIRST STATE-CORRIGAN Justin	SUPER CONTRIB: FE 04 JUL 12	0.00	0.00
Liability Chq		7/05/2012	COLONIAL FIRST STATE-MOULTON Claire	SUPER CONTRIB: FE 04 JUL 12	0.00	0.00
Liability Chq		7/05/2012	CSRF - CATHOLIC SUPER & RETIREMENT FUN	SUPER CONTRIB: FE 04 JUL 12	0.00	0.00
Liability Chq		7/05/2012	DOMINION SUPERANNUATION MASTER TR	SUPER CONTRIB: FE 04 JUL 12	0.00	0.00
Liability Chq		7/05/2012	SHIRE OF BEVERLEY	2012-07 JUL SAL DEDUCTIONS (04 JUL); RATES	0.00	0.00
Liability Chq		7/05/2012	WALGSP - SUPER	*SUPER CONTRIB: FE 04 JUL 12	0.00	0.00
EFT Pymt		13/07/2012	ACCOUNTANTS SUPER	SUPER CONTRIB: FE 04 JUL 12	-54.73	
EFT Pymt		13/07/2012	AGEST - AUST CVT EMP SUPER TRUST	SUPER CONTRIB: FE 04 JUL 12	-189.00	
EFT Pymt		13/07/2012	BDH - BEV DOME HIRE	4,000 L DIESEL	-5,289.60	
EFT Pymt		13/07/2012	BROUN Claire	TOWN ENTRY STATEMENT DESIGN: "THE GATES"	-750.00	
EFT Pymt		13/07/2012	BT FIN GP-LEONHARDT Scott	SUPER CONTRIB: FE 04 JUL 12	-160.99	
EFT Pymt		13/07/2012	COLONIAL FIRST STATE-CORRIGAN Justin	SUPER CONTRIB: FE 04 JUL 12	-270.03	
EFT Pymt		13/07/2012	COLONIAL FIRST STATE-MOULTON Claire	SUPER CONTRIB: FE 04 JUL 12	-75.99	
EFT Pymt		13/07/2012	CSRF - CATHOLIC SUPER & RETIREMENT FUN	SUPER CONTRIB: FE 04 JUL 12	-106.14	
EFT Pymt		13/07/2012	DOMINION SUPERANNUATION MASTER TR	SUPER CONTRIB: FE 04 JUL 12	-79.49	
EFT Pymt		13/07/2012	MAIN ROADS WA (EFT)	GREENHILLS SOUTH RD BRIDGE 4816 WORKS	-429,000.00	
EFT Pymt		13/07/2012	WALGSP - SUPER	SUPER CONTRIB: FE 04 JUL 12	-5,520.53	
EFT Pymt		13/07/2012	WILSON Dorothy	2012-07 JUL BLARNEY ISSUES	-250.00	-441,746.50
Direct Debit		16/07/2012	3 MESSAGING	3 MESSAGING; 2011-06 JUN; 0 TXT MSGS	-82.50	-82.50
EFT Pymt		17/07/2012	ABNOTE AUST P/L	1500 x LIBRARY PLASTIC CARDS	-687.50	

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SHIRE OF BEVERLEY  
**CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2012**

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt		17/07/2012	ADVANCED AUTO LOGIC P/L	VARIOUS PLANT: LUBRICANTS	-556.00	
EFT Pymt		17/07/2012	AIT'S	2012-06 JUN FUEL TAX CREDIT	-174.90	
EFT Pymt		17/07/2012	ALLIRA HILL	GRAVEL ROYALTIES: JAN 10 JUN 2012	-785.40	
EFT Pymt		17/07/2012	AUST POST	JUN 2012 POSTAGE	-870.48	
EFT Pymt		17/07/2012	AVON CONCRETE	NEW SPORTING COMPLEX: INSTALL DRAINAGE	-18,206.10	
EFT Pymt		17/07/2012	AVON EXPRESS - STANFIELD Cobb	FREIGHT CHARGES: JUN 2012	-55.00	
EFT Pymt		17/07/2012	AVON FENZING	COLOURBOND FENCING: VARIOUS BLDGS	-24,546.00	
EFT Pymt		17/07/2012	AVON TRADING	JUN 2012 HARDWARE SUPPLIES	-1,293.64	
EFT Pymt		17/07/2012	AVON WASTE	1246 BIN COLLECTS FE 29 JUN 12 - @ \$1.66 per BIN, GST INC & RECYCLING BINS	-3,205.98	
EFT Pymt		17/07/2012	BAILEYS FERTILISERS	REC GROUND: FERTILISER	-1,281.50	
EFT Pymt		17/07/2012	BEV CRC (TELECENTRE)	ILU - 6 x COLOUR COPIES	-3.90	
EFT Pymt		17/07/2012	BEV IGA	JUN 2012 PURCHASES	-314.10	
EFT Pymt		17/07/2012	BEV NEWS - Barry & Pauline	JUN 2012 ACCOUNT	-448.64	
EFT Pymt		17/07/2012	BEV STEEL FABRICATION	WLS41 (TRK12): PARTS	-16.48	
EFT Pymt		17/07/2012	BCC CEMENT	NEW SPORTING COMPLEX & STREE SIGNS: CEMENT	-1,014.33	
EFT Pymt		17/07/2012	BCC QUARRIES	NEW SPORTING COMPLEX: FINE METAL DUST	-308.24	
EFT Pymt		17/07/2012	BOC LIMITED	JUN 2012: CYLINDER RENTAL & PURCHASES	-198.63	
EFT Pymt		17/07/2012	BPA ENGINEERING	NEW SPORTING COMPLEX: DESIGNS	-9,058.50	
EFT Pymt		17/07/2012	BTS - BASSENDEAN TECHNICAL SERVICE	BINDER: REPAIR & SERVICE	-115.50	
EFT Pymt		17/07/2012	BUNNINGS BUILDING SUPPLIES P/L	HARDWARE PURCHASES	-833.96	
EFT Pymt		17/07/2012	CANON FINANCE AUSTRALIA LIMITED	3 of 3 ANNUAL LEASE PAYMENTS	-10,175.00	
EFT Pymt		17/07/2012	CONPLANT	BE026 (ROLOr): PARTS	-590.02	
EFT Pymt		17/07/2012	CORNFORTH, C B	NEW SPORTING COMPLEX: DESIGN ENTRY KIOSK	-704.00	

SHIRE OF BEVERLEY  
**CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2012**

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt		17/07/2012	COUNTRY COPIERS NORTHAM	READING: 07 MAY - 04 JUL 12	-1,287.71	
EFT Pymt		17/07/2012	COURIER AUSTRALIA/TOLL IPEC	FREIGHT CHARGES: 20 JUN - 03 JUL 12	-92.92	
EFT Pymt		17/07/2012	COYS PARTS	VARIOUS PLANT: PARTS	-1,331.36	
EFT Pymt		17/07/2012	DAWSONS CONCRETE & REINFORCING	FOOTPATH REPAIRS: FORREST ST	-3,135.00	
EFT Pymt		17/07/2012	DCA - DOMINIC CARBONE & ASSOC	MAR-MAY 12 FINANCIALS & REC GRO TENDER REVIEW & BUDGET 2012-13	-2,871.00	
EFT Pymt		17/07/2012	DORMA BWN AUTOMATICS PTY LTD	AUTOMATC DOORS: SCHEDULED SERVICE	-132.00	
EFT Pymt		17/07/2012	DPT REC DEV & LANDS	RES L3001 - LEASE K174786 10 31 DEC 12	-2,450.00	
EFT Pymt		17/07/2012	DUNLOP Graham	NEW SPORTING COMPLEX: LOCATE CABLING	-696.30	
EFT Pymt		17/07/2012	EDGE PLANNING & PROPERTY	LOCAL PLAN STRATEGY: CONSULTATION FEES	-2,698.43	
EFT Pymt		17/07/2012	GSA ENGINEERING	NEW SPORTS COMPLEX: SCHEMATIC DESIGN & CONTRACT DOCUMENTATION	-3,300.00	
EFT Pymt		17/07/2012	HAINES NORTON	MAY 12 BAS - PREP & RECONCILIATION	-440.00	
EFT Pymt		17/07/2012	HOTEL BEV - MAXWELL	ORD COUNCIL MEETING: 26 JUN 12	-473.60	
EFT Pymt		17/07/2012	INKOSI DESIGN	NEW SPORTING COMPLEX: ELECTRICAL DESIGN & DOCUMENTATION	-13,200.00	
EFT Pymt		17/07/2012	JASON SIGNMAKERS	VARIOUS STREET & TRAFFIC SIGNS	-1,624.92	
EFT Pymt		17/07/2012	L R SIMS & CO	ILU - PROGRESS PAYMENT CERTIFICATE 11	-37,289.40	
EFT Pymt		17/07/2012	LANDGATE (DOLA)	10 x TITLE SEARCHES for DEBT COLLECTION	-240.00	
EFT Pymt		17/07/2012	LANDGATE (VGO)	VALUATION FEES: 21 APR - 22 JUN 12	-325.32	
EFT Pymt		17/07/2012	LCMA	11/12 AVON BRANCH - ANNUAL SCHOLARSHIP CONTRIBUTION	-110.00	
EFT Pymt		17/07/2012	LCSA - LOC GOV SUPERS ASSOC	12/13 MEMBERSHIP FEE - WORK SUPERVISOR	-38.50	
EFT Pymt		17/07/2012	LnC HYDRAULICS	REC GROUNDS: CLAIM 2 - HYDRAULICS DESIGN & DOCUMENTATION	-4,125.00	
EFT Pymt		17/07/2012	MAIN ROADS WA (EFT)	GREENHILLS SOUTH RD BRIDGE 4816 WORKS - COUNCIL CONTRIBUTION	-19,800.00	
EFT Pymt		17/07/2012	MCINTOSH & SON	VARIOUS PLANT: PARTS	-936.47	
EFT Pymt		17/07/2012	MIDALIA STEEL - ONE STEEL	MED PRACTICE: STEEL FRAME	-60.75	

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SHIRE OF BEVERLEY  
CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2012

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt		17/07/2012	MINCHIN, BM & SONS	GRAVEL ROYALTIES: JAN to JUN 2012	-3,758.70	
EFT Pymt		17/07/2012	MURRAY Keith	ASS 51464 - REFUND	-877.57	
EFT Pymt		17/07/2012	NORTHAM BEARING SALES	BE008 (TRA02): PARTS	-45.77	
EFT Pymt		17/07/2012	OCEAN BROADBAND LTD	BIBAND - JUL to SEP 12: 59 SMITH ST, 136 VINCENT ST, 6 BARNESLEY ST	-659.55	
EFT Pymt		17/07/2012	ORICA/SPECTRUM	2012-06 JUN CHLORINE CYLINDER RENTAL (ORICA)	-75.24	
EFT Pymt		17/07/2012	PACIFIC BRANDS	UNIFORMS: ADMIN STAFF	-589.74	
EFT Pymt		17/07/2012	PCS - PERFECT COMPUTER SOLUTIONS	COMPUTER SUPPORT	-2,015.00	
EFT Pymt		17/07/2012	RIDGWAY Dee	TRAVEL CLAIM 2011-2012 YEAR	-668.73	
EFT Pymt		17/07/2012	SCANLAN SURVEYS PTY LTD	NEW SPORTING COMPLEX: WAPC APPLICATION	-3,503.00	
EFT Pymt		17/07/2012	SHIRE OF BROOKTON	2012-06 JUN TOWN PLANNING SCHEME	-4,458.94	
EFT Pymt		17/07/2012	SHIRE OF QUAIRADING	SEAVROC - ENVIRONMENT SERVICES: FINAL ADJ 11/12 YR	-9,697.70	
EFT Pymt		17/07/2012	SHIRE OF YORK	RANGER & HEALTH & BUILDING SERVICES: JUN 2012	-1,224.20	
EFT Pymt		17/07/2012	SIMS DB & JT & CO	GRAVEL ROYALTIES: JAN to JUN 2012	-1,421.20	
EFT Pymt		17/07/2012	SNAP OSBORNE PARK	PRINTING: PROMO NOTEPADS, LETTERHEAD, ENVELOPES	-3,273.60	
EFT Pymt		17/07/2012	STRANGE EA & CO (IAN)	GRAVEL ROYALTIES: JAN to JUN 2012	-6,395.40	-204,566.82
Liability Chq		19/07/2012	ACCOUNTANTS SUPER	SUPER CONTRIB: FE 18 JUL 12	0.00	0.00
Liability Chq		19/07/2012	AGEST - AUST GVT EMP SUPER TRUST	SUPER CONTRIB: FE 18 JUL 12	0.00	0.00
Liability Chq		19/07/2012	ATO - AUSTRALIAN TAX OFFICE	2012-07 JUL PAYG TAX	0.00	0.00
Liability Chq		19/07/2012	BT FIN CP-LEONHARDT Scott	SUPER CONTRIB: FE 18 JUL 12	0.00	0.00
Liability Chq		19/07/2012	COLONIAL FIRST STATE-CORRIGAN Justin	SUPER CONTRIB: FE 18 JUL 12	0.00	0.00
Liability Chq		19/07/2012	COLONIAL FIRST STATE-MOULTON Clare	SUPER CONTRIB: FE 18 JUL 12	0.00	0.00
Liability Chq		19/07/2012	CSRF - CATHOLIC SUPER & RETIREMENT FUND	SUPER CONTRIB: FE 18 JUL 12	0.00	0.00
Liability Chq		19/07/2012	DOMINION SUPERANNUATION MASTER TR	SUPER CONTRIB: FE 18 JUL 12	0.00	0.00

