



27 OCTOBER 2015

ORDINARY MEETING

MINUTES

CONTENTS

1. OPENING	1
2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE	1
2.1 Members Present.....	1
2.2 Staff In Attendance	1
2.3 Observers And Visitors	1
2.4 Apologies and Approved Leave of Absence	1
2.5 Condolences	1
3. DECLARATIONS OF INTEREST	1
3.2 Cr Murray – Item 9.3 – Proximity	1
4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	1
5. PUBLIC QUESTION TIME	1
6. APPLICATIONS FOR LEAVE OF ABSENCE	1
7. CONFIRMATION OF MINUTES	2
7.1 Minutes Of The Ordinary Council Meeting Held 22 September 2015	2
7.2 Minutes Of The Special Council Meeting Held 20 October 2015	3
7.3 Minutes Of The Audit & Risk Committee Meeting Held 20 October 2015	4
8. TECHNICAL SERVICES	5
9. PLANNING SERVICES	6
9.1 Development Application – Kennels – 551 (Lot 85) Butchers Road.....	6
9.2 Development Application – Outbuilding – Lot 50 Spavens Road	20
9.3 Development Application – Outbuilding (Garage) – 56 John Street.....	29
9.4 Development Application – Outbuilding (Shed) – 1 Seabrook Street.....	35
9.5 Development Application – Outbuilding (Workshop) 81 Forrest Street	40
9.6 Request for Delegations: Planning and Development (LPS) Regulations.....	47
10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES	54
11. FINANCE	55
11.1 Monthly Financial Report	55
11.2 Accounts Paid by Authority	67
11.3 Purchasing and Procurement Policy	76
11.4 Tender: RFT 02/1516 Town Hall Roof Replacement	84
11.5 2014/15 Management Letter	89
11.6 2014/15 Independent Auditor’s Report	102
11.7 2014/15 Councillors’ Declaration	106
11.8 2014/15 Annual Report	109
11.9 Annual Electors Meeting	112
12. ADMINISTRATION	114
12.1 Appointment of Elected Members to Committees/Organisations	114
12.2 2016 Council and Committee Meeting Dates	117
12.3 Shire of Beverley Policy Manual – Annual Review.....	120
12.4 Strategic Community Plan Review	122
12.5 Swimming Pool Mural	124
12.6 Bush Fire Risk Planning Coordinator	126
12.7 Christmas/New Year Office Closure	128
12.8 Annual Christmas Function	130

13. NEW BUSINESS ARISING BY ORDER OF THE MEETING	132
13.1 Central Country Zone Nomination	132
14. CLOSURE	132

1. OPENING

The Chairperson declared the meeting open at 2:13pm

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members Present

Cr DJ Ridgway President
Cr KM Murray Deputy President
Cr JD Alexander
Cr DL Brown
Cr T Buckland
Cr P Gogol
Cr LC Shaw
Cr DC White

2.2 Staff In Attendance

Mr SP Gollan Chief Executive Officer
Mr BS de Beer Shire Planner (2:13pm – 2:45pm)
Mrs A Lewis Executive Assistant

2.3 Observers And Visitors

Karl Green & Jaye Davis – to observe Item 9.1 (2:13pm – 2:25pm)

2.4 Apologies and Approved Leave of Absence

Cr DW Davis

2.5 Condolences

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

SING	Shirley	October 2015
BELL	Gwen	8 October 2015
SMITH	Alan	14 October 2015
DEAN	Ronald	19 October 2015

3. DECLARATIONS OF INTEREST

3.2 Cr Murray – Item 9.3 – Proximity

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 22 September 2015

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 22 September 2015 be confirmed.

(Provided under separate cover)

COUNCIL RESOLUTION

M1/1015

Moved Cr Buckland

Seconded Cr Shaw

That the Minutes of the Ordinary Council Meeting held Tuesday 22 September 2015 be confirmed.

CARRIED 8/0

7.2 Minutes Of The Special Council Meeting Held 20 October 2015

OFFICER'S RECOMMENDATION

That the Minutes of the Special Council Meeting held Tuesday 20 October 2015 be confirmed.

(Provided under separate cover)

COUNCIL RESOLUTION

M2/1015

Moved Cr White

Seconded Cr Shaw

That the Minutes of the Special Council Meeting held Tuesday 20 October 2015 be confirmed.

CARRIED 8/0

7.3 Minutes Of The Audit & Risk Committee Meeting Held 20 October 2015

OFFICER'S RECOMMENDATION

That the Minutes of the Audit and Risk Committee Meeting held Tuesday 20 October 2015 be received.

(Provided under separate cover)

Please refer to items 11.5 to 11.9

COUNCIL RESOLUTION

M3/1015

Moved Cr White

Seconded Cr Buckland

That the Minutes of the Audit and Risk Committee Meeting held Tuesday 20 October 2015 be received.

CARRIED 8/0

8. TECHNICAL SERVICES

Nil

9. PLANNING SERVICES

9.1 Development Application – Kennels – 551 (Lot 85) Butchers Road

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 5 October 2015
APPLICANT: Mr Karl Green
FILE REFERENCE: BUT 51549
AUTHOR: B S de Beer, Shire Planner
ATTACHMENTS: Maps and Application Documentation

SUMMARY

An application for the planning approval for the continued use of kennels on 551 (Lot 85) Butchers Road, Dale had been received. The application will be recommended for approval.

BACKGROUND

It is proposed to continue the use of a kennel facility on 551 (Lot 85) Butchers Road. The subject site is approximately 44.6 ha in extent, zoned 'Farming' and contains an existing house and outbuildings. One outbuilding is being used to house Greyhounds.

The Development Proposal:

The applicant submitted documentation (please refer to the relevant attachments), proposing to establish the following:

- Conversion of an existing shed structure into a kennel (in extent 7m x 6m) to house the dogs;
- Let-out yards as described in the submission;
- Facility to be managed as described in the submission;
- Number and species of dog to be limited to 8 Greyhounds;
- No public visitation to the kennels.

COMMENT

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

- a) *Determine that the use is not consistent with the objectives and purposes of the particular zone and is therefore not permitted; or*
- b) *Determine by absolute majority that the proposed use may be consistent with the objectives and purpose of the zone and thereafter follow the advertising procedures of Clause 6.2 in considering an application for planning consent, following which Council may, at its discretion, permit the use.*

Given that the proposed use will not preclude agricultural use of the property it will be recommended Council determine that the proposed use may be consistent with the objectives and purpose of the Farming zone.

Consultation & Advertising

In compliance with Clause 6.2 of TPS 2 the application was advertised for a period of 21 days. A total of 3 submissions were received comprising of 2 objections. A summary of the submissions received and officer's responses are detailed in the table below.

	Respondent	Property	Comment	Planner's Response
1	D Sulejmani 234 Holmes Forrestfield WA 6058	Lot 84 Butchers Beverley WA	No Objection to proposal. Yes, we don't mind as we are the next property to them. So long as they have no objections to hearing bike noises and car noises in properties lot 83 & 84 on odd occasions. A lot of kids and dirt / quad bikes around but not all the time.	Noted.
2	Greenhedge Pty Ltd 48 Appleberry Street Churchlands WA 6018	19 (lot 89) Turner Gully Road, Beverley WA	Objects to the proposal. I have the right to refuse this application for kennels as I have bought this property with the knowledge there would not be any kennel in the area. I would not have purchased the property in that case. I will fight this as I find this unfair and unacceptable on all levels.	The objection is noted. Shire Planner finds it challenging to respond to the objection as it is not substantiated in regards to the specifics of the application at hand. In terms of the <i>Planning & Development Act 2005 & Regulations</i> , Refusal or Approval of Applications for Planning Approval vests with the relevant Local Government, not respondents.
3	Respondent requested to remain anonymous, and that only the headings of the submission be made available for this report and public review.	-	Strongly objects to the proposal. Headings of submission: Health and environment Storage of fresh food	The applicant will have to comply with all Environmental Health Related requirements in relation to, amongst others, solid waste disposal, control of flies, storage of food etc. and this could be addressed by appropriate conditions of planning approval and advice notes should Council resolve to approve the application. The number of and species of animals to be kept can be addressed through conditions of planning approval. The kennel establishment will have to

			<p>Security</p> <p>Construction</p>	<p>to draw Council's attention to the site specific characteristics of the subject property as well as the contextual location in relation to the respondents' properties.</p> <p>The contextual locality map indicates the approx. linear distances from the boundary of the source emitter (kennel) to the receptors (rural homesteads).</p> <p>A contour map is also included that shows the general topography of the location.</p> <p>As can be seen in these documents there are substantial distances between the source emitter and the receptors. Coupled with the a foregoing, there are substantial agricultural sheds and other vegetation, as well as topographical features that can act as noise attenuators/screens between the source emitter and receptors.</p> <p>Mitigating measures, as proposed by the applicant in the application to further lessen the impact of noise pollution from the property, can be made a condition of planning approval should Council resolve to approve this application. These could include sound insulation of the kennel housing facility walls and ceiling and limiting the number of dogs to 8.</p> <p>In the Planner's opinion this objection reaches beyond the parameters of the planning application.</p> <p>All structures related to the proposed establishment will need to comply with the Building Code of Australia.</p>
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Conclusion

It will be recommended that, given the deliberations above, the application be approved with appropriate conditions being imposed to address any relevant or anticipated concerns.

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

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council resolve:

1. By absolute majority that the proposed use is consistent with the planning objectives and purpose of the Farming zone.
2. To grant planning approval for the establishment of Kennels at 551 (Lot 85) Butchers Road, Dale, subject to the following conditions and advice notes:

Conditions:

1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.
2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.
3. Prior to continuation of the use, the walls and ceiling of the kennel boarding structure shall be insulated to attenuate noise, to the satisfaction of the Shire's Environmental Health Officer.
4. The kennels and yards, feeding and drinking vessels are to be maintained in a clean condition and be cleaned and disinfected on a regular basis.

5. A person in charge of the dogs must either reside on the kennel establishment premises or within such reasonable close proximity as to enable effective control over the dogs.
6. Every part of the kennel establishment must be maintained in a hygienic and clean condition, free from odour, flies, ticks and vermin.
7. Appropriately located fire extinguishers shall be installed at the facility.
8. A sufficient supply of potable water shall be made available for use by the kennel, to the satisfaction of the Shire's Environmental Health Officer.
9. As the Water Corporation reticulated sewer is not available the premises are to be connected to an approved wastewater system, specifically for the kennel facility, which complies with the requirements of the Treatment of Sewerage and Disposal of Effluent and Liquid Waste Regulations (refer to advice note 3).
10. All refuse, faeces and food wastes are to be disposed of in a manner that is in compliance with the relevant legislation, to the satisfaction of the Shire's Environmental Health Officer.
11. The total number and breed of dog shall be limited to 8 Greyhounds.

Advice Notes:

1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
2. The applicant is advised a building permit is required prior to commencement of any building works.
3. With regard to condition 9, an application is to be submitted to the Council's Environmental Health Section in conjunction with the Building Permit application.
4. The applicant is advised to apply through the Shire Ranger for a Kennel License in terms of the relevant legislation.
5. The applicant is advised that where in the opinion of Council the kennel facility is causing adverse environmental, health or amenity impacts, the Council may by written notice (giving clear reasons) require the owner of the land to:
 - (a) take action to temporarily or permanently reduce the number of dogs kept at the property; or
 - (b) remove all dogs from the property either temporarily or permanently; or
 - (c) rectify the adverse impacts of the kennel facility.

COUNCIL RESOLUTION

M4/1015

Moved Cr Brown

Seconded Cr Gogol

That Council resolve:

- 1. By absolute majority that the proposed use is consistent with the planning objectives and purpose of the Farming zone.**
- 2. To grant planning approval for the establishment of Kennels at 551 (Lot 85) Butchers Road, Dale, subject to the following conditions and advice notes:**

Conditions:

- 1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.**
- 2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.**
- 3. Prior to continuation of the use, the walls and ceiling of the kennel boarding structure shall be insulated to attenuate noise, to the satisfaction of the Shire's Environmental Health Officer.**
- 4. The kennels and yards, feeding and drinking vessels are to be maintained in a clean condition and be cleaned and disinfected on a regular basis.**
- 5. A person in charge of the dogs must either reside on the kennel establishment premises or within such reasonable close proximity as to enable effective control over the dogs.**
- 6. Every part of the kennel establishment must be maintained in a hygienic and clean condition, free from odour, flies, ticks and vermin.**
- 7. Appropriately located fire extinguishers shall be installed at the facility.**
- 8. A sufficient supply of potable water shall be made available for use by the kennel, to the satisfaction of the Shire's Environmental Health Officer.**
- 9. As the Water Corporation reticulated sewer is not available the premises are to be connected to an approved wastewater system, specifically for the kennel facility, which complies with the requirements of the Treatment of Sewerage and Disposal of Effluent and Liquid Waste Regulations (refer to advice note 3).**
- 10. All refuse, faeces and food wastes are to be disposed of in a manner that is in compliance with the relevant legislation, to the satisfaction of the Shire's Environmental Health Officer.**

11. The total number and breed of dog shall be limited to 8 Greyhounds.

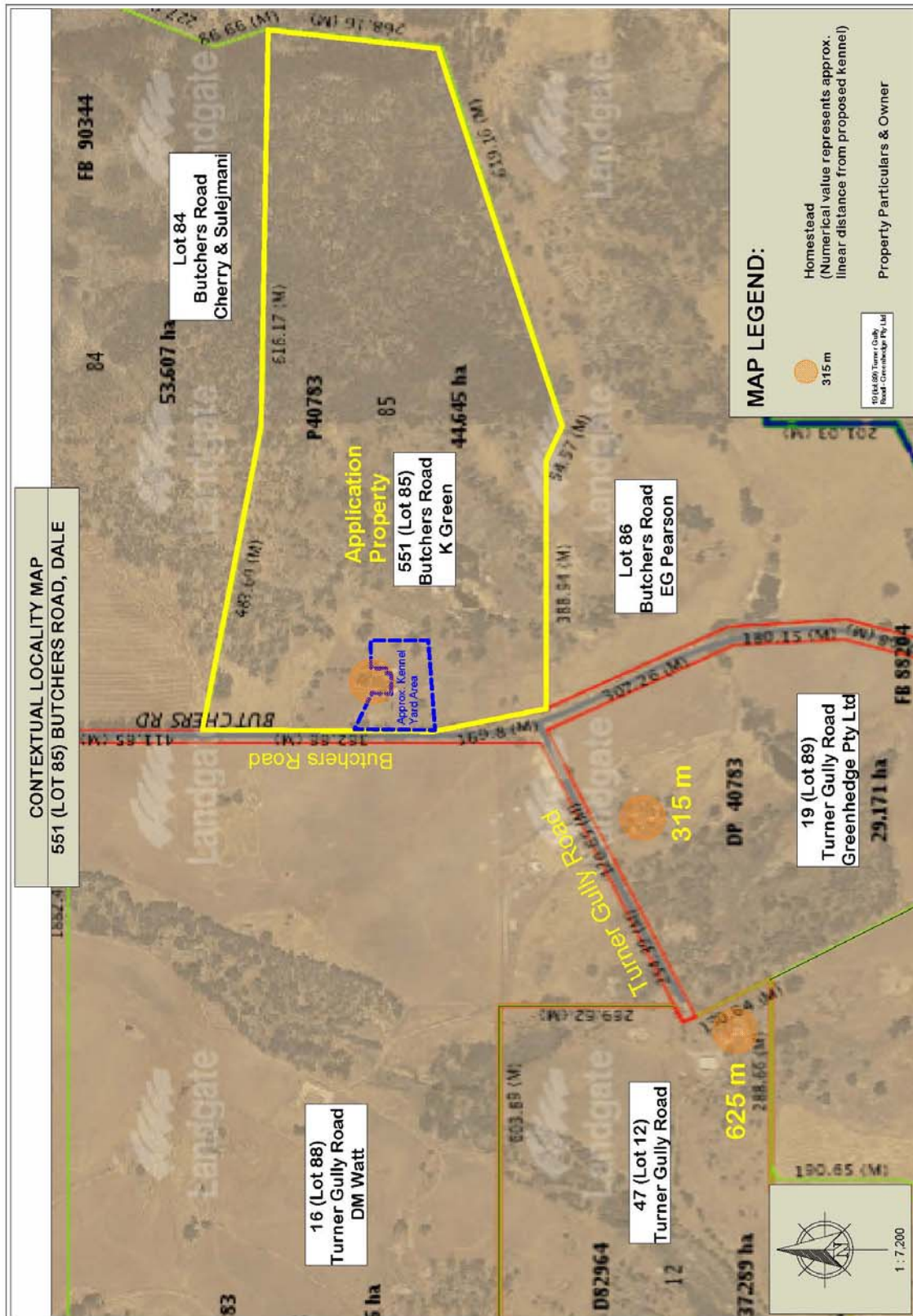
Advice Notes:

- 1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**
- 2. The applicant is advised a building permit is required prior to commencement of any building works.**
- 3. With regard to condition 9, an application is to be submitted to the Council's Environmental Health Section in conjunction with the Building Permit application.**
- 4. The applicant is advised to apply through the Shire Ranger for a Kennel License in terms of the relevant legislation.**
- 5. The applicant is advised that where in the opinion of Council the kennel facility is causing adverse environmental, health or amenity impacts, the Council may by written notice (giving clear reasons) require the owner of the land to:
(a) take action to temporarily or permanently reduce the number of dogs kept at the property; or
(b) remove all dogs from the property either temporarily or permanently;
or
(c) rectify the adverse impacts of the kennel facility.**

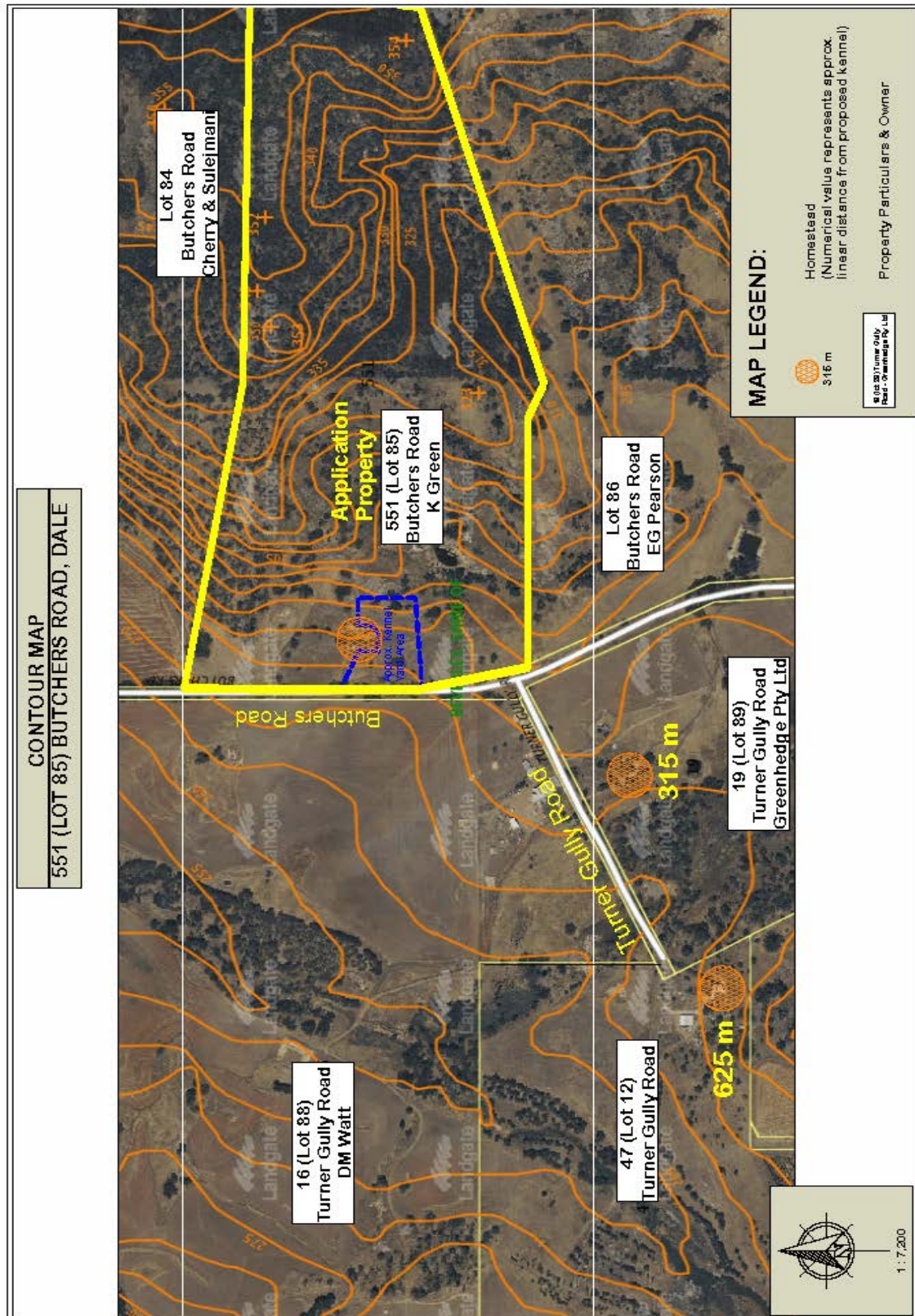
CARRIED BY ABSOLUTE MAJORITY 8/0

2:25pm – Mr Karl Green and Ms Jaye Davis left the meeting and did not return.

Attachment 9.1



Attachment 9.1



Attachment 9.1

Dear Sir, Madam,

This is the daily procedure we carry out. Every morning between 7 am and 7.30 am we let the dogs out of their kennels into the let out yard the dogs are supervised while out.

The kennels are then thoroughly washed with disinfectant, and all water containers washed and refilled.

We then prepare the meals, these are weighed out to save on any waste.

After an hour we bring the dogs back into the kennels and feed them,

After they have eaten we collect the empty dishes and wash them in boiling water and disinfectant, they are then placed on a drying rack to dry all food preparing surfaces are washed and dried.

We then go into the let out yard and pick up all faeces and place it in a sealed container.

Between 4pm and 4.30 pm we let the dogs out into the let out yard again, for about an hour and a half the dogs are supervised while out

They are then brought back into the kennels and are given two biscuits, and if it is cold, we rug each dog and then lock them up for the night.

we follow the same procedure as the morning and collect any faeces and place it into the container.

we sprinkle lime over the faeces in the container to prevent any smells escaping.

The kennels are lined with insulation panels this helps to control the temperature and to also help with noise reduction.

The let out yard and kennels are sprayed with Malawash to control ticks and fleas, Fly zappers and traps are also in place.

The dogs are treated for worms fleas and ticks every month.

All dry dog food is kept in sealed containers, and all meat is kept in the refrigerator.

We shall also be installing a new septic system to comply with the departments requirements.