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SHIRE OF BEVERLEY  
CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2012

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Liability Chq		19/07/2012	LGRCEU	2012-07 JUL UNION FEES		
Liability Chq		19/07/2012	SHIRE OF BEVERLEY	2012-07 JUL SAL DEDUCTIONS (18 JUL): RATES	0.00	0.00
Liability Chq		19/07/2012	WALGSP - SUPER	SUPER CONTRIB: FE 18 JUL 12	0.00	0.00
EFT Pymt		25/07/2012	ACCOUNTANTS SUPER	SUPER CONTRIB: FE 18 JUL 12	0.00	0.00
EFT Pymt		25/07/2012	AGEST - AUST GVT EMP SUPER TRUST	SUPER CONTRIB: FE 18 JUL 12	-48.34	
EFT Pymt		25/07/2012	AVON WASTE	1246 - BIN COLLECTS FE 13 JUL 12 - @ \$1.69 per BIN, GST INC & RECYCLING BINS	-189.00	
EFT Pymt		25/07/2012	BOH - BEV DOME HIRE	8,000 L DIESEL	-2,245.98	
EFT Pymt		25/07/2012	BOULTON Kim	RECORD MANAGEMENT ASSISTANCE	-11,004.00	
EFT Pymt		25/07/2012	BOYLE SA & J (Scott)	VINCENT ST GDMS (PG07): COMPOST	-3,025.00	
EFT Pymt		25/07/2012	BSL - BUILDING COMMISSION	11/12 YR: NOV 11 - JUN 12 BUILDING APPLICATIONS X 37	-440.00	
EFT Pymt		25/07/2012	BT FIN GP-LEONHARDT Scott	SUPER CONTRIB: FE 18 JUL 12	-1,614.36	
EFT Pymt		25/07/2012	COLONIAL FIRST STATE-CORRIGAN Justin	SUPER CONTRIB: FE 18 JUL 12	-166.02	
EFT Pymt		25/07/2012	COLONIAL FIRST STATE-MOULTON Claire	SUPER CONTRIB: FE 18 JUL 12	-270.03	
EFT Pymt		25/07/2012	CONPLANT	SUPER CONTRIB: FE 18 JUL 12	-78.48	
EFT Pymt		25/07/2012	COURIER AUSTRALIA/TOLL IPEC	BE036 (ROLO1): PARTS	-305.07	
EFT Pymt		25/07/2012	CSRF - CATHOLIC SUPER & RETIREMENT FUN	FREIGHT CHARGES: 04 - 13 JUL 12	-48.15	
EFT Pymt		25/07/2012	DOMINION SUPERANNUATION MASTER TR	SUPER CONTRIB: FE 18 JUL 12	-109.82	
EFT Pymt		25/07/2012	JASON SIGNMAKERS	VARIOUS STREET SIGNS: BRACKETS	-80.17	
EFT Pymt		25/07/2012	LANDGATE (VGO)	VALUATION FEES: 2011/12 CTRY STHN URBAN UV REVAL	-83.60	
EFT Pymt		25/07/2012	OFFICEWORKS	15 X UBS DRIVES & LANYARD HOLDERS	-147.50	
EFT Pymt		25/07/2012	SHACKS HOLDEN	PURCHASE ASSET 8683 BE1 (TRADE IN of SDN23/BE1)	-134.55	
EFT Pymt		25/07/2012	TESTEL	ELECT EQUIP SAFETY CHECK: ALL BUILDINGS	-1,645.85	
EFT Pymt		25/07/2012	WALGSP - SUPER	SUPER CONTRIB: FE 18 JUL 12	-1,772.10	
					-5,561.99	-28,970.01

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SHIRE OF BEVERLEY  
**CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2012**

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit		31/07/2012	CBA - MERCHANT BANKING	JUN 2012 ACCESS FEE	-30.27	-30.27
Direct Debit		31/07/2012	CBA - MERCHANT BANKING	JUN 2012 TRANSACTION FEES	-74.48	-74.48
Direct Debit		31/07/2012	WESTNET PTY LTD	JUL 2012 INTERNET ACCESS	-66.00	-66.00
Direct Debit		31/07/2012	ANZ- TRANSACTIVE (ONLINE BANKING)	JUN 12 PYMT PACK FEE	-87.00	-87.00
Direct Debit		31/07/2012	DPI - LICENSING SERVICES	JUN/JUL12 LICENSING PAYMENTS	-67,182.85	-67,182.85
Gen Jrl	2195	16/07/2012		JUN 12 # - CREDIT CARD (\$4,046.32)	-4,046.32	-4,046.32
Cheque #	977	7/06/2012	SYNERGY	2012-06 JUN ELECTRICITY ACCOUNTS	-10,717.60	-10,717.60
Cheque #	979	13/07/2012	PETTY CASH, SHIRE OF BEVERLEY	PETTY CASH: MAR-JUN12	-50.80	-50.80
Cheque #	980	17/07/2012	ACMA - AUST COMM & MEDIA AUTH	LAND MOBILE APPART LIC : 136-138 VINCENT ST (VL6FI)	-100.00	-100.00
Cheque #	981	17/07/2012	BELKNER Richard	REFUND CR BALANCE & PLANNING FEE INCORRECTLY CHARGED	-272.20	-272.20
Cheque #	982	17/07/2012	SMITH PH & CO	GRAVEL ROYALTIES: JAN 10 JUN 12	-2,019.60	-2,019.60
Cheque #	983	17/07/2012	SYNERGY	STREET LIGHTS: 25 MAY - 24 JUN 12	-2,242.25	-2,242.25
Cheque #	984	17/07/2012	TELSTRA	2012-07 JUL TELEPHONE ACCOUNTS	-1,808.07	-1,808.07
Cheque #	985	23/07/2012	ATO - AUSTRALIAN TAX OFFICE	2012-06 JUN BAS RETURN	-52,122.00	-52,122.00
Cheque #	986	25/07/2012	CTF (nee BCITF)	11/12 BCITF: NOV 11 - JUN 12 RTN (9 APPLICATIONS)	-2,881.98	-2,881.98
Cheque #	987	25/07/2012	DPT HEALTH	POISONS PERMIT TO PURCHASE CHLORINE GAS	-200.00	-200.00
Cheque #	988	25/07/2012	WATER CORPORATION	JUL 12 WATER ACCTS - ANNUAL SERVICE CHARGES	-15,174.35	-15,174.35
PAYMENTS RAISED IN CURRENT MONTH					-834,441.60	-834,441.60

**WAGES & SALARIES**

EFT Pymt		5/07/2012	WAGES & SALARIES	FE - 04 JUL 2012	-45,730.28	
EFT Pymt		19/07/2012	WAGES & SALARIES	FE - 18 JUL 2012	-46,866.01	
<b>WAGES &amp; SALARIES</b>					<b>-92,596.29</b>	<b>-92,596.29</b>

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SHIRE OF BEVERLEY  
**CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2012**

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
<b>TRANSFERS to TRUST</b>						
TRANSFERS to TRUST						
<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>						
Cheque #	981	17/07/2012	BELKNER Richard	REFUND CR BALANCE & PLANNING FEE INCORRECTLY CHARGED	272.20	
Cheque #	986	25/07/2012	CTF (nee 8CITF)	11/12 8CITF: NOV 11 - JUN 12 RTN (9 APPLICATIONS)	2,881.98	
Cheque #	987	25/07/2012	DPT HEALTH	POISONS PERMIT to PURCHASE CHLORINE GAS	200.00	
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT					<b>3,354.18</b>	<b>3,354.18</b>
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>						
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>						
OTHER AMENDMENTS/GENERAL JOURNALS						
<b>INVESTMENTS</b>						
Transfer		19/07/2012	INVEST 01	MUNICIPAL	-900,000.00	
Transfer		19/07/2012	INVEST 02	RECREATION CENTRE DEVELOPMENT	-905,977.00	
Transfer		19/07/2012	INVEST 03	ALL RESERVES	-1,489,400.00	
INVESTMENTS					<b>-3,295,377.00</b>	<b>-3,295,377.00</b>
TOTAL EXPENDITURE for MUNICIPAL ACCOUNT						<b>-4,219,060.71</b>

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SHIRE OF BEVERLEY  
**CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2012**

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>						
Bill Pmt -CCard		31/05/2012	PEERLESS JAL - CC	TOWN HALL: FLOOR WAX	-180.11	
Bill Pmt -CCard		6/01/2012	EVENTBRITE	DAVE RENDALL YOUTH CONNECTIONS SEMINAR - NORTHAM, 18 JUL 12	-220.00	
Bill Pmt -CCard		6/07/2012	GULL TAMMIN ROADHOUSE	BE1 (SND23): ULP FUEL	-20.01	
Bill Pmt -CCard		6/11/2012	YORK HOME HARDWARE	"BANNERS IN THE TERRACE": PAINTS	-143.69	
Bill Pmt -CCard		15/06/2012	AIRPORT SECURITY PARKING	ALCA CONFERENCE - 16 TO 20 JUN 12: AIRPORT SECURITY PARKING	-135.84	
Bill Pmt -CCard		16/06/2012	AERIAL TRANSPORT (TAXIS)	ALCA CONFERENCE: TAXI FARE - 16 JUN 12	-27.75	
Bill Pmt -CCard		17/06/2012	SAMMY'S KITCHEN	ALCA CONFERENCE: DINNER	-202.40	
Bill Pmt -CCard		18/06/2012	AERIAL TRANSPORT (TAXIS)	ALCA CONFERENCE: TAXI FARE - 18 JUN 12	-15.87	
Bill Pmt -CCard		18/06/2012	CABXPRESS	ALCA CONFERENCE: TAXI FARE - 18 JUN 12	-19.43	
Bill Pmt -CCard		18/06/2012	CASINO CANBERRA	ALCA CONFERENCE: REFRESHMENTS	-30.00	
Bill Pmt -CCard		19/06/2012	AERIAL TRANSPORT (TAXIS)	ALCA CONFERENCE: TAXI FARE - 19 JUN 12	-18.32	
Bill Pmt -CCard		19/06/2012	LIVE TAXI EPAY	ALCA CONFERENCE: TAXI FARE - 19 JUN 12	-15.82	
Bill Pmt -CCard		20/06/2012	CROWNE PLAZA CANBERRA	ALCA CONFERENCE: CEO S COLLAN - ACCOMMODATION	-1,436.73	
Bill Pmt -CCard		20/06/2012	CROWNE PLAZA CANBERRA	ALCA CONFERENCE: PRES D RIDGWAY - ACCOMMODATION	-1,438.26	
Bill Pmt -CCard		20/06/2012	AERIAL TRANSPORT (TAXIS)	ALCA CONFERENCE: TAXI FARE - 20 JUN 12	-11.77	
Bill Pmt -CCard		20/06/2012	AERIAL TRANSPORT (TAXIS)	ALCA CONFERENCE: TAXI FARE - 20 JUN 12	-50.62	
Bill Pmt -CCard		20/06/2012	G M CABS	ALCA CONFERENCE: TAXI FARE - 20 JUN 12	-15.20	
Bill Pmt -CCard		22/06/2012	HOTEL BEV - MAXWELL	PLANNING COMMISSION (RURAL PLAN DOCUMENTATION): LUNCH	-64.50	
<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>					<b>-4,046.32</b>	

SHIRE OF BEVERLEY  
**CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2012**

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
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**TRUST ACCOUNT DETAILS**

PAYMENTS RAISED IN CURRENT MONTH					0.00	0.00
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PAYMENTS UNPRESENTED IN CURRENT BANK #					0.00	0.00
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PAYMENTS PRESENTED IN CURRENT BANK # RELATING TO PRIOR MONTHS' TRANSACTIONS

Cheque #	1439	26/06/2012	MEWS Mescal	REFUND-GYMKEYBOND	-30.00	
Cheque #	1440	26/06/2012	SAZANOV Christine	REFUND-GYMKEYBOND	-30.00	
PAYMENTS PRESENTED IN CURRENT BANK # RELATING TO PRIOR MONTHS' TRANSACTIONS					-60.00	-60.00

OTHER AMENDMENTS/GENERAL JOURNALS

Gen Jrn	40	17/07/2012	SHIRE OF BEVERLEY	TFR of FUNDS - L R SIMS: PCC 11 (50% of RETAINED FEE) INV 615	-32,289.40	
OTHER AMENDMENTS/GENERAL JOURNALS					-32,289.40	-32,289.40

TOTAL EXPENDITURE for TRUST ACCOUNT -32,349.40

TOTAL EXPENDITURE as reconciled to the JULY 2012 BANK STATEMENTS


Municipal Account Expenditure	-4,219,060.71
Trust Account Expenditure	-32,349.40
<b>TOTAL EXPENDITURE for JULY 2012</b>	<u><u>-4,251,410.11</u></u>

Beverley, Cammermerrin,  
Quairading, Mannam & York  
*Securing Our Future...*

# REGIONAL BUSINESS PLAN EXECUTIVE SUMMARY

...bringing South East Avon communities together...

**DCA**  
DOMINIC CARBONE AND ASSOCIATES

  
Government of Western Australia  
Department of Local Government

**This document is only in draft form and is subject to review and comment.**

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## 1.0 INTRODUCTION

The Shires of Beverley, Cunderdin, Quairading, Tammin and York resolved to form a Regional Transition Group (RTG) for the purposes of implementing common service arrangements and moving towards amalgamation as a single local government.