The property where the kennels are situated is our home were myself and my family live all year round

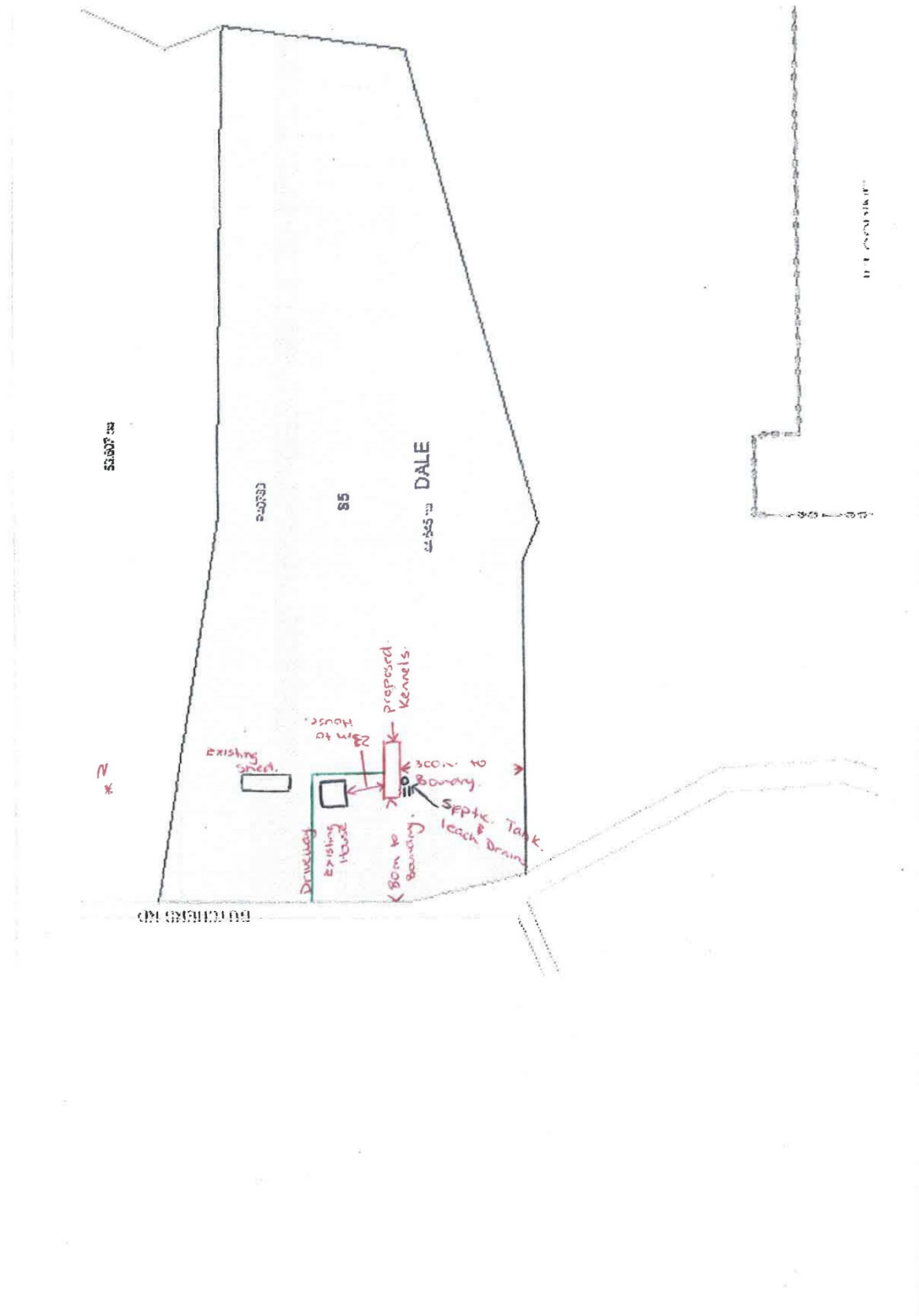
there will be up to 8 greyhounds in the kennels we are not using the kennels as a business so there will be no need for opening hours

The kennels are not for training we will be using them for spelling and the raising of our own greyhounds as we are hobby owner breeders

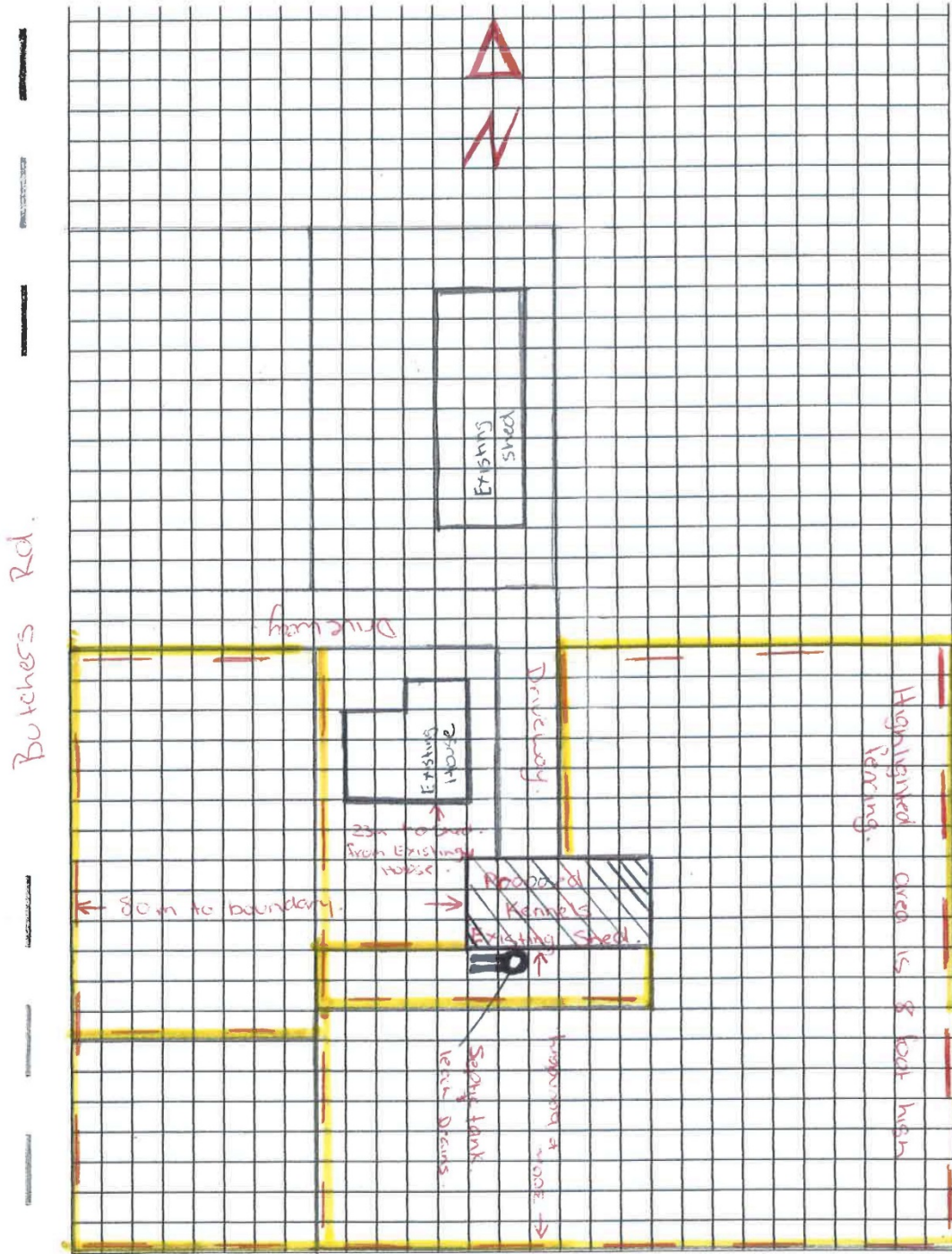
Hoping this will meet with your approval.

Thanking you yours faithfully.

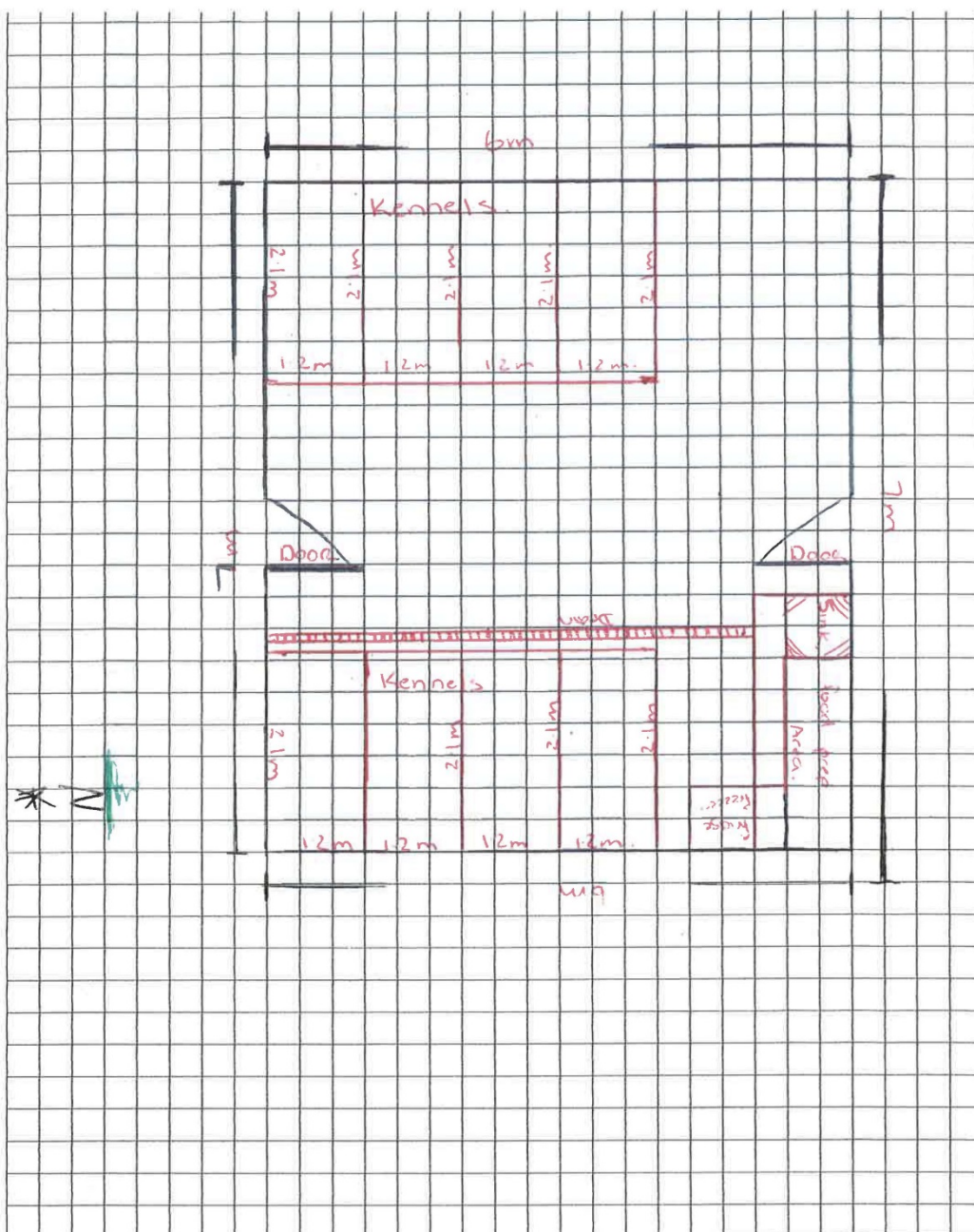
Attachment 9.1



Attachment 9.1



Attachment 9.1



9.2 Development Application – Outbuilding – Lot 50 Spavens Road

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 6 October 2015
APPLICANT: Mr John MacDonald
FILE REFERENCE: SPA 23
AUTHOR: B S de Beer, Shire Planner
ATTACHMENTS: Locality Map, Site Plan and Elevation Plans

SUMMARY

An application has been received to construct an 216m² Outbuilding, clad in Zinalume at Lot 50 Spavens Road, Beverley. It will be recommended the application be approved.

BACKGROUND

The subject site is located at Lot 50 Spavens Road, Beverley, is 8.13ha in extent and zoned '*Farming*'. It contains an existing dwelling.

In terms of the Shire's Outbuilding Policy, the maximum individual area of any outbuilding in the '*Farming*' Zone ('*Farming*' Zoned and between 1 – 10 hectares) shall be 150m², and the maximum total area of all outbuildings on the lot shall not exceed 200m². The proposed outbuilding is to be 216m² in extent (please refer to site plan), and constructed of Zinalume. The wall and roof height is also proposed to be higher than permitted in the Outbuilding Policy (3m maximum wall height and 4m maximum roof height permitted – 4.6m wall height and approximate 5m roof height requested).

COMMENT

When considering the proposed increased size of the development proposal beyond the parameters as set by the Outbuilding Policy, Shire Planner is of the opinion that the following aspects of the development should be taken into consideration:

- a) The specific siting of the Outbuilding on the property;
- b) The general character of the immediate area;
- c) The size of the subject property.

It is the opinion that the proposed siting of the Outbuilding at the subject property is such that it will not have any negative impact on the amenity of the surrounding area. It is considered that the proposed development will be in pace with the character of the area.

Given the above site specific considerations and the substantial size of the property it is not anticipated that the granting of Planning Approval for this application will create an undesirable precedent.

CONSULTATION

No consultation was deemed required.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to grant planning approval for an Outbuilding at Lot 50 Spavens Road, Beverley, subject to the following conditions and advice notes:

Conditions:

1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.
2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
3. The outbuilding shall not be used for human habitation, commercial or industrial purposes.

Advice Notes:

1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
2. The applicant is advised a building permit is required prior to commencement of any building works.
3. If the Outbuilding is to be used for the collection of rainwater for human consumption, all cladding and other material associated with water collection shall comply with Australian Standard 4020 (Products for use in contact with drinking water).

COUNCIL RESOLUTION

M5/1015

Moved Cr Alexander

Seconded Cr Murray

That Council resolve to grant planning approval for an Outbuilding at Lot 50 Spavens Road, Beverley, subject to the following conditions and advice notes:

Conditions:

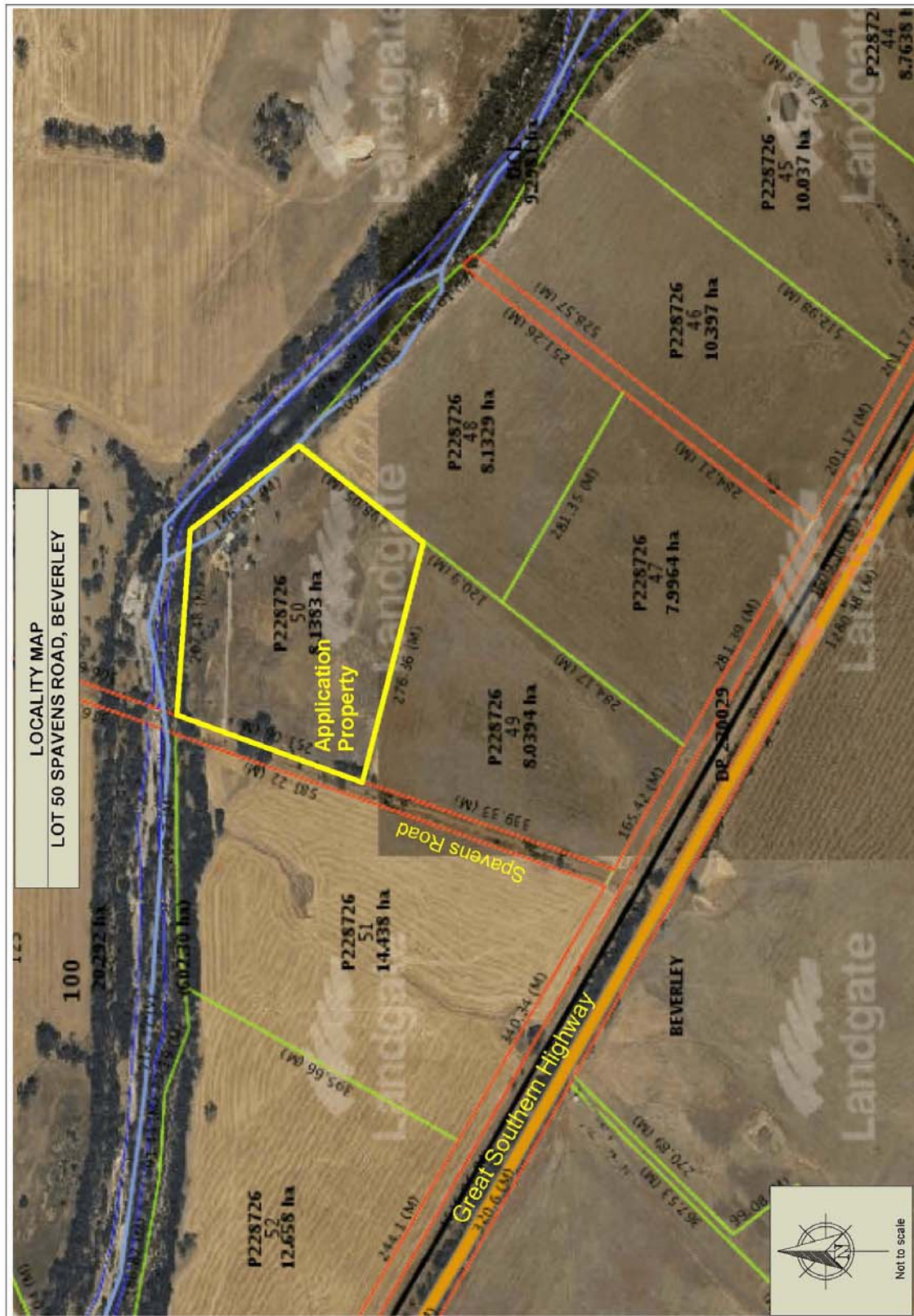
- 1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.**
- 2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.**
- 3. The outbuilding shall not be used for human habitation, commercial or industrial purposes.**

Advice Notes:

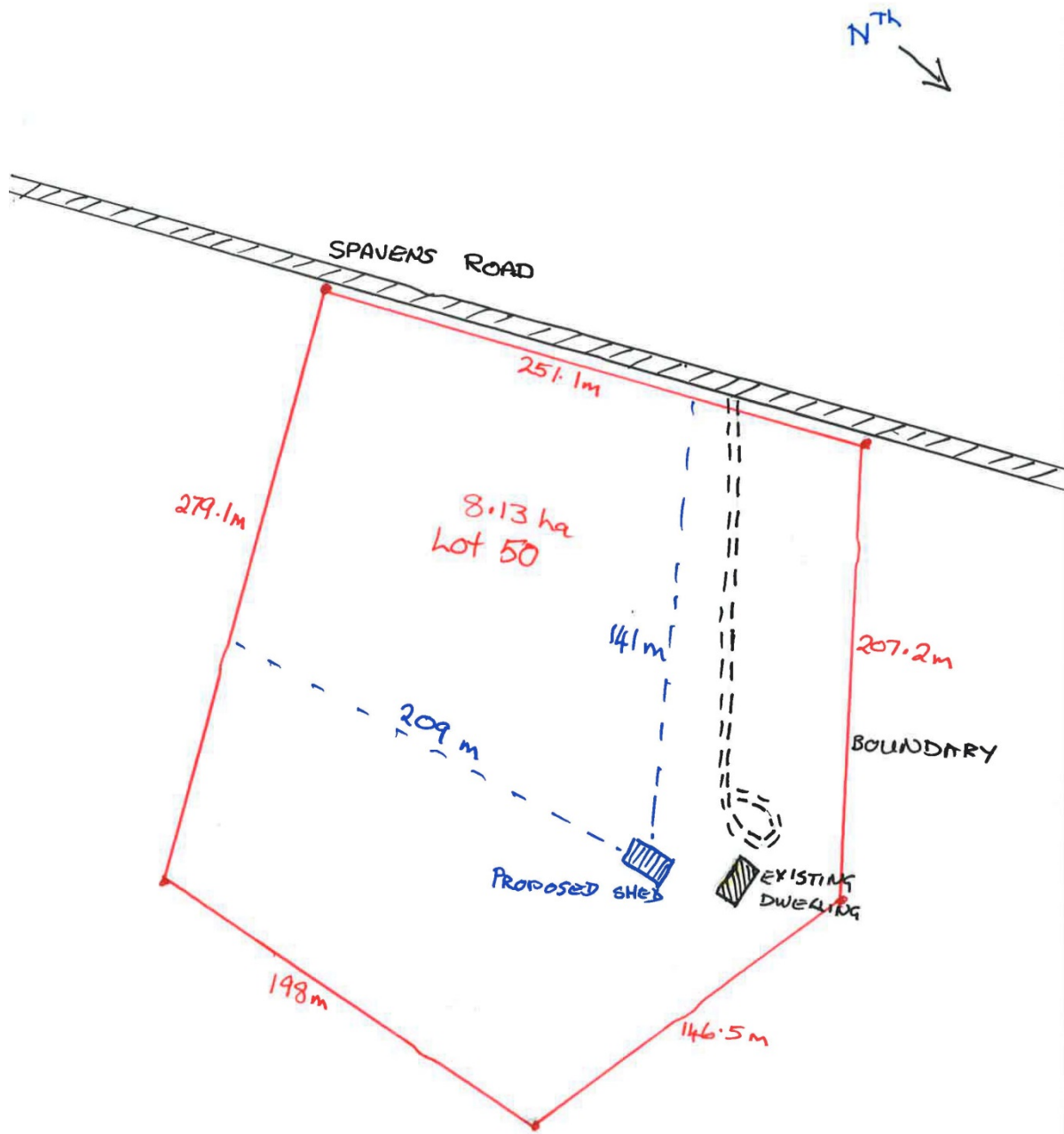
- 1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**
- 2. The applicant is advised a building permit is required prior to commencement of any building works.**
- 3. If the Outbuilding is to be used for the collection of rainwater for human consumption, all cladding and other material associated with water collection shall comply with Australian Standard 4020 (Products for use in contact with drinking water).**