An essential step in moving towards amalgamation is the compilation of a Regional Business Plan. The aim of the Regional Business Plan is to help provide the RTG with a detailed level comparative analysis of the likely financial and non-financial benefits associated with continuing to operate as separate local governments (current state), in comparison to operating as an amalgamated local government (future state).

The South East Avon Regional Transition Group (SEARTG) entered into an agreement with the State of Western Australia to develop a Regional Business Plan. Dominic Carbone and Associates were appointed to undertake the compilation of a Regional Business plan on behalf of the SEARTG Board.

The SEARTG Board and the member local governments of Beverley, Cunderdin, Quairading, Tammin and York wish to acknowledge funding provided by the Department of Local Government to support this project.

This Executive Summary provides a high level overview and comparison of the two volumes of the Regional Business Plan; the Current State and the Future State, which incorporates the following supplementary reports:-

1. Service Delivery Plans;
2. Rating Study;
3. Information Technology Reports – Current and Future States; and
4. Human Resources – Change Management Report.

## 2.0 GUIDING PRINCIPLES

The South East Avon Regional Transition Group (SEARTG), comprising of the Shires of Beverley, Cunderdin, Quairading, Tammin and York, agreed to several key principles, which were listed in Schedule 2 to an agreement that was signed with the State of Western Australia, in developing a Regional Business Plan. These include-

1. There be 5 wards in the proposed new local government, with the ward boundaries being based on existing local government district boundaries.
2. The period for transitional councillor representation for the proposed new local government be for up to two full electoral cycles (8 years).
3. Each ward within the proposed new local government will have at least one Place Centre.
4. A commitment to review the performance of the proposed new local government after an optimum period of time.
5. Progression of a preferred service subsidiary model under the *Local Government Act 1995*.

Key decision making principles agreed to by the SEARTG Board in preparing the Future State included-

1. Flexible adaptable services open to change.
2. Minimal displacement of workforce.
3. Local staff to make local decisions.
4. Local community input and governance.
5. Local plans and priorities.



### 3.0 COMMUNITY OVERVIEW

The community overview examines those external and internal matters that may impact on the operation of the local governments. External matters refer to the community profile, which includes the natural environment, demographics of the population, and the economy. Internal matters refer to organisational issues, including representation, organisational structure and budget.

#### 3.1 CURRENT STATE

The State and National forests provide a natural buffer between the 5 SEARTG local governments and local governments in the Perth outer metropolitan area. The physical proximity of Beverley and York to Perth make them a gateway to the Perth region.

The economies of the SEARTG local governments are primarily agricultural based; however the Shire of York's is more diverse as it includes a larger retail and tourism employment sector. Changes to agricultural practices will lead to pressures for changes in land use, and the 5 local governments will see a strong growth in rural lifestyle lot subdivisions.

The population demographics are very similar across the 5 local governments. All local governments are experiencing an aging population, with a large number in the 65 and over age group, ranging from 12% in Tammin to 19.1% in Beverley. These numbers are much higher than the State average of 11.9%.

The median weekly income, individually and on a per household basis, is lower than the State and National averages. A significant proportion of the labour force across the 5 local governments is made up of blue collar workers, with the highest in Tammin of 31%. The total number of business houses in each Shire has slightly declined over the last 8 years.

The five major towns of Beverley, Cunderdin, Quairading, Tammin and York provide a range of recreational, educational and health facilities to their local communities. There are community connections across the local governments for employment, health, education, commerce in rural equipment sales, and sporting activities. The town of York is recognised as a regional centre in the Wheatbelt and a point of destination for tourists, being only 97 kilometres from Perth CBD.

The Shires of Beverley, Cunderdin, Quairading and Tammin have a traditional functional structure within their respective organisations, whereas the Shire of York as a corporate structure. At 30 June 2011 there was a combined total of 129 Full Time Equivalent (FTE) staff in the 5 local governments; ranging from 12 in Tammin to 45 in York.

#### 3.2 FUTURE STATE

The whole of the proposed new local government will be located within the Avon catchment.

The main economy of the proposed new local government will be agricultural based, representing approximately 30.8% of the workforce. The labour force will consist of approximately 3,600 workers, with 54.1% employed full time, 27% part time and 4.4% unemployed.

The population of the proposed new local government will be approximately 8,250 persons; projected to increase to 9,030 by 2021. The estimated population demographics<sup>1</sup> are detailed in the table below.

Table 1

AGE GROUP	PERCENTAGE
0-14	20.96%
15-24	9.30%
25-34	9.18%
35-44	12.18%
45-54	15.52%
55-64	14.54%
65 plus	18.26%

Employment creation will need careful consideration, with a coordinated economic strategy for each place seen as essential to the economic success of the proposed new local government.

The organisational structure of the proposed new local government is predicated on a matrix management model, combining functional and place management model. A 5 member Executive team is proposed, with each position being responsible for key areas operations. These areas include-

1. Office of Chief Executive Services – those services to elected members, and organisational development and governance.
2. Internal Services - those services provided to the internal parts of the organisation including finance, human resources & payroll, public relations and communications, information technology and records management.
3. Operations Services – those services primarily provided on a regional basis to the community by the outside workforce including, engineering and roads, waste and recycling, emergency management, asset management, parks and gardens, property maintenance and fleet management.
4. Development and Environment Services – those services provided on a regional basis to the community that relate to development and environmental matters, including planning, building control, environmental health and environmental services.
5. Community and Economic Services – those primarily local based services that will be delivered from each place centre at Beverley, Cunderdin, Quairading, Tammin and York, as well as the provision of regional services such as Youth and Ranger services.

<sup>1</sup> Source: Australian Bureau of Statistics 2010 Estimated Residential Population data

## 4.0 STRATEGIC DIRECTION

Strategic direction covers issues that impact on the local government's strategic management, governance and administration. Key areas include governance (strategic planning, wards & representation, legislation); administration (CEO's, committees, reporting, corporate branding); community engagement and planning schemes.

### 4.1 CURRENT STATE

The Shires of Beverley, Tammin and York were the only local governments to have Strategic Community Plans at the time of preparing the Current State Report. All local governments have a Plan for the Future in place and an analysis revealed the following common themes-

1. Development of Independent Living Units.
2. Recreation Facilities.
3. Caravan Park.
4. Community Facilities.
5. Asset Management.
6. Waste Management.
7. Land Development.

There are a number of shared service arrangements in place amongst the 5 local governments, to facilitate the provision of specialist services, including planning, health, building control, rangers, and environmental.

The number of councillors differs across the 5 local governments, with 6 councillors in Tammin and York, 8 in Cunderdin and Quairading, and 9 councillors in Beverley. Beverley operates on a ward system, with the other 4 local governments having no wards. There is significant variation in the councillor to elector ratios amongst the 5 local governments, which is detailed in the table below.

Table 2

SHIRE	WARDS	NUMBER OF ELECTORS	NUMBER OF COUNCILLORS	COUNCILLOR/ELECTOR RATIO	QUOTIENT	ROUNDING	% DEVIATION
Beverley	North Ward	400	3	1:133	2.79	3	7.5%
	South Ward	459	3	1:153	3.21	3	-7.0%
	West Ward	435	3	1:145	3.04	3	-1.3%
	<b>Total</b>	<b>1,294</b>	<b>9</b>	<b>1:143</b>		<b>9</b>	
Cunderdin	No Wards	895	8	1:111	8	8	0%
Quairading	No Wards	782	8	1:97	8	8	0%
Tammin	No Wards	251	6	1:41	6	6	0%
York	No Wards	2,441	6	1:406	6	6	0%
<b>Total</b>		<b>5,663</b>	<b>37</b>	<b>1:157</b>		<b>37</b>	

- Governance costs for the 5 local governments, with a total of 37 elected members, amounts to \$308,584. All local governments use similar mechanisms to engage with their communities; utilising public meetings, community events, electors meetings, surveys, working groups, public notice boards, newsletters and their websites to communicate information.
- Each local government delegates a range of its functions to the Chief Executive Officer, who then on-delegates specific powers and functions to other staff. There is no delegation of power or authority to any Committee established by each local government. All local governments have formed a required Audit Committee, as required under the *Local Government Act 1995*. Except for York, all local governments have established a number of non-mandatory committees, which are in line with their operational requirements.
- Only the Shire of York has an Executive Management team, which is comprised of 5 persons. With the exception of York, all local governments have similar salary packages for their respective Chief Executive Officers.
- The administrative reporting processes are similar amongst the 5 local governments, with Council Officers reporting to the Chief Executive, and the reports presented to Council for consideration. These reports form the basis for the Council agenda and decision making, with Council meetings held monthly.
- Corporate branding is not widely used, with only the Shires of Quairading, Tammin and York utilising branding to market their district and certain facilities.
- The statutory planning documents for the Shires of Beverley, Quairading, Tammin and York are in need of review to comply with the statutory review timelines.
- There is no consistency amongst the 5 local governments in relation to the posting of revenues and expenditures in the governance program, specifically the treatment of grants and other contributions, and the expenditure in relation to grants received; and the allocation of administration costs made.

## 4.2 FUTURE STATE

The strategic direction of the proposed new local government will be based on a range of shared goals held by the 5 local governments.

The delivery of shared services by the proposed new local government, relating to planning and environmental services, will require a determination on whether they will continue post amalgamation.

Interim representation arrangements for the proposed new local government include-

1. Five wards based on existing local government boundaries;
2. Transitional councillor representation for up to two full electoral cycles (8 years); and
3. 10 elected members comprising of the following-

Table 3

LOCAL GOVERNMENT	REPRESENTATIVES	ELECTOR/ COUNCILLOR RATIO
Beverley	2	1:647
Cunderdin	2	1:447
Quairading	2	1:391
Tammin	1	1:261
York	3	1:818

The interim representation model does not comply with the one vote one value principles prescribed within the Local Government Act 1995, as the percentage deviation does not meet the ±10% requirement in each ward (see Table 2 above). Governors Orders will be required to implement the interim representation model. Eventually the proposed new local government will need to undertake a ward boundary review and move to a system of representation that meets the requirements of the Local Government Act 1995.

The proposed new local government will establish 5 Community Consultative Committees as Committees of Council; one for each ward. Each Committee will be comprised of the elected members of the ward, and up to 4 community representatives appointed by the Council for a period of 2 years. The cost of providing administrative support to the Consultative Committees is estimated at \$1,820 per annum. This cost has been incorporated into the Service Delivery Plans. An Audit Committee will also need to be established, as required by the Local Government Act 1995.

Governance costs for the proposed new local government, with a total of 10 elected members for the interim period, will amount to \$229,650, saving approximately \$179,990 on 2011/12 governance costs.

Council meetings will be held on a monthly basis, with agenda briefing sessions held one week prior to the Ordinary Council meeting. The meetings will be held on a rotational basis at each place centre.

Executive team meetings will be held weekly to report to the Chief Executive on projects and significant issues, and to review agenda reports.

The proposed new local government will need to produce a corporate branding strategy to develop a strong corporate image the communities will easily identify with. Costs for this strategy have been incorporated under the Transitional Considerations of the Regional Business Plan.

It is acknowledged that different community engagement strategies work more effectively with each individual community; one approach does not fit all is required. A community engagement strategy will need to be developed to ensure that each community is appropriately engaged with.

A Local Planning Scheme for the whole of the district of the proposed new local government is required so that the efficiency of planning staff is not affected by having to administer the provisions 5 different planning schemes.

## 5.0 SERVICES

Services refers to the type, level and cost of services delivered by the local governments. It examines the areas of commonality and difference in service provision, and whether the current range of services reflects community and organisational needs.

### 5.1 CURRENT STATE

The 5 local governments utilise a range of service delivery methods for the provision of services, including in-house, use of contractors and the use of volunteers. They are all dependent upon contractors and external professionals for the delivery of specific services. Several shared service arrangements have been instituted where the skills and expertise of qualified professionals can be shared amongst the local governments. The frequency of services offered to the communities range from-

1. Ad-hoc;
2. Daily;
3. Weekly;
4. Fortnightly;
5. Monthly;
6. Quarterly;
7. Seasonal;
8. Bi-Annual; and
9. Yearly.

There is some variation in the way each local government charges for a service provided. Some services are provided free of charge (funded through rates), some are either partly or fully subsidised by grants, and some are partly or fully recovered on a fee for service basis. All local governments promote the range, frequency and cost of services they deliver through a variety of publications as well as their websites.

Only the Shires of Tammin and York have a customer service charter in place.

Combined staff utilised by the 5 local governments for 2011/12 is 133.66 full time equivalents (FTE's). The breakdown across key areas of operation include 32 FTE's in corporate governance services, 8 FTE's in parks and gardens, 22 FTE's in road maintenance, and 16 FTE's in road construction.

There are a range of different employment conditions across the 5 local governments. A total of 11 senior officer positions are on employment contracts within the 5 local governments. The Shires of Beverley, Cunderdin, Quairading and Tammin utilise the standard employment conditions under the Local Government Industry Award 2010, and in addition offer a range of different over award and service pay incentives to attract and retain staff. The Shire of York has collective workplace agreements in place for the administration and operations staff.

A variety of assets and capital items are utilised to deliver services to the 5 local government communities, ranging from general office space and computer equipment, through to heavy plant and equipment; and includes specialised buildings such as medical practices, dental clinics and childcare centres.

Local government staff and contractors make use of a broad range of facilities to provide services to the community. These include-

1. Civic centre/administration office;
2. Medical centres;
3. Childcare centres;
4. Dental clinics;
5. Vet clinics;
6. Depot facilities;
7. Refuse sites;
8. Town halls;

9. Museums;
10. Community Resource Centres;
11. Waste transfer stations;
12. Recycling centres;
13. Swimming pools;
14. Recreation centres; and
15. Youth Centres.