CARRIED 8/0

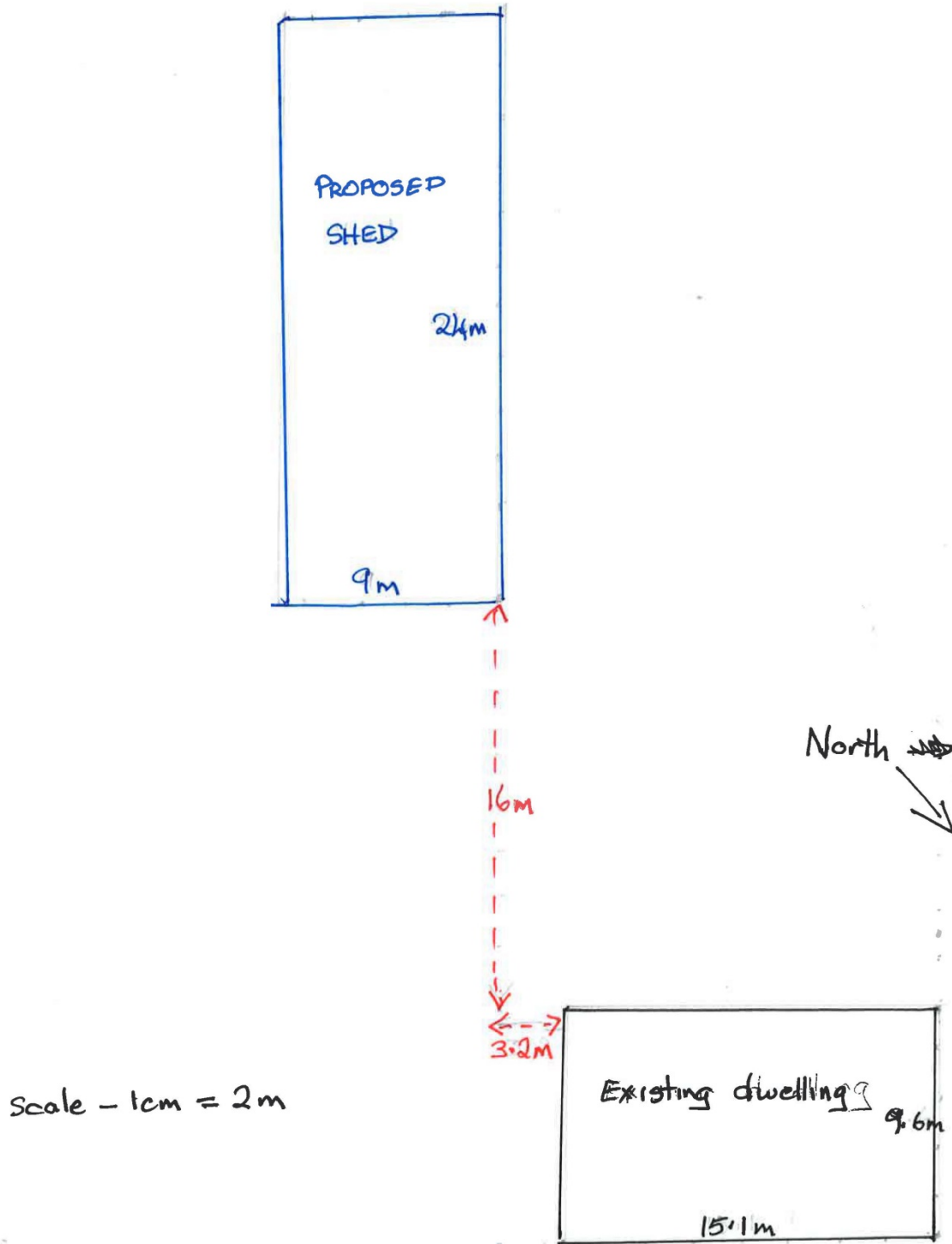
Attachment 9.2



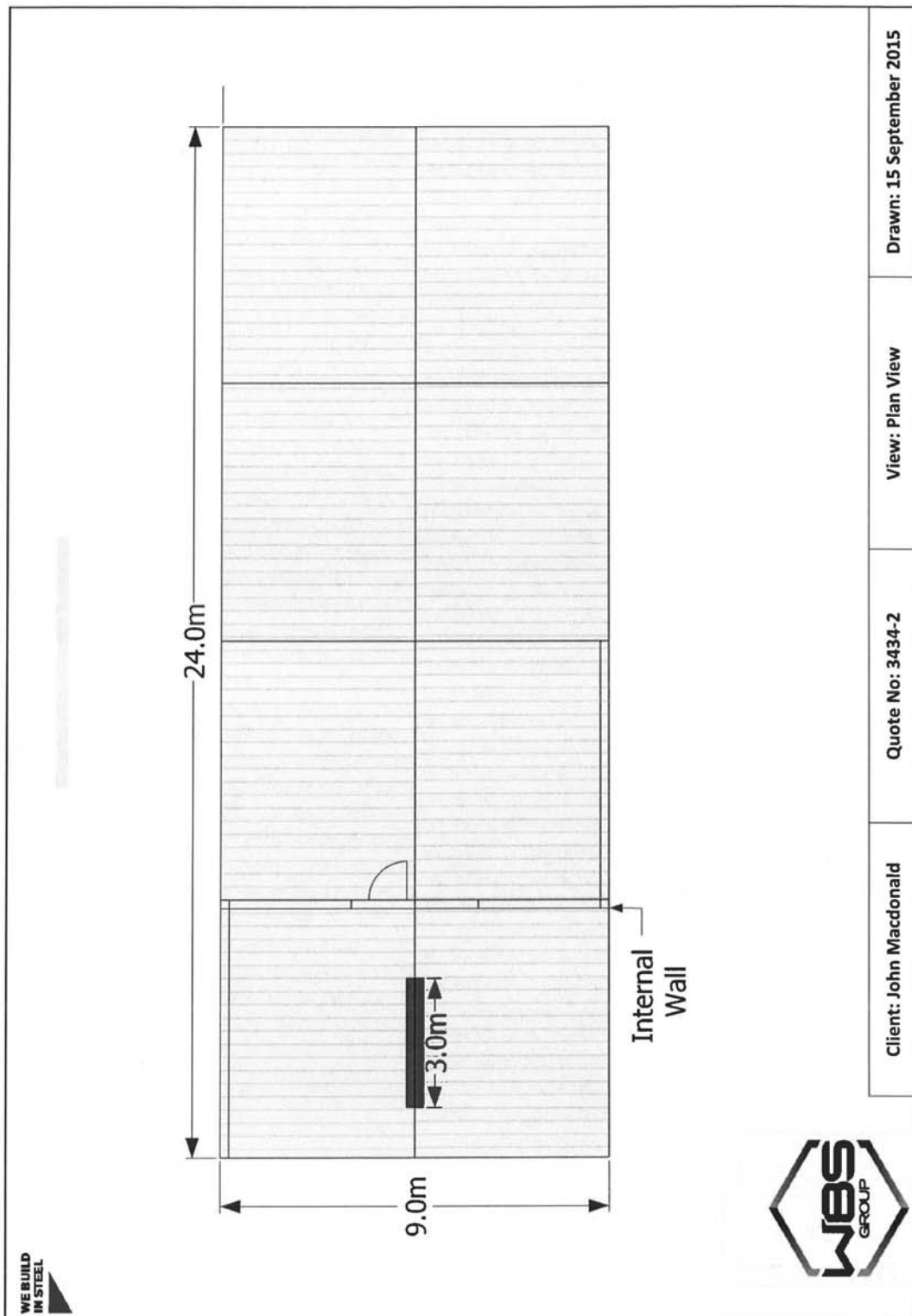
Attachment 9.2



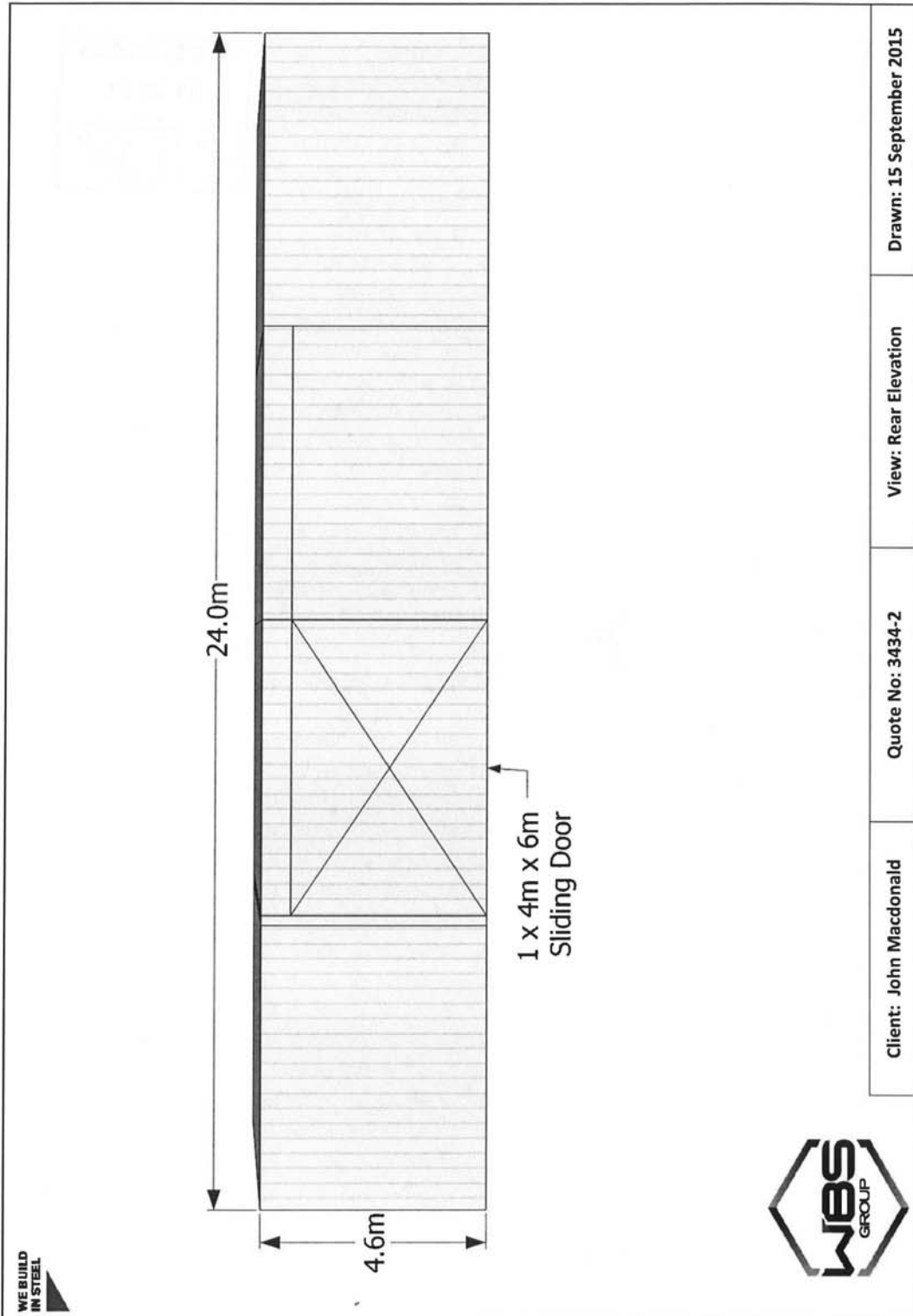
Attachment 9.2



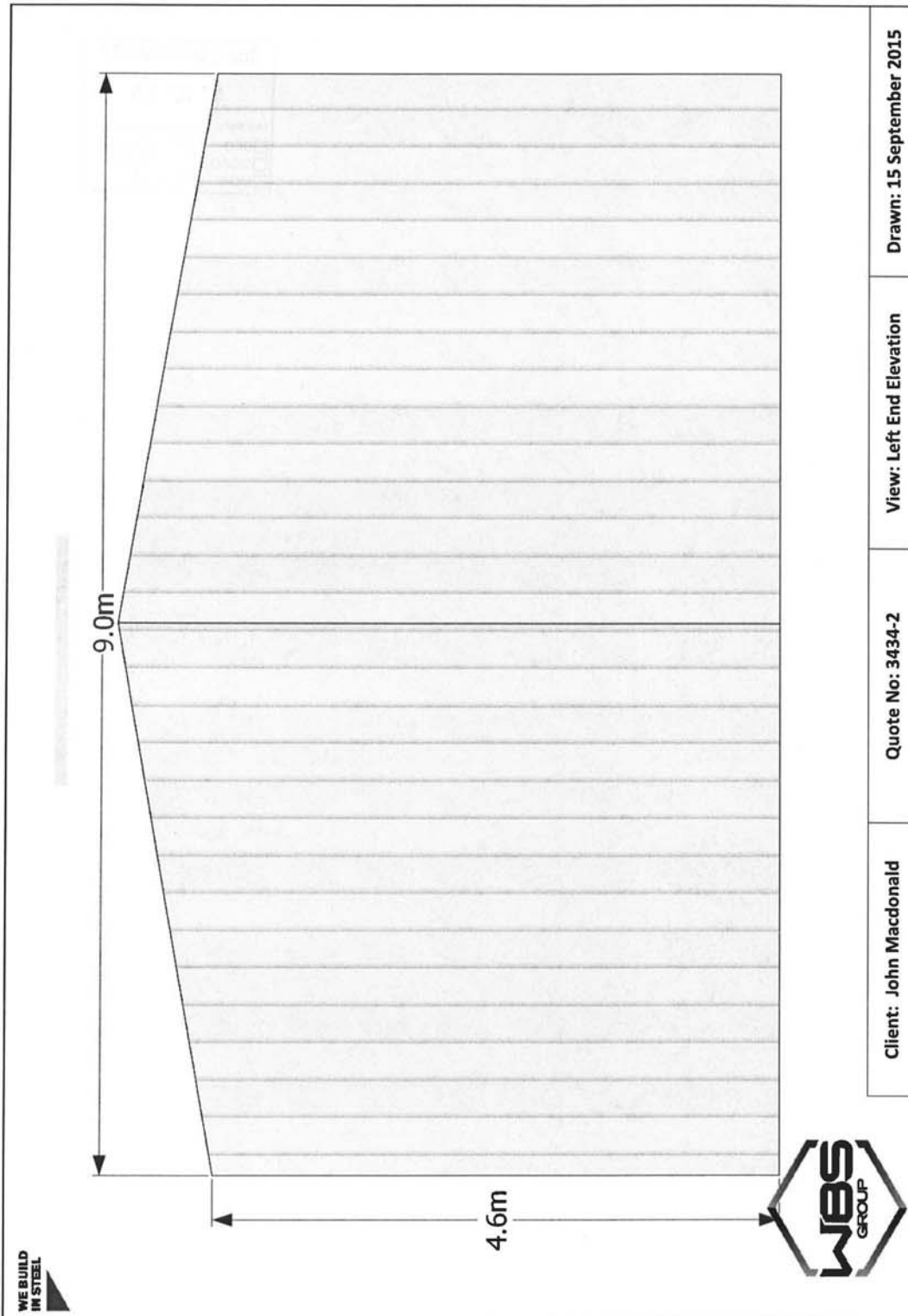
Attachment 9.2



Attachment 9.2



Attachment 9.2



2:26pm – Before any consideration of Item 9.3, the Chairperson announced Cr Murray had provided a written declaration of proximity. Cr Murray then left the meeting.

9.3 Development Application – Outbuilding (Garage) – 56 John Street

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 20 October 2015
APPLICANT: KM & JM Murray
FILE REFERENCE: JOH 847
AUTHOR: B S de Beer, Shire Planner
ATTACHMENTS: Locality Map, Site Plan and Elevation Sketches

SUMMARY

An application has been received to construct an 72m² Outbuilding (enclosed garage for storage of caravan), at 56 (Lots 1 & 2) John Street, Beverley. It will be recommended the application be approved.

BACKGROUND

The subject site is located at 56 (Lots 1 & 2) John Street, Beverley, is 918m² and 1,492m² in extent respectively and zoned Residential R 10/25. It contains an existing dwelling and outbuilding.

In terms of the Shire's Outbuilding Policy, the maximum wall height is 3m and roof height 4m, whereas the proposal is to have a wall height of 3.7m with a roof height of 4.78m (please refer to the attachments).

COMMENT

When considering the proposed increased size of the development proposal beyond the parameters as set by the Outbuilding Policy, Shire planner is of the opinion that the following aspects of the development should be taken into consideration:

- a) The specific siting of the Outbuilding on the property;
- b) The general character of the immediate area;
- c) The use of landscaping features to screen the development;
- d) The size of the subject property.

It is the opinion that the proposed siting of the Outbuilding at the subject property is such that it will not have any negative impact on the amenity of the surrounding area. The existing landscaping on neighbouring properties will effectively screen the development so as to mitigate any negative impact that the proposed development might have. It is considered that the proposed development will be in pace with the character of the area.

Given the above site specific considerations and the size of the property it is not anticipated that the granting of Planning Approval for this application will create an undesirable precedent.

The proposal complies with other aspects of the outbuilding policy.

CONSULTATION

No consultation was deemed required.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to grant planning approval for an Outbuilding (Garage) at 56 (Lots 1 & 2) John Street, Beverley, subject to the following conditions and advice notes:

Conditions:

1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.
2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
3. Cladding for the proposed development is to be Colorbond or similar approved material, in a colour which is in harmony with the area.
4. The outbuilding shall not be used for human habitation, commercial or industrial purposes.

Advice Notes:

1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
2. The applicant is advised a building permit is required prior to commencement of any building works.
3. The applicant is advised to consider amalgamating Lot 1 & Lot 2 into a single cadastral entity to address cross boundary building issues.

COUNCIL RESOLUTION

M6/1015

Moved Cr Buckland

Seconded Cr Brown

That Council resolve to grant planning approval for an Outbuilding (Garage) at 56 (Lots 1 & 2) John Street, Beverley, subject to the following conditions and advice notes:

Conditions:

- 1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.**
- 2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.**
- 3. Cladding for the proposed development is to be Colorbond or similar approved material, in a colour which is in harmony with the area.**
- 4. The outbuilding shall not be used for human habitation, commercial or industrial purposes.**

Advice Notes:

- 1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**
- 2. The applicant is advised a building permit is required prior to commencement of any building works.**
- 3. The applicant is advised to consider amalgamating Lot 1 & Lot 2 into a single cadastral entity to address cross boundary building issues.**

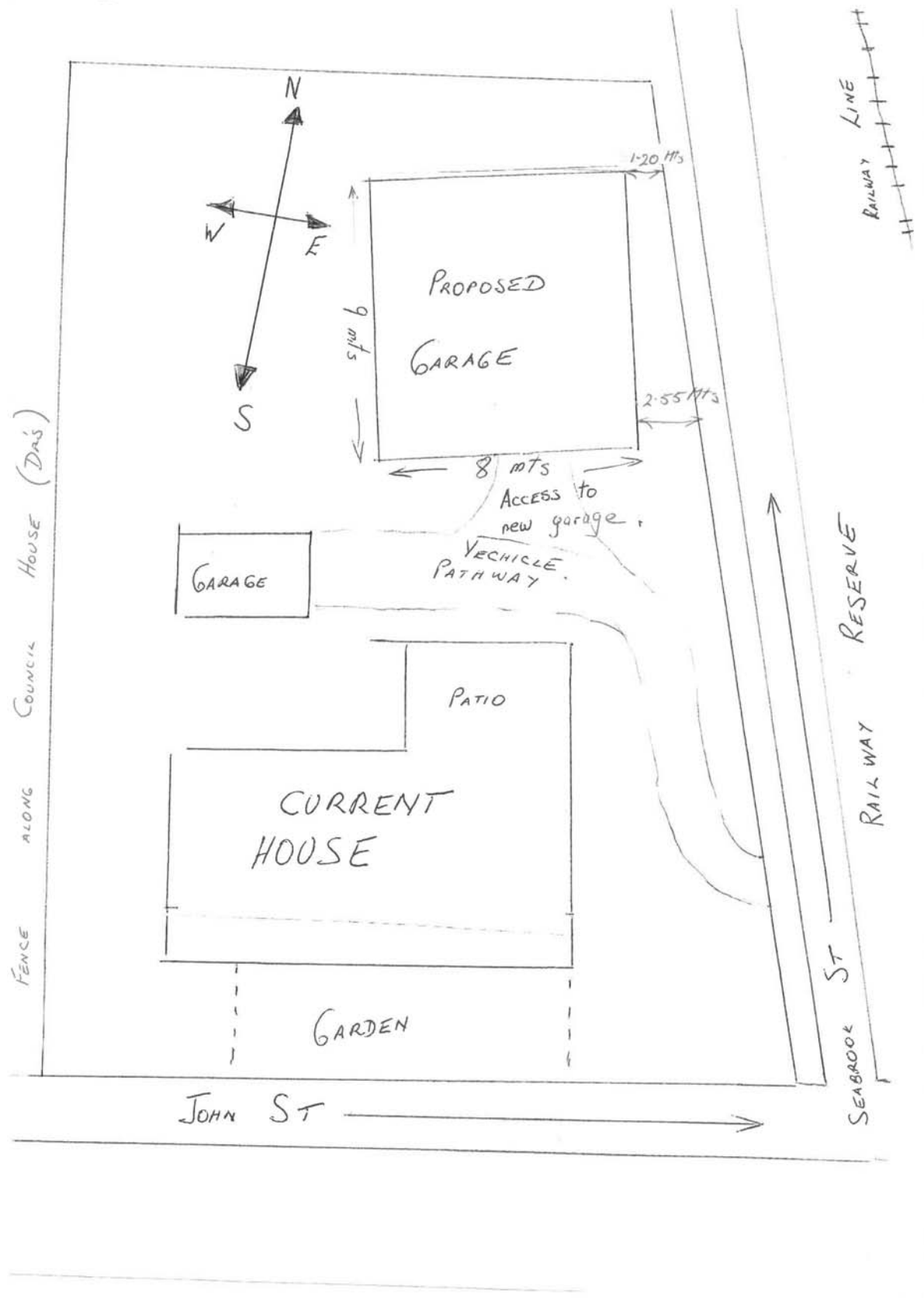
CARRIED 7/0

2:27pm – Cr Murray rejoined the meeting.

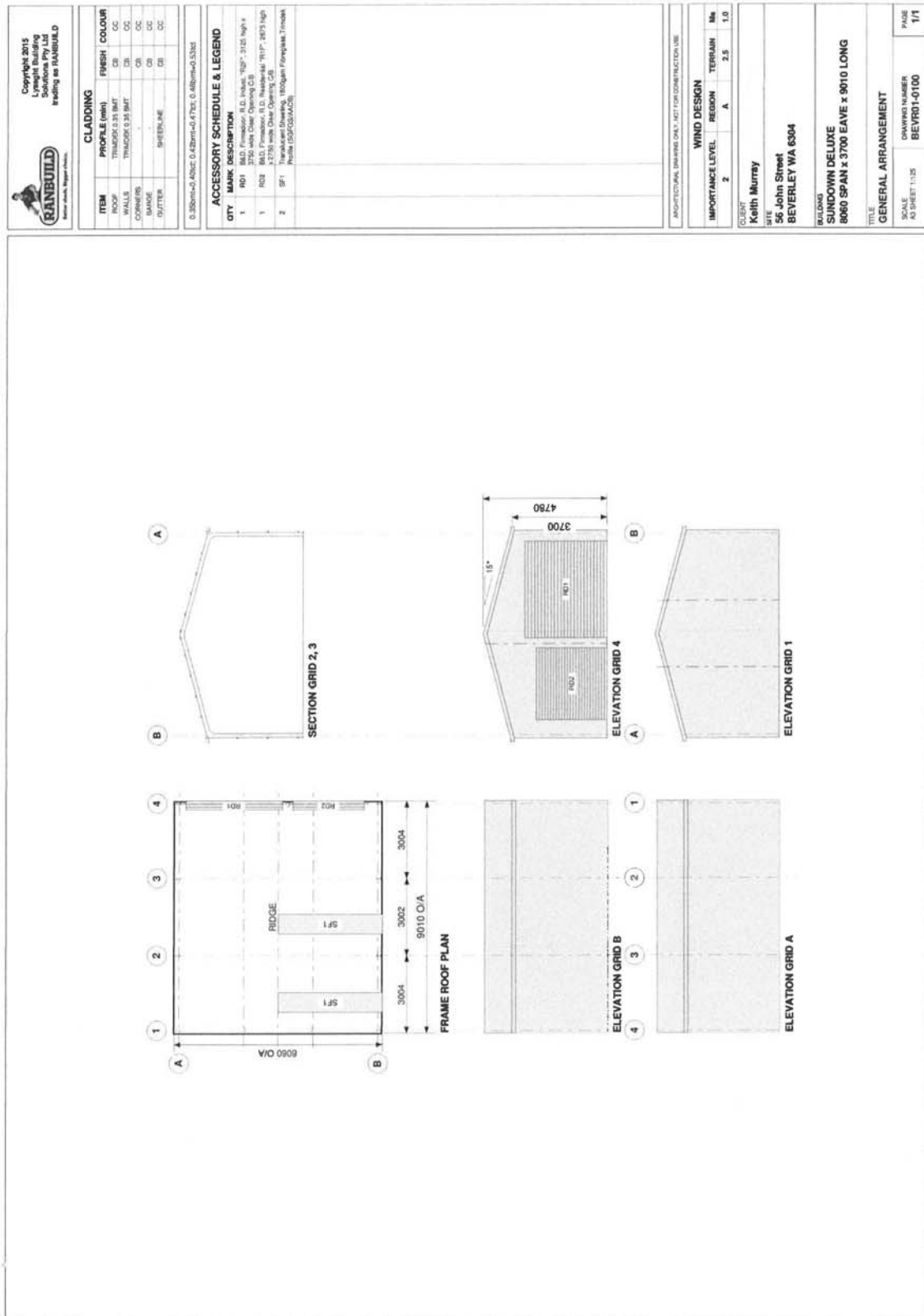
Attachment 9.3



Attachment 9.3



Attachment 9.3



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Sundown PV Ltd
Trading as RANBUILD

RANBUILD
Rural & Urban Roofing Systems

ITEM	PROFILE (mm)	FINISH	COLOUR
ROOF	TRUSSED 0.38 BMT	CB	CC
WALLS	TRUSSED 0.38 BMT	CB	CC
SKYLIGHT	TRUSSED 0.38 BMT	CB	CC
GUTTER	-	CB	CC
DUTTER	SHEDLINE	CB	CC

U:\309m\101415\101415.dwg 7/10/15 G:\48\m\101415.dwg

CITY	MARK	DESCRIPTION
1	R01	R.I.D. Insul. RIB* 3100 High
1	R02	2750 x 100 x 10mm Opening C.B.
1	R03	R.I.D. Premium R.I.D. Residential RIB* 3075 High
2	SF1	2700 x 1200 with Clear Opening C.B. Program 1000x500x10mm
		Profile 1000x500x10mm

IMPORTANCE LEVEL	REGION	TERRAIN	M
2	A	2.5	1.0

CLIENT
Keith Murray
55 John Street
BEVERLY WA 6304

REVISIONS
SUNDOWN DELUXE
8660 SPAN x 3700 EAVE x 9010 LONG

TITLE
GENERAL ARRANGEMENT

SCALE
AS SHOWN 1:15

DRAWING NUMBER
BEVR01-0100

PAGE
1/1

9.4 Development Application – Outbuilding (Shed) – 1 Seabrook Street

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 21 October 2015
APPLICANT: Stuart Fawell
FILE REFERENCE: SEA 1224
AUTHOR: B S de Beer, Shire Planner
ATTACHMENTS: Locality Map, Site Plan and Elevation Sketches

SUMMARY

An application has been received to construct an Outbuilding (Shed), to the extent of 19m² at 1 (Lot 31) Seabrook Street, Beverley. It will be recommended the application be approved.

BACKGROUND

The subject site is located at 1 (Lot 31) Seabrook Street, is 2,023 m² in extent and zoned Residential R 10/25. It contains an existing dwelling and outbuilding.

In terms of the Shire's Outbuilding Policy, the maximum total area of all outbuildings on the property in this zone is to be 75m², whereas the proposed construction of the new shed will result in a total area of outbuildings of approximately 85m² (please refer to the attachments).

COMMENT

When considering the proposed increased total area of the development proposal beyond the parameters as set by the Outbuilding Policy, Shire planner is of the opinion that the following aspects of the development should be taken into consideration:

- a) The specific siting of the Outbuilding on the property;
- b) The general character of the immediate area;
- c) The use of landscaping features to screen the development;
- d) The size of the subject property.

It is the opinion that the proposed siting of the Outbuilding at the subject property is such that it will not have any negative impact on the amenity of the surrounding area. The existing landscaping on the subject property as well as on neighbouring properties will effectively screen the development so as to mitigate any negative impact that the proposed development might have. It is considered that the proposed development will be in pace with the character of the area.

It is also considered a better planning outcome to have sufficient under-roof storage available on a property as opposed to storage of items outside which could potentially negatively affect the amenity of an area.

Given the above site specific considerations and the size of the property it is not anticipated that the granting of Planning Approval for this application will create an undesirable precedent.

The proposal complies with other aspects of the outbuilding policy.

CONSULTATION

No consultation was deemed required.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to grant planning approval for an Outbuilding (Shed) at 1 (Lot 31) Seabrook Street, Beverley, subject to the following conditions and advice notes:

Conditions:

1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.
2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
3. Cladding for the proposed development is to be Colorbond or similar approved material, in a colour which is in harmony with the area.
4. The outbuilding shall not be used for human habitation, commercial or industrial purposes.

Advice Notes:

1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
2. The applicant is advised a building permit is required prior to commencement of any building works.

COUNCIL RESOLUTION

M7/1015

Moved Cr Gogol

Seconded Cr Brown

That Council resolve to grant planning approval for an Outbuilding (Shed) at 1 (Lot 31) Seabrook Street, Beverley, subject to the following conditions and advice notes:

Conditions:

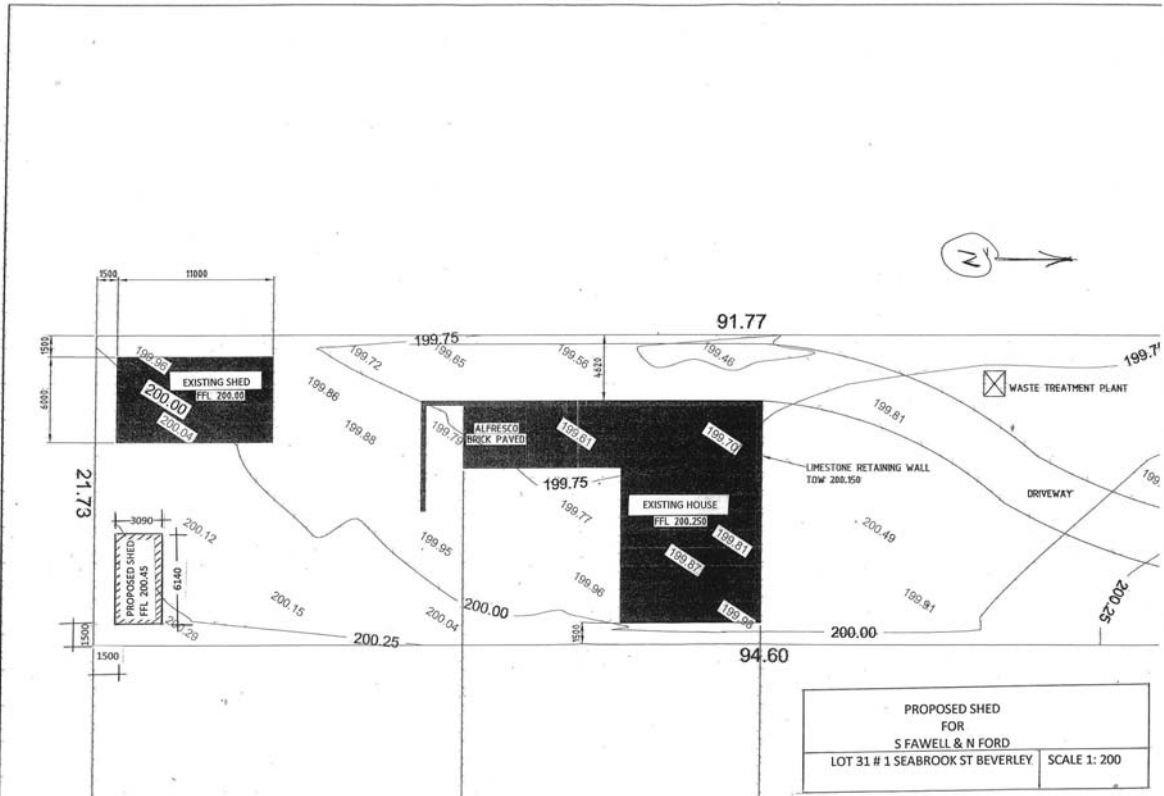
- 1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.**
- 2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.**
- 3. Cladding for the proposed development is to be Colorbond or similar approved material, in a colour which is in harmony with the area.**
- 4. The outbuilding shall not be used for human habitation, commercial or industrial purposes.**

Advice Notes:

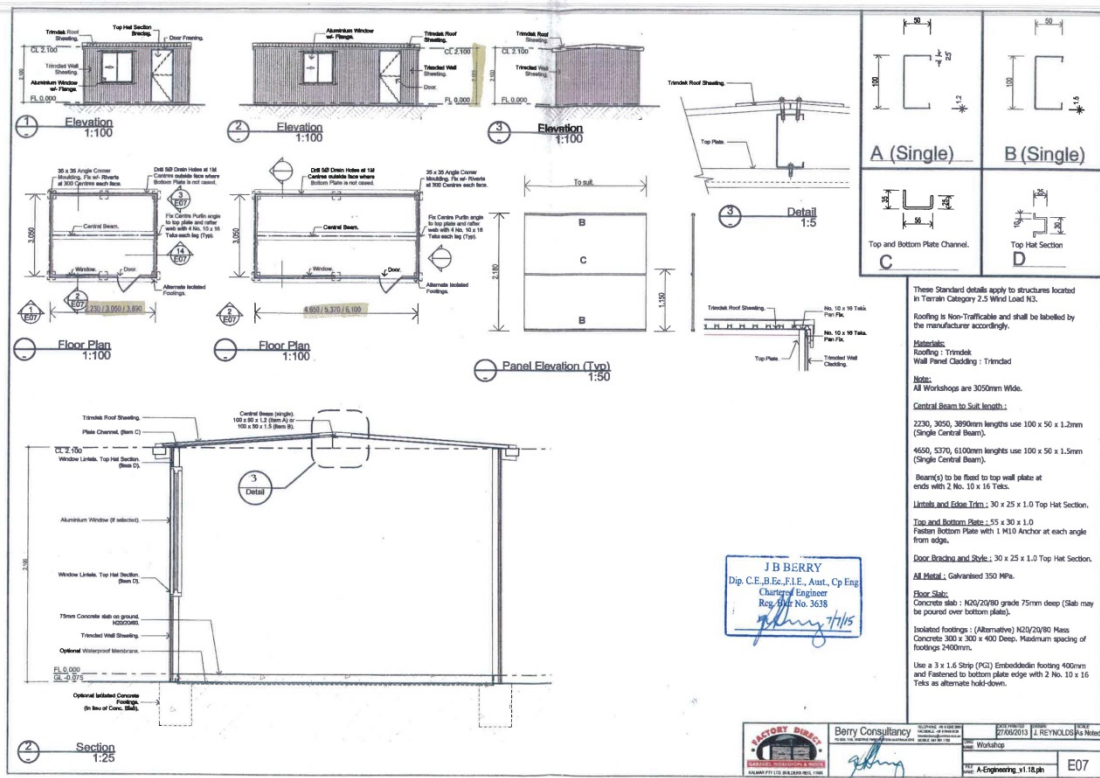
- 1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**
- 2. The applicant is advised a building permit is required prior to commencement of any building works.**

CARRIED 8/0

Attachment 9.4



Attachment 9.4



9.5 Development Application – Outbuilding (Workshop) 81 Forrest Street

SUBMISSION TO: Ordinary Council 27 October 2015
REPORT DATE: 21 October 2015
APPLICANT: Valerie Ann Flick
FILE REFERENCE: FOR 070
AUTHOR: B S de Beer, Shire Planner
ATTACHMENTS: Locality Map, Site Plan, Elevation and Isometric Sketches

SUMMARY

An application has been received to construct a 110m² Outbuilding (Workshop & Storage), at 81 (Lot 22) Forrest Street, Beverley. It will be recommended the application be approved.

BACKGROUND

The subject site is located at 81 (Lot 22) Forrest Street, Beverley, is 1,927m² in extent and zoned Residential R 10/25. A single dwelling is in the process of being constructed.

In terms of the Shire's Outbuilding Policy, the maximum individual area of any outbuilding on a property in this zone is to be 75m², whereas the proposed Outbuilding will have an area of approx. 110m² and a roof height at the apex of 4.7m (the Outbuilding Policy prescribes a maximum roof height of 4m - please refer to the attachments).

COMMENT

When considering the proposed increased total area, and roof height, of the development proposal beyond the parameters as set by the Outbuilding Policy, Shire planner is of the opinion that the following aspects of the development should be taken into consideration:

- a) The specific siting of the Outbuilding on the property;
- b) The general character of the immediate area;
- c) The use of landscaping features to screen the development;
- d) The size of the subject property.

It is the opinion that the proposed siting of the Outbuilding at the subject property is such that it will not have any negative impact on the amenity of the surrounding area. The existing landscaping on neighbouring properties will effectively screen the development so as to mitigate any negative impact that the proposed development might have. It is considered that the proposed development will be in pace with the character of the area.

It is also considered a better planning outcome to have sufficient under-roof storage available on a property as opposed to storage of items outside which could potentially negatively affect the amenity of an area.

Given the above site specific considerations and the size of the property it is not anticipated that the granting of Planning Approval for this application will create an undesirable precedent.

The proposal complies with other aspects of the outbuilding policy.

CONSULTATION

No consultation was deemed required.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to grant planning approval for an Outbuilding (Workshop & Storage) at 81 (Lot 22) Forrest Street, Beverley, subject to the following conditions and advice notes:

Conditions:

1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.
2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
3. Cladding for the roof of the proposed development is to be Colorbond or similar approved material, in a colour which is in harmony with the area.
4. The outbuilding shall not be used for human habitation, commercial or industrial purposes.

Advice Notes:

1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
2. The applicant is advised a building permit is required prior to commencement of any building works.

COUNCIL RESOLUTION

M8/1015

Moved Cr Gogol

Seconded Cr Buckland

That Council resolve to grant planning approval for an Outbuilding (Workshop & Storage) at 81 (Lot 22) Forrest Street, Beverley, subject to the following conditions and advice notes:

Conditions:

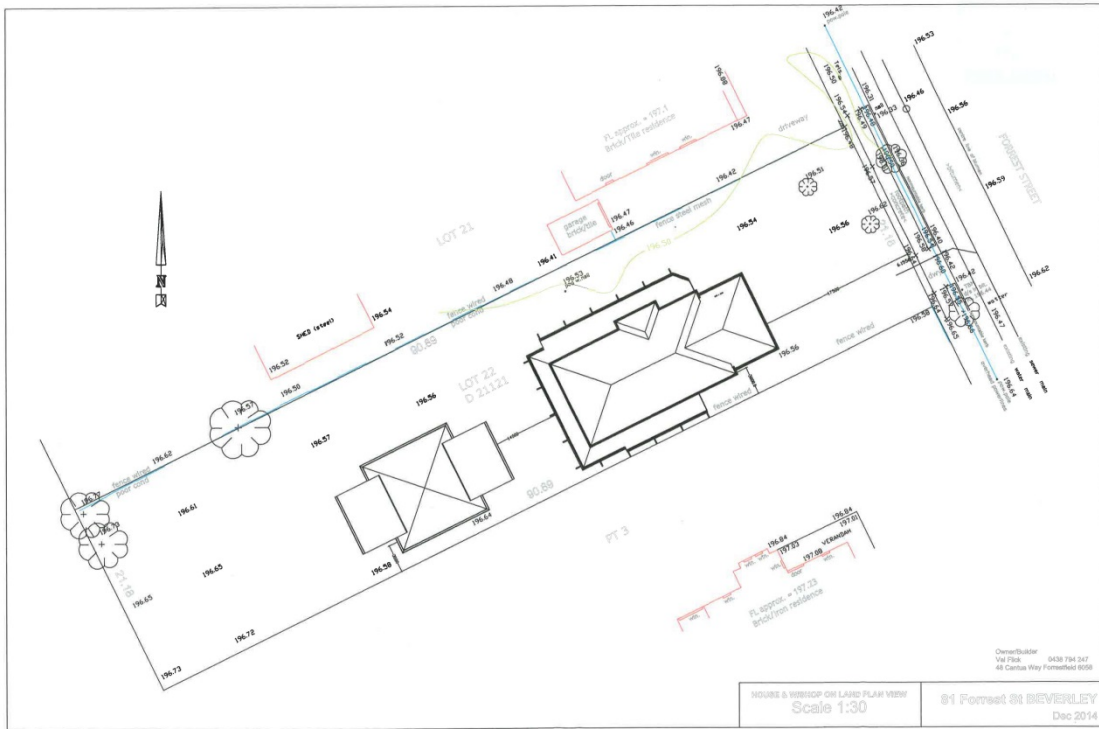
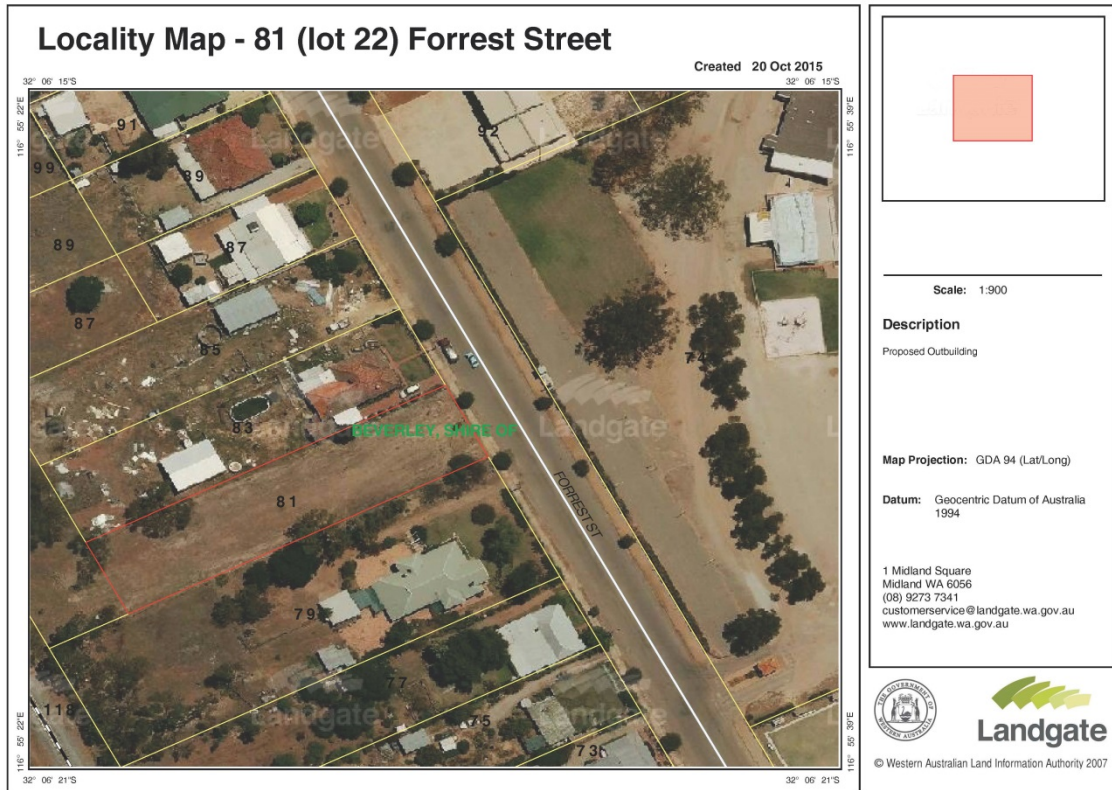
- 1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.**
- 2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.**
- 3. Cladding for the roof of the proposed development is to be Colorbond or similar approved material, in a colour which is in harmony with the area.**
- 4. The outbuilding shall not be used for human habitation, commercial or industrial purposes.**

Advice Notes:

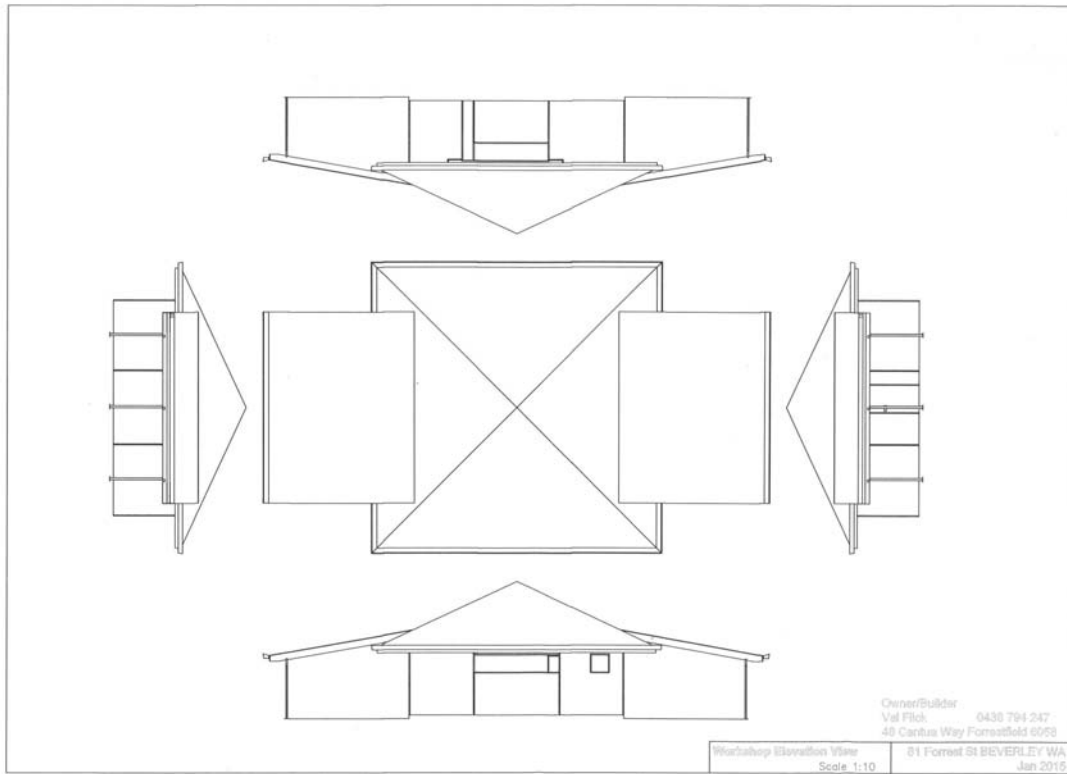
- 1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**
- 2. The applicant is advised a building permit is required prior to commencement of any building works.**

CARRIED 8/0

Attachment 9.5



Attachment 9.5



Attachment 9.5

Val & Richard Flick
48 Cantua Way
FORRESTFIELD WA 6058

Mr Stefan de Beer
Shire Planner
Shire of Beverley
136 Vincent Street
BEVERLEY WA 6304

Dear Stefan

Shed/Workshop – 81 Forrest Street Beverley

With reference to our telephone conversation today, I confirm the following.

The description "Shed/Workshop" we define as an enclosed space for the purpose of hobby woodwork, welding and storage. This enclosed space will garage our E2000 Mazda Van, Tools and Gardening implements. It will be used to construct and house the cabinets, timber frames, doors and windows for the house. A toilet will be located in the south eastern corner of the shed/workshop.

Dimensions of the main slab are 7600 x 7600mm. The walls are of rammed earth and are 300mm thick. The internal floor measurement is 7000 x 7000mm. Slab area is 57.76m² (interior 49m²).

An open sided lean-to 6000 x 4400mm in floor area is located on the eastern side of the main shed and another of the same dimensions on the western side. The eastern side lean-to will be used for gardening activities and a protected area for delicate pot plants. The lean-to on the western side will house our trailer and tractor. In addition, this lean-to will screen the western side of the main shed during the hotter months of summer. Having dedicated places for activities and equipment brings order and structure rather than a dumping ground on a large block. Each lean-to has a floor area of 26.4m².

The combined total floor/slab areas is 110.56m²

The height from the slab floor to the apex of the roof is 4700mm. The wall height is 2700mm. The slope of the roof is 25° whilst the lean-to slope is 10°. The roof area will be an ideal source to harvest rain water in the future. The sand pad is 500mm above natural ground level which places the finished floor 600mm above natural ground. All the above specification (materials and dimensions) are the same as for the house. The aim is to have both the house and shed/workshop blend together.

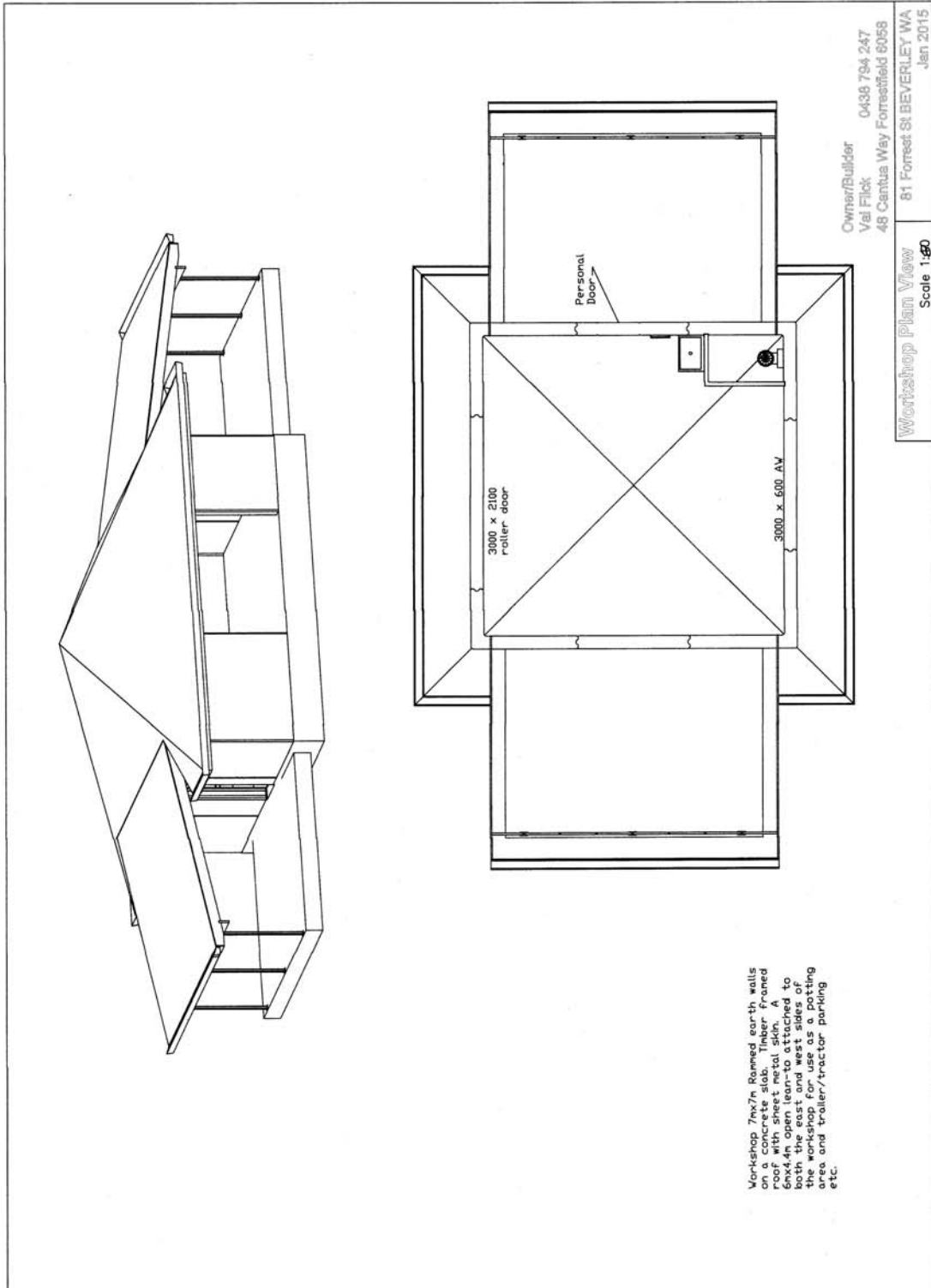
The house is positioned 17.5m from the front boundary. This was done to ensure our southern neighbour does not have their views down the street hindered. This meant the shed workshop was positioned well down the block lining up more so to our northern neighbours shed. We feel the compromise works well.

I have enclosed two drawings. An isometric of the shed/workshop has been added to the plan view showing the open lean-to structures. The second drawing shows the house and shed/workshop positioned together as they will appear on the block. Landscaping ground levels have not been drawn in.

A receipt copy for the planning fee is also attached. I trust the above answers all we discussed.
Kind regards


Richard Flick

Attachment 9.5



9.6 Request for Delegations: Planning and Development (LPS) Regulations

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 21 October 2015
APPLICANT: Shire Planner and Chief Executive Officer
FILE REFERENCE: ADM 0332
AUTHOR: B S de Beer, Shire Planner
ATTACHMENTS: Extract of Planning & Development Regulations 2015

SUMMARY

Council is requested to resolve to delegate to the Chief Executive Officer and the Shire Planner the exercise of Council's powers and discharge of its duties under *Shire of Beverley Town Planning Scheme No. 2 (TPS 2)* in pursuance of Clause 79(1) & 79(2) of Schedule 2, Part 10, Division 1 (*Powers of local government*), and Clause 82(1) and Clause 83(1) of Schedule 2, Part 10, Division 2 (*Delegations*) of the recently gazetted *Planning and Development (Local Planning Schemes) Regulations 2015*. It will be recommended the request be approved.

BACKGROUND

Planning and Development (Local Planning Schemes) Regulations 2015

On 19 September 2013, the Minister for Planning launched '*Planning makes it happen: Phase two*'. This included the *Planning Reform Discussion Paper*, which detailed 12 statutory planning reform initiatives, and six governance and administrative reform initiatives.

Following a period of public consultation, the '*Planning makes it happen: Phase Two – Blueprint for Planning Reform*' document was released by the Minister in August 2014. The Blueprint incorporated a number of initiatives, including the preparation of new *Planning and Development (Local Planning Schemes) Regulations 2014*, to replace the existing *Model Scheme Text*.

In November 2014, the draft Regulations Discussion Paper was released for public comment, with submissions invited from 18 November 2014 to 30 January 2015. The Department of Planning has made a number of changes as a result of those submissions and on 25 August 2015 the final Regulations were Gazetted, which formally took effect on 19 October 2015.

It is important to note that the taking of effect of the new Regulations on 19 October 2015 effectively replaced the relevant Clauses in the Shire of Beverley Town Planning Scheme No 2 (TPS 2) with the new *Deemed Provisions for local planning schemes* of the new Regulations.

Division 1 & Division 2 of Schedule 2 (*Deemed Provisions for local planning schemes*), Part 10 (Enforcement and Administration), Clause 79, 81 up to and including Clause 84 of the new Regulations set out, amongst others, the provisions and requirements for *Entry and Inspection Powers* as well as *Delegations*. Please refer to attachment – extract from new Regulations.