## 5.2 FUTURE STATE

The proposed new local government will provide regional and place based services. 24 service delivery plans, modelled around the organisational structure, have been compiled to describe those services that will be provided by the proposed new local government, their frequency, proposed fees that could be charged for the delivery of the service, and key service indicators to assist measure future performance. The service delivery plans ensure that all current services will continue and also identify new services to be provided.

The service delivery plans are aligned to the Strategic Community Plan and the Corporate Business Plan required under the *Local Government Act 1995*. They will also form the foundation for the Workforce and Long Term Financial Plans required.

The proposed new local government will need to develop a corporate wide customer service charter and link it to the service delivery plans, to ensure there is consistency in its application across the new organisation.

The total projected FTE's for the proposed new local government is 138.85 FTE's, an increase of 5.19 FTE's. The service delivery plans detail the number of employees involved in the delivery of each service.

The following positions of the proposed new local government are to be classified as senior employees, in accordance with Section 5.37 of the *Local Government Act 1995*.

1. Chief Executive Officer;
2. Executive Manager Development & Environment Services
3. Executive Manager Internal Services;
4. Executive Manager Operational Services
5. Executive Manager Place & Economic Services

All employees will be employed under standard employment conditions. A position evaluation system has been developed to ensure that horizontal and vertical alignment is achieved for each position within the proposed new local government, once established.

Similar assets and capital items will be required to deliver services to the communities. The service delivery plans identify the new capital requirements needed to ensure efficient service delivery is achieved under the new organisational structure and place based management model.

It is envisaged that there is sufficient accommodation available to house place based and regional services staff by utilising existing administration offices in each place. An allowance has been made in Section 11 of the Regional Business Plan Future State – Transitional Considerations for alterations and refurbishments for each place centre to accommodate the necessary changes.

The financial forecasts in the service delivery plans are based on each local governments 2011-12 annual budget and have been calculated utilising the following approaches-

1. Business Unit; and
2. Part of the local governments operations – identifying the funding required from general revenue, inclusive and exclusive of depreciation, after eliminating revenues and expenses relating to shared services amongst the 5 local governments.

The estimated savings in operations, based on the proposed organisational structure and service delivery model, is \$644,483.



## 6.0 SYSTEMS

Systems refers to the management systems local governments have in place to facilitate the performance of their functions, including the provision of services. It examines the various management and IT systems local governments use to record, manage, deliver and operate their business activities, deliver services and perform their functions.

### 6.1 CURRENT STATE

The 5 local governments have common core systems in place, including financial, records, risk and asset management systems. Three separate computerised financial accounting packages are utilised by the 5 local governments; with Beverley and Tammin using QuickBooks, Quairading and York using SynergySoft, and Cunderdin using LGE.

All information technology (IT) systems, except for RoMan, Rates Online, Assets Online and Internet Banking, are centrally located at each local government's administration office. IT technical support is provided remotely, with occasional on-site support provided when required. Each local government has a basic password structure in place when access IT systems.

Minimal intrusion protection is in place at each local government, exposing them to high level IT security risks.

Each local government subscribes to volume licensing for Microsoft software products. All other software used is licensed through the payment of an annual support fee.

The Information Technology Current State report, prepared by Focus Networks, reveals that all 5 local governments have outgrown their existing IT support mechanisms. Based on the technology scorecard results in the IT Current State report, it is recommended that major infrastructure implementation occur at all 5 local governments to achieve a desired level of IT reliability and security.

The total current IT spend by the 5 local governments totals \$125,528.

### 6.2 FUTURE STATE

The proposed new local government will need to implement the following systems-

1. Corporate IT System;
2. Financial Management System;
3. Online development and building application lodgement system;
4. Desktop mapping and Geographical Information System (GIS);
5. Integrated Planning System;
6. Asset Management System;
7. Risk Management System;
8. Customer Complaint System;
9. Freedom of Information System; and
10. Graffiti Management System.

The Information Technology Future State report, prepared by Focus Networks, provides a conceptual design for a secure corporate IT and voice communications solution for the proposed new local government, based on the organisational structure and the service delivery model. The cost of this solution is \$1,416,972 including optic fibre connections, or \$873,817 with ADSL connections. An allowance has been made in Section 11 of the Regional Business Plan Future State – Transitional Considerations for this cost.

The proposed new local government will need to adopt a common financial platform that incorporates a fully integrated financial accounting software system and an online banking solution. It will also need to implement an Electronic document and Records Management System, together with an integrated content management system for website management.

A corporate website will need to be developed, which is consistent with and reflective of the corporate branding strategy adopted. It is recommended that a corporate intranet site be developed to facilitate staff access to corporate information.

The cost of providing the Information Technology and Records Management Service is estimated at \$424,126.

## 7.0 OPERATING MATTERS

Operating matters refers to those internal functions that support the local governments operations relating to the performance of its functions and service delivery. Key areas include the financial framework, legal issues, and access to information.

### 7.1 CURRENT STATE

All local government have similar process and comply with the legislative requirement when compiling-

1. Plan for the Future;
2. Annual Budget;
3. Budget Review;
4. Annual Financial Report
5. Monthly Financial Reports, and
6. Annual Report.

Each local government has adopted a slightly different threshold when implementing the application of materiality, pursuant to the *Local Government Act 1995*, with percentage thresholds varying from 10% - 15%, and dollar thresholds varying from \$5,000 to \$10,000.

All local governments have a similar chart of account structure and similar processes for compiling the Rate Setting Statement.

No significant non-compliance issues were contained in the latest Compliance Audit Return submitted by each local government.

Each local government has appointed an auditor, and an audit committee, in accordance with the legislative requirements. There have been no significant qualifications in audit reports for the last three years.

All 5 local governments impose a uniform general rating system to distribute the rate burden. All local governments, with the exception of York, derive the majority of their rates from rural properties. York derives 53.9% of its rates from residential/commercial properties. The total amount of rates levied by the 5 local governments in 2009/2010, was \$8.3M.

The 5 local governments receive significant funding in the form of grants; a combined total of \$3,008,312 in 2009/2010 was received in general purpose grants; \$2,065,760 in road grants; and \$4,250,940 in other grants.

There are significant differences in the range, type and quantum of fees and charges levied by each local government. Fees and charges generated \$2,598,583 in revenue for the 5 local governments in 2009/2010. The Shire of Quairading derived approximately \$400,000 in fees and charges from its medical practice. The Shire of York is the only local government to levy a service charge, as prescribed by the *Local Government Act 1995*.

Each local government has engaged L@IS as its insurance broker. There are no outstanding complex insurance claims for any of the local governments.

Each local government has only 1 Australian Business Number (ABN) and is registered for GST.

Local bank branches and/or agencies are utilised by each local government in their respective town. It would seem that the viability of the local banking system is dependent on continued patronage by each local government.

The Shire of Cunderdin has a reasonably high borrowing level of \$1M as at 30 June 2010, but these levels will reduce significantly over the next 2-3 years. All other local governments have relatively small borrowing levels.

All local governments have a number of cash backed reserves where funds have been set aside to meet a specific purpose.

## 7.2 FUTURE STATE

The organisational structure and service delivery model will ensure that the proposed new local government will have sufficient resources to perform its functions and meet its statutory obligations.

The proposed new local government will be able to achieve rating parity within five years. A separate rating study has been prepared to show how a differential rating system could be utilised over a four year period, and a uniform general rating system in the fifth year, to achieve rating parity and demonstrate what the potential impacts could be if this approach was implemented. The rating study model incorporates a 3% per annum compounded increase in rates over the five years.

Grant funding will still be a major source of revenue for the proposed new local government. Financial Assistance Grants will be preserved at pre-amalgamation levels and increase by the annual growth in the general purpose pool, which is estimated at 4% per annum, for a period of five years. At the expiration of the preservation period, financial assistance grants are anticipated to decrease. The proposed amalgamation may impact on the following grants-

1. Regional Road Group Grant – The extent of the impact is influenced by which regional road group the proposed new local government will reside in. The Wheatbelt North has a 30% maximum cap per local government; whereas the Wheatbelt South has a maximum cap of \$300,000 per local government. If amalgamation proceeds, it is recommended that the proposed new local government become a member of the Wheatbelt North Regional Road Group.
2. Youth Grants – The Youth Friendly Communities grant program provides \$10,000 per local government for youth activities that meet the criteria under the program. Currently the 5 local governments can collectively receive up to \$50,000 in funding. In an amalgamated state, the proposed new local government would only be eligible to apply for a maximum of \$10,000 across the 5 communities.
3. Community Emergency Services Funding – Currently the CESM funding is provided under a 70:30 funding arrangement. FESA has indicated that should amalgamation occur the CESM funding may move to a 60:40 split, with local government responsible for funding 40% of the arrangement.

The service delivery plans detail the types of fees and charges to be levied, and the anticipated amount. The proposed new local government would review these fees and charges when preparing and adopting its first annual budget. The service charge currently imposed by the Shire of York for water services to properties in Buckingham, Chandos and Attfield Streets would continue to be imposed by the proposed new local government until the loan is repaid.

The proposed new local government would continue to engage LGIS as its insurance broker. Indicative premiums provided by LGIS show an anticipated increase in the cost of insurance cover in an amalgamated state. These anticipated increases have not been incorporated in the

service delivery plans. The proposed new local government will need to review the level of excess applicable to each insurance policy so that the most advantageous premium cost and excess/risk level is achieved.

In an amalgamated state it is imperative that banking services located in each town are supported, otherwise the respective communities may be at risk of losing such a service.

The combined total of outstanding loans as at 30 June 2012 is estimated to be \$5,414,513; with \$373,016 identified as self supporting loans.

The combined total of cash backed reserves held by the 5 local governments as at 30 June 2012 is estimated to be \$6,531,052. Some of the purposes of the reserve funds would need to be amended to more clearly reflect the intent of the reserve.

## 8.0 PEOPLE

People refers to organisation and the management of human resources, and those key areas that impact on the management and support of the organisations employees.

### 8.1 CURRENT STATE

The 5 RTG member local governments are not of sufficient size to warrant the employment of a dedicated human resource department. The functions are performed by the Chief Executive of each local government, with assistance from other staff. Recruitment is performed utilising a combination of internal and external resources, depending on the skill requirements of the position.

Minimal organisational change has occurred at the 5 local governments for a significant period and there have been no displaced employees as a result. All of the local governments present a positive work culture, with the responsibility resting with the Chief Executive and senior officers to build staff morale.

The Shire of Cunderdin has a human resource manual in place to guide staff on human resource issues. The other RTG member local governments have a range of human resource policies in place which are considered appropriate given their size.

Each local government has a procedure manual to guide staff on day to day tasks, but they require review to ensure they reflect current work practices. A series of other documents have been compiled to assist staff in their duties and include-

1. Risk Management Framework;
2. Code of Conduct;
3. Community Safety and Crime Prevention Plan;
4. Disability Access and Inclusion Plan;
5. Equal Opportunity Management Plan;
6. Regional Waste Management Plan;
7. Formal Grievance Procedures.

Some areas of weakness across the 5 local governments include-

1. No Governance Framework;
2. No Fraud Control Plan.

The local governments use WA Local Government Association Workplace Solutions for advice on award interpretation. Four of the local governments utilise the Local Government Industry Award 2010 as the basis for standard terms and conditions of employment; whilst the Shire of York has implemented two Collective Workplace Agreements, one that covers inside workers and one that covers outside workers.

A total of 133.66 full time equivalent staff are employed across the 5 local governments. Combined employment costs for the local governments total \$8.39M, of which \$6.63M relates directly to salaries and wages. The remaining balance represents other employment costs.

## 8.2 FUTURE STATE

The organisational structure for the proposed new local government provides for the employment of a designated full time human resource officer. This position will be responsible for all human resource functions across the organisation, including employee attraction, retention and recruitment procedures and policies, leading and driving organisational change, and implementing an organisation wide training plan.

As part of the Regional Business Plan – Future State process, an HR consultant was engaged to prepare a series of draft human resource policies and procedures for consideration by the proposed new local government, including the recruitment process post amalgamation.

The service delivery plans reveal that an additional 5.19 Full Time Equivalent (FTE) positions will be required by the proposed new local government, increasing employee numbers to 138.85 FTE's. The HR consultant has reviewed the remuneration for each position to ensure horizontal and vertical alignment has been achieved in the proposed new local government.

Specific issues that the proposed new local government will need to address include:

1. The preparation and implementation of a communications strategy to ensure that a comprehensive level of communications and consultation is achieved with the community and staff relating to potential changes that may result from amalgamation;
2. Mapping of all processes and documentation of all procedures to ensure processes can be aligned to the new organisational requirements;
3. Investigation of the potential impact on the exempt status relating to Housing fringe benefits.

## 9.0 PLANT FLEET AND DEPOT

This section provides an overview of the plant fleet and depot facilities and how they support the organisations delivery of services.

### 9.1 CURRENT STATE

The 5 local governments have a combined total of 16 passenger vehicles, and a range of light utilities that are used by staff to facilitate service delivery to the communities.

A significant amount of heavy plant is utilised by the 5 local governments, mostly relating to road construction and maintenance. There are some specialised items of plant that are utilised for waste collection, emergency services and mowing of recreation facilities.

The existing depot facilities meet the current service needs of the individual local governments.

### 9.2 FUTURE STATE

The service delivery plans detail the proposed new local government will require an additional 17 light vehicles to deliver regional and placed based services.