COMMENT

The Shire's current Town Planning delegations were made under Clause 7.7 of TPS 2 and given that the *Deemed Provisions* of the new Regulations automatically replaced Part 7 of TPS 2, Council is now required to delegate to the CEO and the Shire Planner the exercise of Council's powers and discharge of Council's duties under TPS 2 in accordance with Clause 79(1), Clause 79(2) of Schedule 2, Part 10, Division 1, as well as Clause 82(1) and Clause 83(1) of Schedule 2, Part 10, Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* in order to avoid delegated officers from potentially issuing invalid determinations under the current instrument of delegation. The proposed modifications will not change the existing level of responsibility for officers or the means by which the delegation can be exercised.

CONSULTATION

No consultation done.

STATUTORY ENVIRONMENT

Planning and Development (Local Planning Schemes) Regulations 2015;
Local Government Act 1995.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this request.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this request.

POLICY IMPLICATIONS

There are no policy implications relative to this request.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council, pursuant to Clause 79(1) and Clause 79(2) of Division 1 (Powers of local government) of Schedule 2, Part 10, and Clause 82(1) and Clause 83(1) of Division 2 (Delegations) of Schedule 2, Part 10 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, delegate to the Chief Executive Officer and the Shire Planner respectively the exercise of Council's powers and the discharge of the Shire of Beverley's duties under the *Shire of Beverley Town Planning Scheme No 2 (and its successors)*.

COUNCIL RESOLUTION

M9/1015

Moved Cr Brown

Seconded Cr Gogol

That Council, pursuant to Clause 79(1) and Clause 79(2) of Division 1 (Powers of local government) of Schedule 2, Part 10, and Clause 82(1) and Clause 83(1) of Division 2 (Delegations) of Schedule 2, Part 10 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, delegate to the Chief Executive Officer and the Shire Planner respectively the exercise of Council's powers and the discharge of the Shire of Beverley's duties under the *Shire of Beverley Town Planning Scheme No 2 (and its successors)*.

CARRIED BY ABSOLUTE MAJORITY 8/0

2:45pm – Mr Stefan de Beer, left the meeting and did not return.

Attachment 9.6

Planning and Development (Local Planning Schemes) Regulations 2015

Deemed provisions for local planning schemes **Schedule 2**

Enforcement and administration **Part 10**

cl. 78

- (b) may be made during or after the period within which the development approved must be substantially commenced.
- (3) Despite subclause (2), the local government may waive or vary a requirement in Part 8 or this Part in respect of an application if the local government is satisfied that the application relates to a minor amendment to the development approval.
- (4) The local government may determine an application made under subclause (1) by —
 - (a) approving the application without conditions; or
 - (b) approving the application with conditions; or
 - (c) refusing the application.

Part 10 — Enforcement and administration

Division 1 — Powers of local government

78. Powers of local government

- (1) For the purposes of implementing this Scheme the local government may —
 - (a) enter into an agreement in respect of a matter relating to this Scheme with any owner, occupier or other person having an interest in land affected by this Scheme; and
 - (b) deal with or dispose of any land in the Scheme area which it has acquired in accordance with the *Planning and Development Act 2005* Part 11 Division 4.
- (2) The local government may only deal with or dispose of land acquired by the local government for the purpose of a local reserve for a use of the land that is compatible with the purpose for which it is reserved.

79. Entry and inspection powers

- (1) The local government CEO may, by instrument in writing, designate an officer of the local government as an authorised officer for the purposes of this clause.

Attachment 9.6

Planning and Development (Local Planning Schemes) Regulations 2015

Schedule 2 Deemed provisions for local planning schemes

Part 10 Enforcement and administration

cl. 80

- (2) An authorised officer may, for the purpose of monitoring whether the local planning scheme is being complied with, at any reasonable time and with any assistance reasonably required —
- (a) enter any building or land in the Scheme area; and
 - (b) inspect the building or land and any thing in or on the building or land.

80. Repair of existing advertisements

- (1) The local government may require the owner of an advertisement located in the Scheme area to repair the advertisement if, in the opinion of the local government, the advertisement has deteriorated to a point where it is in conflict with the aims of this Scheme.
- (2) A requirement referred to in subclause (1) must —
- (a) be in the form of a written notice given to the person; and
 - (b) specify the advertisement the subject of the requirement; and
 - (c) set out clear reasons for the requirement; and
 - (d) set out full details of the action or alternative courses of action to be taken by the person; and
 - (e) specify the period, not being a period of less than 60 days from the day on which the notice is given to the person, within which the requirement must be complied with.
- (3) If the local government does not know who the owner of an advertisement is, the local government may give a notice referred to in subclause (1) to the owner of the land on which the advertisement is located and direct the owner of the land to give the notice to the owner of the advertisement within a period specified by the local government.
- (4) If an owner of land on which an advertisement is located does not give to the owner of the advertisement a notice as directed under subclause (3), the owner of the land is to be taken to be the owner of the advertisement.
- (5) A person to whom a notice under this clause is given may apply for a review of the requirement to the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14.

Attachment 9.6

Planning and Development (Local Planning Schemes) Regulations 2015

Deemed provisions for local planning schemes **Schedule 2**

Enforcement and administration **Part 10**

cl. 81

Division 2 — Delegations

81. Terms used

In this Division —

absolute majority has the meaning given in the *Local Government Act 1995* section 1.4;

committee means a committee established under the *Local Government Act 1995* section 5.8.

82. Delegations by local government

- (1) The local government may, by resolution, delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties under this Scheme other than this power of delegation.
- (2) A resolution referred to in subclause (1) must be by absolute majority of the council of the local government.
- (3) The delegation must be in writing and may be general or as otherwise provided in the instrument of delegation.

83. Local government CEO may delegate powers

- (1) The local government CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's functions under this Scheme other than this power of delegation.
- (2) A delegation under this clause must be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Subject to any conditions imposed by the local government on its delegation to the local government CEO under clause 82, this clause extends to a power or duty the exercise or discharge of which has been delegated by the local government to the CEO under that clause.

Attachment 9.6

Planning and Development (Local Planning Schemes) Regulations 2015

Schedule 2 Deemed provisions for local planning schemes

Part 11 Forms referred to in this Scheme

cl. 84

84. Other matters relevant to delegations under this Division

The *Local Government Act 1995* sections 5.45 and 5.46 apply to a delegation made under this Division as if the delegation were a delegation under Part 5 Division 4 of that Act.

Division 3 — Miscellaneous

85. Agreement to use of material provided for Scheme purposes

The local government may refuse to accept an application made under this Scheme if the local government is not satisfied that there is in place an agreement for the local government to use any copyrighted material provided in support of the application —

- (a) for the purposes of advertising the application or implementing a decision on the application; and
- (b) for zero remuneration.

Part 11 — Forms referred to in this Scheme

86. Forms referred to in this Scheme

- (1) The form of an application for development approval referred to in clause 62(1)(a) is as follows —

Application for development approval

Owner details		
Name:		
ABN (if applicable):		
Address:		
.....		Postcode:
Phone:	Fax:	Email:
Work:
Home:		
Mobile:		

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 19 October 2015
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S K Marshall, Deputy Chief Executive Officer
ATTACHMENTS: September 2015 Financial Reports

SUMMARY

Council to consider accepting the financial reports for the period ending 30 September 2015.

BACKGROUND

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

Council adopted a budget variance reporting parameter of 10% on budgeted items of \$10,000 or greater at the July 2015 Ordinary Meeting, item 11.4

COMMENT

The monthly financial report for the period ending 30 September 2015 has been provided and includes:

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

STATUTORY ENVIRONMENT

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

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

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

The Statement is to be accompanied by:

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

FINANCIAL IMPLICATIONS

All revenue and expenditure, unless disclosed in the notes to material variances, are as per the 2015/16 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the monthly financial report for the month of September 2015 be accepted and material variances be noted.

COUNCIL RESOLUTION

M10/1015

Moved Cr Shaw

Seconded Cr Buckland

That the monthly financial report for the month of September 2015 be accepted and material variances be noted.

CARRIED 8/0

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
30 September 2015**

Description	Budget 2015/16	YTD Budget 2015/16	YTD Actual 2015/16	YTD Variance	Notes To Material Variances
Operating Revenue					
General Purpose Funding	3,051,715.00	2,649,284.00	2,651,077.25	1,793.25	
Governance	13,110.00	5,324.00	19,420.63	14,096.63	Golf Day Sponsorship received to be offset by expenditure.
Law, Order & Public Safety	127,314.00	48.00	1,153.95	1,105.95	
Health	100.00	0.00	0.00	0.00	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	93,654.00	24,659.00	25,498.40	839.40	
Community Amenities	255,110.00	170,187.00	175,783.01	5,596.01	
Recreation & Culture	3,047,806.00	9,490.00	15,404.79	5,914.79	KidSport Grant received to be offset by expenditure.
Transport	1,388,186.00	312,277.00	307,254.23	(5,022.77)	
Economic Activities	81,900.00	21,545.00	27,868.64	6,323.64	Caravan Park revenue greater than anticipated YTD.
Other Property & Services	43,100.00	8,023.00	9,404.26	1,381.26	Fuel rebate greater than anticipated YTD.
Total Operating Revenue	8,101,995.00	3,200,837.00	3,232,865.16	32,028.16	
Operating Expenditure					
General Purpose Funding	(197,858.00)	(36,409.00)	(34,230.50)	2,178.50	
Governance	(465,578.00)	(158,850.00)	(162,266.25)	(3,416.25)	
Law, Order & Public Safety	(220,430.00)	(66,011.00)	(65,131.89)	879.11	
Health	(148,009.00)	(25,672.00)	(20,543.63)	5,128.37	Medical practice and Doctor's Residence maintenance costs lower than anticipated YTD.
Education & Welfare	(79,228.00)	(14,626.00)	(14,377.53)	248.47	
Housing	(324,475.00)	(59,564.00)	(49,708.24)	9,855.76	Housing Maintenance Costs lower than anticipated YTD.
Community Amenities	(522,657.00)	(125,843.00)	(115,352.88)	10,490.12	
Recreation & Culture	(1,125,460.00)	(214,386.00)	(209,145.84)	5,240.16	
Transport	(1,640,955.00)	(595,048.00)	(584,454.54)	10,593.46	
Economic Activities	(379,943.00)	(74,760.00)	(68,557.97)	6,202.03	
Other Property & Services	(15,275.00)	2,988.00	7,490.95	4,502.95	PWOH and POC expenses to be allocated.
Total Operating Expenditure	(5,119,868.00)	(1,368,181.00)	(1,316,278.32)	51,902.68	
Net Operating	2,982,127.00	1,832,656.00	1,916,586.84	83,930.84	
Capital Income					
Self-Supporting Loan - Principal Repayment	12,765.00	0.00	0.00	0.00	
Proceeds from Sale of Assets	216,000.00	64,000.00	64,133.45	133.45	
Total Capital Income	228,765.00	64,000.00	64,133.45	133.45	

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
30 September 2015**

Description	Budget 2015/16	YTD Budget 2015/16	YTD Actual 2015/16	YTD Variance	Notes To Material Variances
Capital Expenditure					
Land and Buildings	(4,530,000.00)	(6,000.00)	(8,002.39)	(2,002.39)	
Plant and Equipment	(613,500.00)	(110,000.00)	(110,540.08)	(540.08)	
Office Furniture and Equipment	(73,500.00)	(17,250.00)	(14,975.28)	2,274.72	Office Furniture replacement expense lower than anticipated.
Road Construction	(1,657,601.00)	(29,205.00)	(27,985.03)	1,219.97	
Other Infrastructure	(438,151.00)	0.00	0.00	0.00	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(66,633.00)	0.00	0.00	0.00	
Total Capital Expenditure	(7,379,385.00)	(162,455.00)	(161,502.78)	952.22	
Net Capital	(7,150,620.00)	(98,455.00)	(97,369.33)	1,085.67	
Adjustments					
Depreciation Written Back	1,221,816.00	305,454.00	352,266.17	46,812.17	Infrastructure depreciation rates revised following 2014/15 valuation report.
Movement in Leave Reserve Cash Balance	0.00	0.00	0.00	0.00	
Movement in Non-Current Loan Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current SSL Income	0.00	0.00	0.00	0.00	
Movement in Non-Current LSL Provision	0.00	0.00	0.00	0.00	
Profit/Loss on Disposal of Assets Written Back	19,300.00	4,825.00	8,391.49	3,566.49	Asset disposal earlier than anticipated.
Rounding	0.00	0.00	0.00	0.00	
Add Funding From					
Transfer (To)/From Reserves	299,382.00	0.00	0.00	0.00	
New Loan Funds	970,000.00	0.00	0.00	0.00	
Opening Surplus/(Deficit)	1,657,995.00	1,657,995.00	1,548,647.75	(109,347.25)	IT Vision implementation expense brought to account in 2014/15 (\$98,026) & 2014/15 Deferred Pensioner rates movement from current to non-current assets (\$11,321.25) brought to account affecting 2014/15 closing balance .
Total Adjustments	4,168,493.00	1,968,274.00	1,909,305.41	(58,968.59)	
CLOSING SURPLUS/(DEFICIT)	0.00	3,702,475.00	3,728,522.92	26,047.92	

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 30 September 2015	
Description	YTD Actual 2015/16
Current Assets	
Cash at Bank	149,557.85
Cash - Unrestricted Investments	3,111,777.48
Cash - Restricted Reserves	1,810,675.44
Cash on Hand	300.00
Accounts Receivable	928,458.60
Self-Supporting Loan - Current	12,764.65
Inventory - Fuel	11,964.62
Total Current Assets	6,025,498.64
Current Liabilities	
Accounts Payable	(354,046.40)
Loan Liability - Current	(66,631.77)
Annual Leave Liability - Current	(190,129.69)
Long Service Leave Liability - Current	(169,690.04)
Total Current Liabilities	(780,497.90)
Adjustments	
Less Restricted Reserves	(1,810,675.44)
Less Self-Supporting Loan Income	(12,764.65)
Add Leave Reserves - Cash Backed	240,330.50
Add Loan Principal Expense	66,631.77
Total Adjustments	(1,516,477.82)
NET CURRENT ASSETS	3,728,522.92

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING
30 September 2015**

Description	Actual 2014/15	YTD Actual 2015/16	Movement
Current Assets			
Cash and Cash Equivalents	3,476,096.95	5,072,310.77	1,596,213.82
Accounts Receivable	416,530.78	928,458.60	511,927.82
Self-Supporting Loan - Current	12,764.65	12,764.65	0.00
Inventory	9,588.89	11,964.62	2,375.73
Total Current Assets	3,914,981.27	6,025,498.64	2,110,517.37
Current Liabilities			
Accounts Payable	(423,404.20)	(354,046.40)	69,357.80
Loan Liability - Current	(66,631.77)	(66,631.77)	0.00
Annual Leave Liability - Current	(190,129.69)	(190,129.69)	0.00
Long Service Leave Liability - Current	(169,690.04)	(169,690.04)	0.00
Total Current Liabilities	(849,855.70)	(780,497.90)	69,357.80
Non-Current Assets			
Non-Current Debtors	83,328.02	83,328.02	0.00
Land and Buildings	18,513,678.21	18,425,830.09	(87,848.12)
Plant and Equipment	1,813,878.53	1,810,547.52	(3,331.01)
Furniture and Equipment	172,530.41	177,983.43	5,453.02
Infrastructure	46,753,025.24	46,575,463.02	(177,562.22)
Self-Supporting Loan - Non Current	102,099.41	102,099.41	0.00
Total Non-Current Assets	67,438,539.82	67,175,251.49	(263,288.33)
Non-Current Liabilities			
Loan Liability - Non Current	(1,005,118.12)	(1,005,118.12)	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(20,234.37)	(20,234.37)	0.00
Total Non-Current Liabilities	(1,025,352.49)	(1,025,352.49)	0.00
Net Assets	69,478,312.90	71,394,899.74	1,916,586.84
Equity			
Accumulated Surplus	(46,307,619.52)	(48,224,206.36)	(1,916,586.84)
Reserves - Cash Backed	(1,810,675.44)	(1,810,675.44)	0.00
Reserve - Revaluations	(21,360,017.94)	(21,360,017.94)	0.00
Total Equity	(69,478,312.90)	(71,394,899.74)	(1,916,586.84)

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 September 2015**

Job #	Job Description	YTD Actual 2015/16
	Rural Road Maintenance	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	131.33
RR002	Athol Rd (RoadID: 26) (Maintenance)	0.00
RR003	Avoca Rd (RoadID: 98) (Maintenance)	0.00
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	1,494.39
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	468.25
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	0.00
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	317.14
RR008	Barrington Rd (RoadID: 13) (Maintenance)	6,091.80
RR009	Batemans Rd (RoadID: 78) (Maintenance)	347.17
RR010	Batys Rd (RoadID: 60) (Maintenance)	0.00
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	0.00
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	964.50
RR013	Beringer Rd (RoadID: 29) (Maintenance)	0.00
RR014	Bethany Rd (RoadID: 148) (Maintenance)	508.51
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	786.03
RR017	Bremner Rd (RoadID: 6) (Maintenance)	904.41
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	607.04
RR019	Bushhill Road (RoadID: 183) (Maintenance)	0.00
RR020	Butchers Rd (RoadID: 20) (Maintenance)	5,398.07
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	314.68
RR022	Carrs Rd (RoadID: 47) (Maintenance)	0.00
RR023	Cattle Station Road (RoadID: 181) (Maintenance)	1,018.70
RR024	Caudle Rd (RoadID: 140) (Maintenance)	0.00
RR025	Chocolate Hills Rd (RoadID: 138) (Maintenance)	0.00
RR026	Clulows Rd (RoadID: 16) (Maintenance)	0.00
RR027	Collins Rd (RoadID: 66) (Maintenance)	0.00
RR028	Cookes Rd (RoadID: 61) (Maintenance)	1,513.19
RR029	Corberding Rd (RoadID: 43) (Maintenance)	3,881.80
RR030	County Peak Rd (RoadID: 96) (Maintenance)	66.74
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	91.85
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	23,314.41
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	3,560.51
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	0.00
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	223.28
RR036	Drapers Rd (RoadID: 79) (Maintenance)	438.86
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	0.00
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	45,697.32

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 September 2015**

Job #	Job Description	YTD Actual 2015/16
RR039	Ewert Rd (RoadID: 27) (Maintenance)	112.36
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	0.00
RR041	Fishers Rd (RoadID: 75) (Maintenance)	0.00
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	3,080.46
RR043	Gors Rd (RoadID: 30) (Maintenance)	201.12
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	312.57
RR045	Heals Rd (RoadID: 95) (Maintenance)	0.00
RR046	Hills Rd (RoadID: 76) (Maintenance)	916.92
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	2,810.27
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	0.00
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	7,866.65
RR050	Jas Rd (Maintenance)	0.00
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	0.00
RR052	Jones Rd (RoadID: 48) (Maintenance)	0.00
RR053	K1 Rd (RoadID: 85) (Maintenance)	133.47
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	247.23
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	659.67
RR057	Kilpatricks Rd (RoadID: 74) (Maintenance)	66.74
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	525.63
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	19,280.99
RR060	Lennard Rd (RoadID: 58) (Maintenance)	3,629.11
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	506.10
RR062	Luptons Rd (RoadID: 22) (Maintenance)	270.64
RR063	Maitland Rd (RoadID: 39) (Maintenance)	5,655.07
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	1,088.30
RR065	Manns Rd (RoadID: 59) (Maintenance)	1,462.30
RR066	Manuels Rd (RoadID: 37) (Maintenance)	0.00
RR067	Mawson Rd (RoadID: 100) (Maintenance)	1,406.03
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	0.00
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	2,241.41
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	91.85
RR071	Mclean Rd (RoadID: 84) (Maintenance)	0.00
RR072	Millers Rd (RoadID: 49) (Maintenance)	0.00
RR073	Mills Rd (RoadID: 80) (Maintenance)	247.23
RR074	Morbinning Rd (RoadID: 1) (Maintenance)	2,179.28
RR075	Murrays Rd (RoadID: 71) (Maintenance)	1,214.64
RR076	Negus Rd (RoadID: 50) (Maintenance)	0.00
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	3,141.01
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	419.99

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 September 2015**

Job #	Job Description	YTD Actual 2015/16
RR079	Patten Rd (RoadID: 53) (Maintenance)	0.00
RR080	Petchells Rd (RoadID: 38) (Maintenance)	0.00
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	268.78
RR082	Pike Rd (RoadID: 45) (Maintenance)	0.00
RR083	Potts Rd (RoadID: 14) (Maintenance)	5,103.27
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	1,443.34
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	2,560.17
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	1,666.98
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	133.47
RR088	Rigoll Rd (RoadID: 157) (Maintenance)	0.00
RR089	Rogers Rd (RoadID: 62) (Maintenance)	247.23
RR090	Rossi Rd (RoadID: 156) (Maintenance)	0.00
RR091	Rumble Rd (Maintenance)	0.00
RR092	Schillings Rd (RoadID: 65) (Maintenance)	0.00
RR093	Shaw Rd (RoadID: 184) (Maintenance)	0.00
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	126.72
RR095	Simmons Rd (RoadID: 101) (Maintenance)	1,332.48
RR096	Sims Rd (RoadID: 155) (Maintenance)	906.33
RR097	Ski Rd (RoadID: 83) (Maintenance)	0.00
RR098	Smith Rd (RoadID: 72) (Maintenance)	962.42
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	0.00
RR100	Spavens Rd (RoadID: 44) (Maintenance)	17,297.12
RR101	Springhill Rd (RoadID: 23) (Maintenance)	5,879.19
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	0.00
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	650.93
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	6,444.73
RR105	Thomas Rd (RoadID: 31) (Maintenance)	1,729.11
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	3,428.12
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	627.14
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	3,560.40
RR109	Walgy Rd (RoadID: 42) (Maintenance)	1,115.18
RR110	Walkers Rd (RoadID: 86) (Maintenance)	0.00
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	0.00
RR112	Warradale Rd (RoadID: 67) (Maintenance)	0.00
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	12,677.64
RR114	Westdale Rd (RoadID: 166) (Maintenance)	9,856.92
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	325.05
RR116	Woods Rd (RoadID: 68) (Maintenance)	940.72
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	0.00
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	0.00

<p align="center">SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 30 September 2015</p>		
Job #	Job Description	YTD Actual 2015/16
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	137.77
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	8,196.07
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR888	Tree Lopping - Rural Roads (Maintenance)	5,508.26
RR999	Rural Roads Various (Maintenance)	9,835.07
Sub Total	Rural Road Maintenance	260,867.63
	Town Street Maintenance	
TS001	Barnsley St (RoadID: 162) (Maintenance)	0.00
TS002	Bartram St (RoadID: 114) (Maintenance)	254.83
TS003	Brockman St (RoadID: 129) (Maintenance)	0.00
TS004	Brooking St (RoadID: 122) (Maintenance)	153.85
TS005	Broun St (RoadID: 144) (Maintenance)	0.00
TS006	Chestillion Ct (RoadID: 139) (Maintenance)	0.00
TS007	Chipper St (RoadID: 126) (Maintenance)	0.00
TS008	Council Rd (RoadID: 149) (Maintenance)	2,093.04
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	239.03
TS011	Delisle St (RoadID: 120) (Maintenance)	45.92
TS012	Dempster St (RoadID: 111) (Maintenance)	0.00
TS013	Duffield St (RoadID: 160) (Maintenance)	45.63
TS014	Edward St (RoadID: 107) (Maintenance)	252.27
TS015	Elizabeth St (RoadID: 131) (Maintenance)	42.85
TS016	Ernest Drv (RoadID: 135) (Maintenance)	0.00
TS017	Forrest St (RoadID: 103) (Maintenance)	1,159.02
TS018	George St North (RoadID: 161) (Maintenance)	0.00
TS019	George St South (RoadID: 145) (Maintenance)	0.00
TS020	Grigson St (RoadID: 172) (Maintenance)	0.00
TS021	Hamersley St (RoadID: 130) (Maintenance)	91.83
TS022	Harper St (RoadID: 109) (Maintenance)	0.00
TS023	Hope St (RoadID: 115) (Maintenance)	450.38
TS024	Hopkin St (RoadID: 128) (Maintenance)	0.00
TS025	Horley St (RoadID: 127) (Maintenance)	0.00
TS026	Hunt Rd (Maintenance)	597.38
TS027	Husking St (RoadID: 117) (Maintenance)	45.63
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	1,432.95
TS030	Langsford St (RoadID: 152) (Maintenance)	0.00
TS031	Lennard St (RoadID: 113) (Maintenance)	0.00

SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 30 September 2015		
Job #	Job Description	YTD Actual 2015/16
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00
TS033	Lukin St (RoadID: 104) (Maintenance)	1,058.12
TS034	Mcneil St (RoadID: 141) (Maintenance)	0.00
TS035	Monger St (RoadID: 116) (Maintenance)	0.00
TS036	Morrison St (RoadID: 112) (Maintenance)	0.00
TS037	Nicholas St (RoadID: 123) (Maintenance)	804.08
TS038	Prior Pl (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	0.00
TS040	Railway Pde (RoadID: 147) (Maintenance)	0.00
TS041	Railway St (RoadID: 146) (Maintenance)	112.66
TS042	Richardson St (RoadID: 124) (Maintenance)	0.00
TS043	Seabrook St (RoadID: 118) (Maintenance)	0.00
TS044	Sewell St (RoadID: 119) (Maintenance)	0.00
TS045	Shed St (RoadID: 136) (Maintenance)	91.26
TS046	Short St (RoadID: 121) (Maintenance)	0.00
TS047	Smith St (RoadID: 108) (Maintenance)	783.20
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	2,776.60
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	0.00
TS777	Street Bin Clearing	7,082.35
TS888	Tree Lopping - Town Streets (Maintenance)	3,116.33
TS999	Town Streets Various (Maintenance)	6,482.94
Sub Total	Town Streets Maintenance	29,212.15
Total	Road Maintenance	290,079.78

**SHIRE OF BEVERLEY
INVESTMENT OF SURPLUS FUNDS
AS AT 30 SEPTEMBER 2015**

Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
9701-42341	Reserve Funds ANZ					
	Long Service Leave	93,832.04				
	Office Equipment	10,000.00				
	Airfield Emergency	35,252.00				
	Plant	55,955.82				
	Bush Fire Fighters	113,719.89				
	Building	349,335.54				
	Recreation Ground	354,191.99				
	Cropping Committee	294,252.20				
	Avon River Development	22,857.01				
	Annual Leave	146,498.46				
	Community Bus	37,249.18				
	Road Construction	297,531.31	1,810,675.44	6 mths	2.80%	24/12/2015
2902-40204	Online Saver ANZ	900,471.80	900,471.80	Ongoing	1.30%	Ongoing
1713567	Term Deposit Bendigo	511,040.87	511,040.87	5 mths	2.70%	10/02/2016
1737040	Term Deposit Bendigo	201,431.51	201,431.51	5 mths	2.75%	8/03/2016
1651238	Term Deposit Bendigo	300,000.00	300,000.00	4 mths	2.75%	4/11/2015
9747-48106	Term Deposit ANZ	500,000.00	500,000.00	124 days	2.75%	11/01/2016
9748-47787	Term Deposit ANZ	1,000,000.00	1,000,000.00	3 mths	2.80%	9/12/2015
	Total		5,223,619.62			

11.2 Accounts Paid by Authority

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 21 October 2015
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S K Marshall, Deputy Chief Executive Officer
ATTACHMENTS: September 2015 – List of Accounts

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

The following list represents accounts paid by authority for the month of September 2015.

COMMENT

Unless otherwise identified, all payments have been made in accordance with Council's 2015/16 Budget.

STATUTORY ENVIRONMENT

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

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

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

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

- (3) A list prepared under sub regulation (1) or (2) is to be —
- (a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

Unless otherwise identified, all payments have been made in accordance with Council's 2015/16 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

September 2015:

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

Cheque vouchers

04 September 15	1367-1367	(1)	\$ 9,876.70	(authorised by CEO S Gollan and DCEO S Marshall)
09 September 15	1368-1369	(2)	\$1,500,000.00	(authorised by CEO S Gollan and DCEO S Marshall)
16 September 15	1370-1370	(1)	\$ 14,310.70	(authorised by CEO S Gollan and DCEO S Marshall)
17 September 15	1371-1372	(2)	\$ 8,149.87	(authorised by CEO S Gollan and DCEO S Marshall)
23 September 15	1373-1373	(1)	\$ 182.08	(authorised by DCEO S Marshall and Cr K Murray)
Total of cheque vouchers for September 2015 incl			\$ 1,532,519.35	previously paid.

EFT vouchers

04 September 15	EFT 405-409	(5)	\$ 6,474.09	(authorised by CEO S Gollan and DCEO S Marshall)
10 September 15	1 - 39	(39)	\$ 46,743.72	(authorised by CEO S Gollan and DCEO S Marshall)
17 September 15	EFT 412-417	(6)	\$ 9,625.21	(authorised by CEO S Gollan and DCEO S Marshall)
23 September 15	EFT 419-420	(2)	\$ 7,540.80	(authorised by DCEO S Marshall and Cr K Murray)
24 September 15	EFT 421-423	(3)	\$ 1,166.38	(authorised by CEO S Gollan and DCEO S Marshall)
24 September 15	1 - 39	(39)	\$ 46,782.06	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for September 2015 incl			\$ 118,332.26	previously paid.

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

Cheque vouchers

17 September 15	1477-1477	(1)	\$ 50.00	(authorised by CEO S Gollan and DCEO S Marshall)
Total of cheque vouchers for September 2015 incl			\$ 50.00	previously paid.

EFT vouchers

04 September 15	EFT 410-410	(1)	\$ 200.00	(authorised by CEO S Gollan and DCEO S Marshall)
17 September 15	EFT 411-411	(1)	\$ 200.00	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for September 2015 incl			\$ 400.00	previously paid.

(3) **Direct Debit** Payments totalling \$ 66,615.71 previously paid.

(4) **Credit Card** Payments totalling \$ 3,183.37 previously paid.

COUNCIL RESOLUTION

M11/1015

Moved Cr Buckland

Seconded Cr Shaw

That the List of Accounts as presented, be received:

September 2015:

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

Cheque vouchers

04 September 15	1367-1367	(1)	\$ 9,876.70	(authorised by CEO S Gollan and DCEO S Marshall)
09 September 15	1368-1369	(2)	\$1,500,000.00	(authorised by CEO S Gollan and DCEO S Marshall)
16 September 15	1370-1370	(1)	\$ 14,310.70	(authorised by CEO S Gollan and DCEO S Marshall)
17 September 15	1371-1372	(2)	\$ 8,149.87	(authorised by CEO S Gollan and DCEO S Marshall)
23 September 15	1373-1373	(1)	\$ 182.08	(authorised by DCEO S Marshall and Cr K Murray)

Total of cheque vouchers for September 2015 incl \$ 1,532,519.35

previously paid.

EFT vouchers

04 September 15	EFT 405-409	(5)	\$ 6,474.09	(authorised by CEO S Gollan and DCEO S Marshall)
10 September 15	1 - 39	(39)	\$ 46,743.72	(authorised by CEO S Gollan and DCEO S Marshall)
17 September 15	EFT 412-417	(6)	\$ 9,625.21	(authorised by CEO S Gollan and DCEO S Marshall)
23 September 15	EFT 419-420	(2)	\$ 7,540.80	(authorised by DCEO S Marshall and Cr K Murray)
24 September 15	EFT 421-423	(3)	\$ 1,166.38	(authorised by CEO S Gollan and DCEO S Marshall)
24 September 15	1 - 39	(39)	\$ 46,782.06	(authorised by CEO S Gollan and DCEO S Marshall)

Total of EFT vouchers for September 2015 incl \$ 118,332.26 previously paid.

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

Cheque vouchers

17 September 15	1477-1477	(1)	\$ 50.00	(authorised by CEO S Gollan and DCEO S Marshall)
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Total of cheque vouchers for September 2015 incl \$ 50.00 previously paid.

EFT vouchers

04 September 15	EFT 410-410	(1)	\$ 200.00	(authorised by CEO S Gollan and DCEO S Marshall)
17 September 15	EFT 411-411	(1)	\$ 200.00	(authorised by CEO S Gollan and DCEO S Marshall)

Total of EFT vouchers for September 2015 incl \$ 400.00 previously paid.

(3) Direct Debit Payments totalling \$ 66,615.71 previously paid.

(4) Credit Card Payments totalling \$ 3,183.37 previously paid.

CARRIED 8/0

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 405	04-Sep-2015	BDF - Beverley Dome Fuel & Hire	4,000 L diesel @ \$1.1475/L inc	(4,590.00)	
EFT Pymt	EFT 406	04-Sep-2015	Beverley Country Kitchen (BCK)	Catering: Council Meet - 25 Aug 15, Main Street Meeting	(285.50)	
EFT Pymt	EFT 407	04-Sep-2015	Blake James O'Meagher	Ass 51528 Refund due to overpayment	(820.59)	
EFT Pymt	EFT 408	04-Sep-2015	Kimberley Leonard Boulton	Record Archiving, Onsite Working - 24 Aug 2015: 8 hrs	(528.00)	
EFT Pymt	EFT 409	04-Sep-2015	Michael Wilson	2015-09 Sep: Photocopying & delivery of the Blarney	(250.00)	(6,474.09)
EFT Pymt	EFT 412	17-Sep-2015	Alison Lewis	Gift packages re WALGA State Council Visit to Avondale - 2 Sep 2015	(134.98)	
EFT Pymt	EFT 413	17-Sep-2015	Kimberley Leonard Boulton	Record Archiving, Onsite Working - 03 Sep 2015: 1 day	(660.00)	
EFT Pymt	EFT 414	17-Sep-2015	Malcolm Kehlet	Parking re Supervisors Training Course 7-8 Sep 2015	(40.00)	
EFT Pymt	EFT 415	17-Sep-2015	Patricia Ann Tuddenham	E Waste Disposal: Sep 15 (2 containers)	(8,000.00)	
EFT Pymt	EFT 416	17-Sep-2015	Simon Marshall	Parking re IT Vision Conference at the Hyatt 10-11 Sep 2015	(65.61)	
EFT Pymt	EFT 417	17-Sep-2015	WA Contract Ranger Services	Ranger Services - 12, 18 Aug 2015	(724.62)	(9,625.21)
EFT Pymt	EFT 419	23-Sep-2015	BDF - Beverley Dome Fuel & Hire	6,000 L diesel @ \$1.1798/L inc	(7,078.80)	
EFT Pymt	EFT 420	23-Sep-2015	Kimberley Leonard Boulton	Record Archiving, Onsite Working - 09 Sep 2015: 0.7 day	(462.00)	(7,540.80)
EFT Pymt	EFT 421	24-Sep-2015	BOC Limited	2015-08 Aug Cylinder Rental	(53.68)	
EFT Pymt	EFT 422	24-Sep-2015	Knight Industrial Brake & Clutch Co	BE3514 (TRL09): Parts	(1,035.10)	
EFT Pymt	EFT 423	24-Sep-2015	LGRCEU - Loc Gov Racing & Cem Emp Union	Payroll deductions	(77.60)	(1,166.38)
Cheque #	1367	04-Sep-2015	Water Corporation	2015-08 Aug Water Accounts	(9,876.70)	
Cheque #	1368	09-Sep-2015	Shire of Beverley (ANZ)	05 15/16 - Term Deposit for 3 month	(1,000,000.00)	
Cheque #	1369	09-Sep-2015	Shire of Beverley (ANZ)	06 15/16 -Term Deposit for 4 months	(500,000.00)	
Cheque #	1370	16-Sep-2015	Synergy	Street Lights & Sports Complex	(14,310.70)	
Cheque #	1371	17-Sep-2015	ATO - Australian Tax Office	AUG 2015 BAS Obligation	(6,080.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1372	17-Sep-2015	Telstra	2015-09 Sep Telephone Accounts	(2,069.87)	
Cheque #	1373	23-Sep-2015	Water Corporation	Standpipes & Mens Shed	(182.08)	(1,532,519.35)
Direct Debit	DD 199.1	08-Sep-2015	Click Super	Superwrap - Personal Super Plan	(744.03)	
Direct Debit	DD 199.2	08-Sep-2015	Click Super	WA Super	(6,270.57)	
Direct Debit	DD 199.3	08-Sep-2015	Click Super	Kinetic Super	(141.49)	
Direct Debit	DD 199.4	08-Sep-2015	Click Super	Colonial First State Super (Corrigan Justin)	(293.57)	
Direct Debit	DD 199.5	08-Sep-2015	Click Super	Australian Super	(200.10)	(7,649.76)
Direct Debit	DD 213.1	22-Sep-2015	Click Super	Superwrap - Personal Super Plan	(744.03)	
Direct Debit	DD 213.2	22-Sep-2015	Click Super	WA Super	(6,282.88)	
Direct Debit	DD 213.3	22-Sep-2015	Click Super	Kinetic Super	(141.49)	
Direct Debit	DD 213.4	22-Sep-2015	Click Super	Colonial First State Super (Corrigan Justin)	(293.57)	
Direct Debit	DD 213.5	22-Sep-2015	Click Super	Australian Super	(201.39)	(7,663.36)
Direct Debit	1	01-Sep-2015	7 - CBA Merchant Fee	CBA Merchant Fee	(1,050.84)	(1,050.84)
Direct Debit	1	02-Sep-2015	8 - ANZ Transactive Fee	ANZ Transactive Fee	(101.10)	(101.10)
Direct Debit	1	03-Sep-2015	7 - CBA Merchant Fee	CBA Merchant Fee - POS Fee	(40.30)	(40.30)
Direct Debit	1	07-Sep-2015	6 - Westnet Payments	Westnet Payments	(66.00)	(66.00)
Direct Debit	1	10-Sep-2015	9 - Vodafone Messaging	Vodafone Messaging	(82.50)	(82.50)
Direct Debit	1	01-Sep-2015	3 - Payments for DOT	Payments for DOT	(3,021.00)	
Direct Debit	1	01-Sep-2015	3 - Payments for DOT	Payments for DOT	(1,560.15)	
Direct Debit	1	02-Sep-2015	3 - Payments for DOT	Payments for DOT	(3,668.05)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	1	02-Sep-2015	3 - Payments for DOT	Payments for DOT	(2,450.75)	
Direct Debit	1	04-Sep-2015	3 - Payments for DOT	Payments for DOT	(1,876.90)	
Direct Debit	1	07-Sep-2015	3 - Payments for DOT	Payments for DOT	(2,203.65)	
Direct Debit	1	07-Sep-2015	3 - Payments for DOT	Payments for DOT	(1,663.50)	
Direct Debit	1	09-Sep-2015	3 - Payments for DOT	Payments for DOT	(1,127.10)	
Direct Debit	1	10-Sep-2015	3 - Payments for DOT	Payments for DOT	(485.20)	
Direct Debit	1	11-Sep-2015	3 - Payments for DOT	Payments for DOT	(1,831.20)	
Direct Debit	1	14-Sep-2015	3 - Payments for DOT	Payments for DOT	(3,622.30)	
Direct Debit	1	15-Sep-2015	3 - Payments for DOT	Payments for DOT	(3,544.75)	
Direct Debit	1	16-Sep-2015	3 - Payments for DOT	Payments for DOT	(798.35)	
Direct Debit	1	17-Sep-2015	3 - Payments for DOT	Payments for DOT	(2,910.25)	
Direct Debit	1	18-Sep-2015	3 - Payments for DOT	Payments for DOT	(1,666.25)	
Direct Debit	1	21-Sep-2015	3 - Payments for DOT	Payments for DOT	(2,833.00)	
Direct Debit	1	22-Sep-2015	3 - Payments for DOT	Payments for DOT	(2,995.80)	
Direct Debit	1	23-Sep-2015	3 - Payments for DOT	Payments for DOT	(1,787.40)	
Direct Debit	1	24-Sep-2015	3 - Payments for DOT	Payments for DOT	(4,027.05)	
Direct Debit	1	25-Sep-2015	3 - Payments for DOT	Payments for DOT	(1,506.45)	
Direct Debit	1	29-Sep-2015	3 - Payments for DOT	Payments for DOT	(2,106.85)	
Direct Debit	1	30-Sep-2015	3 - Payments for DOT	Payments for DOT	(2,275.90)	(49,961.85)
Direct Debit	EFT 418	14-Sep-2015	Credit Card - Shire of Beverley	Various purchases	(3,183.37)	(3,183.37)

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
PAYMENTS RAISED IN CURRENT MONTH					(1,627,124.91)	(1,627,124.91)
WAGES & SALARIES						
EFT Pymt		10-Sep-2015	Wages & Salaries	FE - 08 Sep 2015	(46,743.72)	
EFT Pymt		24-Sep-2015	Wages & Salaries	FE - 22 Sep 2015	(46,782.06)	
WAGES & SALARIES					(93,525.78)	(93,525.78)
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT						
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT					0.00	0.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
Cheque # 1364		26-Aug-2015	Beverley Medical Practice	Pre Employment Medical Timothy Gavin	(120.00)	
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					(120.00)	(120.00)
TRANSFERS to TRUST						
TRANSFERS to TRUST					0.00	0.00
OTHER AMENDMENTS/GENERAL JOURNALS						
Journal		09-Sep-2015		Tfr of bond deposited incorrectly into the municple account by the BMW Motorcycle Club	(50.00)	
OTHER AMENDMENTS/GENERAL JOURNALS					(50.00)	(50.00)
Transfer		24-Sep-2015	Online Saver	Funds Tfr for Investment	(100,000.00)	
INVESTMENTS					(100,000.00)	(100,000.00)
TOTAL EXPENDITURE for MUNICIPAL ACCOUNT						(1,820,820.69)

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT						
Credit Card		27-Jul-2015	Stables Bar & Bistro	Loc Gov Week (4-8 Aug 15) - BBP Meal, Booking Fee (Shires of Beverley, Brookton, Pingelly)	762.38	
Credit Card		28-Jul-2015	DoT/SOB	Retained plate fee (1EUU444 to BE1)	17.00	
Credit Card		04-Aug-2015	Rydes Hotel	Loc Gov Week (4-8 Aug 15): Refreshments	99.50	
Credit Card		05-Aug-2015	Ristretto Coffee Roasters	Loc Gov Week (4-8 Aug 15) - Beverages	13.80	
Credit Card		05-Aug-2015	Ristretto Coffee Roasters	\$0.80 difference between invoice and amt deducted from the credit card	(0.80)	
Credit Card		05-Aug-2015	Durty Nelly's	Loc Gov Week (4-8 Aug 15) Refreshments	228.70	
Credit Card		05-Aug-2015	Fruitastic Busport	Loc Gov Week (4-8 Aug 15) - Refreshments	17.20	
Credit Card		06-Aug-2015	Stables Bar & Bistro	Loc Gov Week (4-8 Aug 15)- BBP Meal (Shires of Beverley, Brookton, Pingelly)	1,545.59	
Credit Card		06-Aug-2015	ASIC	2015/16 Name Registration - Avondale Discovery Farm	34.00	
Credit Card		19-Aug-2015	Floral Posies	Get Well Gift - G Moulton	60.00	
Credit Card		26-Aug-2015	Strandbags	CCZ Golf Day 25 Sep 2015: Prizes (various cases)	406.00	
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT					3,183.37	

TRUST ACCOUNT DETAILS

PAYMENTS RAISED IN CURRENT MONTH

EFT Pymt EFT 410	04-Sep-2015	Annette Peart	Refund of Cleaning Bond for Booking 30 Aug 2015	(200.00)	
EFT Pymt EFT 411	17-Sep-2015	Wheatbelt NRM	Bond Refund - Amenities Hire - 04 Sep 2015	(200.00)	(400.00)
Cheque # 1477	17-Sep-2015	Edgar Alisa	Bond Refund - Gym Key (Rec T50 / QB rec 3626)	(50.00)	(50.00)
PAYMENTS RAISED IN CURRENT MONTH				(450.00)	(450.00)

PAYMENTS UNPRESENTED IN CURRENT BANK #

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
PAYMENTS UNPRESENTED IN CURRENT BANK #					0.00	0.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
	Cheque # 1476	13-Aug-2015	Nicholas Sam Jacobs	Refund of Gym Key Bond (QB Rec 3576/Synergy T39)	(50.00)	
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					(50.00)	(50.00)
OTHER AMENDMENTS/GENERAL JOURNALS						
OTHER AMENDMENTS/GENERAL JOURNALS					0.00	0.00
TOTAL EXPENDITURE for TRUST ACCOUNT						(500.00)
TOTAL EXPENDITURE as reconciled to the SEPTEMBER 2015 BANK STATEMENTS						
Municipal Account Expenditure						(1,820,820.69)
Trust Account Expenditure						(500.00)
TOTAL EXPENDITURE for SEPTEMBER 2015						(1,821,320.69)

11.3 Purchasing and Procurement Policy

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 30 September 2015
APPLICANT:
FILE REFERENCE: ADM 0468
AUTHOR: SK Marshall. Deputy Chief Executive Officer
ATTACHMENTS: Policy AF007 (Amended)

SUMMARY

Council to consider adopting the amended Purchasing and Procurement Policy - AF007.

BACKGROUND

The Department of Local Government and Communities has reviewed and amended the *Local Government (Functions & General) Regulations 1996*.

Amendments came into effect on 1 October 2015 and include an increased tender threshold, introduction of panels of pre-qualified suppliers and improvements that clarify compliance obligations relating to the public tender process.

The West Australian Local Government Association (WALGA) has suggested that it is prudent for Council to review and update their policies particularly in regards to the increased tender threshold.

COMMENT

Following WALGA's advice, Council Policy AF007, relating to Purchasing and Procurement, has been reviewed and updated to reflect the increased tender threshold from \$100,000 to \$150,000.

These amendments are reflected in the attached document with changes highlighted in red.

STATUTORY ENVIRONMENT

Local Government (Functions & General Regulations) 1996

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Shire of Beverley Policy Manual, update of policy AF007 – Purchasing and Procurement.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That updated Council Policy, AF007 – Purchasing and Procurement, be adopted to reflect amendments to the *Local Government (Functions & General) Regulations 1996*.

COUNCIL RESOLUTION

M12/1015

Moved Cr Gogol

Seconded Cr Shaw

That updated Council Policy, AF007 – Purchasing and Procurement, be adopted to reflect amendments to the *Local Government (Functions & General) Regulations 1996*.

CARRIED BY ABSOLUTE MAJORITY 8/0

Attachment 11.3

1.7 Purchasing and Procurement

Policy Type:	Accounting and Finance
Date Adopted:	September 2014

Policy No:	AF007
Date Last Reviewed:	October 2015

Parent:	1. Local Government Act 1995
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Legal (Subsidiary):	1. Local Government Regulations 1996
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ADOPTED POLICY	
Title:	PURCHASING AND PROCUREMENT
Objective:	To ensure consistency for all purchasing activities that occur within all the Shire of Beverley operational areas and to provide compliance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.

Policy

INTENT

The intent of this policy is to provide clear direction to staff when carrying out purchasing of goods and services for the Shire of Beverley and to ensure that purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability of the procurement process. This policy:

- Provides the Shire of Beverley with an effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Beverley receives value for money in its purchasing.
- Provides for the Shire of Beverley to consider the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Beverley is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Apply purchasing practices that withstands probity.

ETHICS AND INTEGRITY

All officers and employees of the Shire of Beverley shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the good standing of the Shire of Beverley.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties;

- Fully accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Beverley policies and code of conduct;
- Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;

Attachment 11.3

- All processes, evaluations and decisions shall be transparent, free from bias and documented in accordance with applicable policies and audit requirements;
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- Any information provided to the Shire of Beverley by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Beverley. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks

An assessment of the best value for money outcome for any purchasing should consider:

- All relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
- Competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be demonstrable benefits over and above the lowest total priced, conforming offer.

SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire of Beverley is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with any Shire of Beverley sustainability objectives.

PURCHASING THRESHOLD

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

Amount of Purchase	Requirements
Up to \$5,000	Direct purchase from supplier at purchaser(s) discretion.
\$5,001 - \$29,999	Obtain at least two written quotations.
\$30,000 - \$49,999	Obtain at least two written quotations.
\$50,000 - \$149,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$150,000 and above	Conduct a public tender process.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the **\$150,000** threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than **\$150,000**, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

The Chief Executive Officer may, where it is not possible to obtain the minimum quotations or in any other justifiable circumstances, waive the need to seek the required number of quotations prior to undertaking a purchase.

Attachment 11.3

All parties providing quotations are to be notified if they are unsuccessful (note successful parties will be notified formally by issue of a purchase order).

The Shire of Beverley will compile and maintain a preferred list of suppliers if the Chief Executive Officer believes it is warranted. Only one quote, unless considered prudent to seek more, is required for prospective purchases made from a supplier listed on the Shire's preferred list of suppliers.

Up to \$5,000

Where the value of procurement of goods or services does not exceed \$5,000, direct purchase from the supplier may be made. However, it is recommended to use discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies.

\$5,001 to \$29,999

This category is for the procurement of goods or services where the value of such procurement ranges between \$5,001 and \$29,999.

A written quotation is required.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the Shire of Beverley employee seeking the verbal quotations;
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote;
- Read back the details to the Supplier contact person to confirm their accuracy; and

Record keeping requirements must be maintained in accordance with record keeping policies.

\$30,000 to \$49,999

For the procurement of goods or services where the value exceeds \$30,000 but is less than or equal to \$49,999, it is required to obtain at least two written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Record keeping requirements must be maintained in accordance with record keeping policies.

NOTES: The general principles relating to written quotations are:

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then value for money and all evaluations documented.
- Respondents should be advised as soon as possible after the final determination is made and approved.
-

\$50,000 to \$149,999

For the procurement of goods or services where the value exceeds \$50,000 but is less than or equal to \$149,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

For this procurement range, the selection should not be based on price alone, and it is recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance

Attachment 11.3

requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

REGULATORY COMPLIANCE

Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

Anti-Avoidance

The Shire of Beverley shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of **\$150,000**, thereby avoiding the need to publicly tender.

Tender Criteria

The Shire of Beverley shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

An evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

Advertising Tenders

Tenders are to be advertised in a state-wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised.