Heavy plant requirements will not significantly change in the short term. A regional works crew has been proposed for Parks and Gardens and this will require the purchase of a 3 to 5 tonne truck and plant trailer to transport the necessary equipment around the district of the proposed new local government.

A review of the Engineering and Roads Services works crews will need to be undertaken in the medium term (3 to 5 years); this review will allow a more accurate assessment to be made regarding heavy plant requirements in to the future.

The current depot facilities are considered adequate in the short term to meet the operational requirements of the proposed new local government.



## 10. INFRASTRUCTURE ASSET MANAGEMENT

This section analyses the management of infrastructure assets of the organisations, and their financial capacity to meet current and projected costs of maintaining, renewing and upgrading of existing infrastructure assets.

### 10.1 CURRENT STATE

The 5 local governments have finalised core Asset Management Plans, as part of the Regional Business Plan process, for the Buildings and Structures asset class.

All 5 local governments have manageable short term (5 years) funding gaps relating to Buildings and Structures, with Beverley having the highest gap of \$137,000 per annum. The Shire of Quairading has a significant funding gap over the medium term (10 years) of \$391,000 per annum, having only 64% of the necessary funding to meet projected Buildings and Structures asset renewal requirements.

Roads and Bridges, and Footpaths Asset Management Plans financial modelling has been completed, and the Asset Management Plans are close to being finalised. The financial modelling shows that Cunderdin, Quairading and York have significant short and medium term funding gaps, which are in excess of \$1.5M per annum. It is evident the 5 local governments have funding gaps for the Road and Bridges, and Footpaths asset classes that are beyond their current financial capacity.

### 10.2 FUTURE STATE

The proposed new local government will have a combined short term (5 years) funding gap for the Building and Structures asset class of \$199,000 per annum; and a medium term (10 years) funding gap of \$969,000 per annum. This means that the proposed new local government will need to invest an additional \$969,000 per annum into renewing its Buildings and Structures assets to ensure facilities are maintained at a level where they can continue to meet the service needs of the communities.

The proposed new local government will have a combined short term funding gap for the Roads and Bridges, and Footpath asset classes of \$6,997,000 per annum; and a medium term funding gap of \$5,889,000 per annum.

## 11.0 INTERNAL BASELINE CAPABILITY

This section analyses the internal capability of the organisations. The Australian Business Excellence Framework (ABEF)<sup>2</sup> has been utilised to assess performance and capability in the 7 areas of Leadership, Strategy and Planning, Information Knowledge, People, Customer and Market Focus, Process Management Improvement and Innovation; and Success and Sustainability. The Business Excellence Gauge below assists in interpreting the results.

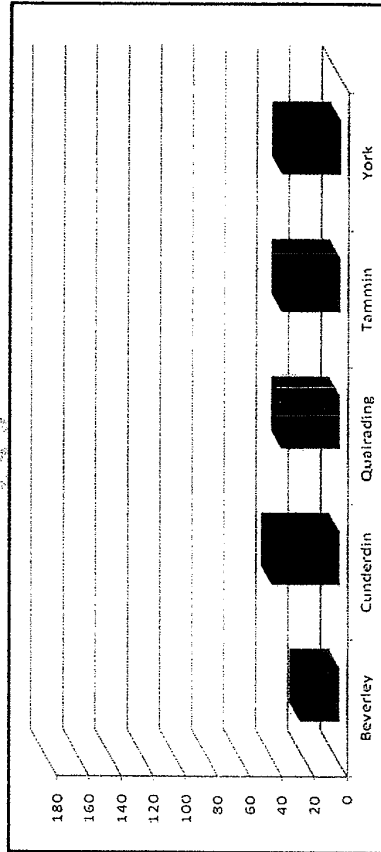


### 11.1 CURRENT STATE

#### 11.1.1 Leadership

This key area examines-

1. How the organisation develops and promotes an effective leadership system;
2. How good governance and role modelling is a day to day occurrence;
3. How it develops a culture and supports behaviours, which are consistent with its values;
4. How it encourages creativity and innovation and provides for organisational adaptation;
5. How the organisation contributes to the community, environment and demonstrates social responsibility and ethical behaviour.



<sup>2</sup> Source: SAI Global Ltd.

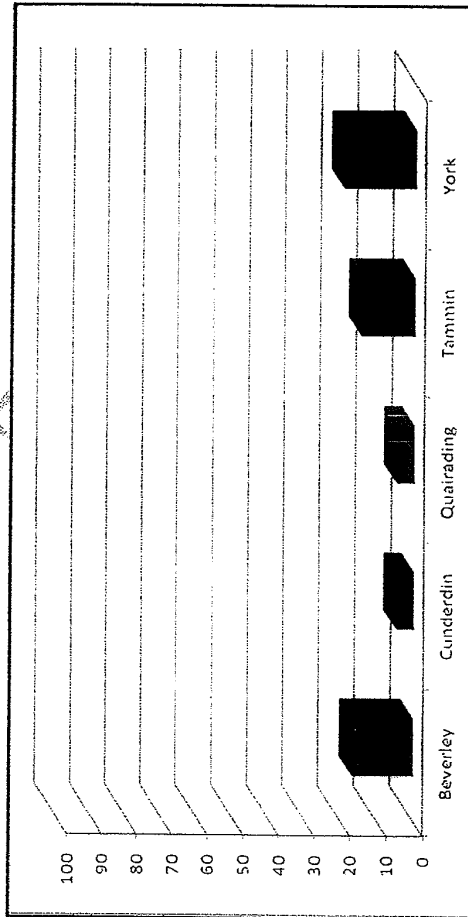
Opportunities identified for improvement include-

1. Develop a regional governance framework with clearly identified delegations and leadership accountability;
2. Develop regional and local organisational policy and management practices;
3. Define organisational values to re-enforce both regional and local behaviours, with a leadership focus on improvement;
4. Develop an environmental plan;
5. Develop a community engagement policy and framework.

#### 11.1.2 Strategy and Planning

This key area examines-

1. How the organisation defines direction strategies and communicates its purpose, vision and goals;
2. How it prepares itself for sustainable organisational success;
3. How the organisation selects, gathers and uses corporate knowledge;
4. The way in which the organisation turns direction into actionable plans that are aligned and measures for performance;
5. How the organisation performs gap analysis to achieve organisational goals and ongoing system improvement.



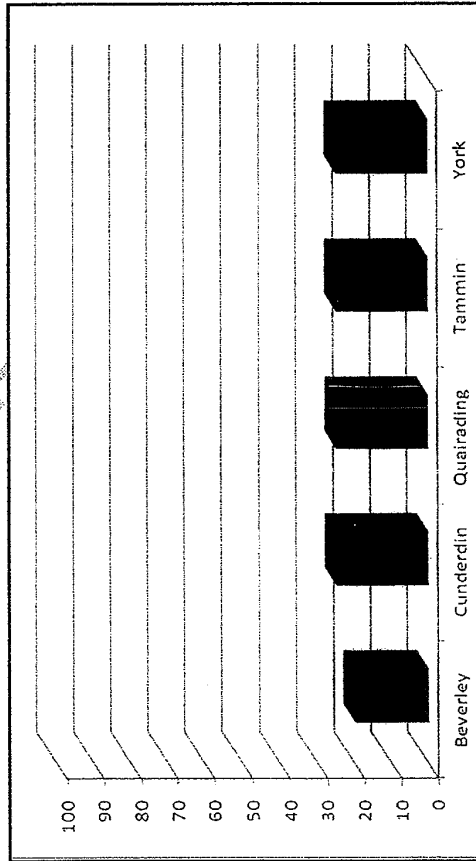
Opportunities identified for improvement include-

1. Based on Shire and Strategic Community Plans, build a Regional Strategic Community Plan aligned to local place plans.
2. Develop a Risk Management Plan;
3. Create a Corporate Business Plan and reporting mechanisms;
4. Create service plans, outlining role and service level.

#### 11.1.3 Information and Knowledge

This key area examines-

1. How the organisation determines what data is required, how it is collected, analysed and shared to enhance the achievement of organisational goals;
2. How the organisation integrates a variety of information from various sources and uses that information in decision making at all levels;
3. How the organisation addresses the impact of variation to its operations;
4. How the organisation defines and addresses its knowledge requirements;
5. How the organisation uses knowledge in its activities and to improve organisational performance.



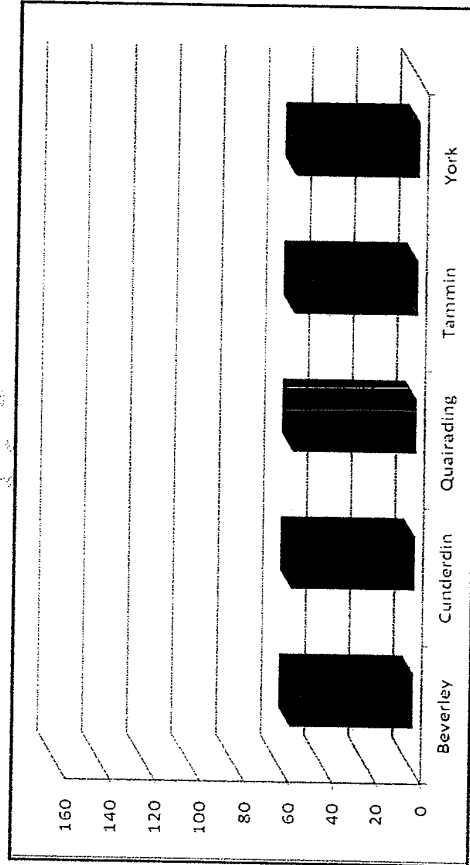
Opportunities identified for improvement include-

1. Develop and align performance indicators for leaders to monitor and review;
2. Develop a strategic regional approach to Information Technology systems;
3. Ensure data integrity through the development of collection guidelines;
4. Ensure knowledge is understood and captured through the process documentation, mentoring and coaching.

#### 11.1.4 People

This key area examines-

1. How the organisation maximises potential of people through the culture that encourages performance, trust and respect, and promotes strong relationships;
2. How the organisation maintains communication mechanisms that support an open environment that allows all directional communication;
3. How the organisation provide a work environment conducive to maximising the potential of its people, and which recognises well being as a critical component of business success.
4. How the organisation aligns its people objectives with other objectives and enables the full potential of all people to be realised;
5. How all people are encouraged, monitored and recognised for contributing to achieving organisational goals and continually improving the organisation.



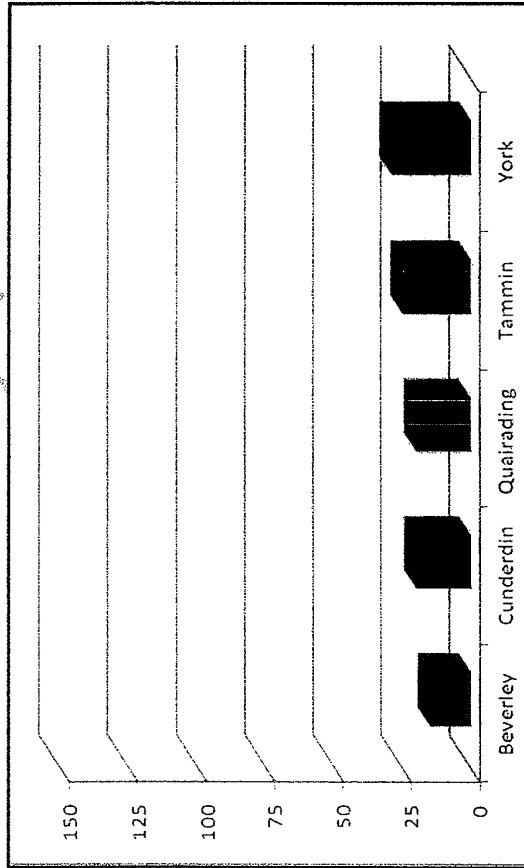
Opportunities identified for improvement include-

1. Review recruitment and induction processes;
2. Develop HR policies and guidelines;
3. Develop a workforce plan;
4. Develop training needs analysis and plan;
5. Develop performance management framework, aligning personal performance to business plans.

#### 11.1.5 Customer and Market Focus

This key area examines-

1. How the organisation ensures an ongoing understanding of the needs and expectations of present and potential customers and markets;
2. How the organisation manages and evaluates relationships with its customers with respect to the value it creates for them;
3. The process for gathering customer feedback on its customer relationship management practices;
4. How the organisation measures customer perception of value and achievement of its goals for customer satisfaction.



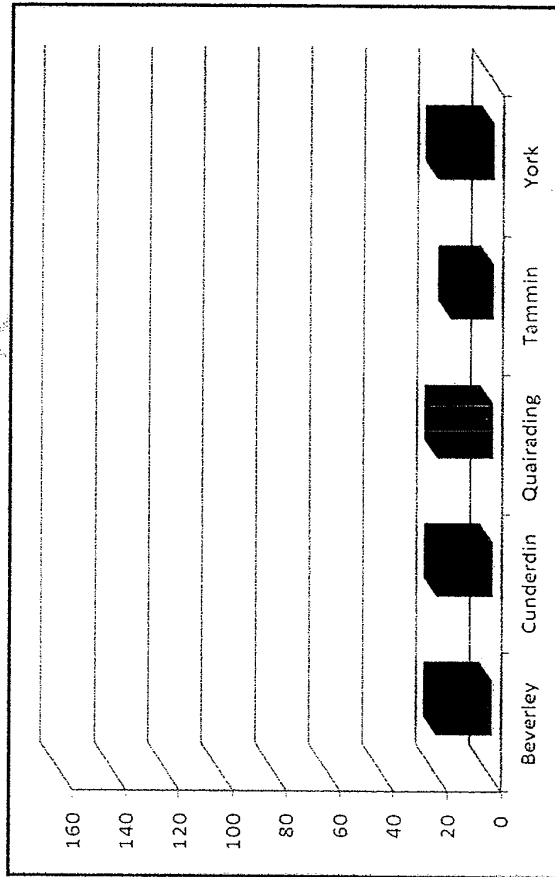
Opportunities identified for improvement include-

1. Define customer, partner and stakeholder groupings and requirements to underpin service delivery plans and service levels;
2. Ensure customers, partners and stakeholders are surveyed systematically to review gaps and focus on improvement;
3. Develop a regional approach to customer standards;
4. Develop leadership accountabilities for partner and stakeholder relationships.