The notice must include:

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;

Detailed information shall include:

- interested in submitting a tender;
- detailed specifications of the goods or services required;
- the criteria for deciding which (if any) tender should be accepted;
- such information as the Shire of Beverley decides should be disclosed to those whether or not the Shire of Beverley has decided to submit a tender; and
- whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

Attachment 11.3

Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information.

Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the Local Government. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Shire of Beverley Officers present at the opening of tenders.

No Tenders Received

Where the Shire of Beverley has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$40,000 and \$149,999 (listed above);
- the specification for goods and/or services remains unchanged; and
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire of Beverley by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Beverley may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Beverley and tenderer have entered into a Contract, a minor variation may be made by the Shire of Beverley.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer.
- The total value of consideration of the winning offer.

Attachment 11.3

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Beverley internal records management policy.

OFFICERS AUTHORITY TO PURCHASE

1. No person shall acquire any goods and/or services without first having issued an order form to the relevant provider.

(In the case where multiple purchases are made from local businesses, orders forms shall be given to the supplier at least every month.)

2. Only those persons authorised to sign purchase orders shall be permitted to acquire goods and/or services.
3. The following persons are authorised to sign purchases orders:

CEO	GENERAL AUTHORITY
DEPUTY CEO.....	GENERAL AUTHORITY
WORKS SUPERVISOR.....	\$.....30,000 MAX *
BUILDING SURVEYOR	\$.....3,000 MAX *
BUILDING MAINTENANCE OFFICER	\$.....3,000 MAX *
TOWN PLANNER.....	\$.....3,000 MAX
LEADING HAND	\$.....2,000 MAX
MOTOR MECHANIC	\$.....2,000 MAX
LEADING HAND GARDNER	\$.....2,000 MAX
ENVIRONMENTAL HEALTH OFFICER	\$.....1,500 MAX

* EXEMPTION is granted for purchase of fuel stocks.

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

11.4 Tender: RFT 02/1516 Town Hall Roof Replacement

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: October 2015
APPLICANT: Various
FILE REFERENCE: ADM 04
AUTHOR: S K Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider accepting a tender for the roof replacement on the Town Hall.

BACKGROUND

Tenders were called for the roof replacement project in February 2015, however all were above the allocated \$150,000.00 budget allocation and therefore no tenders were accepted.

During the 2015/16 budget process Council allocated \$250,000.00 for the project.

As in February, ADC Projects were again employed to hold the tender inspection and conduct the tender process for the replacement of the roof on the Town Hall.

Tenders were advertised in the West Australian Newspaper on Saturday 19 September 2015.

Various phone queries were received and logged during the tender period, and were considered significant enough to warrant the issue of tender addenda. Addendum No 1 included: Painting and Making Good, Carpentry, Cleaning, Ridge Vent, Render and Builders Site Area. All tenderers, with the exception of one, addressed the addenda.

COMMENT

Seven (7) tenders were received before the closing time of 4.00pm Monday 12 October 2015. Tenders were opened at Shire of Beverley Administration Office by the Deputy Chief Executive Officer and Executive Assistant in accordance with the Shire's tender opening procedures. Tenders with prices as received were:

The Roof and Wall Doctor	\$158,000.00 + GST
PRC Building Services	\$173,008.23 + GST
Air Roofing	\$190,500.00 + GST
Solution4Building	\$196,845.00 + GST
Clinton Long Project Management	\$207,382.31 + GST
BE Projects	\$216,135.81 + GST
Safeway Building and Renovations	\$225,000.00 + GST

Each tender was scored out of 100.

The weighting:

Qualitative Criteria - 40, Relative Price - 45, Time – 15, Total – 100

Qualitative Criteria included: Similar Projects, Capacity and Key Personnel, Demonstrated Understanding of the Task and Financial References and Referees.

Tenders were analysed as per the matrix below:

TENDERER	Compliance	Relative Price	Time (Weeks)	Qualitative Criteria Score	Price Score	Time Score	Total Score	Trade Rate Average
Solution4Building	No *	196,845.00	5	40	36	12	88	\$86
BE Projects	Yes	216,135.81	10	40	32.8	6	78.8	\$79
CLPM	Yes	207,382.31	5	40	34.2	12	86.2	\$81
PRC Building	Yes	173,008.23	4	40	40.9	15	95.9	\$65.80
Safeway Building	Yes	225,000.00	8 (6+2)	40	31.5	7.5	79	\$63
The Roof and Wall Doctor	Yes	158,000.00	12	40	45	5	90	\$45
Air Roofing	No **	190,500.00	-	40	37.35	0	77.35	\$73

Notes

* Non Compliance – The tenderer did not address the Addenda

** Non Compliance – The tenderer did not address the length of time for the project.

*** Lump Sum Offer – Ranked on a percentage basis.

The average length of time to complete the project was 7 weeks.

The average trade rate was \$70.40, the two highest scoring tenderers are below this price.

PRC Building is ranked first with a score of 95.9 out of 100. They had the second lowest price of \$173,008.23.

The Roof and Wall Doctor is ranked seconded. They provided the lowest tender of \$158,000.00, however have a 12 week projection for the project.

It will be recommended that PRC Building be awarded the tender.

As the Town Hall is a heritage project and the condition of the roof framing underneath is unknown it is recommended up to 30% be retained against variations for unforeseen conditions.

STATUTORY ENVIRONMENT

Section 11(1) of the *Local Government (Functions and General) Regulations 1996* prescribes the following in regards to the procurement of goods and services:

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.

Sections 14, 15 and 16 of the *Local Government (Functions and General) Regulations 1996* outline the advertising and opening requirements of going to tender:

14. Publicly inviting tenders, requirements for

- (1) When regulation 11(1), 12 or 13 requires tenders to be publicly invited, Statewide 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 Statewide 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; and
 - (b) particulars identifying a person from whom more detailed information as to tendering may be obtained; and
 - (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; and
 - (b) detailed specifications of the goods or services required; and
 - (c) the criteria for deciding which tender should be accepted; and
 - (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 Statewide 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 Statewide 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, procedure for

- (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; and
 - (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.

Section 18 and 19 of the *Local Government (Functions and General) Regulations 1996* prescribes the following in regards to the acceptance or rejection of tenders and the notification of outcome to tenderers:

18. Rejecting and accepting tenders

- (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.

19. Tenderers to be notified of outcome

The CEO is to give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted.

FINANCIAL IMPLICATIONS

2015/16 Allocated Budget estimate of \$250,000.00.

STRATEGIC IMPLICATIONS

The Built Environment: Enhanced Lifestyle Choices strategic direction prioritises that the Shire of Beverley:

Provide facilities to support sporting and community needs.

POLICY IMPLICATIONS

AF007: Purchasing and Procurement Policy provides that for purchases over \$100,000.00, the public tender process is to be followed.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That the project cost of \$173,008.23 ex GST as tendered by PRC Building to complete the roof replacement of the Town Hall be accepted.

COUNCIL RESOLUTION

M13/1015

Moved Cr Murray

Seconded Cr Buckland

That the project cost of \$173,008.23 ex GST as tendered by PRC Building to complete the roof replacement of the Town Hall be accepted.

CARRIED BY ABSOLUTE MAJORITY 8/0

11.5 2014/15 Management Letter

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 21 October 2015
APPLICANT: N/A
FILE REFERENCE: ADM 0231
AUTHOR: SK Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2014/15 Management Letter

SUMMARY

Council to receive the 2014/15 Management Letter.

BACKGROUND

The final audit was conducted by AMD Chartered Accountants between 29 September and 1 October 2015.

The Management Letter was received on 13 October 2015.

The Audit and Risk Committee reviewed the Management Letter on Tuesday 20 October 2015 and resolved that it be received by Council.

A signed copy of the Management Letter was received from AMD Chartered Accountants after the Audit and Risk Teleconference with AMD.

COMMENT

The 2014/15 Management Report is attached.

The following issues were raised following the audit:

1. UNIT COSTS

Finding Rating: Moderate

We understand an assessment of road and footpath infrastructure unit costs were made by the Works Manager during the year and provided to Asset Infrastructure Management consultants to update costs within the Romans system. We were unable to agree unit costs to external supporting documentation e.g. Supplier invoices.

Implication

Lack of supporting documentation in respect of infrastructure unit costs.

Recommendation

We recommend documentation to support infrastructure unit costs is retained in the future.

Management Comment

Noted – appropriate records of unit cost calculations will be maintained moving forward.

2. WORKS COSTING

Finding Rating: Moderate

We noted public works overheads were over allocated by \$72,352.55 and plant operating costs were under allocated by \$75,921.92 during the year, a re-allocation journal was raised on 30 June 2015 to correct the under/over allocation.

Implication

Risk of under/over allocation of plant operating costs and public works overhead.

Recommendation

We recommend allocation rates and allocations to jobs be reviewed periodically during the year, to ensure there are no major under or over allocations of public works overheads or plant operating costs. We suggest it may be appropriate to review allocation rates 3 times during the year - possibly in October/November, February/March, and May each year.

Management Comment

Noted – the issue management faces when adjusting on-cost rates is that Job costings become skewed. For example if on-cost rates go up during the year, the cost of a new Job will increase compared to a previously completed Job and therefore less work may be achieved on the new Job with the allocated budget.

It is Management's preference to monitor the on-cost allocations and make an adjustment journal at the end of the year across all jobs where applicable and practical (excluding Jobs linked to grant funding).

3. UNRECORDED CREDITORS

Finding Rating: Moderate

We identified \$128,400 in invoices relating to the 30 June 2015 period which were not recorded within accrued expenses at 30 June 2015.

We also note no superannuation on-costs were included in the calculation of accrued wages at 30 June 2015.

Implication

Risk of material misstatement or omission within accounting records.

Recommendation

Please ensure invoices received subsequent to 30 June are included in accrued expenses in the year in which they relate.

Please ensure superannuation on-costs are included in the calculation of accrued wages at 30 June 2016.

Management Comment

The majority of these invoices were received after our predetermined cut-off date to close the 2014/15 Financial Year and finalise the 2015/16 Budget.

\$98,026 of this total relates to the implementation costs of the Synergy Accounting System. It was Management's intention not to bring this cost to account in 2014/15. However, as the system had been implemented it was evident that there was a financial liability and therefore the cost was accrued.

Superannuation on-costs will be included in the 2015/16 Accrued Wages calculation.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

AUDIT AND RISK COMMITTEE'S RECOMMENDATION

That Council receive the 2014/15 Management Letter.

COUNCIL RESOLUTION

M14/1015

Moved Cr Murray

Seconded Cr Gogol

That Council receive the 2014/15 Management Letter.

CARRIED 8/0

Attachment 11.5



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20 October 2015

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

Dear Stephen

SHIRE OF BEVERLEY
30 JUNE 2015 MANAGEMENT REPORT

Following completion of our 30 June 2015 audit, we provide our Management Report and audit recommendations.

1.0 Our Audit Approach

The Australian Auditing Standards are the professional Standards applicable to all audit engagements. Accordingly, our audit was conducted in accordance with Australian Auditing Standards, with testing designed solely to enable the expression of an opinion on the financial report of the Shire of Beverley. This involved us making an assessment of the risk of material misstatement, whether due to fraud or error, and then using our professional judgement, applying audit procedures to mitigate that risk.

To assist Council in understanding our role as external auditor, we have previously detailed our audit responsibilities and scope of work to be performed to meet those responsibilities in our audit engagement letter.

Australian Auditing Standards require us to document and evaluate Shire of Beverley's system of internal control to establish the level of reliance on the internal control system in determining the nature, timing and extent of other auditing procedures necessary to enable us to complete our audit. This work is not primarily directed towards the discovery of weaknesses or the detection of fraud or other irregularities and should not, therefore, be taken to assume that no other weaknesses exist. Accordingly the comments within this letter refer only to those matters that have come to our attention during the course of our normal audit work and may not identify all possible improvements that an internal controls review may detect.

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Attachment 11.5

Our audit approach is based on a risk analysis methodology which relies upon our understanding of Shire of Beverley's operations, strategies and risks. We performed a review of applicable accounting systems and tested those during our audit. The level of testing performed by us is determined by the degree of reliance we place on the internal control systems in place which has a resulting impact on the amount of substantive testing required during our audit procedures. The level of testing performed is also aligned with what is required to form an overall opinion on the financial statements which may not coincide with what the Shire of Beverley perceives should be tested.

Our audit also included evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates and judgements, as well as evaluating the overall presentation of the financial report. There were no areas of disagreement either in the accounting estimates or judgements or in the presentation and disclosures made in the financial report.

2.0 Assessment of Fraud and Error

The primary responsibility for the prevention and detection of fraud is that of Council and management. As a result, it is important that management with the oversight of Council place a strong emphasis on fraud prevention, which may reduce opportunities for fraud to take place and fraud deterrence, which could persuade individuals not to commit fraud because of the likelihood of detection and resulting consequences.

In accordance with Australian Auditing Standards we are required to obtain reasonable assurance that the financial report taken as a whole is free from material misstatement, whether caused by fraud or error. While our procedures are designed to identify material weaknesses and misstatements from fraud and error, there is an unavoidable risk that even some material misstatements may remain undiscovered. This unavoidable risk is due to the test nature and other inherent limitations of an audit, together with the inherent limitations of any accounting and internal control system.

We have confirmed that nothing has come to management's attention that may constitute an incident of fraud. In addition our audit procedures did not identify any instances of suspected or actual fraud. We take this opportunity to remind you that our audit is not designed to detect fraud and therefore our audit procedures are not designed for that purpose.

3.0 Audit Adjustments and Unadjusted Audit Differences

During the course of our audit, we identified one misstatement considered to be material at a financial report level, this adjustment is reflected within Appendix 2.

4.0 Accounting Policies

We confirm to you that we are not aware of any changes to the accounting policies of the Shire of Beverley since 30 June 2014 in respect of the preparation of the 30 June 2015 financial report other than those changes required under Australian Accounting Standards and the Local Government Act and Regulations which are adequately disclosed.

Attachment 11.5

5.0 Commitments and Contingencies

On completion of our audit and subsequent discussions with management, we did not identify any additional commitments or contingencies that required disclosure within the financial report of the Shire of Beverley, apart from those already disclosed.

6.0 Subsequent Events

We did not identify any additional subsequent events up until the date of this report that required disclosure within the financial report of the Shire of Beverley, apart from those already disclosed.

7.0 Prior Year Audit Recommendations

i) Roads and Footpaths Infrastructure Assets

Road and footpath infrastructure assets were brought to account at fair value at 30 June 2014 through the engagement of external consultants. From a review of the Asset Infrastructure Management consultants valuation report, we noted the following recommendations:

- Validate and where required update the widths for road seals, pavements and formation;
- Review and update asset's date of construction, particularly for those with old dates and the 1901 default year;
- Update the asset inventories for signs, culverts and underground drainage to improve their accuracy;
- Update asset inventories to remove the use of obsolete RAMM materials such as asphalt;
- Establish asset residual values;
- Monitor and establish accurate useful lives based upon local evidence; and
- Consider the application of the residual useful life function in RAMM using condition based inputs.

We also noted road conditions have not been reviewed since 2010. We recommend the above matters are addressed with the necessary action taken to implement the recommendations prior to 30 June 2016.

ii) Excessive Leave Balances

We noted a number of employees had accrued in excess of six weeks annual leave at 30 June 2015. We recommend employees take regular leave through ongoing management of leave scheduling and leave liabilities.

Attachment 11.5

iii) Masterfile Accuracy and Validity

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

iv) Login Passwords

We noted users are not prompted to change their login passwords on a regular basis. We recommend systems used by the Shire of Beverley be set up to prompt users to change their passwords on a regular basis (i.e. every 90 days) to enhance security over access to information.

8.0 Audit Regulation 17 Recommendations

We noted Local Government Insurance Services "LGIS", was engaged to complete a Regulation 17 review in accordance with Local Government (Audit) Amendment Regulations 2013. LGIS provided their findings in September 2014. We note the following recommendations have not been implemented by the documented due date:

- Conduct IT Data Recovery Test (June 2015)- we understand a request has been made to Shire of Beverley's IT contractor to complete testing;
- Implement a performance review process for Health, Building and Planning (September 2015);
- Review process for electronic data management (June 2015)- we understand a independent consultant is currently investigating potential electronic data management systems;
- Review Asset Management Plan (June 2015);
- Collect Road Condition data and update Roman II (June 2015);
- Develop a footpath replacement plan (February 2015)- we understand this plan is currently in progress; and
- Review event management procedures (June 2015)

Please ensure the above recommendations are implemented prior to 30 June 2016.

9.0 Financial Ratio Performance Measures

A review of Shire of Beverley's financial ratios included within Note 18 of the financial report did not indicate any adverse ratios based on the Department of Local Government and Communities guidelines.

Attachment 11.5

10.0 Local Government Act Compliance Measures

In conjunction with our review of the financial statements, we also perform a review of the Shire of Beverley's compliance with the Local Government Act.

Our review of compliance with the Local Government Act and Financial Management Regulations did not indicate any issues of non-compliance which required reporting, with exception of the following:

- i) With the exception of roads and footpaths, other classes of infrastructure assets including bridges, drainage, parks and gardens have not been recorded at fair value as required by Regulation 17A of the Local Government (Financial Management) Regulations 1996.

11.0 Audit Opinion

In accordance with the terms of our engagement letter, we have a responsibility to provide an opinion in respect to the Shire of Beverley's annual financial report as to whether it is free from material misstatement.

11.1 Audit Qualification

Qualification- Completeness of infrastructure assets

In accordance with Regulation 17A of the Local Government (Financial Management) Regulations 1996, infrastructure assets were required to be transitioned to fair value by 30 June 2015. Shire of Beverley have completed an assessment of road and footpath classes of infrastructure assets, however a full completeness review of all other classes of infrastructure assets including bridges, drainage, parks and gardens has not been completed. As a result we have not been able to determine whether the recognition of other classes of infrastructure assets would have a material impact on the financial statements. Accordingly, we not provide an opinion on the completeness of infrastructure assets recorded at 30 June 2015.

Please ensure all other infrastructure assets are recorded at fair value for 30 June 2016.

11.2 Other Matters

Our audit indicated procedures and controls in respect to the Shire of Beverley's internal processes, procedures and financial reporting framework are adequately designed and have been maintained to high standards throughout the audit period.

We believe the experienced finance team led by Simon is very well placed to meet challenges, ensuring that internal procedures and controls in respect to financial reporting have been adequately designed, implemented and maintained during the 2014/2015 financial year to appropriate standards. The Shire of Beverley has appropriate levels of segregation of financial duties and independent review which ensures internal control requirements are satisfied.

Attachment 11.5

Please refer to Appendix 1 for our audit recommendations in relation to the 30 June 2015 audit. We provide these comments and recommendations to suggest improvements to Shire of Beverley's internal controls and procedures.

Our management report is on an exception basis, and therefore we have not commented on the various internal controls in place within your accounting systems.

We would like to take this opportunity to thank Simon and the finance team for the assistance provided to us during our audit.

Should you have any questions concerning the above or would like to discuss any other aspect of our audit, please do not hesitate to contact me.

Yours sincerely

AMD Chartered Accountants

A handwritten signature in black ink, appearing to read 'M Cavallo', with a stylized flourish underneath.

MARIA CAVALLO CA
Partner

cc Stephen Gollan
 Chief Executive Officer

Attachment 11.5

APPENDIX 1
Audit Recommendations for the year ended 30 June 2015

GUIDANCE TO FINDINGS RATING / IMPLICATION

Findings identified during the final audit have been weighted in accordance with the following scale:

Significant: *Those findings where there is potentially a significant risk to the entity should the finding not be addressed promptly.*

Moderate: *Those findings which are of sufficient concern to warrant action being taken by the entity as soon as possible.*

Minor: *Those findings that are not of primary concern however still warrant action being taken.*

AUDIT FINDINGS

1. UNIT COSTS

Finding Rating: Moderate

We understand an assessment of road and footpath infrastructure unit costs were made by the Works Manager during the year and provided to Asset Infrastructure Management consultants to update costs within the Romans system. We were unable to agree unit costs to external supporting documentation eg. Supplier invoices.

Implication

Lack of supporting documentation in respect of infrastructure unit costs.

Recommendation

We recommend documentation to support infrastructure unit costs is retained in the future.

Management Comment

Noted – appropriate records of unit cost calculations will be maintained moving forward.

Attachment 11.5

APPENDIX 1
Audit Recommendations for the year ended 30 June 2015

2. WORKS COSTING

Finding Rating: Moderate

We noted public works overheads were over allocated by \$72,352.55 and plant operating costs were under allocated by \$75,921.92 during the year, a re-allocation journal was raised on 30 June 2015 to correct the under/over allocation.

Implication

Risk of under/over allocation of plant operating costs and public works overhead.

Recommendation

We recommend allocation rates and allocations to jobs be reviewed periodically during the year, to ensure there are no major under or over allocations of public works overheads or plant operating costs. We suggest it may be appropriate to review allocation rates 3 times during the year - possibly in October/November, February/March, and May each year.

Management Comment

Noted – the issue management faces when adjusting on-cost rates is that Job costings become skewed. For example if on-cost rates go up during the year, the cost of a new Job will increase compared to a previously completed Job and therefore less work may be achieved on the new Job with the allocated budget.

It is Management's preference to monitor the on-cost allocations and make an adjustment journal at the end of the year across all jobs where applicable and practical (excluding Jobs linked to grant funding).

Attachment 11.5

APPENDIX 1
Audit Recommendations for the year ended 30 June 2015

3. UNRECORDED CREDITORS

Finding Rating: Moderate

We identified \$128,400 in invoices relating to the 30 June 2015 period which were not recorded within accrued expenses at 30 June 2015.

We also note no superannuation on-costs were included in the calculation of accrued wages at 30 June 2015.

Implication

Risk of material misstatement or omission within accounting records.

Recommendation

Please ensure invoices received subsequent to 30 June are included in accrued expenses in the year in which they relate.

Please ensure superannuation on-costs are included in the calculation of accrued wages at 30 June 2016.

Management Comment

The majority of these invoices were received after our predetermined cut-off date to close the 2014/15 Financial Year and finalise the 2015/16 Budget.

\$98,026 of this total relates to the implementation costs of the Synergy Accounting System. It was Management's intention not to bring this cost to account in 2014/15. However, as the system had been implemented it was evident that there was a financial liability and therefore the cost was accrued.

Superannuation on-costs will be included in the 2015/16 Accrued Wages calculation.

Attachment 11.5

APPENDIX 2
Audit Adjustments for the year ended 30 June 2015

Summary of Audit Adjustments

The following audit adjustments were raised upon completion of our audit and are reflected within Shire of Beverley 30 June 2015 financial report.

SHIRE OF BEVERLEY AUDIT ADJUSTMENTS 30 JUNE 2015		
Account	\$ Debit	\$ Credit
IT expenses	98,026	
Accrued expenses		98,026
<i>Record accrued IT Vision expense at 30 June 2015.</i>		
Asset revaluation reserve- infrastructure	7,617,239	
Asset revaluation reserve- land and buildings		7,617,239
<i>Reclassification of asset revaluation reserve.</i>		

Reconciliation of surplus per management accounts provided at the commencement of the audit to audited surplus:

	\$	
Surplus per management accounts		1,915,873
Less: IT expenses		(98,026)
Surplus per audited financial report		<u>1,817,847</u>

11.6 2014/15 Independent Auditor's Report

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 21 October 2015
APPLICANT: N/A
FILE REFERENCE: ADM 0047
AUTHOR: SK Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2014/15 Audit Report

SUMMARY

Council to note and include the 2014/15 Independent Auditor's Report in the 2014/15 Annual Report.

BACKGROUND

The audit of the 2014/15 Financial Report was conducted by AMD Chartered Accountants in October 2015.

The unsigned Independent Audit Report was received on 13 October 2015.

The Audit and Risk Committee reviewed the document at its meeting on 20 October 2015, and the final report was received from AMD after the meeting.

COMMENT

The final 2014/15 Independent Audit Report is attached.

The Auditor's identified one qualification being the incompleteness of Council's infrastructure assets in contravention of Regulation 17A of the *Local Government (Financial Management) Regulations 1996*.

Council has previously been advised that not all infrastructure assets would be recorded in the 2014/15 Financial Report. Consultants are currently in the process of completing a revaluation of all of Council's Infrastructure assets, due to be completed by early November 2015.

The results of this revaluation will be incorporated into the accounts and form part of the 2015/16 Financial Report.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

AUDIT AND RISK COMMITTEE'S RECOMMENDATION

That Council note and include the signed 2014/15 Independent Auditor's Report in the 2014/15 Annual Report.

COUNCIL RESOLUTION

M15/1015

Moved Cr Murray

Seconded Cr Gogol

That Council note and include the signed 2014/15 Independent Auditor's Report in the 2014/15 Annual Report.

CARRIED 8/0

Attachment 11.6



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INDEPENDENT AUDITOR'S REPORT TO THE ELECTORS OF THE SHIRE OF BEVERLEY

Report on the Financial Report

We have audited the accompanying financial report of the Shire of Beverley, which comprises the statement of financial position as at 30 June 2015, the statement of comprehensive income, statement of changes in equity, the rate setting statement, and the statement of cash flows for the year ended 30 June 2015, a summary of significant accounting policies and other explanatory notes, and the Chief Executive Officer's statement.