**11.1.6 Process Management, Improvement and Innovation**

This key area examines-

1. The organisations systems for identifying, defining, measuring and managing its processes;
2. Methods and support for innovation and improvement of the processes used by the organisation to achieve its goals;
3. Methods for determining the quality of products and services delivered to the customer;
4. Comparative performance of the organisations products and services.



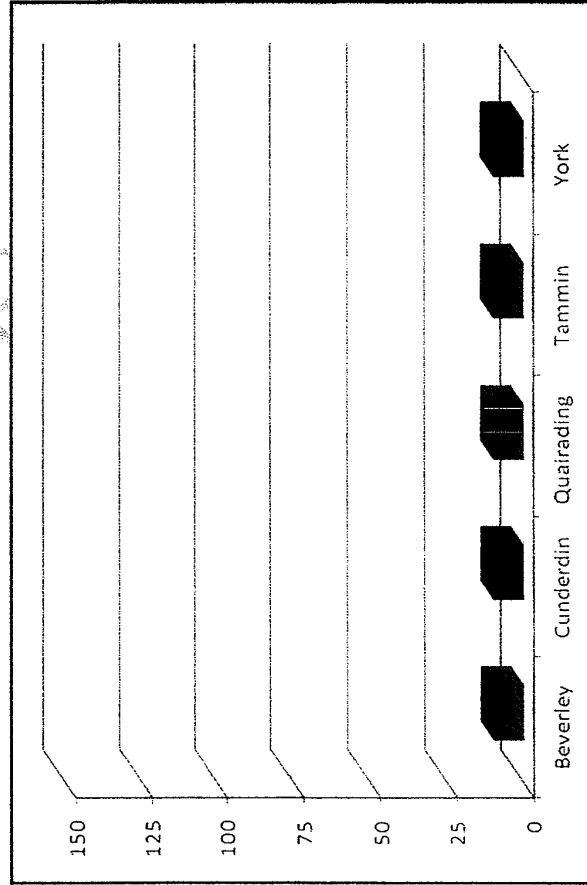
Opportunities identified for improvement include-

1. Document end to end processes to support the matrix and place based management models;
2. Focus on process review and improvement.

#### 11.1.7 Success and Sustainability

This key area examines-

1. How management measures and communicates the performance against the organisation's purpose and goals;
2. How well the organisation is performing as shown by its key performance indicators and other measures;
3. Indicators and other information the organisation uses to handle risk and organisational capability for sustainability of its success into the future;
4. How the organisation considers its relevance to the market and competitors.





- Opportunities identified for improvement include-

1. Develop a regional performance framework and reporting processes.

## 11.2 FUTURE STATE

This section examines the potential capability of the proposed new local government in relation to the seven key areas and the opportunities identified for improvement.

### 11.2.1 Leadership

The key opportunities addressed include-

1. The proposed new local government will need to implement a range of delegations with clear leadership accountabilities to ensure Place Coordinators are able to perform their functions efficiently. A provision has been made in Transitional costs for a new delegation manual to be prepared.
2. The proposed new local government will need to implement a new policy manual with management practices to provide clear guidance to employees on the application of the policies. A provision has been made in Transitional costs for a new policy manual and management practice manual to be prepared.
3. The proposed new local government will need to develop organisational values as part of the change management process in establishing the new organisation. A provision has been made in Transitional costs for a consultant to assist administer the change management program.
4. The Environmental service delivery plan identifies the preparation of an environmental plan/strategy as a key short term priority for the proposed new local government.
5. The proposed new local government will need to implement a community engagement and communications strategy to ensure the community and staff are engaged and kept informed during the amalgamation process. A provision has been made in Transitional cost for a community engagement and communications strategy to be prepared based on the International Association of Public Participation standards.

### 11.2.2 Strategy and Planning

The key opportunities addressed include-

1. As a result of the Regional Business Planning process, all 5 local governments now have adopted Strategic Community Plans. The 5 Plans can be used as a foundation for preparing a Strategic Community Plan for the proposed new local government; with the 5 existing Strategic Community Plans becoming local place plans. A provision has been made in Transitional costs for a consultant to be engaged to facilitate the preparation of a Strategic Community Plan for the proposed new local government.
2. The Organisational Development and Governance service delivery plan identifies the preparation of a risk framework and risk management plan as a key short term priority for the proposed new local government.

3. The service delivery plans can be used as the foundation for building the Corporate Business Plan for the proposed new local government.
4. The 24 service delivery plans prepared during the Regional Business Plan process detail the role, frequency and level of service for the proposed new local government.

#### 11.2.3 Information Knowledge

The key opportunities addressed include-

1. The service delivery plans identify service performance indicators, which are to be reported on annually to the Council and community of the proposed new local government.
2. A corporate Information Technology solution will be implemented for the proposed new local government.
3. A customer satisfaction survey prior to amalgamation is required so that a baseline measurement can be obtained on current service delivery performance. This will allow comparisons to be made between existing and future performance on service delivery and customer satisfaction. A provision has been made in Transitional costs for a community satisfaction survey to be conducted across the 5 local governments prior to amalgamation.
4. Process mapping and procedure documentation will need to be undertaken at each of the 5 local governments prior to amalgamation to ensure existing corporate knowledge is captured, with each process aligned to the organisational requirements of the proposed new local government. A provision has been made in Transitional costs for the engagement of a consultant to undertake process mapping and procedure documentation.

#### 11.2.4 People

The key opportunities addressed include-

1. The HR consultant engaged as part of the Regional Business Plan process has prepared a series of draft human resource policies, including the recruitment process, for the proposed new local government to consider.
2. A training needs analysis is required across the 5 local governments prior to amalgamation to identify the skills gap and develop a training plan for the proposed new local government. This analysis and plan will form part of the workforce plan for the proposed new local government.
3. There is a need for the proposed new local government to prepare a Workforce Plan. Much of the foundational information can be sourced from the service delivery plans.
4. The HR consultant engaged as part of the Regional Business Plan process has prepared a draft position evaluation system, performance management system and a performance evaluation system for consideration by the proposed new local government.

#### 11.2.5 Customer and Market Focus

1. The service delivery plans identify key customers, partners and stakeholders in the delivery of services. There is a need for the proposed new local government to further develop and build on this, once established.

2. A customer satisfaction survey prior to amalgamation is required so that a baseline measurement can be obtained on current service delivery performance. This will allow comparisons to be made between existing and future performance on service delivery and customer satisfaction. A provision has been made in Transitional costs for a community satisfaction survey to be conducted across the 5 local governments prior to amalgamation.
3. There is a need for the proposed new local government to prepare a Customer Service Charter that documents the standards when delivering services.

#### 11.2.6 Process Management, Improvement and Innovation

1. Process mapping and procedure documentation will need to be undertaken at each of the 5 local governments prior to amalgamation to ensure existing corporate knowledge is captured, with each process aligned to the organisational requirements of the proposed new local government. A provision has been made in Transitional costs for the engagement of a consultant to undertake process mapping and procedure documentation.
2. The proposed new local government will need to ensure it implements regular reviews of processes and procedures to identify areas of improvement.

#### 11.2.7 Success and Sustainability

1. There is a need for the proposed new local government to further develop a series of performance indicators to measure its performance against the organisations purpose and goals.

## 12.0 TRANSITIONAL COSTS

This section examines and analyses the key transition tasks and associated costs that may be incurred should transition to an amalgamated entity take place. A number of the transitional costs identified will be eligible for funding under the Local Government Structural Reform Program, administered by the Department of Local Government, subject to approval by the Minister for Local Government.

TRANSITIONAL ISSUE	ASSOCIATED TASK	TRANSITIONAL COST
Sitting Fees for Appointed Commissioners	Sitting fees for Commissioners for 6 month period	\$114,000
Travel costs of Commissioners	Travel costs for 6 monthly meetings plus 6 briefing sessions	\$7,200
Recruitment of new Chief Executive	Engagement of external agency to undertake an independent recruitment process (does not include advertising costs).	\$20,000
Chief Executive Recruitment Costs	Estimated relocation and training costs for new Chief Executive	\$10,000
Chief Executive Contract Termination & Severance	Termination and severance in accordance with employment contract terms and Clause 11(4) of Schedule 2.1 of the Local Government Act 1995.	\$250,000
Appoint Project Management Officer	Engagement of Project Management Officer to assist coordinate transitional matters relating to amalgamation	\$100,000
Councillor Induction Process	Prepare new Councillor induction course and manual to address increased role	\$10,000
Delegations and Authorisations Register	Prepare new delegations and authorisations register that reflects organisational structure	\$5,000
Policy Manual	Prepare new policy manual reflecting of new organisation, having regard for local communities of interest	\$8,000
New Local Laws	Repeal existing local laws and implement new local laws for new organisation	\$25,000
Process Mapping and Procedure Documentation	Map each internal process and document associated procedure relating to process, and then align new process & procedure to new organisational requirements	\$144,000

TRANSITIONAL ISSUE	ASSOCIATED TASK	TRANSITIONAL COST
Legal Advice – Land Titles and Leases/Management Orders	Engage law firm to prepare documentation to transfer land titles, leases and management orders to new organisation	\$15,000
Administration Reporting	Engage consultant to assist with preparing new chart of accounts, development of management reporting systems in new corporate financial system, and document financial management procedures relating to new reporting system.	\$20,000
New Stationery & Printing Requirements	Printing of new stationery including letterheads, cheques (including electronic encoding), business cards, with compliments slips, etc.	\$50,000
Human Resource System & Integration	Purchase, implement and integrate Human Resource System with other Corporate Systems to facilitate HR function within new organisation	\$40,000
Specialist Human Resource (HR)/Industrial Relations (IR) Advice	Engage HR/IR specialist to provide advice on HR/IR issues relating to new industrial agreements	\$25,000
Change Management Program	Engage HR Specialist to assist Executive Team prepare and deliver change management program during transitional and post amalgamation stages, including provision for staff to have free access to counselling services.	\$40,000
Staff Training	Provision for external training costs to train place based staff in new roles, and nominal provision across the new organisation	\$50,000
Staff Uniforms	Provision of \$500 per employee x 98 employees.	\$49,000
Computer Hardware and Software	Purchase and implement IT infrastructure relating to a corporate IT solution	\$754,025
Optic Fibre Connections to Remote Locations	Engage contractor to install optic fibre connections to remote locations (place centres and depots/community centres) to ensure maximum connectivity is achieved.	\$557,555

TRANSITIONAL ISSUE	ASSOCIATED TASK	TRANSITIONAL COST
Voice Communications	Purchase, install and configure Voice Over Internet Protocol (VOIP) communications system to permit direct telecommunications between place centres and other operating locations.	\$105,392
Data Conversion and Integration	Engage computer support company(s) to extract data stored in all existing databases and integrate with new corporate databases.	\$80,000
Records Management System	Purchase, configure and implement corporate level Electronic Document Management System (EDRMS)	\$66,000
Conversion of hard copy records to electronic format	Engage contract/casual staff to scan and register paper records identified as high priority.	\$60,000
New Website	Design and implement new corporate website based on corporate branding developed for new organisation.	\$10,000
Web Based Development Application	Engage consultant to design, implement and integrate a web based development application /logement module with corporate IT systems with a tracking function for applicants	\$30,000
Community Engagement Strategy	Engage consultant to prepare and coordinate a community engagement strategy to keep communities involved and informed through-out the amalgamation process	\$25,000
Corporate Branding Strategy	Engage consultant to develop, prepare and implement corporate brand for new organisation	\$100,000
Community Satisfaction Survey	Engage consultant to prepare and undertake community satisfaction survey across the 5 local governments prior to amalgamation	\$15,000
Desktop Publishing Software	Purchase desktop publishing software for internal production of print material and media information	\$2,500
Desktop Mapping & GIS System	Purchase and implement a desktop mapping and GIS system that will assist staff undertake desktop assessments.	\$31,000

TRANSITIONAL ISSUE	ASSOCIATED TASK	TRANSITIONAL COST
Local Planning Scheme	Engage consultant to prepare new Local Planning Scheme for the new organisation.	\$150,000
Local Planning Strategy	Engage consultant to prepare Local Planning Strategy for new organisation. A Local Planning Strategy is a high level planning document that is required by legislation to be prepared before a Local Planning Scheme is compiled.	\$150,000
Developer Contribution Plan	Engage consultant to prepare a Developer Contribution Plan that sets out the method of contribution Developers are required to make when land is subdivided.	\$100,000
New Engineering Vehicle	Purchase of a light utility for Engineering Technical Officer Position	\$25,000
New Emergency Services Vehicle	Purchase of a 4x4 utility for Community Emergency Services Coordinator Position	\$42,000
New Property Services Vehicle	Purchase of a light utility for Property Maintenance Coordinator Position	\$25,000
Beverley Place Centre Refurbishment	Refurbishment of Beverley Place Centre to make fit for purpose	\$55,000
Cunderdin Place Centre Refurbishment	Refurbishment of Cunderdin Place Centre to make fit for purpose	\$105,000
Quairading Place Centre Refurbishment	Refurbishment of Quairading Place Centre to make fit for purpose	\$20,000
Tammin Place Centre Refurbishment	Refurbishment of Tammin Place Centre to make fit for purpose	\$20,000
York Place Centre Refurbishment	Refurbishment of York Place Centre to make fit for purpose	\$50,000
Workshop/Fleet Management System	Purchase, configuration and implementation of workshop/fleet management system to control servicing, accident repair costs, and fleet activities.	\$10,000
5 Tonne Truck	Purchase of 5 Tonne Truck to facilitate the delivery of a Regional Parks & Gardens Service	\$60,000

TRANSITIONAL ISSUE	ASSOCIATED TASK	TRANSITIONAL COST
Plant Trailer	Purchase of Plant Trailer to transport mowers and equipment to facilitate the delivery of a Regional Parks & Gardens Service	\$25,000
Office Furniture & Equipment	Purchase of office furniture for Parks Supervisor	\$4,500
New Signage	Purchase and erect new major signage in each Place Centre to reflect new corporate branding	\$200,000
Staff Uniforms	Purchase new staff uniforms for place based and regional services employees reflective of new corporate branding	\$89,000
New Vehicles for Beverley Place Services	Purchase of a passenger vehicle and a light utility for Beverley Place Coordinator and Beverley Town Maintenance Person Positions	\$52,000
New Vehicles for Cunderdin Place Services	Purchase of a passenger vehicle and a light utility for Cunderdin Place Coordinator and Cunderdin Town Maintenance Person Positions	\$52,000
New Vehicles for Quairading Place Services	Purchase of a passenger vehicle and a light utility for Quairading Place Coordinator and Quairading Town Maintenance Person Positions	\$52,000
New Vehicles for Tammin Place Services	Purchase of a passenger vehicle and a light utility for Tammin Place Coordinator and Tammin Town Maintenance Person Positions	\$52,000
New Vehicles for York Place Services	Purchase of a passenger vehicle and a light utility for York Place Coordinator and York Town Maintenance Person Positions	\$52,000
New Ranger Vehicle	Purchase light utility for additional Ranger position	\$33,000
New Vehicles for Youth Services	Purchase 3 passenger vehicles for Youth Officer positions to facilitate regional service delivery	\$58,000



### 13.0 STRENGTHS AND WEAKNESSES ANALYSIS

This section examines the strengths and weaknesses identified in the Current State and those that are apparent in the Future State.

#### 13.1 CURRENT AND FUTURE STATE STRENGTHS

<b>STRENGTHS</b>	
<b>COMMUNITY OVERVIEW – CURRENT STATE</b>	<b>COMMUNITY OVERVIEW – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ Each local government has a town that acts as the central hub for the provision of services to the community.</li> <li>▪ There are community connections across the local governments for employment, health, education, commerce in rural equipment sales and sporting activities.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The proposed new local government will have 5 towns that act as place centres, being the central hub for the provision of services to each community.</li> <li>▪ There are shared connections across the communities of the proposed new local government for employment, health, education, commerce in rural equipment sales and sporting activities.</li> <li>▪ The population of the proposed new local government will be approximately 8,250 persons, projected to increase to 9,030 persons by 2021.</li> </ul>
<b>STRATEGIC DIRECTION – CURRENT STATE</b>	<b>STRATEGIC DIRECTION – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ All 5 local governments have similar community engagement techniques.</li> <li>▪ All 5 local governments have similar reporting mechanisms.</li> <li>▪ There are common themes across the 5 local governments in relation to goals, facilities and services.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The proposed new local government has an improved Councillor to Elector ratio of 1:567.</li> <li>▪ The reduction in the number of elected members will result in cost savings.</li> <li>▪ The proposed new local government's strategic direction will be based on a range of shared goals held by the 5 RTG member local governments.</li> </ul>

<b>STRENGTHS</b>	
<b>SERVICES – CURRENT STATE</b>	<b>SERVICES – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ The use of volunteers to assist in the delivery of specific services.</li> <li>▪ All 5 local governments are similar in the provision of services.</li> <li>▪ All 5 local governments participate in shared service arrangements within the group where benefits have been identified.</li> </ul>	<ul style="list-style-type: none"> <li>▪ There will be no reduction in services, with existing services being retained and improved where identified, and new services being introduced.</li> <li>▪ The proposed model for the delivery of services is designed on regional and place based delivery approaches.</li> <li>▪ Estimated operational savings are \$644,483, inclusive of new service costs and improved service levels.</li> </ul>
<b>SYSTEMS – CURRENT STATE</b>	<b>SYSTEMS – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ All local governments have common core systems in place.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The proposed new local government will have an integrated corporate IT solution.</li> <li>▪ The IT Service Delivery Plan provides for a combination of weekly on-site and remote IT support.</li> <li>▪ The corporate IT solution for the proposed new local government will reduce the level of IT risk exposure and will also introduce new online services.</li> </ul>
<b>OPERATING MATTERS – CURRENT STATE</b>	<b>OPERATING MATTERS – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ All local governments have uniformity in operating structures and systems.</li> <li>▪ All local governments have current financial ratios that are better than the benchmarks.</li> <li>▪ All local governments adhere to legislative requirements.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The proposed new local government's organisational structure will ensure it has sufficient capacity to perform its functions and meet its statutory obligations.</li> <li>▪ Rating parity is achievable within a 4 year period and complies with the legislative requirements.</li> <li>▪ Financial Assistance Grants will be preserved at levels immediately prior to amalgamation and increase by the percentage increase in pool funds.</li> <li>▪ As a larger local government, the proposed new local government will have greater capacity to attract grant funding.</li> <li>▪ The proposed new local government will have a certain level of uniformity with fees and charges levied for similar services.</li> </ul>

<b>STRENGTHS</b>	
<b>PEOPLE – CURRENT STATE</b>	<b>PEOPLE – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ A risk management framework is in place for all local governments.</li> <li>▪ All local governments have a planning framework in place.</li> <li>▪ Each of the local governments have a stable workforce.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The organisational structure will allow employees in the proposed new local government to specialise.</li> <li>▪ The proposed new local government will have greater capacity to attract more specialised staff due to its size and complexity.</li> <li>▪ The organisational structure and place based model for the proposed new local government has assisted in minimising the displacement of employees.</li> <li>▪ The proposed organisational structure will better reflect the horizontal and vertical alignment of positions.</li> </ul>
<b>PLANT FLEET AND DEPOTS – CURRENT STATE</b>	<b>PLANT FLEET AND DEPOTS – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ Nil.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Nil.</li> </ul>
<b>INFRASTRUCTURE ASSETS – CURRENT STATE</b>	<b>INFRASTRUCTURE ASSETS - FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ Nil.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The identification of potential operational savings may allow the proposed new local government to address some of its infrastructure backlog, and therefore reduce its funding gap.</li> </ul>
<b>INTERNAL CAPABILITY – CURRENT STATE</b>	<b>INTERNAL CAPABILITY – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ Nil.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The majority of internal capability weaknesses identified in the current state assessment have been addressed in the future state.</li> </ul>
<b>TRANSITIONAL COSTS – CURRENT STATE</b>	<b>TRANSITIONAL COSTS – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ Nil.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Nil.</li> </ul>

### 13.2 CURRENT AND FUTURE STATE WEAKNESSES

<b>WEAKNESSES</b>	
<b>COMMUNITY OVERVIEW – CURRENT STATE</b>	<b>COMMUNITY OVERVIEW – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ All five local governments include a larger proportion of their population in the 65 and over range than the State average of 11.9%.</li> <li>▪ The small populations of each local government may impact on the degree of influence at political level, particularly when compared to metropolitan local governments and regional centres.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The proposed local government will have a larger proportion of its population in the 65 and over range, which is estimated at 18.26%, when compared to the State average of 11.9%.</li> </ul>
<b>STRATEGIC DIRECTION – CURRENT STATE</b>	<b>STRATEGIC DIRECTION – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ There is a low Councillor to Elector ratio across the 5 local governments, with the average being 1:157.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Nil</li> </ul>
<b>SERVICES – CURRENT STATE</b>	<b>SERVICES – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ All 5 local governments are reliant on contractors and external professional for the provision of specific services.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Nil</li> </ul>
<b>SYSTEMS – CURRENT STATE</b>	<b>SYSTEMS – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ All 5 local governments rely on remote support for Information Technology.</li> <li>▪ All 5 local governments have outgrown their IT systems and are in need of major upgrades.</li> <li>▪ All 5 local governments have a high exposure to IT security risks.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The cost of optic fibre may prohibit the consideration of this infrastructure. This will affect the communication capabilities of the proposed new local government between remote sites.</li> </ul>

<b>WEAKNESSES</b>	
<b>OPERATING MATTERS – CURRENT STATE</b>	<b>OPERATING MATTERS – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ There are significant variances in the range, type and quantum of fees and charges levied.</li> <li>▪ The local banking industry is underpinned by the banking activities of each local government.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Financial Assistance Grants are anticipated to decrease after the expiration of the preservation period by approximately \$407,000.</li> <li>▪ The proposed new local government will experience a reduction in Regional Road Grants, due to the maximum grant restrictions imposed through the Wheatbelt Regional Road Group.</li> <li>▪ Insurance data provided by LGIS indicates that insurance premiums will increase for the proposed new local government.</li> <li>▪ Banking services in each Place may be affected by the change in banking practices that will result from amalgamation.</li> <li>▪ The cash reserve funds inherited from the RTG member local governments may be impacted in relation to their purposes resulting from an amalgamation.</li> </ul>
<b>PEOPLE – CURRENT STATE</b>	<b>PEOPLE – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ There are no governance frameworks in place at any local government.</li> <li>▪ There is no fraud control plans in place at any local government.</li> <li>▪ Potential loss of exempt status in relation to Housing Fringe Benefit.</li> </ul>	<ul style="list-style-type: none"> <li>▪ There is a risk of loss of corporate knowledge held by existing CEO's.</li> <li>▪ Some employees may be affected by being required to relocate to a new place of work under the place management model.</li> </ul>
<b>PLANT FLEET AND DEPOTS – CURRENT STATE</b>	<b>PLANT FLEET AND DEPOTS – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ Nil</li> </ul>	<ul style="list-style-type: none"> <li>▪ An additional 17 light vehicles will be required to facilitate the delivery of services under the place management model.</li> </ul>
<b>INFRASTRUCTURE ASSETS – CURRENT STATE</b>	<b>INFRASTRUCTURE ASSETS – FUTURE STATE</b>
<ul style="list-style-type: none"> <li>▪ Unless all 5 local governments take action to address their Buildings and Structures asset backlog, the funding gap will increase beyond their capacity in the short to medium term.</li> <li>▪ The funding gap in relation to road infrastructure is currently beyond the financial capacity of all 5 local governments.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The projected funding gap in relation to road infrastructure is beyond the financial capacity of the proposed new local government in the short term.</li> </ul>

WEAKNESSES	
INTERNAL CAPABILITY – CURRENT STATE	INTERNAL CAPABILITY – FUTURE STATE
<ul style="list-style-type: none"> <li>The ABEF assessment undertaken identified a number of weaknesses in relation to internal capability common to all local governments.</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
TRANSITIONAL COSTS – CURRENT STATE	TRANSITIONAL COSTS – FUTURE STATE
<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>There is a high level of risk that all the transitional costs identified will not be funded under the Local Government Structural Reform Program.</li> </ul>
RATE SETTING STATEMENT – CURRENT STATE	RATE SETTING STATEMENT – FUTURE STATE
<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>

## 14.0 SUMMARY

Based on the information contained in the Regional Business Plan, supplementary reports, the Findings listed in Section 14.1 and the Strengths and Weaknesses analysis detailed in Section 14.2, the following advantages and disadvantages will be realised from amalgamation-

### Advantages

1. New and improved service delivery as detailed in Service Delivery Plans.
2. Protection of local identity through the Place Management model, detailed in the Service Delivery Plans.
3. The retention and delivery of local services through Place Centres.
4. Estimated operational savings have been identified.
5. The incorporation of modern technology in the way the proposed new local government will conduct its functions.
6. Greater capacity to attract and retain more specialised staff.

### Disadvantages

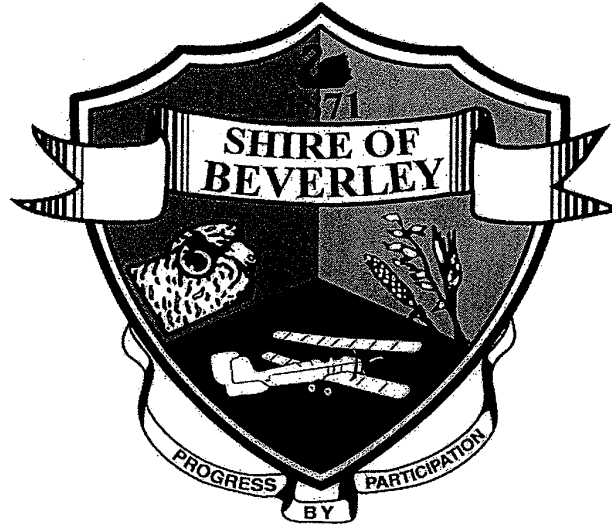
1. Reduction in capital road grant funding from Regional Road Group sources.
2. Financial Assistance Grants will decrease at the end of the 5 year preservation period.

Whilst it is understood that the amalgamation of the 5 local governments will have its challenges, the information in the Regional Business Plan supports the view that amalgamation will bring greater benefits to the residents of the proposed new local government.

Therefore it is recommended that the SEARTG Board-

1. Receive the Regional Business Plan; and
2. Refer the Regional Business Plan to the 5 RTG member local governments for consideration and determination on whether a formal amalgamation proposal to the Local Government Advisory Board should proceed.

7. The governance model provides for local communities to have input into what occurs in their area through the use of Place Plans and the establishment of Consultative Committees in each Place.
8. An opportunity to create a more efficient and effective local government.
9. Greater capacity to address infrastructure backlog and reduce the funding gap.
10. Increased internal organisational capability resulting from improved systems and procedures.
3. Transitional costs associated with amalgamation may not be fully funded under the Local Government Structural Reform Program.
4. Potential loss of exempt status in relation to Housing Fringe Benefits.



# SHIRE OF BEVERLEY

## FREEDOM OF INFORMATION STATEMENT

2012/2013

Reviewed:

FOI STATEMENT - AUGUST 2012

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## **2.0 MISSION STATEMENT**

The provision for the good rule and government, convenience, comfort and safety of persons within the Shire of Beverley.

## **3.0 DETAILS OF LEGISLATION ADMINISTERED**

Including, yet not limited to:

Local Government Act 1995  
Local Government (Miscellaneous Provisions) Act 1960  
Bushfires Act  
Dog Act  
Town Planning Development Act  
Health Act  
Dividing Fences Act  
Caravan Park and Camping Ground Act

## **4.0 COUNCIL STRUCTURE**

### **4.1 Council Structure**

The Council is comprised of nine (9) Councillors. The President is elected from within the Councillors who are representative of the three (3) Wards in the Shire.

President – Cr Dee Ridgway  
Deputy President – Cr Chris Pepper

### **4.2 Wards**

#### **North Ward**

Cr Jim Alexander, Cr Keith Murray and Cr Peter Gogol

#### **South Ward**

Cr Dee Ridgway, Cr Vicky Fregon and Cr David White

#### **West Ward**

Cr Belinda Foster, Cr Lew Shaw and Cr Chris Pepper

#### **4.3 COMMITTEES**

To enable Council to efficiently administer its business. All committees are appointed to oversee various aspects of its operations, all Committee meetings are held on an "as needs basis". All recommendations made by the committees are to be referred to the Council for endorsement.

##### ***DEVELOPMENT SERVICES COMMITTEE***

###### ***Members***

Councillors Pepper, Fregon, Foster and Ridgway and Chief Executive Officer.

###### ***Purpose***

Will meet at least once annually to:

Inspect all Council owned or controlled buildings to determine appropriate work requirement for recommendation to Council for inclusion into future budget(s).

All other Committee meetings will be on an "as needs basis" to discuss items referred to the Committee by Council in the area of Council controlled buildings and properties.

##### ***PLANT AND WORKS COMMITTEE***

###### ***Members***

Councillors Pepper, Alexander, Foster, Gogol, Murray, Shaw, Chief Executive Officer and Works Supervisor

###### ***Purpose***

Will meet at least once annually to:

Inspect all Council owned plant and road network to determine appropriate work requirement for recommendation to Council for inclusion into future budget(s).

All Committee meetings will be on an "as needs basis" to discuss items referred to the Committee by Council in the area of Council controlled plant and roads.

## **BEVERLEY CROPPING COMMITTEE**

### **Members**

Councillors Shaw, Murray, Ridgway and Deputy Chief Executive Officer (Secretary)

### **Purpose**

Will meet at least once annually to:

Inspect all land that is controlled by Council for the purpose of Community Cropping.

All Committee meetings will be on an "as needs basis" to discuss items referred to the Committee by Council in the area of Community Cropping program.

## **RECREATION GROUND COMMITTEE**

### **Members**

Councillors Ridgway, Shaw, Foster, Murray, Alexander and Chief Executive Officer

### **Purpose**

Will meet at least once annually to:

Inspect Council's Recreation precinct to determine appropriate work requirement for recommendation to Council for inclusion into future budget(s).

All other Committee meetings will be on an "as needs basis" to discuss items referred to the Committee by Council in the area of recreation.

## **AUDIT & ADMINISTRATION COMMITTEE**

**[Legally required in accordance with the Local Government (Audit) Regulations, 1996]**

### **Members**

Councillors Ridgway, Pepper, Shaw, Murray and White

### **Purpose:**

The roles and responsibilities of the Finance & Audit Committee will be in accordance with Clause 16 of the Local Government (Audit) Regulations 1996 ie: -

Clause 16(a) – Audit Committee is to provide guidance and assistance to the local government:-

- (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
- (ii) as to the development of a process to be used to select and appoint a person to be auditor

Clause 16(b) – Audit Committee may provide guidance and assistance to the local government as to –

- (i) matters to be audited;
- (ii) the scope of the audits;
- (iii) its functions under Part 6 of the Act; and
- (iv) the carrying out of its functions relating to other audits and other matters related to financial management.

Other matters include:-

- Committee to be of three or more persons, including elected members and other persons (if considered appropriate by Council).
- Employees and CEO may only be on the Committee as observers.
- Absolute Majority of Council required to appoint Committee members.
- Council may only delegate powers and duties under Part 7 of the LG Act to the Committee.
- Decisions of Committee to be by simple majority.
- Appointment of Council Auditors requires the recommendation of the Committee.
- Committee is to ensure matters identified by an auditor are detailed in the Auditors Report.
- Committee may refer a copy of the Audit Report to the CEO for action.
- Meet with the Auditor at least once every year (can be by electronic communication).
- Examine Auditors Report and ensure action is taken where necessary.

**REPRESENTATIVES ON OUTSIDE COMMITTEES**

***Beverley Station Arts Committee***

Cr White

***Avondale Committee***

Cr Gogol (Proxy Cr Shaw)

***Beverley Community and Development Committee***

Cr Fregon (Proxy Cr White)

***Beverley Community Resource Centre Committee***

Cr Ridgway

***Yenyenning Lakes Committee***

Cr Gogol

***Frail Aged Lodge Committee***

Cr Murray and Cr Foster

***Avon Tourism Inc Committee***

Cr Pepper

***Beverley Youth Centre Committee***

Cr Fregon

***Beverley Town Entry Statement Committee***

Cr Fregon, Cr Pepper and Cr Shaw

***Beverley Events Committee***

Cr Ridgway

## **5.0 DETAILS OF DECISION MAKING FUNCTIONS**

### **5.1 Role of the Councillor**

As stated in Section 2.10 of the Local Government Act 1995. A councillor;

- (a) Represents the interest 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 other such functions as are given to the Councillor by this Act or any other written law.

### **5.2 Council Meetings**

These are held on the 4<sup>th</sup> Tuesday of every month (unless otherwise advertised) in the Council Chambers, 136 Vincent Street, Beverley, commencing at 2.00pm.

#### **Public Question Time**

15 minutes is allocated at the commencement of a Council meeting to allow members of the public to ask questions.

## **6.0 PUBLIC PARTICIPATION IN THE FORMULATION OF POLICY AND PERFORMANCE OF COUNCIL FUNCTIONS**

### **6.1 Committees or bodies which involve public representation**

No committees or bodies which involve public representation exist within Council at this time.

### **6.2 Committees that don't involve direct public representation but may be open to the public**

No such Committees exist. However, if Council does resolve to delegate authority to a Committee these meetings will be open to the public.

### **6.3 Participation in Committees**

Council members are elected to committees by the following process:-

- i) Members identify which committees they have an interest in sitting on.
- ii) Members vote by secret ballot their choice of committee members from the list of members who have indicated their interest in being on a particular committee.

## **7.0 DOCUMENTS HELD**

### **7.1 Any person can attend the office during office hours and inspect free of charge, subject to limitations any of the following in relation to council in the form in which it is normally held.**

- a) annual report to electors;
- b) annual budget;
- c) annual financial report;
- d) various brochures available at the counter;
- e) shire library facilities;
- f) equal opportunity policy statement
- g) confirmed minutes of Council, committee and electors meetings;
- h) Principal Activities Plan, now Plan for the Future
- i) register of financial interests;
- j) schedule of fees and charges;
- k) schedule of loan repayments;
- l) loans register;
- m) proposed local law of which Statewide public notice has been given;
- n) local laws made by Council;
- o) any written law that Council has the duty or power to enforce;
- p) rates record;
- q) notice papers and agenda relating to any council or committee meeting and reports other documents that have been -
  - i) tabled at a council or committee meeting; or
  - ii) produced by council or a committee and presented at a council or committee meeting.
- t) prepared business plan;
- u) register of owners and occupiers and electoral rolls;
- v) register of delegations to committees.

### **7.2 Documents available to the public - for which a fee may be charged.**

- a) maps of the Shire of Beverley;
- b) the annual financial report;
- c) the annual budget;
- d) municipal inventory;
- e) town planning documents;
- f) freedom of information statement.

### **7.3 Other documents held which may be available for inspection within the Freedom of Information Act**

- a) register of delegations to CEO and employees;
- b) unconfirmed minutes of council or committee meetings;
- c) notice papers and agenda relating to council or committee meetings and reports and other documents which –



- i) are to be tabled at the meeting; or
  - ii) have been produced by the local government or a committee for presentation at the meeting.
- d) and which have been made available to members of Council or the committee.
- e) the information contained in a tenders register;
- f) property ownership enquiries.

#### 7.4 Limits on right to inspect Local Government Information

A person's right to inspect information does not extend to the inspection of information:-

- a) which is not current at the time of inspection; and
- b) which, in the CEO's opinion, would divert a substantial and unreasonable portion of resources away from other functions.
- c) in relation to any debt owed by a person other than the debt of the person making the enquiry.
- d) relating to minutes of meetings or notice papers and agenda and supporting reports and documents of a meeting which:-
  - i) was closed to the public; or
  - ii) in the CEO's opinion, could have been closed to members of the public, but was not closed.
- e) in relation to contracts for the CEO and senior employees if:-
  - i) the information relates to a matter other than the salary or the remuneration or benefits payable under the contract; and
  - ii) in the CEO's opinion, the information should not be available for inspection by members of the public because of the private nature of the information.

#### 7.5 Format in which information is held-

- a) library holds brochures, videos, cassettes and books, available for borrowing through the library system;
- b) rates records are held on computer hard disk;
- c) minutes of meetings are held in guard and bound books;
- d) annual report to electors, financial report and budget are held in booklet form and on hard disk;
- e) register of loans - hard copy;
- f) register of tenders - hard copy;
- g) register of delegations to committee - hard copy;
- h) maps - hard copy;
- i) principal activities and business plans - hard copy;
- j) register of financial interests - hard copy;
- k) owners, occupiers and electoral rolls - hard disk and soft copy;

- l) municipal inventory – hard disk;
- m) correspondence, both incoming and outgoing is in filing cabinets for short term or held in the storeroom for long term archives. A system index schedule (numbers used in filing records) is held in booklet form;
- n) personal information - held in filing system and on computer hard disk.

## 8.0 THE OPERATION OF FREEDOM OF INFORMATION IN THE SHIRE OF BEVERLEY

### 8.1 How and to whom initial enquiries should be made?

- i) In accordance with Section 12 (i) Initial enquiries should be made:
  - a) in writing;
  - b) give enough information so that the documents requested can be identified;
  - c) give an Australian address to which notices can be sent; and
  - d) be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator:-

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

*Telephone and fax numbers:*

Phone: (08) 9646 1200

Fax: (08) 9646 1409

Email – sgollan@beverley.wa.gov.au

- ii) Applications will be acknowledged in writing and you will be notified of the decision within 45 days.
- iii) It is the aim of the Shire of Beverley to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the Freedom of Information Process.
- iv) If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

## 8.2 Freedom of Information Charges -

A scale of fees and charges set under the Freedom of Information Act Regulations.

i) Personal Information about the applicant	<i>no fee</i>
ii) Application fee (for non personal information)	<i>\$30.00</i>
iii) Charge for time dealing with the application (per hour, or pro rata)	<i>\$30.00</i>
iv) Access time supervised by staff (per hour, or pro rata)	<i>\$30.00</i>
v) Photocopying staff time (per hour, or pro rata)	<i>\$30.00</i>
vi) Per photocopy	<i>0.20</i>
vii) Transcribing from tape, film or computer (per hour, or pro rata)	<i>\$30.00</i>
viii) Duplicating a tape, film or computer information	<i>Actual Cost</i>
ix) Delivery, packaging and postage	<i>Actual Cost</i>
x) Advance deposit may be required of the estimated charges	<i>25%</i>
xi) Further advance deposit may be required to meet the charges for dealing with the application	
xii) For financially disadvantaged applicants, those issued with prescribed pensioner concession cards, the charge payable may be reduced by 25%.	

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

## 8.3 Notice of decision -

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details of the decision and procedures to follow.

### *Refusal of Access -*

Applicants who are dissatisfied with a decision are entitled to ask for an internal review. Application should be made in writing within 30 days of receiving the notice of decision.

You will be notified of the outcome of the review within 15 days.

If you disagree with the result you then can apply to the Information Commissioner for an external review, and details would be advised to applicants when the internal review decision is issued.

**8.4 Person responsible for decisions regarding access or the amendment of personal information under Freedom of Information -**

The Deputy Chief Executive Officer makes decisions regarding access or the amendment of personal information under Freedom of Information.