Management's responsibility for the financial report

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

Auditor's responsibility

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

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

We believe the audit evidence we obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Qualification- Completeness of infrastructure assets

In accordance with Regulation 17A of the Local Government (Financial Management) Regulations 1996, infrastructure assets were required to be transitioned to fair value by 30 June 2015. Shire of Beverley have completed an assessment of road and footpath classes of infrastructure assets, however a full completeness review of all other classes of infrastructure assets including bridges, drainage, parks and gardens has not been completed. As a result we have not been able to determine whether the recognition of other classes of infrastructure assets would have a material impact on the financial statements. Accordingly, we not provide an opinion on the completeness of infrastructure assets recorded at 30 June 2015.

Liability limited by a scheme approved under Professional Standards Legislation

Independent Member of
BKR
INTERNATIONAL


CHARTERED ACCOUNTANTS
AUSTRALIA • NEW ZEALAND

Attachment 11.6

Qualified Opinion

In our opinion, except for the effect of such adjustments, if any, as might have been determined to be necessary had the limitation discussed in the qualification paragraph not existed, in our opinion, the financial report of the Shire of Beverley

- i. gives a true and fair view of the Shire of Beverley's financial position as at 30 June 2015 and of its performance for the financial year ended 30 June 2015;
- ii. complies with Australian Accounting Standards; and
- iii. is prepared in accordance with the requirements of the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

Statutory Compliance

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- i. There are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.
- ii. There are no other matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law noted during the course of our audit, with exception of the following:
 - With the exception of roads and footpaths, other classes of infrastructure assets including bridges, drainage, parks and gardens have not been recorded at fair value as required by Regulation 17A of the Local Government (Financial Management) Regulations 1996.
- iii. The asset consumption ratio and the asset renewal funding ratio included in the annual financial report are supported by verifiable information and reasonable assumptions.
- iv. All necessary information and explanations were obtained by us.
- v. All audit procedures were satisfactorily completed during our audit.

AMD Chartered Accountants



MARIA CAVALLO
Partner

Bunbury, Western Australia

Dated this 20th day of October 2015

11.7 2014/15 Councillors' Declaration

SUBMISSION TO: Audit & Risk Committee 27 October 2015
REPORT DATE: 21 October 2015
APPLICANT: N/A
FILE REFERENCE: ADM 0047
AUTHOR: SK Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2014/15 Councillor's Declaration

SUMMARY

The Audit and Risk Committee to consider recommending to Council that the 2014/15 Councillors' Declaration be received.

BACKGROUND

The Councillors' Declaration was introduced by Council in 2012/13 to demonstrate Council's satisfaction of the appropriateness and integrity of the financial reports being presented.

COMMENT

The Councillors' Declaration is not a legislative requirement, however it gives Council a responsibility in ensuring that the contents of annual report and annual financial report are accurate and in line with appropriate legislation and standards.

Previously the President and Deputy President signed off on the Councillor's Declaration.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

AUDIT AND RISK COMMITTEE'S RECOMMENDATION

That the Councillors Declaration be signed by the President and Deputy President after it has been adopted by the Council and included in the 2014/15 Annual Report.

COUNCIL RESOLUTION

M16/1015

Moved Cr Shaw

Seconded Cr White

That the Councillors Declaration be signed by the President and Deputy President after it has been adopted by the Council and included in the 2014/15 Annual Report.

CARRIED 8/0

Attachment 11.7

Councillors' Declaration

In accordance with a resolution of the Councillors of the Shire of Beverley, we state that:

1. In the opinion of the Councillors:
 - 1.1 the financial statements and notes of the Shire of Beverley are in accordance with the Local Government Act 1995 and Regulations, including:
 - (a) giving a true and fair view of the Shire of Beverley's financial position as at 30 June 2015 and of its performance for the year ended on that date; and,
 - (b) complying with applicable Australian Accounting Standards; and
 - 1.2 there are reasonable grounds to believe that the Shire of Beverley will be able to pay its debts as and when they become due and payable.

On behalf of the Council:

Cr D Ridgway
President

Cr K Murray
Deputy President

Dated this 27th day of October 2015

11.8 2014/15 Annual Report

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 21 October 2015
APPLICANT: N/A
FILE REFERENCE: ADM 0199
AUTHOR: SK Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2014/15 Annual Report (under separate cover)

SUMMARY

Council to receive the 2014/15 Annual Report.

BACKGROUND

The 2014/15 Annual report has been produced in-house by the Deputy Chief Executive Officer and was audited by AMD Chartered Accountants in October 2015.

The Audit and Risk Committee reviewed the Annual Report in conjunction with AMD Chartered Accountants at its 20 October 2015 meeting.

COMMENT

After consideration from the Audit and Risk Committee, changes were made including; the inclusion of 'Ethics' in Our Values; the inclusion of a note to state that the Revenue and Expenses Statement of Objective was a statutory requirement; the removal of the statement that Council may utilise two methods of classing fixed assets; and the introduction of a Rate to Debt Ratio.

The 2014/15 Annual Report is attached (under separate cover) for the Council's consideration.

The 2014/15 Annual Report document will be sent to Workhouse Advertising for professional formatting following adoption.

STATUTORY ENVIRONMENT

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

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
 - (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) *deleted*]
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor's report for the financial year; and

- (ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*; and
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - (i) the number of complaints recorded in the register of complaints; and
 - (ii) how the recorded complaints were dealt with;and
 - (iii) any other details that the regulations may require;
- and
such other information as may be prescribed.

5.54. Acceptance of annual reports

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

** Absolute majority required.*

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

5.55. Notice of annual reports

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

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

AUDIT AND RISK COMMITTEE'S RECOMMENDATION

That Council

1. receive the 2014/15 Annual Report; and
2. provide a minimum of 14 days public notice of the availability of the 2014/15 Annual Report.

COUNCIL RESOLUTION

M17/1015

Moved Cr Gogol

Seconded Cr Shaw

That Council

- 1. receive the 2014/15 Annual Report; and**
- 2. provide a minimum of 14 days public notice of the availability of the 2014/15 Annual Report.**

CARRIED 8/0

11.9 Annual Electors Meeting

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 21 October 2015
APPLICANT: N/A
FILE REFERENCE: ADM 0047
AUTHOR: SK Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to select a suitable date to hold the Annual Electors Meeting.

BACKGROUND

The 2014/15 Annual Report has been produced in-house by the Deputy Chief Executive Officer and was audited by AMD Chartered Accountants in October 2015.

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

COMMENT

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

The last Annual Electors Meeting was held in the evening of 17 November 2014.

Should the Annual report be received at the October 2015 Ordinary Council meeting, the last date on which the Annual Electors Meeting can be held is Tuesday 22 December 2015.

Due to the required 14 day advertising period of the availability of the 2014/15 Annual Report an evening during the week beginning 16 November 2015 would seem to be appropriate.

STATUTORY ENVIRONMENT

5.27. Electors' general meetings

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

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

AUDIT AND RISK COMMITTEE'S RECOMMENDATION

That Council hold the Annual Electors Meeting on Monday 16 November 2015 at 6pm at the Lesser Hall.

COUNCIL RESOLUTION

M18/1015

Moved Cr Alexander

Seconded Cr Shaw

That Council hold the Annual Electors Meeting on Monday 16 November 2015 at 7pm at the Amenities Building at the Recreation Ground.

CARRIED 8/0

12. ADMINISTRATION

12.1 Appointment of Elected Members to Committees/Organisations

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 21 October 2015
APPLICANT: N/A
FILE REFERENCE: ADM 0102
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to appoint elected members to committees/organisations for the 2015-2017 term.

BACKGROUND

In accordance with Section 5.8 of the *Local Government Act 1995*, Council may convene committees of 3 or more persons.

COMMENT

There are three Committees of Council, which all Councillors are a member of, they are: Audit and Risk Committee, Corporate Strategy Committee and Economic & Community Strategy Committee. Please refer to Agenda item 12.2 for the proposed 2016 dates.

Council also elects members to certain Community or Council Committees, to act as a representative of Council and report back to Council.

Below are the committees/organisations that will require Council to elect representatives to:

Committee/Organisation	2013-2015 Members
Beverley Cropping Committee	Dee Ridgway Lew Shaw Keith Murray
Beverley Station Arts Committee (BSA)	David White
Avondale Farm Project Association (AFPA)	Peter Gogol Don Davis
Wheatbelt Retention Alliance	Jim Alexander
WALGA – Central Country Zone (CCZ)	Dee Ridgway Chris Pepper Keith Murray (Proxy)
Beverley, Brookton, Pingelly Aged Care Support and Solutions (BBP)	Dee Ridgway Chris Pepper
Fire Control Officer's (FCO) Meeting	Dee Ridgway Lew Shaw (Proxy)
Hotham Dale Sub Group	Keith Murray Jim Alexander (Proxy)
Local Health Advisory Group	Keith Murray Tom Buckland

The Central Country Zone members are automatically the President and Deputy President, and the FCO representative is also the President.

It should be noted the representative does not have any delegated authority on these Committee's and should never approve, recommend or promise anything on behalf of Council.

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Council Leadership - Support volunteers and encourage community involvement

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council appoint the following Councillors as members of the following Committees/Organisations:

Committee/Organisation	2015-2017 Members
Audit and Risk Committee	All Councillors
Corporate Strategy Committee	All Councillors
Economic and Community Strategy Committee	All Councillors
Beverley Cropping Committee	
Beverley Station Arts Committee (BSA)	
Avondale Farm Project Association (AFPA)	
Wheatbelt Retention Alliance	
WALGA – Central Country Zone (CCZ)	
Beverley, Brookton, Pingelly Aged Support and Care Solutions (BBP)	
Fire Control Officer's (FCO) Meeting	
Hotham Dale Sub Group	
Local Health Advisory Group	

COUNCIL RESOLUTION

M19/1015

Moved Cr Alexander

Seconded Cr Gogol

That Council appoint the following Councillors as members of the following Committees/Organisations:

Committee/Organisation	2015-2017 Members
Audit and Risk Committee	All Councillors
Corporate Strategy Committee	All Councillors
Economic and Community Strategy Committee	All Councillors
Beverley Cropping Committee	Dee Ridgway Lew Shaw Keith Murray
Beverley Station Arts Committee (BSA)	David White Peter Gogol (Proxy)
Avondale Farm Project Association (AFPA)	Darryl Brown Don Davis
Wheatbelt Railway Retention Alliance	Jim Alexander Darryl Brown (Proxy)
WALGA – Central Country Zone (CCZ)	Dee Ridgway Keith Murray Tom Buckland (Proxy)
Beverley, Brookton, Pingelly Aged Support and Care Solutions (BBP)	Dee Ridgway Tom Buckland
Fire Control Officer's (FCO) Meeting	Lew Shaw Dee Ridgway (Proxy)
Hotham Dale Sub Group	Keith Murray Jim Alexander (Proxy)
Local Health Advisory Group	Keith Murray Tom Buckland Lew Shaw
Frail Aged Lodge Committee	Lew Shaw Keith Murray
Local Emergency Management Committee	Dee Ridgway Peter Gogol

CARRIED BY ABSOLUTE MAJORITY 8/0

12.2 2016 Council and Committee Meeting Dates

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 21 October 2015
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0102
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider setting the dates for the 2015 Council Meetings and Committee Meetings to advertise and distribute.

BACKGROUND

Council policy is to hold the Ordinary Council Meeting on the fourth Tuesday of each month from February to November. There is no meeting in January and the December meeting date is often bought forward if deemed too close to Christmas.

COMMENT

The proposed dates for the 2016 Ordinary Council Meetings are:

Tuesday 23 February 2016

Tuesday 22 March 2016

Tuesday 26 April 2016

Tuesday 24 May 2016

Tuesday 28 June 2016

Tuesday 26 July 2016

Tuesday 23 August 2016

Tuesday 27 September 2016

Tuesday 25 October 2016

Tuesday 22 November 2016

Tuesday 20 December 2016 (13 December is the second Tuesday)

The proposed Committee Meeting Schedule 2016:

Audit and Risk Committee Meeting proposed dates are:

Tuesday 9 February 2016

Tuesday 18 October 2016

November TBA

Corporate Strategy Committee Meeting proposed dates are:

Tuesday 9 February 2016

Tuesday 10 May 2016

Tuesday 12 July 2016

Economic & Corporate Strategy Committee Meeting proposed dates are:

Tuesday 8 March 2016

Tuesday 9 August 2016

April, September and December have been left out intentionally and if a meeting of any committee is required, those months can be utilised.

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

Sustainable Governance – Ensure governance and legislative requirements are met.

POLICY IMPLICATIONS

EM001 – Ordinary Meetings of Council

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

1. Set the Ordinary Council Meeting dates for February 2016 – November 2016 as the 4th Tuesday of the Month; they being
Tuesday 23 February 2016
Tuesday 22 March 2016
Tuesday 26 April 2016
Tuesday 24 May 2016
Tuesday 28 June 2016
Tuesday 26 July 2016
Tuesday 23 August 2016
Tuesday 27 September 2016
Tuesday 25 October 2016
Tuesday 22 November 2016
Tuesday 20 December 2016
2. Set the December Ordinary Council Meeting as Tuesday 20 December 2016;
and
3. Set the 2016 Committee Meetings as:

Audit and Risk Committee Meeting
Tuesday 9 February 2016
Tuesday 18 October 2016

Corporate Strategy Committee Meeting
Tuesday 9 February 2016
Tuesday 10 May 2016
Tuesday 12 July 2016

Economic & Corporate Strategy Committee Meeting
Tuesday 8 March 2016
Tuesday 9 August 2016

COUNCIL RESOLUTION

M20/1015

Moved Cr White

Seconded Cr Gogol

That Council;

- 1. Set the Ordinary Council Meeting dates for February 2016 – November 2016 as the 4th Tuesday of the Month; they being
Tuesday 23 February 2016
Tuesday 22 March 2016
Tuesday 26 April 2016
Tuesday 24 May 2016
Tuesday 28 June 2016
Tuesday 26 July 2016
Tuesday 23 August 2016
Tuesday 27 September 2016
Tuesday 25 October 2016
Tuesday 22 November 2016
Tuesday 20 December 2016**
- 2. Set the December Ordinary Council Meeting as Tuesday 20 December 2016; and**
- 3. Set the 2016 Committee Meetings as:
Audit and Risk Committee Meeting
Tuesday 9 February 2016
Tuesday 18 October 2016

Corporate Strategy Committee Meeting
Tuesday 9 February 2016
Tuesday 10 May 2016
Tuesday 12 July 2016

Economic & Corporate Strategy Committee Meeting
Tuesday 8 March 2016
Tuesday 9 August 2016**

CARRIED 8/0

12.3 Shire of Beverley Policy Manual – Annual Review

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 21 October 2015
APPLICANT: N/A
FILE REFERENCE: ADM 0468
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: Policy Manual – Under separate cover

SUMMARY

Council to complete the annual review of the 2015-16 Policy Manual.

BACKGROUND

The purpose of maintaining a Policy Manual is to give Council, Management, Staff and Residents clear guidance in relation to shire matters.

At the Ordinary Council meeting held on 23 September 2014, Council resolved that the new 2014-15 Policy Manual be adopted and reviewed annually.

COMMENT

During 2014-2015 four (4) new policies were added to the manual and two (2) policies were amended.

Policy Number	Policy Name	New / Amended
AF005	Bank Accounts and Payments	New
AF009	Special Payment Agreements	New
AF010	Asset Capitalisation	New
A003	Risk Management	Amended
A005	Workforce Planning	New
S009	Occupational Health & Safety	Amended

Management have reviewed the Policy Manual and suggest no changes at this time are required. Councillor feedback is welcomed and any proposed changes are to be discussed.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 2.7 (2) (b) – The Council is to determine the Local Government's policies.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

A001: Policy Manual

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council endorse the attached 2015-16 Policy Manual.

COUNCIL RESOLUTION

M21/1015

Moved Cr Gogol

Seconded Cr White

That Council endorse the attached 2015-16 Policy Manual.

CARRIED 8/0

12.4 Strategic Community Plan Review

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 21 October 2015
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0449
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: Revised Draft Strategic Community Plan

SUMMARY

Council to consider the Final Draft of the revised Strategic Community Plan prior to submitting the plan for Community Consultation

BACKGROUND

Following Community Consultation and Councillor Workshops, Council adopted its first Strategic Community Plan (SCP) in February 2012.

COMMENT

The Local Government Regulations prescribe that Primary Strategic documents be reviewed on a regular basis and in the case of the SCP, it should be reviewed every two (2) years and a full review every four (4) years from adoption.

Following discussion with Council it was determined that consultant Margaret Hemsley be engaged to assist council and management complete the review.

Margaret Hemsley facilitated a Councillor workshop on Tuesday 1 September 2015 to perform the desktop review. Councillors have now provided feedback from that workshop, with the reviewed Draft Strategic Community Plan attached under separate cover.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government Regulations

Department of Local Government "Integrated Planning and Reporting Advisory Standard"

FINANCIAL IMPLICATIONS

2015/16 Budget - Consultants

STRATEGIC IMPLICATIONS

The SCP serves as a key strategic planning tool and forms part of the Integrated Planning Framework.

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the reviewed draft Strategic Community Plan and proceed to invite written public comment by Tuesday 17 November 2015.

COUNCIL RESOLUTION

M22/1015

Moved Cr Buckland

Seconded Cr Gogol

That Council receive the reviewed draft Strategic Community Plan and proceed to invite written public comment by Tuesday 17 November 2015.

CARRIED 8/0

12.5 Swimming Pool Mural

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 13 October 2015
APPLICANT: Contract Aquatic Services
FILE REFERENCE: ADM 0325
AUTHOR: S K Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Mural Design

SUMMARY

Council to consider allowing the painting of a mural on the southern wall of the Swimming Pool Plant Room (facing the Oval).

BACKGROUND

Prior to the 2014/15 Swimming Pool season, Contract Aquatic Services made an offer to Staff to paint a mural on the southern wall of the Swimming Pool Plant Room. A design was requested to put forward to Council for consideration.

COMMENT

Contract Aquatic Services have recently forwarded the following design for the mural:



Contract Aquatic Services have offered to do this mural free of charge as a gift to the community with the intention that *“this will be a statement of power and intimidation for the town towards opposition teams and potentially become a proud piece for local Redback clubs”*.

Approximate cost of the project is \$2,000.

Further, if the mural is not well received it can be painted over.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER’S RECOMMENDATION

That the Redback Spider design mural be authorised to be painted on the southern wall of the Swimming Pool Plant Room with works to be completed by Contract Aquatic Services at no cost to Council.

COUNCIL RESOLUTION

M23/1015

Moved Cr Murray

Seconded Cr Brown

That the Redback Spider design mural be authorised to be painted on the southern wall of the Swimming Pool Plant Room with works to be completed by Contract Aquatic Services at no cost to Council.

CARRIED 5/3

Cr Ridgway, Buckland and Alexander voted against the motion expressing concerns about the design, not the proposal.

12.6 Bush Fire Risk Planning Coordinator

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 13 October 2015
APPLICANT: Department of Fire and Emergency Services
FILE REFERENCE: ADM 0214
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: BFRC Job Description and DFES Grant Agreement

SUMMARY

Council to consider entering into an agreement with the Department of Fire and Emergency Services to 30 June 2016 to facilitate the employment of a Bushfire Risk Planning Coordinator (BRPC) to develop and implement Bushfire Risk Management Plans for Shire of Beverley, Unclaimed Crown and Reserve land within the Beverley district.

BACKGROUND

The Bushfire Risk Management Planning Project is a result of a number of recommendations from the Perth Hills Bushfire Review (Keelty Report).

At some stage, Council has expressed an interest to get assistance to complete and implement Bushfire Risk Management Plans. Following this interest, Beverley has been selected to accommodate a fully funded (by DFES) BRPC to develop and implement Risk management Plans.

The requirement to produce Bushfire Risk Management Plans has been legislated.

COMMENT

The purpose of the Bushfire Risk Management Planning Project is to build capacity and capability to mitigate and prepare for bushfire emergencies in local communities.

DFES have determined that the best way to achieve this is through appointing a local BRPC.

The Bushfire Risk Management Planning Project Agreement provides \$143,615 (ex GST) to support the BRPC position to 30 June 2016. Following this date, funding is not secure therefore the position would be based on a fixed term contract.

A BRPC position description which outlines the role and responsibilities of the position has been attached.

Further, DFES will supply access to Bushfire Risk Management software.

Another position will also be created in the DFES Northam Office, a Bushfire Risk Management Officer, to also assist with the development of Bushfire Risk Management Planning for Beverley.

Council's contribution to the BRPC position is to provide office space and manage the staff member.

STATUTORY ENVIRONMENT

State Emergency Management Act 2005

State Emergency Management Policy (SEMP) 2.9

FINANCIAL IMPLICATIONS

Nil – Position fully funded

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That the Bushfire Risk Management Planning Project Agreement be signed under seal by the President and Chief Executive Officer and a Bushfire Risk Planning Coordinator be employed under contract by the Chief Executive Officer, following a suitable recruitment process, as per the requirements of the Bushfire Risk Management Planning Project Agreement for a period up to 30 June 2016.

COUNCIL RESOLUTION

M24/1015

Moved Cr Gogol

Seconded Cr Brown

That the Bushfire Risk Management Planning Project Agreement be signed under seal by the President and Chief Executive Officer and a Bushfire Risk Planning Coordinator be employed under contract by the Chief Executive Officer, following a suitable recruitment process, as per the requirements of the Bushfire Risk Management Planning Project Agreement for a period up to 30 June 2016.

CARRIED BY ABSOLUTE MAJORITY 7/1

Cr Shaw requested his vote against the motion be recorded.

12.7 Christmas/New Year Office Closure

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 21 October 2015
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0102
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider the closure of the Administration Centre and Library from the close of business on Thursday 24 December 2015 to Friday 1 January 2016. The Administration centre to re-open on Monday 4 January 2016.

BACKGROUND

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

COMMENT

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

Thursday	24 th December 2015	–	Administration Centre and Library Closed
Friday	25 th December 2015	–	Public Holiday (Christmas Day)
Monday	28 th December 2015	–	Public Holiday (Boxing Day)
Tuesday	29 th December 2015	–	Administration Centre and Library Closed
Wednesday	30 th December 2015	–	Administration Centre and Library Closed
Thursday	31 st January 2016	–	Administration Centre and Library Closed
Friday	01 st January 2016	–	Public Holiday (New Year's Day)
Monday	04 th January 2016	–	Administration Centre and Library Open

The closure of the Administration Centre and Library will allow staff to have an extended period of leave in addition to the public holidays. Annual Leave of 4 days will be utilised by staff to compensate for the additional days off. This is the first time a request has been made to Council to close on 24 December. Staff have previously found that there is very little to no interaction with the public on Christmas Eve.

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

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the closure of the Administration Centre and Library from close of business on Wednesday 23 December 2015 4:00pm to the re-opening on Monday 4 January 2016 at 8:30am.

COUNCIL RESOLUTION

M25/1015

Moved Cr White

Seconded Cr Buckland

That Council endorse the closure of the Administration Centre and Library from close of business on Wednesday 23 December 2015 4:00pm to the re-opening on Monday 4 January 2016 at 8:30am.

CARRIED 8/0

12.8 Annual Christmas Function

SUBMISSION TO: Ordinary Council Meeting 27 October 2015
REPORT DATE: 21 October 2015
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0316
AUTHOR: S P Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider the annual Christmas function and gift.

BACKGROUND

It has been customary for Council to hold an annual Christmas Function for staff, councillors and their immediate family each year. Along with the function, Councillors have given staff a gift in the form of Christmas Hamper. Shire staff have previously put the hampers together and distributed them at the end of the working day, on the same day as the function.

COMMENT

If it is Council's wish to continue these traditions, a date, venue and gift will need to be chosen. As a small change and to encourage interaction, I would like to suggest Council present the gifts at the Christmas Function. Thursday 17 December 2015 has been identified as a date that does not clash with other community events. Councillor feedback is welcomed.

The gift hampers are very well received by staff, however can be time consuming to order, pick up and put together. The local supermarket has declined to put the gift baskets together due to the time consuming factor. Council may wish to utilise gift vouchers in place of the hamper. Again Councillor feedback is welcomed.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

2015/16 Budget

STRATEGIC IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

1. hold the Christmas Function on Thursday 17 December at the Amenities Building, commencing at 6:00pm; and
2. present the determined gift at the Christmas Function.

COUNCIL RESOLUTION

M26/1015

Moved Cr Gogol

Seconded Cr Brown

That Council;

1. hold the Christmas Function on Thursday 17 December at the Amenities Building, commencing at 6:00pm; and
2. present the determined gift at the Christmas Function.

CARRIED 8/0

13. NEW BUSINESS ARISING BY ORDER OF THE MEETING

13.1 Central Country Zone Nomination

COUNCIL RESOLUTION

M27/1015

Moved Cr Alexander

Seconded Cr Brown

That Council endorse the nomination of Cr Dee Ridgway to the Executive Committee of the Central Country Zone at the Zone Election on 27 November 2015.

CARRIED 8/0

14. CLOSURE

The Chairman declared the meeting closed at 4:20pm.

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

PRESIDING MEMBER:

DATE: