



**23 FEBRUARY 2016**

**ORDINARY MEETING**

**MINUTES**

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## **1. OPENING**

The Chairperson declared the meeting open at 2:16pm.

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

### **2.1 Members Present**

Cr DJ Ridgway            President  
Cr KM Murray           Deputy President  
Cr DW Davis  
Cr P Gogol  
Cr LC Shaw  
Cr DC White

### **2.2 Staff In Attendance**

Mr SP Gollan            Chief Executive Officer  
Mr SK Marshall        Deputy Chief Executive Officer  
Mr BS de Beer         Shire Planner (from 2:16pm to 2:57pm)  
Mrs A Lewis            Executive Assistant

### **2.3 Observers And Visitors**

Nil

### **2.4 Apologies and Approved Leave of Absence**

Leave of Absence      Cr JD Alexander  
Leave of Absence      Cr T Buckland  
Apologies             Cr DL Brown

### **2.5 Condolences**

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

WILLIAMSON	Olive Patricia (Pat)	25 December 2015
KEMPTON	Peggy Winifred	10 January 2016

## **3. DECLARATIONS OF INTEREST**

### **3.1 Cr White – Item 11.8 – Impartiality**

### **13.2 CEO Mr Stephen Gollan – Financial**

## **4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

## **5. PUBLIC QUESTION TIME**

Nil

## **6. APPLICATIONS FOR LEAVE OF ABSENCE**

March 2016 – Cr Ridgway, Cr Murray and Cr Buckland.

**7. CONFIRMATION OF MINUTES**

**7.1 Minutes Of The Ordinary Council Meeting Held 15 December 2015**

**OFFICER'S RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held Tuesday 15 December 2015 be confirmed.

**COUNCIL RESOLUTION**

**M1/0216**

**Moved Cr Murray**

**Seconded Cr Gogol**

**That the Minutes of the Ordinary Council Meeting held Tuesday 15 December 2015 be confirmed.**

**CARRIED 6/0**

**7.2 Minutes Of The Audit and Risk Meeting Held 9 February 2016**

**OFFICER'S RECOMMENDATION**

That the Minutes of the Audit and Risk Committee Meeting held Tuesday 9 February 2016 be received.

(Under separate cover)

Please refer to agenda items: 11.3, 12.3 and 12.4

**COUNCIL RESOLUTION**

**M2/0216**

**Moved Cr White**

**Seconded Cr Shaw**

**That the Minutes of the Audit and Risk Committee Meeting held Tuesday 9 February 2016 be received.**

**CARRIED 6/0**

### **7.3 Minutes Of The Corporate Strategy Meeting Held 9 February 2016**

#### **OFFICER'S RECOMMENDATION**

That the Minutes of the Corporate Strategy Committee Meeting held Tuesday 9 February 2016 be received.

(Under separate cover)

Please refer to agenda items: 11.4, 11.5, 11.6 and 11.7

#### **COUNCIL RESOLUTION**

**M3/0216**

**Moved Cr Gogol**

**Seconded Cr Davis**

**That the Minutes of the Corporate Strategy Committee Meeting held Tuesday 9 February 2016 be received.**

**CARRIED 6/0**

## **8. TECHNICAL SERVICES**

### **8.1 Tender: Backhoe**

**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 17 February 2016  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0501  
**AUTHOR:** S.P. Vincent, Manager of Works  
**ATTACHMENTS:** Nil

#### **SUMMARY**

Council to consider tender applications for the replacement of Backhoe BE030.

#### **BACKGROUND**

Quotes through the WALGA E Quotes closed 29<sup>th</sup> January 2016 for the replacement of the John Deere Backhoe (BE030). There is an allocation of \$165,000.00 to purchase a new backhoe and \$30,000.00 for the trade; this is a changeover of \$135,000.00 (ex GST).

#### **COMMENT**

The following prices were received:

<b>Company</b>	<b>Backhoe Tendered</b>	<b>Price Ex GST</b>	<b>Trade ex GST</b>	<b>Base Machine Change over Ex GST</b>	<b>Options buckets and forks</b>	<b>Including Options Ex GST</b>
Hitachi	John Deere 315SL	176,000	30,000	146,000	9,700	155,700
JCB	JCB 3CX Sitemaster	140,750	29,000	111,750	6,367	118,117
JCB	JCB 3CX APC	161,750	29,000	132,750	6,367	139,117
Komatsu	Komatsu WB97R 5EO Platinum	171,250	23,000	148,250	9,907	148,157
Komatsu	Komatsu WB97S 5EO	179,580	23,000	156,580	9,907	156,487
McIntosh	Case 580ST	143,180	30,000	113,180	7,900	121,080
McIntosh	Case 590 ST	149,290	30,000	119,290	7,900	127,190
Westrac	Cat 432F	149,160	24,000	125,160	17,708	142,868

The options for this backhoe include a 300mm trench bucket, 1500mm batter and rollover forks for lifting pallets.



We short listed these machines to the Case 590ST and the Cat 432F, the others either didn't meet our requirements or were over our budgeted amount.

After inspecting the short listed machines and comparing the options the Case 590ST is our preferred backhoe.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

### **FINANCIAL IMPLICATIONS**

The budgeted amount for the changeover of this vehicle is \$135,000.00 the recommended backhoe will be \$7,810.00 under budget.

### **STRATEGIC IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

Policy No AF007: Purchasing and Procurement

### **VOTING REQUIREMENTS**

Absolute Majority

### **OFFICER'S RECOMMENDATION**

That the tender from McIntosh and Sons for the replacement of the Backhoe (BE 030) as tendered on 29 January 2016, with Case 590ST including the options for roll over forks, 300mm trench bucket and 1500mm batter bucket for the changeover price of \$127,190.00 ex GST be accepted.

### **COUNCIL RESOLUTION**

**M4/0216**

**Moved Cr Murray**

**Seconded Cr Davis**

**That the tender from McIntosh and Sons for the replacement of the Backhoe (BE 030) as tendered on 29 January 2016, with Case 590ST including the options for roll over forks, 300mm trench bucket and 1500mm batter bucket for the changeover price of \$127,190.00 ex GST be accepted.**

**CARRIED 6/0**

## **8.2 Tender: Roller**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 17 February 2016  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0502  
**AUTHOR:** S.P. Vincent, Manager of Works  
**ATTACHMENTS:** Nil

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### **SUMMARY**

Council to consider tender applications for the replacement of the Vib Roller BE033.

### **BACKGROUND**

Quotes through the WALGA E Quotes closed 29<sup>th</sup> January 2016 for the replacement of the Bomag Vib Roller (BE033). There is an allocation of \$145,000.00 to purchase a new Vib Roller and \$40,000.00 for the trade; this is a changeover of \$105,000.00 (ex GST).

### **COMMENT**

The following prices were received:

<b>Company</b>	<b>Roller Tendered</b>	<b>Price Ex GST</b>	<b>Trade ex GST</b>	<b>Change over Ex GST</b>
JCB	JCB VM115D	147,500	37,000	110,500
Dynapac	Dynapac CA 2800D	137,113	40,000	97,113
Tutt Bryant	Bomag BW211 D-4	147,500	44,000	103,500
Tutt Bryant	Bomag BW213 D-4	153,500	44,000	109,500
Wirtgen	HAMM 3412	151,342	38,000	113,342
Westrac	CAT CS56B	149,000	28,000	121,000
Westrac	CAT CS533E	131,960	28,000	103,960

We short listed these machines to the Bomag BW211 D-4 and the Cat CS533E, as the others either didn't meet our requirements or were over the budgeted amount.

After inspecting these machines and comparing the options the Bomag BW211 D-4 is the preferred roller.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

### **FINANCIAL IMPLICATIONS**

The budgeted amount for the changeover of this vehicle is \$105,000.00 the recommended Vib Roller will be \$1,500.00 under budget.

### **STRATEGIC IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

Purchasing and Procurement : Policy No AF007

### **VOTING REQUIREMENTS**

Absolute Majority

### **OFFICER'S RECOMMENDATION**

That the tender from BT Equipment for the replacement of the Vib Roller (BE 033) as tendered on 29 January 2016, with the Bomag BW211 D-4 for the changeover price of \$103,500.00 ex GST be accepted.

### **COUNCIL RESOLUTION**

**M5/0216**

**Moved Cr Davis**

**Seconded Cr Gogol**

**That the tender from BT Equipment for the replacement of the Vib Roller (BE 033) as tendered on 29 January 2016, with the Bomag BW211 D-4 for the changeover price of \$103,500.00 ex GST be accepted.**

**CARRIED 6/0**

## **9. PLANNING SERVICES**

### **9.1 Proposed Road Name Change – Dale Kokeby Road**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 10 February 2016  
**APPLICANT:** Shire of Brookton  
**FILE REFERENCE:** ADM 0440  
**AUTHOR:** B.S. de Beer, Shire Planner  
**ATTACHMENTS:** Explanatory Maps and Photos

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#### **SUMMARY**

Council has been approached by the Shire of Brookton to change the road name of Dale-Kokeby Road to Corberding Road, as reflected in the attached maps.

Subsequent advertising of the intention to change the Road names elicited fierce objections. Council will be requested to reconsider commencement of the name changes with a recommendation that it do not proceed.

#### **BACKGROUND**

At the request of the previous Shire of Brookton CEO (Mr Kevin O'Connor), the Shire of Beverley Council resolved at its meeting of 28 July 2015 to request the Geographic Names Committee to consider changing a section of the presently named 'Dale-Kokeby Road' to 'Corberding Road', as depicted on the accompanying maps.

The Geographic Names Committee responded as follows:

*'Upon initial inspection of your request, Geographic Names Committee (GNC) finds that your request is logical. However, prior to approval being given, your request was forwarded to the Addressing Team to assess any repercussions to existing addresses according to guidelines. The following issues have been identified that require action prior to renaming the portion of Dale-Kokeby road: Firstly, there are fifteen (15) affected land owners that will require attention due to changes affecting addresses. Consultation is required with the land owners and their responses provided prior to any changes being implemented as per section 3.16.2 of the GNC Policies and Standards.'*

The subsequent consultation with affected land owners elicited a number of extreme concerns regarding the proposal, for reasons of, amongst others, the implication of changing established agri-business's trading addresses, which would cause much inconvenience to affected parties.

Shire Planner and Brookton CEO (Mr Darren Friend), did a site visit at the subject intersection on 6 November 2015 and had discussions regarding the proposal with Mrs Anna Butcher.

In response to the above meeting the Shire of Brookton replaced the signage at the intersection, as reflected on the location plan and photos attached to this report.

## COMMENT

The *Policies and Standards for Geographical Naming in Western Australia* Manual states the following:

*'Any person, community group, organisation, government department or local authority can request a new name or an amendment to an existing name or boundary by contacting the Geographic Names Team within Landgate in the first instance.*

*'Consultation with the relevant local authority is required in each case. To expedite the process, it is helpful for such requests to have been put to the relevant local authority for their comment and/or endorsement prior to the submission being sent to Landgate for consideration.'*

As a result of the objections received against the proposal Council will be requested to reconsider commencement of the name changes with a recommendation that it does not proceed.

It is submitted that the subsequent revised placement of the new signage at the intersection removes the need for the onerous process of changing road names.

## CONSULTATION

Consultation was had with affected land owners and the responses are recorded below. Please see Shire Planner's response to the submissions below the table.

	<b>Respondent</b>	<b>Comment</b>
<b>1</b>	Ian Strange 2447 Westdale Road Beverley	<p>Objection to the proposal.</p> <p>I agree the proposed road renaming makes sense to reflect the existing road alignment and to avoid road user confusion, however, whilst it does not directly affect us I acknowledge and support others who live on this road and the huge implications and impact it would have on their business and other involvements in terms of changing their addresses.</p> <p>My other concern is if this is to take place at this relatively inconspicuous spot I believe strongly that it should be consistently applied to other more significant geographical sites. For example – York-Williams Road, Great Southern Highway/Northam Cranbrook Road/Hunt Road to name but a few.</p>
<b>2</b>	Colin & Anna Butcher 499 Dale-Kokeby Road Brookton	<p>Objection to the proposal.</p> <p>I have lived at this address 499 Dale-Kokeby Road, Brookton for 61 years and my wife Anna has lived here for 34 years.</p> <ol style="list-style-type: none"> <li>1. During this time we have witnessed decades of successful emergency responses to properties and residences on Dale-Kokeby Road by police, ambulance and fire crews.</li> <li>2. An unreasonable and costly administrative burden will be imposed on us and our business if the road name is changed. Our residential and business address of 499 Dale Kokeby Road will need changing. Notification will have to be made to the ATO, ASIC for company and business name registrations, government utilities</li> </ol>

		<p>(Western Power, Synergy, Telstra), Australian Electoral Commission, Medicare, Australian Bureau of Statistics, Department of Transport and Licensing for all driver and firearm licences and vehicle licences, Department of Transport for all agricultural vehicle concessions held by the business, various government departments for permits held.</p> <ol style="list-style-type: none"> <li>3. Businesses that require residential addresses as part of the details for the provisions of credit facilities will need to be notified of the changes. Any accounts held with banking institutions or other businesses or legal documents where a residential address is required will require changing. Concession cards holders will have to notify the relevant government department of the change. Software registrations and various other personal accounts will require address changes. Our daughter who is currently working overseas has 499 Dale Kokeby Road, Brookton as her Australian residential address for the period of her secondment and she will be required to change all her addresses.</li> <li>4. Maps and instructions to our suppliers and contractors who provide services or deliver goods to our business and home will need to be changed and all these businesses will have to be advised of the change. This is likely to cause confusion. New Business and personal stationary will be required at additional cost.</li> <li>5. The road name has been in place for decades. Maps dating from 1979 show Dale Kokeby Road. The historical significance of the road name Dale Kokeby linking the Dale area to Mt Kokeby will be lost, as the road will no longer join the two areas.</li> <li>6. We understand that the road name change was initiated as a result of confusion when attending a fire at the Olive Farm. Incorrect notification of the fire location was notified by SMS as <i>"Fire on Dale West Rd &amp; Sheahan Rd assistance is required please attend Olive Farm"</i>. This will have caused confusion as the fire was at the Olive Farm on Dale Kokeby Road. Dale West Road and Sheahan Road do not intersect and Dale West Road was not near the fire.</li> </ol> <p>It would be disappointing if one isolated incident should necessitate a road name change and the resulting unreasonable cost on all affected landowners, government departments and others; when a simpler and less costly solution would be to upgrade the signage at the crossroads to ensure that it doesn't cause confusion in the future</p>
<p><b>3</b></p>	<p>Francina Stead PO Box 168 Brookton WA 6306</p>	<p>Objection to the proposal.</p> <p>I wish to object to the proposal of the road name change, for a number of reasons, some of which are listed below:</p> <ol style="list-style-type: none"> <li>1. The unreasonable administrative costs &amp; burden thereof to affect the many address changes that would be required for both our business and personal matters, not least of which would be business registrations, vehicle licenses, insurances, utilities, etc.</li> <li>2. Business' such as Landgate, Western Power and others, have found our premises without any concerns, and without prior knowledge of being there or phone directions from us.</li> </ol>

	<p>3. It seems to be a very costly exercise, not just for ourselves, but for all concerned, with maps etc. requiring change. It would be a more reasonable solution to erect further signage opposite the current signage for more clarity of the road names.</p> <p>Your consideration in this matter would be greatly appreciated.</p>
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### **STATUTORY ENVIRONMENT**

Road naming is done in terms of the *Land Administration Act, 1997*, and regulations.

### **FINANCIAL IMPLICATIONS**

There are no financial implications relative to this application.

### **STRATEGIC IMPLICATIONS**

There are no strategic implications relative to this application.

### **POLICY IMPLICATIONS**

There are no policy implications relative to this application.

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICERS' RECOMMENDATION**

That Council;

1. hereby resolve not to proceed with the road name change from 'Dale-Kokeby Road' to 'Corberding Road';
2. request the Geographic Names Committee cancel the actions to change the road name of the subject section of 'Dale-Kokeby Road' to 'Corberding Road'; and
3. inform the Shire of Brookton of the above decision.

### **COUNCIL RESOLUTION**

**M6/0216**

**Moved Cr White**

**Seconded Cr Murray**

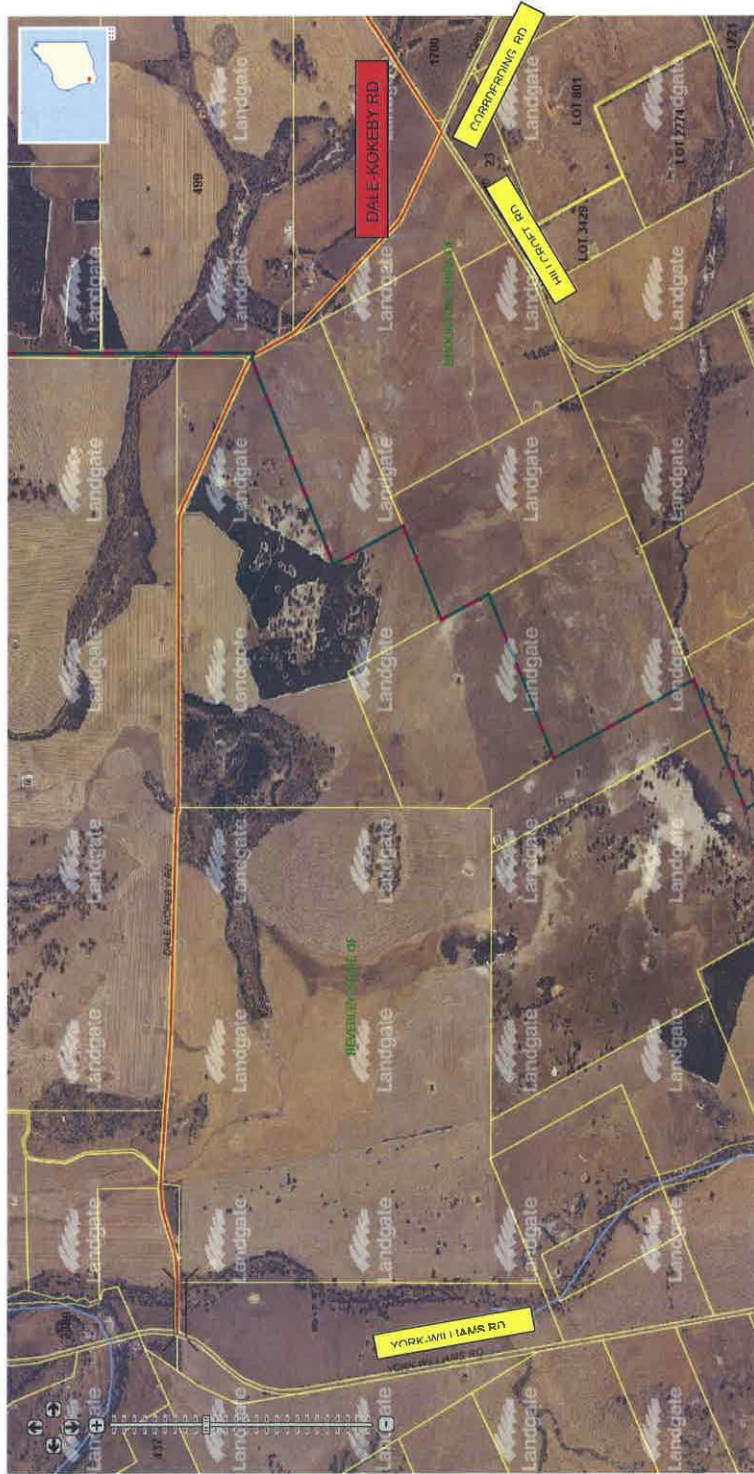
**That Council;**

1. hereby resolve not to proceed with the road name change from 'Dale-Kokeby Road' to 'Corberding Road';
2. request the Geographic Names Committee cancel the actions to change the road name of the subject section of 'Dale-Kokeby Road' to 'Corberding Road'; and
3. inform the Shire of Brookton of the above decision.

**CARRIED 6/0**

Attachment 9.1

Current Roads



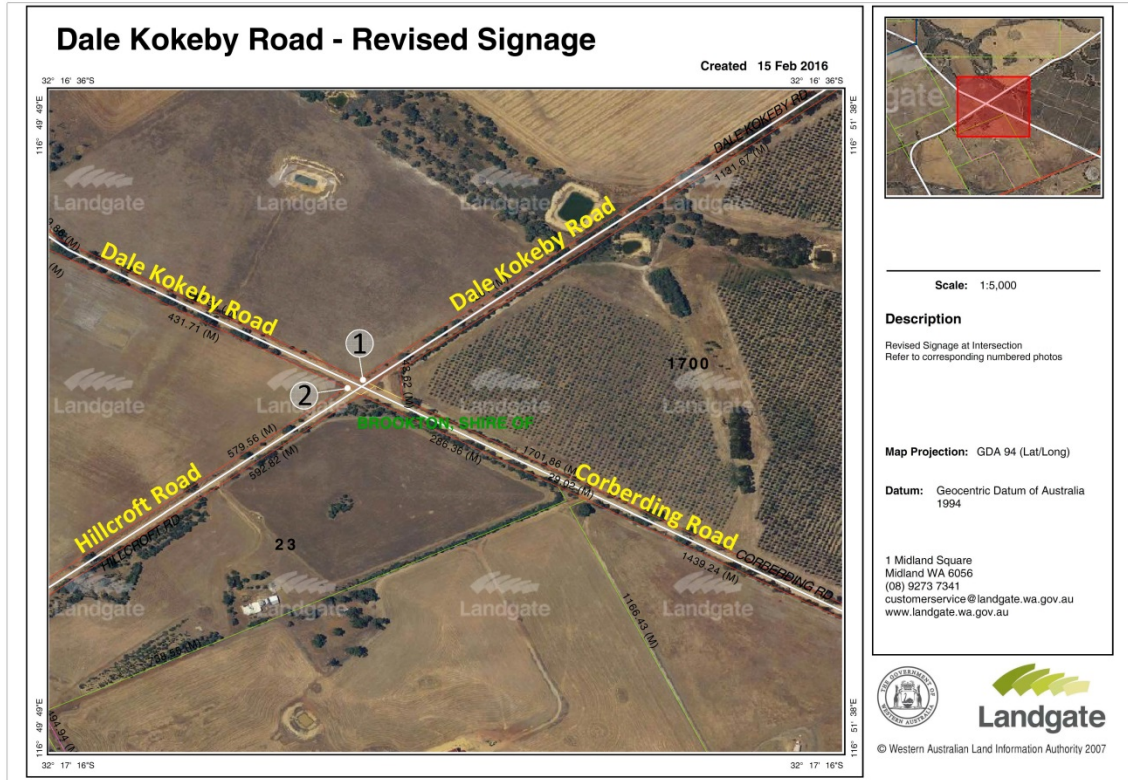


Attachment 9.1

Proposed Change – Corberding Rd



Attachment 9.1



Attachment 9.1

NEW SIGNAGE - LOCATION 2



## **9.2 Dwelling, Carport & Outbuilding Application – 21 Richardson Street**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 15 February 2016  
**APPLICANT:** Phillip & Jennifer Foster  
**FILE REFERENCE:** RIC 51420  
**AUTHOR:** B.S. de Beer, Shire Planner  
**ATTACHMENTS:** Application Letter, Locality Map, and Building Plans

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### **SUMMARY**

An application has been received for development of a Single Dwelling, Carport and Outbuilding, with the specific request to construct the Outbuilding before commencement of construction of the dwelling, at 21 (Lot 2053) Richardson Street, Beverley. It will be recommended the application be approved.

### **BACKGROUND**

The subject site is located at 21 (Lot 2053) Richardson Street, Beverley, is 4,557 m<sup>2</sup> in extent and zoned Residential R 2.5.

In terms of the Shire's Outbuilding Policy, an Outbuilding is not to be constructed prior to commencement of construction of a residence.

All other aspects of the proposal comply with the Outbuilding Policy and the Residential Design Codes (Please refer to the attachments).

### **COMMENT**

The applicants in their application letter (attached hereto), mentions that they would like to build the shed first to be able to store equipment, building materials (for the eventual construction of the house), mowers, garden materials, etc.

They intend to develop the property to be self-sufficient and sustainable and for this purpose also require two water tanks to be operational to water vegetable gardens and fruit trees. This is all done to prepare the property for eventual construction of the residence when the applicants intend to retire to Beverley.

Shire Planner submits that it would be appropriate to recommend this application for approval as the intention seems practical and pure. The fact that plans for the single dwelling is included in the application supports this notion.

### **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 a Single Dwelling, Car Port & Outbuilding at 21 (Lot 2053) Richardson Street, Beverley, and permission for the Outbuilding to be constructed prior to commencement of construction of the dwelling, 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 walls & roof of the Outbuilding 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**

**M7/0216**

**Moved Cr Gogol**

**Seconded Cr White**

**That Council resolve to grant planning approval for a Single Dwelling, Car Port & Outbuilding at 21 (Lot 2053) Richardson Street, Beverley, and permission for the Outbuilding to be constructed prior to commencement of construction of the dwelling, 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 walls & roof of the Outbuilding 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 6/0**

2:57pm – Stefan de Beer left the meeting and did not return.

2:57pm – Meeting adjourned for tea break.

3:03pm – Meeting resumed

## Attachment 9.2

Beverly Shire Council  
Vincent Street  
Beverly WA 6304


To Whom It May Concern

In applying for this planning application, my husband and I would like to build the shed first so that we are able to store our equipment, building materials ( for the home), mowers, garden materials etc. We would also put in place two water tanks to collect water for the vegetable gardens and fruit trees that have already been planted ( 31 at this stage.) Our plan is to be self sufficient & sustainable as possible and the property will be set up the permaculture way to maximise water retention,

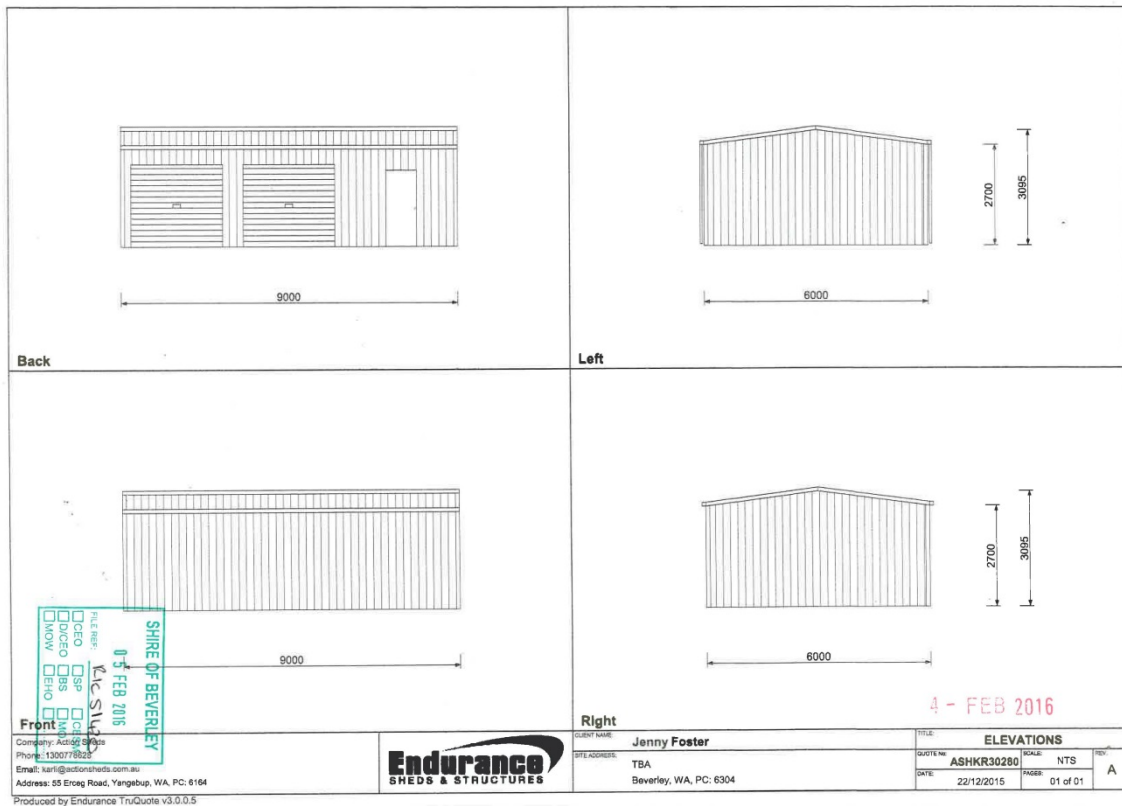
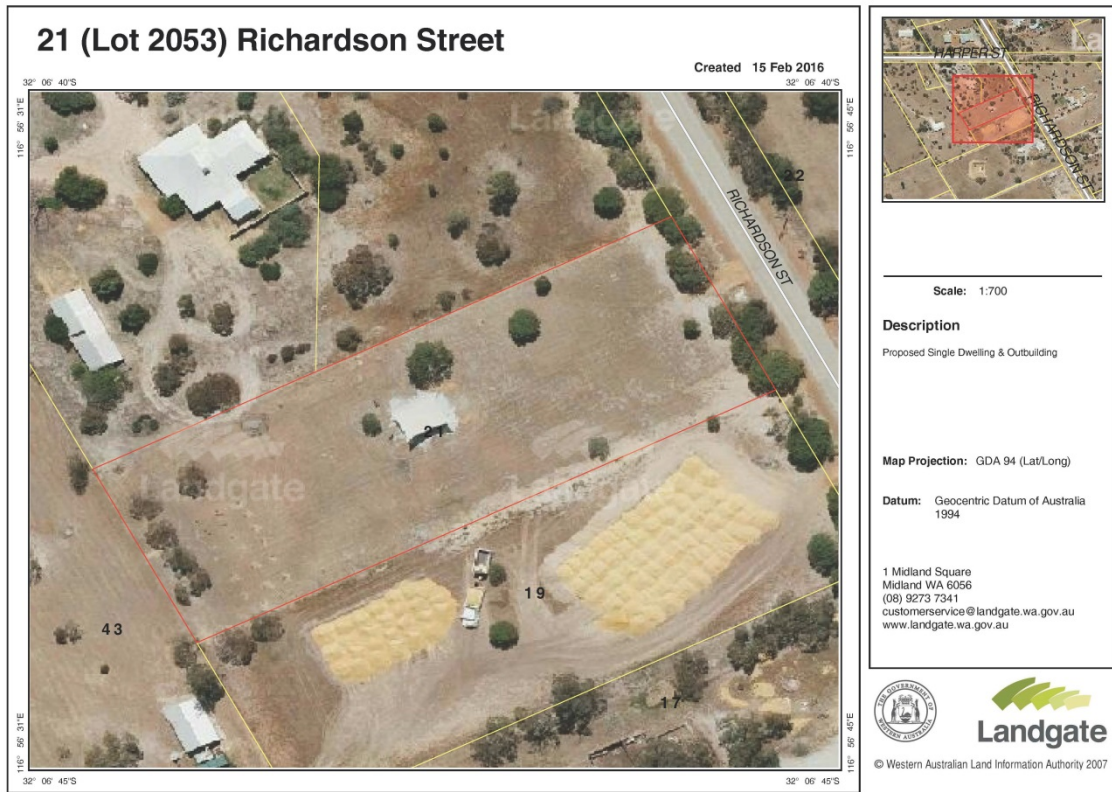
We will not be living in the shed as we also have a property in Armadale and my husband has a permanent full time position as Manager for Contracts and Facilities with Rand Refrigerated Transport in Perth. Our ultimate goal is to retire in Beverley but have the property producing and ready for when that happens and also to be a part of the community. Where ever possible we use local contractors for any work that needs to be done and supplied.

Yours in anticipation

Phillip & Jenny Foster

A handwritten signature in blue ink, appearing to be 'JFA', is written below the typed name 'Phillip & Jenny Foster'.

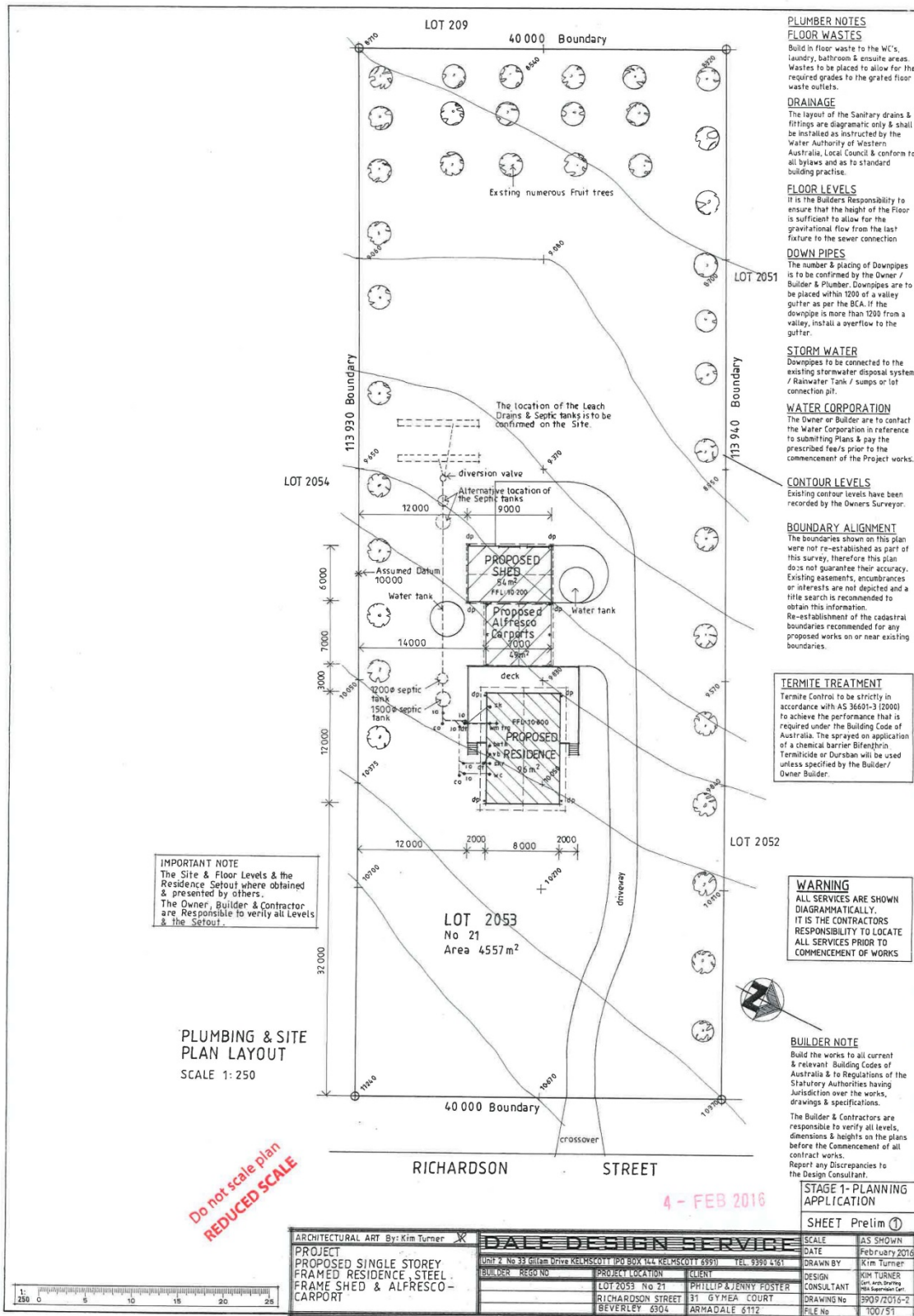
Attachment 9.2







Attachment 9.2



## **11. FINANCE**

### **11.1 Monthly Financial Report**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 12 February 2016  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** December 2015 and January 2016 Financial Reports

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#### **SUMMARY**

Council to consider accepting the financial reports for the periods ending 31 December 2015 and 31 January 2016.

#### **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 periods ending 31 December 2015 and 31 January 2016 have been provided and include:

- 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**

N/A

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That the monthly financial report for the month of December 2015 and January 2016 be accepted and material variances be noted.

**COUNCIL RESOLUTION**

**M8/0216**

**Moved Cr Murray**

**Seconded Cr Shaw**

**That the monthly financial report for the month of December 2015 and January 2016 be accepted and material variances be noted.**

**CARRIED 6/0**

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING  
31 December 2015**

Description	Budget 2015/16	YTD Budget 2015/16	YTD Actual 2015/16	YTD Variance	Notes To Material Variances
<b>Operating Revenue</b>					
General Purpose Funding	3,051,715.00	2,795,273.00	2,808,674.88	13,401.88	Rates raised \$8,608, Penalty Interest \$2,241 and Rates Admin Fee received \$4,360 greater than anticipated, Rates discount \$5,290 and LGGC General Purpose Grant (\$3,696) lower than anticipated YTD.
Governance	13,110.00	11,058.00	30,785.28	19,727.28	Golf Day Sponsorship received to be offset by expenditure.
Law, Order & Public Safety	127,314.00	87,756.00	210,091.35	122,335.35	BRMP Officer funding received \$143,614 unbudgeted to be offset by expenditure, ESL Grant (\$7,085) and CESM expense recoup (\$14,194) less than anticipated YTD.
Health	100.00	0.00	557.59	557.59	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	93,654.00	45,068.00	44,608.60	(459.40)	
Community Amenities	255,110.00	175,121.00	182,317.58	7,196.58	Charges Sullage Dumping \$3,000, Grave Digging \$3,140 and Niche Wall \$1,346 greater than anticipated.
Recreation & Culture	3,047,806.00	32,670.00	38,265.12	5,595.12	Kidsport Grant received to be offset by expenditure.
Transport	1,388,186.00	748,154.00	744,161.54	(3,992.46)	
Economic Activities	81,900.00	41,490.00	49,593.05	8,103.05	Caravan Park revenue greater than anticipated YTD.
Other Property & Services	43,100.00	17,546.00	21,725.62	4,179.62	Fuel rebate greater than anticipated YTD.
<b>Total Operating Revenue</b>	<b>8,101,995.00</b>	<b>3,954,136.00</b>	<b>4,130,780.61</b>	<b>176,644.61</b>	
<b>Operating Expenditure</b>					
General Purpose Funding	(197,858.00)	(66,718.00)	(61,575.49)	5,142.51	
Governance	(465,578.00)	(255,062.00)	(253,261.78)	1,800.22	
Law, Order & Public Safety	(220,430.00)	(119,413.00)	(123,547.03)	(4,134.03)	
Health	(148,009.00)	(46,856.00)	(42,640.30)	4,215.70	Medical practice and Doctor's Residence maintenance costs lower than anticipated YTD.
Education & Welfare	(79,228.00)	(26,602.00)	(23,768.36)	2,833.64	
Housing	(324,475.00)	(116,831.00)	(100,543.52)	16,287.48	Housing Maintenance Costs lower than anticipated YTD.
Community Amenities	(522,657.00)	(218,763.00)	(220,183.95)	(1,420.95)	
Recreation & Culture	(1,125,460.00)	(503,879.00)	(486,733.61)	17,145.39	Halls \$3,762, Parks & Gardens \$4,948, Recreation Ground \$6,182 and Recreation Centre \$2,670 maintenance expenses lower than anticipated YTD.
Transport	(1,640,955.00)	(1,005,618.00)	(1,003,696.81)	1,921.19	
Economic Activities	(379,943.00)	(140,269.00)	(136,818.24)	3,450.76	
Other Property & Services	(15,275.00)	(1,310.00)	54,284.18	55,594.18	PWOH and POC expenses to be allocated.
<b>Total Operating Expenditure</b>	<b>(5,119,868.00)</b>	<b>(2,501,321.00)</b>	<b>(2,398,484.91)</b>	<b>102,836.09</b>	
<b>Net Operating</b>	<b>2,982,127.00</b>	<b>1,452,815.00</b>	<b>1,732,295.70</b>	<b>279,480.70</b>	
<b>Capital Income</b>					
Self-Supporting Loan - Principal Repayment	12,765.00	6,285.53	6,285.53	0.00	
Proceeds from Sale of Assets	216,000.00	64,000.00	64,683.45	683.45	
<b>Total Capital Income</b>	<b>228,765.00</b>	<b>70,285.53</b>	<b>70,968.98</b>	<b>683.45</b>	

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING  
31 December 2015**

Description	Budget 2015/16	YTD Budget 2015/16	YTD Actual 2015/16	YTD Variance	Notes To Material Variances
<b>Capital Expenditure</b>					
Land and Buildings	(4,530,000.00)	(284,000.00)	(207,039.01)	76,960.99	Town Hall Roof replacement expenditure \$76,299 under budget.
Plant and Equipment	(613,500.00)	(110,000.00)	(118,057.06)	(8,057.06)	Replacement Road Counter and Portable Traffic Lights (RTR Project) purchased unbudgeted.
Office Furniture and Equipment	(73,500.00)	(53,000.00)	(22,732.53)	30,267.47	Office Furniture replacement \$2,148, Christmas Decoration \$8,265 and Town Hall Curtain replacement expense \$19,696 under budget.
Road Construction	(1,657,601.00)	(555,121.00)	(554,104.21)	1,016.79	
Other Infrastructure	(438,151.00)	(40,000.00)	(34,145.94)	5,854.06	Retention Basin expenditure lower than anticipated YTD.
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(66,633.00)	(33,070.67)	(33,070.67)	0.00	
<b>Total Capital Expenditure</b>	<b>(7,379,385.00)</b>	<b>(1,075,191.67)</b>	<b>(969,149.42)</b>	<b>106,042.25</b>	
<b>Net Capital</b>	<b>(7,150,620.00)</b>	<b>(1,004,906.14)</b>	<b>(898,180.44)</b>	<b>106,725.70</b>	
<b>Adjustments</b>					
Depreciation Written Back	1,221,816.00	610,908.00	706,224.83	95,316.83	Infrastructure depreciation rates revised following 2014/15 valuation report.
Movement in Leave Reserve Cash Balance	0.00	0.00	3,336.97	3,336.97	Interest earned on Leave Reserves.
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	9,650.00	8,039.60	(1,610.40)	
Rounding	0.00	0.00	0.00	0.00	
<b>Add Funding From</b>					
Transfer (To)/From Reserves	299,382.00	0.00	(25,141.10)	(25,141.10)	Interest earned on Reserve Funds.
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 .
<b>Total Adjustments</b>	<b>4,168,493.00</b>	<b>2,278,553.00</b>	<b>2,241,108.05</b>	<b>(37,444.95)</b>	
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>2,726,461.86</b>	<b>3,075,223.31</b>	<b>348,761.45</b>	

<b>SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 31 December 2015</b>	
<b>Description</b>	<b>YTD Actual 2015/16</b>
<b>Current Assets</b>	
Cash at Bank	82,780.21
Cash - Unrestricted Investments	2,516,690.83
Cash - Restricted Reserves	1,835,816.54
Cash on Hand	300.00
Accounts Receivable	756,634.23
Self-Supporting Loan - Current	6,479.12
Inventory - Fuel	8,228.82
<b>Total Current Assets</b>	<b>5,206,929.75</b>
<b>Current Liabilities</b>	
Accounts Payable	(173,258.52)
Loan Liability - Current	(33,561.10)
Annual Leave Liability - Current	(190,129.69)
Long Service Leave Liability - Current	(169,690.04)
<b>Total Current Liabilities</b>	<b>(566,639.35)</b>
<b>Adjustments</b>	
Less Restricted Reserves	(1,835,816.54)
Less Self-Supporting Loan Income	(6,479.12)
Add Leave Reserves - Cash Backed	243,667.47
Add Loan Principal Expense	33,561.10
<b>Total Adjustments</b>	<b>(1,565,067.09)</b>
<b>NET CURRENT ASSETS</b>	<b>3,075,223.31</b>

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDING  
31 December 2015**

Description	Actual 2014/15	YTD Actual 2015/16	Movement
<b>Current Assets</b>			
Cash and Cash Equivalents	3,476,096.95	4,435,587.58	959,490.63
Accounts Receivable	416,530.78	756,634.23	340,103.45
Self-Supporting Loan - Current	12,764.65	6,479.12	(6,285.53)
Inventory	9,588.89	8,228.82	(1,360.07)
<b>Total Current Assets</b>	<b>3,914,981.27</b>	<b>5,206,929.75</b>	<b>1,291,948.48</b>
<b>Current Liabilities</b>			
Accounts Payable	(423,404.20)	(173,258.52)	250,145.68
Loan Liability - Current	(66,631.77)	(33,561.10)	33,070.67
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
<b>Total Current Liabilities</b>	<b>(849,855.70)</b>	<b>(566,639.35)</b>	<b>283,216.35</b>
<b>Non-Current Assets</b>			
Non-Current Debtors	83,328.02	83,328.02	0.00
Land and Buildings	18,513,678.21	18,528,619.19	14,940.98
Plant and Equipment	1,813,878.53	1,775,557.42	(38,321.11)
Furniture and Equipment	172,530.41	175,885.76	3,355.35
Infrastructure	46,753,025.24	46,930,180.89	177,155.65
Self-Supporting Loan - Non Current	102,099.41	102,099.41	0.00
<b>Total Non-Current Assets</b>	<b>67,438,539.82</b>	<b>67,595,670.69</b>	<b>157,130.87</b>
<b>Non-Current Liabilities</b>			
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
<b>Total Non-Current Liabilities</b>	<b>(1,025,352.49)</b>	<b>(1,025,352.49)</b>	<b>0.00</b>
<b>Net Assets</b>	<b>69,478,312.90</b>	<b>71,210,608.60</b>	<b>1,732,295.70</b>
<b>Equity</b>			
Accumulated Surplus	(46,307,619.52)	(48,014,774.12)	(1,707,154.60)
Reserves - Cash Backed	(1,810,675.44)	(1,835,816.54)	(25,141.10)
Reserve - Revaluations	(21,360,017.94)	(21,360,017.94)	0.00
<b>Total Equity</b>	<b>(69,478,312.90)</b>	<b>(71,210,608.60)</b>	<b>(1,732,295.70)</b>



**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
31 December 2015**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2015/16</b>
	<b>Rural Road Maintenance</b>	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	1,974.83
RR002	Athol Rd (RoadID: 26) (Maintenance)	1,275.40
RR003	Avoca Rd (RoadID: 98) (Maintenance)	134.38
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)	2,414.27
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	3,512.28
RR008	Barrington Rd (RoadID: 13) (Maintenance)	6,201.85
RR009	Batemans Rd (RoadID: 78) (Maintenance)	347.17
RR010	Batys Rd (RoadID: 60) (Maintenance)	871.42
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	0.00
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	993.93
RR013	Beringer Rd (RoadID: 29) (Maintenance)	916.92
RR014	Bethany Rd (RoadID: 148) (Maintenance)	710.09
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	786.03
RR017	Bremner Rd (RoadID: 6) (Maintenance)	1,104.62
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	607.04
RR019	Bushhill Road (RoadID: 183) (Maintenance)	780.42
RR020	Butchers Rd (RoadID: 20) (Maintenance)	6,537.11
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)	2,774.49
RR027	Collins Rd (RoadID: 66) (Maintenance)	312.59
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)	184.49
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	1,809.99
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	32,582.90
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	3,648.83
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	4,233.97
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	2,258.68
RR036	Drapers Rd (RoadID: 79) (Maintenance)	438.86
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	1,144.38
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	60,335.47
RR039	Ewert Rd (RoadID: 27) (Maintenance)	1,586.41

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
31 December 2015**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2015/16</b>
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	0.00
RR041	Fishers Rd (RoadID: 75) (Maintenance)	495.55
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	3,123.84
RR043	Gors Rd (RoadID: 30) (Maintenance)	267.86
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	696.46
RR045	Heals Rd (RoadID: 95) (Maintenance)	268.78
RR046	Hills Rd (RoadID: 76) (Maintenance)	1,216.67
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	3,110.02
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	0.00
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	8,269.82
RR050	Jas Rd (Maintenance)	0.00
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	134.38
RR052	Jones Rd (RoadID: 48) (Maintenance)	0.00
RR053	K1 Rd (RoadID: 85) (Maintenance)	1,386.35
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	247.23
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	815.75
RR057	Kilpatricks Rd (RoadID: 74) (Maintenance)	625.99
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	1,310.89
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	22,348.78
RR060	Lennard Rd (RoadID: 58) (Maintenance)	3,629.11
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	506.10
RR062	Luptons Rd (RoadID: 22) (Maintenance)	799.93
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)	3,670.00
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	112.66
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)	5,667.97
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)	1,226.32
RR079	Patten Rd (RoadID: 53) (Maintenance)	2,099.05

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
31 December 2015**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2015/16</b>
RR080	Petchells Rd (RoadID: 38) (Maintenance)	134.38
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	268.78
RR082	Pike Rd (RoadID: 45) (Maintenance)	0.00
RR083	Potts Rd (RoadID: 14) (Maintenance)	5,149.19
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	1,443.34
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	3,407.75
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	1,893.74
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	378.44
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)	223.28
RR092	Schillings Rd (RoadID: 65) (Maintenance)	3,328.95
RR093	Shaw Rd (RoadID: 184) (Maintenance)	0.00
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	395.50
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)	3,902.50
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	916.91
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)	4,790.13
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	627.14
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	4,657.20
RR109	Walgy Rd (RoadID: 42) (Maintenance)	1,115.18
RR110	Walkers Rd (RoadID: 86) (Maintenance)	0.00
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	669.83
RR112	Warradale Rd (RoadID: 67) (Maintenance)	154.60
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	13,169.31
RR114	Westdale Rd (RoadID: 166) (Maintenance)	14,118.68
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	325.05
RR116	Woods Rd (RoadID: 68) (Maintenance)	986.64
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	0.00
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	0.00
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	7,819.90

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
31 December 2015**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2015/16</b>
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	10,701.01
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR888	Tree Lopping - Rural Roads (Maintenance)	6,417.35
RR999	Rural Roads Various (Maintenance)	15,507.64
<b>Sub Total</b>	<b>Rural Road Maintenance</b>	<b>363,330.69</b>
	<b>Town Street Maintenance</b>	
TS001	Barnsley St (RoadID: 162) (Maintenance)	0.00
TS002	Bartram St (RoadID: 114) (Maintenance)	713.73
TS003	Brockman St (RoadID: 129) (Maintenance)	0.00
TS004	Brooking St (RoadID: 122) (Maintenance)	199.77
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)	2,126.42
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	239.03
TS011	Delisle St (RoadID: 120) (Maintenance)	204.69
TS012	Dempster St (RoadID: 111) (Maintenance)	1,013.45
TS013	Duffield St (RoadID: 160) (Maintenance)	180.01
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)	7,589.38
TS018	George St North (RoadID: 161) (Maintenance)	0.00
TS019	George St South (RoadID: 145) (Maintenance)	0.00
TS020	Grigson St (RoadID: 172) (Maintenance)	2,117.56
TS021	Hamersley St (RoadID: 130) (Maintenance)	391.58
TS022	Harper St (RoadID: 109) (Maintenance)	619.25
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)	1,922.91
TS027	Husking St (RoadID: 117) (Maintenance)	45.63
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	2,078.88
TS030	Langsford St (RoadID: 152) (Maintenance)	0.00
TS031	Lennard St (RoadID: 113) (Maintenance)	503.47
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 31 December 2015</b>		
<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2015/16</b>
TS033	Lukin St (RoadID: 104) (Maintenance)	1,728.22
TS034	Mcneil St (RoadID: 141) (Maintenance)	134.38
TS035	Monger St (RoadID: 116) (Maintenance)	42.24
TS036	Morrison St (RoadID: 112) (Maintenance)	0.00
TS037	Nicholas St (RoadID: 123) (Maintenance)	2,828.53
TS038	Prior Pl (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	413.40
TS040	Railway Pde (RoadID: 147) (Maintenance)	0.00
TS041	Railway St (RoadID: 146) (Maintenance)	112.66
TS042	Richardson St (RoadID: 124) (Maintenance)	140.74
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)	826.05
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	4,480.89
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	0.00
TS777	Street Bin Clearing	17,098.23
TS888	Tree Lopping - Town Streets (Maintenance)	3,361.20
TS999	Town Streets Various (Maintenance)	9,598.38
<b>Sub Total</b>	<b>Town Streets Maintenance</b>	<b>61,547.44</b>
<b>Total</b>	<b>Road Maintenance</b>	<b>424,878.13</b>

SHIRE OF BEVERLEY INVESTMENT OF SURPLUS FUNDS AS AT 31 DECEMBER 2015						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
<b>9701-42341</b>	<b>Reserve Funds ANZ</b>					
	Long Service Leave	95,134.89				
	Office Equipment	10,138.85				
	Airfield Emergency	35,741.48				
	Plant	56,732.76				
	Bush Fire Fighters	115,298.88				
	Building	354,186.04				
	Recreation Ground	359,109.92				
	Cropping Committee	298,337.87				
	Avon River Development	23,174.38				
	Annual Leave	148,532.58				
	Community Bus	37,766.38				
	Road Construction	301,662.51	1,835,816.54	6 mths	3.00%	24/06/2016
<b>2902-40204</b>	<b>Online Saver ANZ</b>	297,237.63	297,237.63	Ongoing	1.30%	Ongoing
<b>1713567</b>	<b>Term Deposit Bendigo</b>	511,040.87	511,040.87	5 mths	2.70%	10/02/2016
<b>1737040</b>	<b>Term Deposit Bendigo</b>	201,431.51	201,431.51	5 mths	2.75%	8/03/2016
<b>9747-48106</b>	<b>Term Deposit ANZ</b>	500,000.00	500,000.00	124 days	2.75%	11/01/2016
<b>9748-47787</b>	<b>Term Deposit ANZ</b>	1,006,980.82	1,006,980.82	3 mths	3.00%	11/04/2016
	<b>Total</b>		<b>4,352,507.37</b>			

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING  
31 January 2016**

Description	Budget 2015/16	YTD Budget 2015/16	YTD Actual 2015/16	YTD Variance	Notes To Material Variances
<b>Operating Revenue</b>					
General Purpose Funding	3,051,715.00	2,813,562.00	2,826,887.37	13,325.37	Rates raised \$8,608 and Penalty Interest \$2,719 greater than anticipated, Rates discount \$5,290 and LGGC General Purpose Grant (\$3,696) lower than anticipated YTD.
Governance	13,110.00	11,266.00	32,938.18	21,672.18	Golf Day Sponsorship received \$16,036 to be offset by expenditure. Additional Insurance and LG Week Reimbursements received \$9,494. Museum Significance Grant payment (\$4,395) not yet received.
Law, Order & Public Safety	127,314.00	87,756.00	250,081.75	162,325.75	BRMP Officer funding received \$143,614 unbudgeted to be offset by expenditure. Additional CISM Overtime expense \$8,904 recouped from DFES offset by additional expenditure.
Health	100.00	0.00	557.59	557.59	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	93,654.00	54,021.00	53,974.40	(46.60)	
Community Amenities	255,110.00	176,778.00	184,053.67	7,275.67	Charges Sullage Dumping \$3,400, Grave Digging \$3,140 and Niche Wall \$1,576 greater than anticipated.
Recreation & Culture	3,047,806.00	55,728.00	58,117.04	2,389.04	Kidsport Grant received to be offset by expenditure.
Transport	1,388,186.00	751,070.00	748,773.25	(2,296.75)	
Economic Activities	81,900.00	47,805.00	57,191.01	9,386.01	Caravan Park revenue \$7,749 and Building Permit Fees \$1,583 greater than anticipated YTD.
Other Property & Services	43,100.00	20,212.00	23,240.62	3,028.62	Fuel rebate greater than anticipated YTD.
<b>Total Operating Revenue</b>	<b>8,101,995.00</b>	<b>4,018,198.00</b>	<b>4,235,814.88</b>	<b>217,616.88</b>	
<b>Operating Expenditure</b>					
General Purpose Funding	(197,858.00)	(78,821.00)	(80,860.85)	(2,039.85)	
Governance	(465,578.00)	(265,746.00)	(270,139.62)	(4,393.62)	
Law, Order & Public Safety	(220,430.00)	(133,924.00)	(142,901.31)	(8,977.31)	
Health	(148,009.00)	(56,381.00)	(47,546.72)	8,834.28	Medical practice and Doctor's Residence maintenance costs lower than anticipated YTD.
Education & Welfare	(79,228.00)	(28,244.00)	(25,661.04)	2,582.96	
Housing	(324,475.00)	(142,793.00)	(115,129.63)	27,663.37	Housing Maintenance Costs lower than anticipated YTD.
Community Amenities	(522,657.00)	(251,834.00)	(245,365.16)	6,468.84	
Recreation & Culture	(1,125,460.00)	(601,436.00)	(568,518.32)	32,917.68	Halls \$4,914, Parks & Gardens \$9,450, Recreation Ground \$11,209 and Recreation Centre \$5,275 maintenance expenses lower than anticipated YTD.
Transport	(1,640,955.00)	(1,129,808.00)	(1,115,639.33)	14,168.67	Road Maintenance \$22,619 Street Lighting \$3,180 and Traffic Control \$1,180 expenses lower than anticipated YTD. Footpath Maintenance (\$12,150) greater than anticipated.
Economic Activities	(379,943.00)	(162,827.00)	(462,755.73)	(299,928.73)	Loss on Disposal of Industrial Land (\$308,999) expense unbudgeted.
Other Property & Services	(15,275.00)	3,174.00	21,439.53	18,265.53	PWOH and POC expenses to be allocated.
<b>Total Operating Expenditure</b>	<b>(5,119,868.00)</b>	<b>(2,848,640.00)</b>	<b>(3,053,078.18)</b>	<b>(204,438.18)</b>	
<b>Net Operating</b>	<b>2,982,127.00</b>	<b>1,169,558.00</b>	<b>1,182,736.70</b>	<b>13,178.70</b>	
<b>Capital Income</b>					
Self-Supporting Loan - Principal Repayment	12,765.00	6,285.53	6,285.53	0.00	
Proceeds from Sale of Assets	216,000.00	105,000.00	104,826.27	(173.73)	
<b>Total Capital Income</b>	<b>228,765.00</b>	<b>111,285.53</b>	<b>111,111.80</b>	<b>(173.73)</b>	

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING  
31 January 2016**

Description	Budget 2015/16	YTD Budget 2015/16	YTD Actual 2015/16	YTD Variance	Notes To Material Variances
<b>Capital Expenditure</b>					
Land and Buildings	(4,530,000.00)	(329,000.00)	(217,049.50)	111,950.50	Town Hall Roof replacement expenditure \$73,729 and Admin Office Fitout \$36,505 under budget.
Plant and Equipment	(613,500.00)	(316,500.00)	(161,431.78)	155,068.22	Backhoe yet to be replaced YTD.
Office Furniture and Equipment	(73,500.00)	(53,250.00)	(24,687.26)	28,562.74	Office Furniture replacement \$2,148, Christmas Decoration \$8,265 and Town Hall Curtain replacement expense \$19,696 under budget.
Road Construction	(1,657,601.00)	(856,805.00)	(592,636.86)	264,168.14	Reseal and Gravel Sheeting jobs to be completed.
Other Infrastructure	(438,151.00)	(40,000.00)	(34,145.94)	5,854.06	Retention Basin expenditure lower than anticipated YTD.
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(66,633.00)	(33,070.67)	(33,070.67)	0.00	
<b>Total Capital Expenditure</b>	<b>(7,379,385.00)</b>	<b>(1,628,625.67)</b>	<b>(1,063,022.01)</b>	<b>565,603.66</b>	
<b>Net Capital</b>	<b>(7,150,620.00)</b>	<b>(1,517,340.14)</b>	<b>(951,910.21)</b>	<b>565,429.93</b>	
<b>Adjustments</b>					
Depreciation Written Back	1,221,816.00	712,726.00	824,671.78	111,945.78	Infrastructure depreciation rates revised following 2014/15 valuation report.
Movement in Leave Reserve Cash Balance	0.00	0.00	3,336.97	3,336.97	Interest earned on Leave Reserves.
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	11,258.33	316,758.12	305,499.79	Loss on Disposal of Industrial Land brought to account - unbudgeted.
Rounding	0.00	0.00	0.00	0.00	
<b>Add Funding From</b>					
Transfer (To)/From Reserves	299,382.00	0.00	(25,141.10)	(25,141.10)	Interest earned on Reserve Funds.
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 .
<b>Total Adjustments</b>	<b>4,168,493.00</b>	<b>2,381,979.33</b>	<b>2,668,273.52</b>	<b>286,294.19</b>	
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>2,034,197.19</b>	<b>2,899,100.01</b>	<b>864,902.82</b>	



<b>SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 31 January 2016</b>	
Description	YTD Actual 2015/16
<b>Current Assets</b>	
Cash at Bank	84,619.16
Cash - Unrestricted Investments	2,316,936.65
Cash - Restricted Reserves	1,835,816.54
Cash on Hand	300.00
Accounts Receivable	730,075.37
Self-Supporting Loan - Current	6,479.12
Inventory - Fuel	12,752.48
<b>Total Current Assets</b>	<b>4,986,979.32</b>
<b>Current Liabilities</b>	
Accounts Payable	(129,431.39)
Loan Liability - Current	(33,561.10)
Annual Leave Liability - Current	(190,129.69)
Long Service Leave Liability - Current	(169,690.04)
<b>Total Current Liabilities</b>	<b>(522,812.22)</b>
<b>Adjustments</b>	
Less Restricted Reserves	(1,835,816.54)
Less Self-Supporting Loan Income	(6,479.12)
Add Leave Reserves - Cash Backed	243,667.47
Add Loan Principal Expense	33,561.10
<b>Total Adjustments</b>	<b>(1,565,067.09)</b>
<b>NET CURRENT ASSETS</b>	<b>2,899,100.01</b>

<b>SHIRE OF BEVERLEY STATEMENT OF FINANCIAL POSITION FOR THE PERIOD ENDING 31 January 2016</b>			
<b>Description</b>	<b>Actual 2014/15</b>	<b>YTD Actual 2015/16</b>	<b>Movement</b>
<b>Current Assets</b>			
Cash and Cash Equivalents	3,476,096.95	4,237,672.35	761,575.40
Accounts Receivable	416,530.78	730,075.37	313,544.59
Self-Supporting Loan - Current	12,764.65	6,479.12	(6,285.53)
Inventory	9,588.89	12,752.48	3,163.59
<b>Total Current Assets</b>	<b>3,914,981.27</b>	<b>4,986,979.32</b>	<b>1,071,998.05</b>
<b>Current Liabilities</b>			
Accounts Payable	(423,404.20)	(129,431.39)	293,972.81
Loan Liability - Current	(66,631.77)	(33,561.10)	33,070.67
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
<b>Total Current Liabilities</b>	<b>(849,855.70)</b>	<b>(522,812.22)</b>	<b>327,043.48</b>
<b>Non-Current Assets</b>			
Non-Current Debtors	83,328.02	83,328.02	0.00
Land and Buildings	18,513,678.21	18,196,963.98	(316,714.23)
Plant and Equipment	1,813,878.53	1,765,138.69	(48,739.84)
Furniture and Equipment	172,530.41	174,507.10	1,976.69
Infrastructure	46,753,025.24	46,900,197.79	147,172.55
Self-Supporting Loan - Non Current	102,099.41	102,099.41	0.00
<b>Total Non-Current Assets</b>	<b>67,438,539.82</b>	<b>67,222,234.99</b>	<b>(216,304.83)</b>
<b>Non-Current Liabilities</b>			
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
<b>Total Non-Current Liabilities</b>	<b>(1,025,352.49)</b>	<b>(1,025,352.49)</b>	<b>0.00</b>
<b>Net Assets</b>	<b>69,478,312.90</b>	<b>70,661,049.60</b>	<b>1,182,736.70</b>

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
31 January 2016**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2015/16</b>
	<b>Rural Road Maintenance</b>	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	1,974.83
RR002	Athol Rd (RoadID: 26) (Maintenance)	1,275.40
RR003	Avoca Rd (RoadID: 98) (Maintenance)	134.38
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	1,494.39
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	559.49
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	2,414.27
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	3,645.75
RR008	Barrington Rd (RoadID: 13) (Maintenance)	6,201.85
RR009	Batemans Rd (RoadID: 78) (Maintenance)	347.17
RR010	Batys Rd (RoadID: 60) (Maintenance)	871.42
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	0.00
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	993.93
RR013	Beringer Rd (RoadID: 29) (Maintenance)	916.92
RR014	Bethany Rd (RoadID: 148) (Maintenance)	911.67
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	786.03
RR017	Bremner Rd (RoadID: 6) (Maintenance)	1,301.46
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	675.18
RR019	Bushhill Road (RoadID: 183) (Maintenance)	780.42
RR020	Butchers Rd (RoadID: 20) (Maintenance)	6,537.11
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	374.68
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)	2,774.49
RR027	Collins Rd (RoadID: 66) (Maintenance)	312.59
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)	184.49
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	1,809.99
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	32,667.97
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	3,648.83
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	4,233.97
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	2,417.82
RR036	Drapers Rd (RoadID: 79) (Maintenance)	438.86
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	1,144.38
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	60,456.05
RR039	Ewert Rd (RoadID: 27) (Maintenance)	1,586.41

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
31 January 2016**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2015/16</b>
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	0.00
RR041	Fishers Rd (RoadID: 75) (Maintenance)	495.55
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	3,123.84
RR043	Gors Rd (RoadID: 30) (Maintenance)	327.86
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	829.94
RR045	Heals Rd (RoadID: 95) (Maintenance)	268.78
RR046	Hills Rd (RoadID: 76) (Maintenance)	1,216.67
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	3,345.68
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	0.00
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	8,269.82
RR050	Jas Rd (Maintenance)	0.00
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	134.38
RR052	Jones Rd (RoadID: 48) (Maintenance)	0.00
RR053	K1 Rd (RoadID: 85) (Maintenance)	1,386.35
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	247.23
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	815.75
RR057	Kilpatricks Rd (RoadID: 74) (Maintenance)	625.99
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	1,310.89
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	22,348.78
RR060	Lennard Rd (RoadID: 58) (Maintenance)	3,629.11
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	506.10
RR062	Luptons Rd (RoadID: 22) (Maintenance)	1,717.32
RR063	Maitland Rd (RoadID: 39) (Maintenance)	6,660.87
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	1,406.55
RR065	Manns Rd (RoadID: 59) (Maintenance)	1,462.30
RR066	Manuels Rd (RoadID: 37) (Maintenance)	0.00
RR067	Mawson Rd (RoadID: 100) (Maintenance)	4,474.72
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	112.66
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)	5,667.97
RR075	Murrays Rd (RoadID: 71) (Maintenance)	1,214.64
RR076	Negus Rd (RoadID: 50) (Maintenance)	0.00
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	3,320.11
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	1,226.32
RR079	Patten Rd (RoadID: 53) (Maintenance)	2,099.05

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
31 January 2016**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2015/16</b>
RR080	Petchells Rd (RoadID: 38) (Maintenance)	134.38
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	268.78
RR082	Pike Rd (RoadID: 45) (Maintenance)	34.06
RR083	Potts Rd (RoadID: 14) (Maintenance)	5,693.32
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	1,443.34
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	3,407.75
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	1,893.74
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	378.44
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)	223.28
RR092	Schillings Rd (RoadID: 65) (Maintenance)	3,328.95
RR093	Shaw Rd (RoadID: 184) (Maintenance)	0.00
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	395.50
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)	3,902.50
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	916.91
RR100	Spavens Rd (RoadID: 44) (Maintenance)	17,297.12
RR101	Springhill Rd (RoadID: 23) (Maintenance)	5,981.38
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)	4,790.13
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	627.14
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	4,657.20
RR109	Walgy Rd (RoadID: 42) (Maintenance)	1,115.18
RR110	Walkers Rd (RoadID: 86) (Maintenance)	0.00
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	669.83
RR112	Warradale Rd (RoadID: 67) (Maintenance)	154.60
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	13,462.18
RR114	Westdale Rd (RoadID: 166) (Maintenance)	15,082.34
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	325.05
RR116	Woods Rd (RoadID: 68) (Maintenance)	986.64
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	0.00
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	0.00
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	7,819.90

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 31 January 2016</b>		
<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2015/16</b>
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	10,835.89
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR888	Tree Lopping - Rural Roads (Maintenance)	6,417.35
RR999	Rural Roads Various (Maintenance)	23,024.98
<b>Sub Total</b>	<b>Rural Road Maintenance</b>	<b>377,690.28</b>
	<b>Town Street Maintenance</b>	
TS001	Barnsley St (RoadID: 162) (Maintenance)	0.00
TS002	Bartram St (RoadID: 114) (Maintenance)	1,457.77
TS003	Brockman St (RoadID: 129) (Maintenance)	0.00
TS004	Brooking St (RoadID: 122) (Maintenance)	199.77
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)	2,398.87
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	239.03
TS011	Delisle St (RoadID: 120) (Maintenance)	204.69
TS012	Dempster St (RoadID: 111) (Maintenance)	1,215.03
TS013	Duffield St (RoadID: 160) (Maintenance)	240.01
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)	7,673.85
TS018	George St North (RoadID: 161) (Maintenance)	0.00
TS019	George St South (RoadID: 145) (Maintenance)	0.00
TS020	Grigson St (RoadID: 172) (Maintenance)	2,117.56
TS021	Hamersley St (RoadID: 130) (Maintenance)	391.58
TS022	Harper St (RoadID: 109) (Maintenance)	619.25
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)	2,277.92
TS027	Husking St (RoadID: 117) (Maintenance)	45.63
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	2,753.14
TS030	Langsford St (RoadID: 152) (Maintenance)	0.00
TS031	Lennard St (RoadID: 113) (Maintenance)	503.47
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 31 January 2016</b>		
<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2015/16</b>
TS033	Lukin St (RoadID: 104) (Maintenance)	2,087.25
TS034	Mcneil St (RoadID: 141) (Maintenance)	134.38
TS035	Monger St (RoadID: 116) (Maintenance)	42.24
TS036	Morrison St (RoadID: 112) (Maintenance)	0.00
TS037	Nicholas St (RoadID: 123) (Maintenance)	2,849.95
TS038	Prior Pl (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	413.40
TS040	Railway Pde (RoadID: 147) (Maintenance)	0.00
TS041	Railway St (RoadID: 146) (Maintenance)	218.26
TS042	Richardson St (RoadID: 124) (Maintenance)	174.12
TS043	Seabrook St (RoadID: 118) (Maintenance)	133.47
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)	826.05
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	5,008.11
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	0.00
TS777	Street Bin Clearing	19,247.68
TS888	Tree Lopping - Town Streets (Maintenance)	3,361.20
TS999	Town Streets Various (Maintenance)	15,042.48
<b>Sub Total</b>	<b>Town Streets Maintenance</b>	<b>72,712.92</b>
<b>Total</b>	<b>Road Maintenance</b>	<b>450,403.20</b>

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 31 JANUARY 2016						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
<b>9701-42341</b>	<b>Reserve Funds ANZ</b>					
	Long Service Leave	95,134.89				
	Office Equipment	10,138.85				
	Airfield Emergency	35,741.48				
	Plant	56,732.76				
	Bush Fire Fighters	115,298.88				
	Building	354,186.04				
	Recreation Ground	359,109.92				
	Cropping Committee	298,337.87				
	Avon River Development	23,174.38				
	Annual Leave	148,532.58				
	Community Bus	37,766.38				
	Road Construction	301,662.51	1,835,816.54	6 mths	3.00%	24/06/2016
<b>2902-40204</b>	<b>Online Saver ANZ</b>	197,483.45	197,483.45	Ongoing	1.30%	Ongoing
<b>1713567</b>	<b>Term Deposit Bendigo</b>	511,040.87	511,040.87	5 mths	2.70%	10/02/2016
<b>1737040</b>	<b>Term Deposit Bendigo</b>	201,431.51	201,431.51	5 mths	2.75%	8/03/2016
<b>9747-48106</b>	<b>Term Deposit ANZ</b>	400,000.00	400,000.00	124 days	2.75%	11/05/2016
<b>9748-47787</b>	<b>Term Deposit ANZ</b>	1,006,980.82	1,006,980.82	3 mths	3.00%	11/04/2016
	<b>Total</b>		<b>4,152,753.19</b>			



## **11.2 Accounts Paid by Authority**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 12 February 2016  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** December 2015 and January 2016 – List of Accounts

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### **SUMMARY**

Council to consider authorising the payment of accounts.

### **BACKGROUND**

The following list represents accounts paid by authority for the months of December 2015 and January 2016.

### **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

**COUNCIL RESOLUTION**

**M9/0216**

**Moved Cr Shaw**

**Seconded Cr Murray**

**That the List of Accounts as presented:**

**December 2015:**

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

**Cheque vouchers**

01 December 15	1393-1393	(1)	\$ 280.67	(authorised by CEO S Gollan and DCEO S Marshall)
07 December 15	1394-1395	(2)	\$ 1,908.00	(authorised by CEO S Gollan and DCEO S Marshall)
10 December 15	1396-1396	(1)	\$ 165.00	(authorised by CEO S Gollan and DCEO S Marshall)
14 December 15	1397-1399	(3)	\$ 32,231.23	(authorised by CEO S Gollan and Cr K Murray)
17 December 15	1400-1401	(2)	\$ 13,759.31	(authorised by CEO S Gollan and DCEO S Marshall)
23 December 15	1402-1404	(3)	\$ 2,741.68	(authorised by CEO S Gollan and DCEO S Marshall)

**Total of cheque vouchers for December 2015 incl \$ 51,085.89  
previously paid.**

**EFT vouchers**

01 December 15	EFT 634-646	(13)	\$33,704.16	(authorised by CEO S Gollan and DCEO S Marshall)
03 December 15	1-40	(40)	\$ 50,968.54	(authorised by CEO S Gollan and DCEO S Marshall)
07 December 15	EFT 647-659	(13)	\$ 67,634.55	(authorised by CEO S Gollan and DCEO S Marshall)
10 December 15	EFT 660-667	(8)	\$ 23,714.49	(authorised by CEO S Gollan and DCEO S Marshall)
14 December 15	EFT 668-685	(18)	\$ 76,851.93	(authorised by CEO S Gollan and Cr K Murray)
17 December 15	1-39	(39)	\$ 47,071.92	(authorised by CEO S Gollan and Cr K Murray)
17 December 15	EFT 687-695	(9)	\$ 42,730.32	(authorised by CEO S Gollan and DCEO S Marshall)
17 December 15	EFT 696-696	(1)	\$ 761.72	(authorised by CEO S Gollan and DCEO S Marshall)
23 December 15	EFT 697-728	(32)	\$ 230,486.85	(authorised by CEO S Gollan and DCEO S Marshall)
23 December 15	EFT 729-731	(3)	\$ 3,317.82	(authorised by CEO S Gollan and DCEO S Marshall)
31 December 15	1-39	(39)	\$ 47,650.02	(authorised by CEO S Gollan and DCEO S Marshall)

**Total of EFT vouchers for December 2015 incl \$ 624,892.32 previously paid.**

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

**Cheque vouchers**

10 December 15	1481-1481	(1)	\$ 30.00	(authorised by CEO S Gollan and DCEO S Marshall)
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**Total of cheque vouchers for December 2015 incl \$ 30.00 previously  
paid.**

**EFT vouchers**

**Total of EFT vouchers for December 2015 incl \$ 0.00 previously paid.**

**(3) Direct Debit Payments totalling \$ 89,194.52 previously paid.**

**(4) Credit Card Payments totalling \$ 3,509.84 previously paid.**

**and;**

**January 2016:**

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

**Cheque vouchers**

08 January 16	1405-1405	(1)	\$ 38,022.00	(authorised by DCEO S Marshall and Cr T Buckland)
12 January 16	1406-1407	(2)	\$ 18,374.41	(authorised by CEO S Gollan and DCEO S Marshall)
18 January 16	1408-1408	(1)	\$ 37.06	(authorised by CEO S Gollan and DCEO S Marshall)
21 January 16	1409-1411	(3)	\$ 1,755.07	(authorised by CEO S Gollan and DCEO S Marshall)

**Total of cheque vouchers for January 2016 incl \$ 58,188.54 previously paid.**

**EFT vouchers**

08 January 16	EFT 732-740	(9)	\$ 20,979.79	(authorised by DCEO S Marshall and Cr T Buckland)
12 January 16	EFT 741-749	(9)	\$ 22,341.21	(authorised by CEO S Gollan and DCEO S Marshall)
14 January 16	1-40	(40)	\$ 49,811.55	(authorised by CEO S Gollan and DCEO S Marshall)
14 January 16	1-1	(1)	\$ 407.31	(authorised by CEO S Gollan and DCEO S Marshall)
18 January 16	EFT 750-765	(16)	\$ 44,783.77	(authorised by CEO S Gollan and DCEO S Marshall)
21 January 16	EFT 767-771	(5)	\$ 1,404.13	(authorised by CEO S Gollan and DCEO S Marshall)
27 January 16	EFT 772-786	(15)	\$ 81,407.82	(authorised by CEO S Gollan and DCEO S Marshall)
27 January 16	1-40	(40)	\$ 49,091.73	(authorised by CEO S Gollan and DCEO S Marshall)
29 January 16	EFT 788-789	(2)	\$ 3,816.64	authorised by CEO S Gollan and DCEO S Marshall)

**Total of EFT vouchers for January 2016 incl \$ 274,044.00 previously paid.**

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

**Cheque vouchers**

**Total of cheque vouchers for January 2016 incl \$ 0.00 previously paid.**

**EFT vouchers**

27 January 16	EFT 787-787	(1)	\$ 5,000.00	(authorised by CEO S Gollan and DCEO S Marshall)
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**Total of EFT vouchers for January 2016 incl \$ 5,000.00 previously paid.**

**(3) Direct Debit Payments totalling \$ 67,688.18 previously paid.**

**(4) Credit Card Payments totalling \$ 323.00 previously paid.**

**be received.**

**CARRIED 6/0**

TYPE	NUM	DATE	PAYEE	DECEMBER 2015 DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 634	01-Dec-2015	Avon Concrete	RTR1601: York Williams Road: Culvert Replacement	(12,196.80)	
EFT Pymt	EFT 635	01-Dec-2015	Baileys Fertilisers	Rec Ground Oval: 311 Grosorb fertiliser	(1,496.00)	
EFT Pymt	EFT 636	01-Dec-2015	Beverley Country Kitchen (BCK)	Council Meet - 24 Nov 15	(418.50)	
EFT Pymt	EFT 637	01-Dec-2015	Beverley Electrical Services (BES)	Installation of CCTV Cameras at Memorial Park	(3,482.05)	
EFT Pymt	EFT 638	01-Dec-2015	Burton D E	D Burton: Reimbursement for Sundry Plant Purchases 23 Nov 15	(316.80)	
EFT Pymt	EFT 639	01-Dec-2015	MetroCount (Microcom Pty Ltd)	Plant Purchase: MetroCount 5600 Plus	(4,174.50)	
EFT Pymt	EFT 640	01-Dec-2015	PCS - Perfect Computer Solutions	Computer Support - Shire & Medical: 27 Oct - 13 Nov 15	(637.50)	
EFT Pymt	EFT 641	01-Dec-2015	Quick Corporate Australia	Nov 15 Stationery Order	(1,556.40)	
EFT Pymt	EFT 642	01-Dec-2015	Shire of Brookton	2015-10 Sep Town Planning Scheme - Stefan de Beer	(8,132.24)	
EFT Pymt	EFT 643	01-Dec-2015	State Library of WA (LISWA)	Library: 2014/15 Freight Recoup	(876.88)	
EFT Pymt	EFT 644	01-Dec-2015	T-Quip	Sundry Plant (PSP99): Parts	(151.85)	
EFT Pymt	EFT 645	01-Dec-2015	Toll Ipec P/L (Courier Aust)	Freight charges: 13 & 17 Nov 2015	(188.50)	
EFT Pymt	EFT 646	01-Dec-2015	Total Eden P/L	Rlwy Stn Restoration & 59 Smith St- Reticulation Parts	(76.14)	(33,704.16)
EFT Pymt	EFT 647	07-Dec-2015	ADC Projects	Town Hall Roof Replacement	(1,100.00)	
EFT Pymt	EFT 648	07-Dec-2015	Avon Waste	1,938 Bin Collection FE 27 Nov 15 inc Recycling Bins & 1 x Recycling Collection	(4,516.74)	
EFT Pymt	EFT 649	07-Dec-2015	BSL - Building Commission	Nov 15 BSL Collections x 4	(305.08)	
EFT Pymt	EFT 650	07-Dec-2015	Beverley Farm Services (BFS)	Caravan Park: Water Tank	(1,146.42)	
EFT Pymt	EFT 651	07-Dec-2015	Beverley Newsagency	Nov 2015 Purchases	(155.10)	
EFT Pymt	EFT 652	07-Dec-2015	CTF - Construction Training Fund (BCTIF)	Nov 15 BCTIF Collections x 1	(196.35)	
EFT Pymt	EFT 653	07-Dec-2015	Hitachi Construction Machinery - ABN 62 000 080 179	BE030 (PBH01): Parts	(844.24)	

TYPE	NUM	DATE	PAYEE	DECEMBER 2015 DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 654	07-Dec-2015	JR & A Hersey P/L	Various: Supplies	(931.61)	
EFT Pymt	EFT 655	07-Dec-2015	LGIS (LGISWA)	2015/16 Insurance (Crime Policy), Limit Increase	(132.81)	
EFT Pymt	EFT 656	07-Dec-2015	PRC Building Services Pty Ltd	Town Hall ReRoof: Progress Payment 1	(48,361.06)	
EFT Pymt	EFT 657	07-Dec-2015	Richard Jas - All Mechanical & Electronics	Depot: Parts & Greases	(3,110.65)	
EFT Pymt	EFT 658	07-Dec-2015	Southern Light Events	Town Hall: Stage Curtains (backdrop)	(5,834.49)	
EFT Pymt	EFT 659	07-Dec-2015	Zurich Australian Insurance Ltd	Excess for Insurance Claim for Damage to Telstra Pit on Kokendin Rd	(1,000.00)	(67,634.55)
EFT Pymt	EFT 660	10-Dec-2015	Abco Products P/L	Various Bldgs: Cleaning products	(2,351.83)	
EFT Pymt	EFT 661	10-Dec-2015	Avon Trading Co	Nov 15 Hardware Purchases	(2,234.93)	
EFT Pymt	EFT 662	10-Dec-2015	BDF - Beverley Dome Fuel & Hire	4,000 L diesel @ \$1.1274/L inc	(4,509.60)	
EFT Pymt	EFT 663	10-Dec-2015	BT Equipment P/L ta Tutt Bryant Equipment	BE033 (PROL01): Repair Start Fault	(925.56)	
EFT Pymt	EFT 664	10-Dec-2015	Beverley Supermarket & Liquor (IGA)	Nov 2015 Purchases	(520.73)	
EFT Pymt	EFT 665	10-Dec-2015	Glenda Ferris	Christmas Party (17 Dec 15): Catering for 70	(2,100.00)	
EFT Pymt	EFT 666	10-Dec-2015	Natway Furniture & Construction	5 Wright Street: Replacement of Damaged Lounge Ceiling	(1,747.70)	
EFT Pymt	EFT 667	10-Dec-2015	WA Treasury Corporation	Loan 117: Dec 15	(9,324.14)	(23,714.49)
EFT Pymt	EFT 668	14-Dec-2015	AIMS Specialists P/L	2015-11 Nov Fuel Tax Credits	(312.73)	
EFT Pymt	EFT 669	14-Dec-2015	Beverley Electrical Services (BES)	West Dale Fire Shed: Supply & Install Solar Trickle Charging Unit	(1,212.34)	
EFT Pymt	EFT 670	14-Dec-2015	Beverley Steel Fabrication (Hydraboom)	BE004 (PLDR02) & BE036 (PLDR03): Hydraulic Hoses and Fittings	(144.79)	
EFT Pymt	EFT 671	14-Dec-2015	CAS - Contract Aquatic Services	2 of 5 Install of Contract Management for 15/16 swim year	(13,398.00)	
EFT Pymt	EFT 672	14-Dec-2015	Country Copiers Northam	iRC2030 Copier - Reading: 17 Aug 15 - 10 Nov 15	(1,941.85)	
EFT Pymt	EFT 673	14-Dec-2015	Covs	BE035 (PUTE03): Parts	(371.67)	

TYPE	NUM	DATE	PAYEE	DECEMBER 2015 DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 674	14-Dec-2015	DORMA Australia P/L	Automatic Front Doors: Maintenance & Repairs	(484.77)	
EFT Pymt	EFT 675	14-Dec-2015	Dept of Fire & Emergency Services (DFES)	15/16 ESLB - 2nd Quarter Pymt	(28,976.59)	
EFT Pymt	EFT 676	14-Dec-2015	Fulton Hogan Industries	Various Rural Roads: Ezstreet Bulk Bag	(1,408.00)	
EFT Pymt	EFT 677	14-Dec-2015	Hempfield Small Engine Services	Sundry Plant (PSP99): Parts	(212.80)	
EFT Pymt	EFT 678	14-Dec-2015	Holcim Australia Pty Ltd	RTR1601 - York Williams Rd : Supply Concrete for Culvert Replacement	(1,767.92)	
EFT Pymt	EFT 679	14-Dec-2015	Hosemasters	BE021 (PLDR01): Parts	(206.49)	
EFT Pymt	EFT 680	14-Dec-2015	Kimberley Leonard Boulton	Record Archiving, Onsite Working and Training - 01 Dec - 9 Dec 2015: 3.25 days	(2,277.00)	
EFT Pymt	EFT 681	14-Dec-2015	Major Motors P/L	BE028 (PTRK02): Parts	(28.18)	
EFT Pymt	EFT 682	14-Dec-2015	PCS - Perfect Computer Solutions	Computer Support - Shire: 19 - 20 Nov 15	(425.00)	
EFT Pymt	EFT 683	14-Dec-2015	Perth Safety Products Pty Ltd	Rural Roads: Guide Posts and Bases for Bollards	(4,829.00)	
EFT Pymt	EFT 684	14-Dec-2015	Richo's Earthmoving Pty Ltd	Install Town Entry Statements - 14 Signs	(11,968.00)	
EFT Pymt	EFT 685	14-Dec-2015	WA Treasury Corporation	Loan 116 ( Caravan Park Upgrade) - Deb 19 of 20: Dec 2015 Repayment	(6,886.80)	(76,851.93)
EFT Pymt	EFT 687	17-Dec-2015	Alison Lewis	Gift Bags for Staff Christmas Presents; Nativity Set & Holy Family Decorations for Library	(145.98)	
EFT Pymt	EFT 688	17-Dec-2015	Avon Express	Freight Charges: Nov 2015	(192.50)	
EFT Pymt	EFT 689	17-Dec-2015	Kathryn Joyce Badger	Rates Refund for Assessment A33 94 Vincent St Beverley 6304	(300.00)	
EFT Pymt	EFT 690	17-Dec-2015	Michael Wilson	2015-12 Dec: Photocopying & delivery of the Blarney	(250.00)	
EFT Pymt	EFT 691	17-Dec-2015	Northam Mitre10	Depot: Basin Mixer Tap	(51.20)	
EFT Pymt	EFT 692	17-Dec-2015	RiskID	Margaret Hemsley: Workshop Preparation & Facilitation for Beverley Tourism Strategy Framework	(1,523.50)	
EFT Pymt	EFT 693	17-Dec-2015	Toll Ipec P/L (Courier Aust)	Freight charges: 03 Dec 2015	(57.93)	
EFT Pymt	EFT 694	17-Dec-2015	Unique Strokes WA	5 Wright Street: Painting of Replaced Lounge Ceiling	(580.00)	

TYPE	NUM	DATE	PAYEE	DECEMBER 2015 DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 695	17-Dec-2015	WA Treasury Corporation	Loan 118: Dec 15, DEB 05 of 33 payments (Function & Rec Centre)	(39,629.21)	(42,730.32)
EFT Pymt	EFT 696	17-Dec-2015	Gibson Raison Settlements	Settlement Costs Re: Sale of Lots 96,98,99, & 126 Hunt Rd Beverley	(761.72)	(761.72)
EFT Pymt	EFT 697	23-Dec-2015	Abco Products P/L	Various Bldgs: Paper Towel. Rec Centre: Baby Change Centre	(1,260.26)	
EFT Pymt	EFT 698	23-Dec-2015	Archivewise	2015-11 Nov Storage of Archives - 176 boxes	(75.49)	
EFT Pymt	EFT 699	23-Dec-2015	Australia Post	Nov 2015 Postage	(274.70)	
EFT Pymt	EFT 700	23-Dec-2015	Avon Waste	1,938 Bin Collection FE 11 Dec 15 inc Recycling Bins & 1 x Recycling Collection	(4,516.74)	
EFT Pymt	EFT 701	23-Dec-2015	BDF - Beverley Dome Fuel & Hire	4,000 L diesel @ \$1.0447/L inc	(4,178.80)	
EFT Pymt	EFT 702	23-Dec-2015	BGC Quarries	RTR1601 - Westdale Rd: 330.28T 10mm Washed Granite	(14,815.70)	
EFT Pymt	EFT 703	23-Dec-2015	Beverley CRC (Community Resource Centre)	2015-12 Dec: Blarney compilation for production	(825.00)	
EFT Pymt	EFT 704	23-Dec-2015	Beverley Country Kitchen (BCK)	Council Meet - 15 Dec 15	(430.00)	
EFT Pymt	EFT 705	23-Dec-2015	Beverley Electrical Services (BES)	Vincent St: 5m LED Christmas Tree: Electrical Installation	(1,546.95)	
EFT Pymt	EFT 706	23-Dec-2015	Beverley Tyre Service	2015-11 Tyre Service	(193.50)	
EFT Pymt	EFT 707	23-Dec-2015	Bitutek P/L	RRG1602 - Westdale Rd : Supply. Spray & Sealing Bitumen Works	(33,909.32)	
EFT Pymt	EFT 708	23-Dec-2015	Chemdry Betta Finish	Admin Building & Rec Centre: Cleaning Carpets and Office Chairs	(1,950.00)	
EFT Pymt	EFT 709	23-Dec-2015	Colin Grant Carpet Cleaning	5 Wright St: Carpet Cleaning	(220.00)	
EFT Pymt	EFT 710	23-Dec-2015	E & MJ Rosher P/L	BE023 (PTR01): Fuel Filter	(23.55)	
EFT Pymt	EFT 711	23-Dec-2015	Filters Plus	Various vehicles: Parts, Air, fuel & oil filters	(374.03)	
EFT Pymt	EFT 712	23-Dec-2015	Hempfield Small Engine Services	Sundry Plant (PSP99): Parts	(56.50)	
EFT Pymt	EFT 713	23-Dec-2015	Jennifer Kaye Perry	Rates refund for assessment A1139 23 Dawson St Beverley 6304	(99.45)	
EFT Pymt	EFT 714	23-Dec-2015	Keith Bestford	Rates refund for assessment A517 2083 Dale Kokeby Rd Kokeby 6304	(291.44)	



TYPE	NUM	DATE	PAYEE	DECEMBER 2015 DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 715	23-Dec-2015	LGRCEU - Loc Gov Racing & Cem Emp Union	Payroll deductions	(123.00)	
EFT Pymt	EFT 716	23-Dec-2015	Landgate	Valuation Fees (Rural UV Interim Shd): 17 Oct - 13 Nov 15	(261.50)	
EFT Pymt	EFT 717	23-Dec-2015	McNaughtans P/L	BE029 & BE001 (PGRD03 & 04): Spot Lamps	(286.00)	
EFT Pymt	EFT 718	23-Dec-2015	Natway Furniture & Construction	Rlwy Stn Restoration - Repairs to Walls & Ceilings in Upstairs Bedroom & Upper Stairwell	(1,080.00)	
EFT Pymt	EFT 719	23-Dec-2015	PCS - Perfect Computer Solutions	Computer Support - Shire: 07 - 14 Dec 15	(552.50)	
EFT Pymt	EFT 720	23-Dec-2015	PRC Building Services Pty Ltd	Town Hall ReRoof: Progress Payment 2 - Final	(138,977.66)	
EFT Pymt	EFT 721	23-Dec-2015	Peel Engraving & Rubber Stamp Co	Desk Bar Insert with Logo: Cr D Brown	(36.30)	
EFT Pymt	EFT 722	23-Dec-2015	Quairading Smash Repairs	BE020 (PUTE07): Panel Beater Repairs	(1,635.62)	
EFT Pymt	EFT 723	23-Dec-2015	Quick Corporate Australia	Dec 15 Stationary Order: Archive Boxes	(127.31)	
EFT Pymt	EFT 724	23-Dec-2015	RA-AN Enterprises	Storm Water Dam Project: Hire of Dozer & Excavator	(16,148.00)	
EFT Pymt	EFT 725	23-Dec-2015	RE & SL Howell	Rates refund for assessment A51162 63 Dempster St Beverley 6304	(301.71)	
EFT Pymt	EFT 726	23-Dec-2015	Rent A Fence Pty Ltd	Hire of Temporary Mesh Fence for Construction of Storm Water Holding Dams	(4,655.20)	
EFT Pymt	EFT 727	23-Dec-2015	Rodney Douglas Ryan	Rates Refund for Assessment A1505 L800 Ewert Rd Beverley 6304	(169.42)	
EFT Pymt	EFT 728	23-Dec-2015	WA Hino	BE012 (PTRK06): 30,000km Service	(1,091.20)	(230,486.85)
EFT Pymt	EFT 729	23-Dec-2015	ADC Projects	Swimming Pool: Preliminary Works on Upgrade	(1,289.75)	
EFT Pymt	EFT 730	23-Dec-2015	Bruce Graham Mann	Rates refund for assessment A51329 121 Mann Rd Beverley 6304	(1,753.35)	
EFT Pymt	EFT 731	23-Dec-2015	Justin James Mann	Rates refund for assessment A51607 242 Lennard St Rd Beverley 6304	(274.72)	(3,317.82)
Cheque #	1393	01-Dec-2015	Water Corporation	Water Acct	(280.67)	
Cheque #	1394	07-Dec-2015	ACME - Australian Comma & Media Authority	15/16 Land Mobile Apart Lick - Beverley North East: 252879/1	(918.00)	
Cheque #	1395	07-Dec-2015	T-Bone Beverley	Christmas 2015: Meat Vouchers x 33	(990.00)	

TYPE	NUM	DATE	PAYEE	DECEMBER 2015 DETAILS	AMT PAID	TOTALS
Cheque #	1396	10-Dec-2015	T-Bone Beverley	North & South Bush Fire Brigade Training - 08 Oct 15: Refreshments	(165.00)	
Cheque #	1397	14-Dec-2015	ATO - Australian Tax Office	NOV 2015 BAS Obligation	(27,858.00)	
Cheque #	1398	14-Dec-2015	Synergy	Street Lights: 25 Oct - 24 Nov 15	(2,303.80)	
Cheque #	1399	14-Dec-2015	Telstra	Telstra Acct	(2,069.43)	
Cheque #	1400	17-Dec-2015	Shire of Beverley	Vehicle Registration BE020 to 30 Jun 2016	(177.30)	
Cheque #	1401	17-Dec-2015	Water Corporation	Water Acct	(13,582.01)	
Cheque #	1402	23-Dec-2015	Hunting field Pty Ltd (Mark Crease)	Rates refund for assessment A51242 314 Jones Rd Beverley 6304	(2,066.20)	
Cheque #	1403	23-Dec-2015	RC & GM Hastings	Rates Refund for Assessment A937 83 Dawson St Beverley 6304	(248.13)	
Cheque #	1404	23-Dec-2015	Synergy	Power Acct	(427.35)	(51,085.89)
Direct Debit	DD 328.1	01-Dec-2015	Click Super	Super wrap - Personal Super Plan	(744.03)	
Direct Debit	DD 328.2	01-Dec-2015	Click Super	WA Super	(6,497.40)	
Direct Debit	DD 328.3	01-Dec-2015	Click Super	Kinetic Super	(141.49)	
Direct Debit	DD 328.4	01-Dec-2015	ClickSuper	Colonial First State Super (Corrigan Justin)	(293.57)	
Direct Debit	DD 328.5	01-Dec-2015	ClickSuper	Australian Super	(201.39)	(7,877.88)
Direct Debit	DD 350.1	15-Dec-2015	ClickSuper	Superwrap - Personal Super Plan	(744.03)	
Direct Debit	DD 350.2	15-Dec-2015	ClickSuper	WA Super	(6,343.92)	
Direct Debit	DD 350.3	15-Dec-2015	ClickSuper	Kinetic Super	(141.49)	
Direct Debit	DD 350.4	15-Dec-2015	ClickSuper	Colonial First State Super (Corrigan Justin)	(293.57)	
Direct Debit	DD 350.5	15-Dec-2015	ClickSuper	Australian Super	(200.07)	(7,723.08)
Direct Debit	DD 358.1	29-Dec-2015	ClickSuper	Superwrap - Personal Super Plan	(744.03)	
Direct Debit	DD 358.2	29-Dec-2015	ClickSuper	WA Super	(6,319.28)	

TYPE	NUM	DATE	PAYEE	DECEMBER 2015 DETAILS	AMT PAID	TOTALS
Direct Debit	DD 358.3	29-Dec-2015	ClickSuper	Kinetic Super	(141.49)	
Direct Debit	DD 358.4	29-Dec-2015	ClickSuper	Colonial First State Super (Moulton Clare)	(53.69)	
Direct Debit	DD 358.5	29-Dec-2015	ClickSuper	Colonial First State Super (Corrigan Justin)	(293.57)	
Direct Debit	DD 358.6	29-Dec-2015	ClickSuper	Australian Super	(201.39)	(7,753.45)
Direct Debit	4	01-Dec-2015	6 - Westnet Payments	Westnet Payments	(66.00)	(66.00)
Direct Debit	4	01-Dec-2015	7 - CBA Merchant Fee	CBA Merchant Fee	(113.32)	(113.32)
Direct Debit	4	03-Dec-2015	7 - CBA POS Fee	CBA POS Fee	(30.42)	(30.42)
Direct Debit	4	02-Dec-2015	8 - ANZ Transactive Fee	ANZ Transactive Fee	(87.70)	(87.70)
Direct Debit	4	31-Dec-2015	9 - Vodafone Messaging	Vodafone Messaging	(751.52)	(751.52)
Direct Debit	4	01-Dec-2015	3 - Payments for DOT	Payments for DOT	(2,914.50)	
Direct Debit	4	02-Dec-2015	3 - Payments for DOT	Payments for DOT	(1,525.80)	
Direct Debit	4	03-Dec-2015	3 - Payments for DOT	Payments for DOT	(1,427.60)	
Direct Debit	4	04-Dec-2015	3 - Payments for DOT	Payments for DOT	(4,361.80)	
Direct Debit	4	07-Dec-2015	3 - Payments for DOT	Payments for DOT	(129.60)	
Direct Debit	4	08-Dec-2015	3 - Payments for DOT	Payments for DOT	(3,346.05)	
Direct Debit	4	09-Dec-2015	3 - Payments for DOT	Payments for DOT	(7,099.35)	
Direct Debit	4	10-Dec-2015	3 - Payments for DOT	Payments for DOT	(4,667.40)	
Direct Debit	4	11-Dec-2015	3 - Payments for DOT	Payments for DOT	(1,344.30)	
Direct Debit	4	14-Dec-2015	3 - Payments for DOT	Payments for DOT	(4,276.85)	
Direct Debit	4	15-Dec-2015	3 - Payments for DOT	Payments for DOT	(2,872.15)	

TYPE	NUM	DATE	PAYEE	DECEMBER 2015 DETAILS	AMT PAID	TOTALS
Direct Debit	4	16-Dec-2015	3 - Payments for DOT	Payments for DOT	(3,685.75)	
Direct Debit	4	17-Dec-2015	3 - Payments for DOT	Payments for DOT	(3,481.15)	
Direct Debit	4	18-Dec-2015	3 - Payments for DOT	Payments for DOT	(2,101.65)	
Direct Debit	4	21-Dec-2015	3 - Payments for DOT	Payments for DOT	(4,965.45)	
Direct Debit	4	22-Dec-2015	3 - Payments for DOT	Payments for DOT	(3,904.95)	
Direct Debit	4	23-Dec-2015	3 - Payments for DOT	Payments for DOT	(3,731.35)	
Direct Debit	4	24-Dec-2015	3 - Payments for DOT	Payments for DOT	(5,133.75)	
Direct Debit	4	29-Dec-2015	3 - Payments for DOT	Payments for DOT	(3,821.70)	(64,791.15)
Direct Debit	EFT 686	16-Dec-2015	Credit Card - Shire of Beverley	Various Purchases	(3,509.84)	(3,509.84)
<b>PAYMENTS RAISED IN CURRENT MONTH</b>					<b>(622,992.09)</b>	<b>(622,992.09)</b>
<b>WAGES &amp; SALARIES</b>						
EFT Pymt		03-Dec-2015	Wages & Salaries	FE -01 Dec 2015	(50,968.54)	
EFT Pymt		17-Dec-2015	Wages & Salaries	FE - 15 Dec 2015	(47,071.92)	
EFT Pymt		31-Dec-2015	Wages & Salaries	FE - 29 Dec 2015	(47,650.02)	
<b>WAGES &amp; SALARIES</b>					<b>(145,690.48)</b>	<b>(145,690.48)</b>
<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>						
Cheque #	1402	31/12/2015	Huntingfield Pty Ltd (Mark Creasey)	Rates refund for assessment A51242 314 Jones Rd Beverley 6304	2066.2	
Cheque #	1403	23/12/2015	RC & GM Hastings	Rates Refund for Assessment A937 83 Dawson St Beverley 6304	248.13	
<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>					<b>2,314.33</b>	<b>2,314.33</b>

TYPE	NUM	DATE	PAYEE	DECEMBER 2015 DETAILS	AMT PAID	TOTALS
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>						
<i>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</i>					<i>0.00</i>	<i>0.00</i>
<b>TRANSFERS to TRUST</b>						
<i>TRANSFERS to TRUST</i>					<i>0.00</i>	<i>0.00</i>
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>						
<i>OTHER AMENDMENTS/GENERAL JOURNALS</i>					<i>0.00</i>	<i>0.00</i>
<b>INVESTMENTS</b>						
<i>INVESTMENTS</i>					<i>0.00</i>	<i>0.00</i>
<b>TOTAL EXPENDITURE for MUNICIPAL ACCOUNT</b>						<b>(766,368.24)</b>
<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>						
Credit Card		16-Sep-2015	Peel Golf Centre	CCZ Golf Day - Prizes	1,992.00	
Credit Card		31-Oct-2015	Esplanade Hotel Fremantle	2015 LGMA Conference, 27-31 Oct 2015	1,182.98	
Credit Card		09-Nov-2015	Komatsu	BE004 (PLDR02): Variation of Invoice to Statement	0.27	
Credit Card		09-Nov-2015	Komatsu	BE004 (PLDR02)	209.42	
Credit Card		13-Nov-2015	Parking	WALGA Crime & Corruption Breakfast - 13 Nov 15	29.87	
Credit Card		17-Nov-2015	Parking	Landcorp & Christian Porter Meeting - 17 Nov 15	16.80	
Credit Card		17-Nov-2015	Caffissimo	Meeting Landcorp & Christian Porter (17 Nov 15)	34.90	
Credit Card		25-Nov-2015	4U Cafe	Meeting Minister for Local Government (25 Nov 15)	43.60	

TYPE	NUM	DATE	PAYEE	DECEMBER 2015 DETAILS	AMT PAID	TOTALS
<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>					<b>3,509.84</b>	
<b>TRUST ACCOUNT DETAILS</b>						
<b>PAYMENTS RAISED IN CURRENT MONTH</b>						
Cheque #	1481	10-Dec-2015	Frederick Masuku	Refund of Gym Key Bond (QB Receipt No 3550)	(30.00)	
<b>PAYMENTS RAISED IN CURRENT MONTH</b>					<b>(30.00)</b>	<b>(30.00)</b>
<b>PAYMENTS UNPRESENTED IN CURRENT BANK #</b>						
<b>PAYMENTS UNPRESENTED IN CURRENT BANK #</b>					<b>0.00</b>	<b>0.00</b>
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>						
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>					<b>0.00</b>	<b>0.00</b>
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>						
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>					<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURE for TRUST ACCOUNT</b>						<b>(30.00)</b>
<b>TOTAL EXPENDITURE as reconciled to the DECEMBER 2015 BANK STATEMENTS</b>						
					Municipal Account Expenditure	(766,368.24)
					Trust Account Expenditure	(30.00)
<b>TOTAL EXPENDITURE for DECEMBER 2015</b>						<b>(766,398.24)</b>

TYPE	NUM	DATE	PAYEE	JANUARY 2016 DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 732	08-Jan-2016	Avon Waste	1,938 Bin Collection FE 25 Dec 15 inc Recycling Bins & 1 x Recycling Collection	(4,516.74)	
EFT Pymt	EFT 733	08-Jan-2016	BOC Limited	2015-12 Dec Cylinder Rental	(58.60)	
EFT Pymt	EFT 734	08-Jan-2016	Beverley Newsagency	Dec 2015 Purchases	(76.00)	
EFT Pymt	EFT 735	08-Jan-2016	MAL Automotives P/L	BE000 (PUTE06): 30,000km Service	(988.76)	
EFT Pymt	EFT 736	08-Jan-2016	Michael Wilson	2016-01 Jan: Photocopying & delivery of the Blarney	(250.00)	
EFT Pymt	EFT 737	08-Jan-2016	Shire of Brookton	2015-11 Nov Town Planning Scheme - Stefan de Beer	(5,015.89)	
EFT Pymt	EFT 738	08-Jan-2016	Shire of Quairading	NRM Contribution: 01 Jul 15 - 31 Oct 15	(6,343.26)	
EFT Pymt	EFT 739	08-Jan-2016	Toll Ipec P/L (Courier Aust)	Freight charges: 09 & 14 Dec 2015	(103.58)	
EFT Pymt	EFT 740	08-Jan-2016	WA Treasury Corporation	Guarantee Fee on Loans 112, 116, 117 & 118 to 31 Dec 2015	(3,626.96)	(20,979.79)
EFT Pymt	EFT 741	12-Jan-2016	BSL - Building Commission	Dec 15 BSL Collections x 3	(199.60)	
EFT Pymt	EFT 742	12-Jan-2016	Beverley Supermarket & Liquor (IGA)	Dec 2015 Purchases	(3,152.87)	
EFT Pymt	EFT 743	12-Jan-2016	Blackwoods	Various Buildings: Cleaning Products	(2,545.12)	
EFT Pymt	EFT 744	12-Jan-2016	CTF - Construction Training Fund (BCTIF)	Dec 15 BCTIF Collections x 1	(125.07)	
EFT Pymt	EFT 745	12-Jan-2016	Hotel Beverley	Reimbursement of Voucher for Councillor's Choice: Christmas Lights Winner 2015	(100.00)	
EFT Pymt	EFT 746	12-Jan-2016	Kimberley Leonard Boulton	Record Archiving, Onsite Working - 05 - 07 Jan 16: 3 days	(1,980.00)	
EFT Pymt	EFT 747	12-Jan-2016	Richard Jas - All Mechanical & Electronics	BE013 (PTRK04): Service	(903.80)	
EFT Pymt	EFT 748	12-Jan-2016	Twinkarri P/L	York Williams Rd: Tree Pruning & Mulching	(10,670.00)	
EFT Pymt	EFT 749	12-Jan-2016	WA Contract Ranger Services	Ranger Services: 11 Nov - 21 Dec 2015	(2,664.75)	(22,341.21)
EFT Pymt	EFT 750	18-Jan-2016	AITS Specialists P/L	2015-09 Sep Fuel Tax Credits	(494.56)	
EFT Pymt	EFT 751	18-Jan-2016	Avon Express	Freight Charges: Dec 15	(187.00)	

TYPE	NUM	DATE	PAYEE	JANUARY 2016 DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 752	18-Jan-2016	Avon Trading Co	Dec 15 Hardware Purchases	(916.94)	
EFT Pymt	EFT 753	18-Jan-2016	Avon Waste	1,938 Bin Collection FE 08 Jan 16 inc Recycling Bins & 1 x Recycling Collection	(4,516.74)	
EFT Pymt	EFT 754	18-Jan-2016	BDF - Beverley Dome Fuel & Hire	4,000 L ULP @ \$1.0988/L inc	(8,356.14)	
EFT Pymt	EFT 755	18-Jan-2016	BGC Quarries	Rural Roads: Maintenance: Fine Dust	(32.21)	
EFT Pymt	EFT 756	18-Jan-2016	Beverley CRC (Community Resource Centre)	2016-01 Jan: Blarney compilation for production	(825.00)	
EFT Pymt	EFT 757	18-Jan-2016	CAS - Contract Aquatic Services	3 of 5 Install of Contract Management for 15/16 swim year	(13,398.00)	
EFT Pymt	EFT 758	18-Jan-2016	Dpt of Lands	Res Avon Loc 27959: Lease M355805 to 30 June 2016	(6,711.05)	
EFT Pymt	EFT 759	18-Jan-2016	Isweep Town & Country	Town Street Sweeping: Dec 2015	(2,747.25)	
EFT Pymt	EFT 760	18-Jan-2016	Landgate	Valuation Fees (Rural UV Interim Shd): 14 Nov - 11 Dec 15	(345.20)	
EFT Pymt	EFT 761	18-Jan-2016	Merredin Telephone Services	Supply & install Phone Points & Phones as per quote	(2,666.86)	
EFT Pymt	EFT 762	18-Jan-2016	Northam Mitre10	Hardware Supplies	(54.63)	
EFT Pymt	EFT 763	18-Jan-2016	PCS - Perfect Computer Solutions	BRMP Officer: Computer and Printer	(2,467.50)	
EFT Pymt	EFT 764	18-Jan-2016	Quick Corporate Australia	Admin Office: Desk Mats x 6	(726.00)	
EFT Pymt	EFT 765	18-Jan-2016	Toll NQX Express	Freight Charges - 17 Dec 2015	(338.69)	(44,783.77)
EFT Pymt	EFT 767	21-Jan-2016	Elizabeth Hill	Rates refund for assessment A361 135 FORREST ST BEVERLEY 6304	(112.01)	
EFT Pymt	EFT 768	21-Jan-2016	John Lesley Scott	Rates refund for assessment A1074 1564 EDISON MILL Rd BEVERLEY 6304	(601.51)	
EFT Pymt	EFT 769	21-Jan-2016	John Malcolm Scott	Rates refund for assessment A1574 1563 EDISON MILL Rd BEVERLEY 6304	(367.96)	
EFT Pymt	EFT 770	21-Jan-2016	Katie-lee Elliott	Rates refund for assessment A1254 3807 WESTDALE Rd BEVERLEY 6304	(163.15)	
EFT Pymt	EFT 771	21-Jan-2016	Lyons Air-conditioning Services	BE029 (PGRD03): Parts	(159.50)	(1,404.13)
EFT Pymt	EFT 772	27-Jan-2016	AMPAC Debt Recovery	December 2015 Rates Debt Recovery	(12,375.00)	



TYPE	NUM	DATE	PAYEE	JANUARY 2016 DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 773	27-Jan-2016	Archivewise	2015-12 Dec Storage of Archives - 176 boxes	(75.49)	
EFT Pymt	EFT 774	27-Jan-2016	Australia Post	Dec 2015 Postage	(365.01)	
EFT Pymt	EFT 775	27-Jan-2016	BDF - Beverley Dome Fuel & Hire	4500 L Diesel @ \$0.9438/L inc	(4,247.10)	
EFT Pymt	EFT 776	27-Jan-2016	BGC Quarries	RTR1601 - Westdale Rd: 384.38T 10mm Washed Granite	(17,242.52)	
EFT Pymt	EFT 777	27-Jan-2016	Beverley Gas & Plumbing	Hunt Road Village, Unit 10: Hot Water System	(954.43)	
EFT Pymt	EFT 778	27-Jan-2016	Beverley Tyre Service	2015-12 Tyre Service	(2,273.00)	
EFT Pymt	EFT 779	27-Jan-2016	Bitutek P/L	RTR1601 - York Williams Rd : Supply. Spray & Sealing Bitumen Works	(37,131.88)	
EFT Pymt	EFT 780	27-Jan-2016	Humes (Holcim Australia) Wembley Cement	Avon River Park: 3 x Concrete Picnic Tables and Bench Sets	(3,300.00)	
EFT Pymt	EFT 781	27-Jan-2016	Ixom Operations P/L [Chemicals Aust Operations P/L (nee Orica)]	2015-12 Dec: 70kg Chlorine Gas Cylinder	(448.54)	
EFT Pymt	EFT 782	27-Jan-2016	Jason Signmakers	Various signs	(1,643.40)	
EFT Pymt	EFT 783	27-Jan-2016	Northam Carpet Court	Admin Building: Carpet to New Office Area	(876.80)	
EFT Pymt	EFT 784	27-Jan-2016	PCS - Perfect Computer Solutions	Computer Support - Shire: 08 - 12 Jan 16	(425.00)	
EFT Pymt	EFT 785	27-Jan-2016	Simon Marshall	BEV0: Fuel Claim: 31.77L ULP @ \$1.259	(40.00)	
EFT Pymt	EFT 786	27-Jan-2016	Toll Ipec P/L (Courier Aust)	Freight Charges: 12 Jan 16	(9.65)	(81,407.82)
EFT Pymt	EFT 788	29-Jan-2016	LGRCEU - Loc Gov Racing & Cem Emp Union	Payroll deductions	(82.00)	
EFT Pymt	EFT 789	29-Jan-2016	Shacks Holden	Asset 28009 2016 Holden Caprice Sedan BE1	(3,734.64)	(3,816.64)
Cheque #	1405	08-Jan-2016	ATO - Australian Tax Office	DEC 2015 BAS Obligation	(38,022.00)	
Cheque #	1406	12-Jan-2016	Synergy	Power Acct	(16,068.45)	
Cheque #	1407	12-Jan-2016	Telstra	Telephone Acct	(2,305.96)	
Cheque #	1408	18-Jan-2016	Water Corporation	Water Acct	(37.06)	

TYPE	NUM	DATE	PAYEE	JANUARY 2016 DETAILS	AMT PAID	TOTALS
Cheque #	1409	21-Jan-2016	Pushpinder Pal Singh	Rates refund for assessment A51124 Lot 574 LENNARD Rd BEVERLEY 6304	(167.63)	
Cheque #	1410	21-Jan-2016	Synergy	Power Acct	(1,128.40)	
Cheque #	1411	21-Jan-2016	Water Corporation	Water Acct	(459.04)	(58,188.54)
Direct Debit	DD 379.1	12-Jan-2016	ClickSuper	Superwrap - Personal Super Plan	(744.03)	
Direct Debit	DD 379.2	12-Jan-2016	ClickSuper	WA Super	(6,493.43)	
Direct Debit	DD 379.3	12-Jan-2016	ClickSuper	Kinetic Super	(141.49)	
Direct Debit	DD 379.4	12-Jan-2016	ClickSuper	Colonial First State Super (Corrigan Justin)	(293.57)	
Direct Debit	DD 379.5	12-Jan-2016	ClickSuper	Australian Super	(198.74)	
Direct Debit	DD 382.1	12-Jan-2016	ClickSuper	WA Super	(70.27)	(7,941.53)
Direct Debit	DD 397.1	26-Jan-2016	ClickSuper	Superwrap - Personal Super Plan	(744.03)	
Direct Debit	DD 397.2	26-Jan-2016	ClickSuper	WA Super	(6,538.84)	
Direct Debit	DD 397.3	26-Jan-2016	ClickSuper	Kinetic Super	(141.49)	
Direct Debit	DD 397.4	26-Jan-2016	ClickSuper	Colonial First State Super (Corrigan Justin)	(293.57)	
Direct Debit	DD 397.5	26-Jan-2016	ClickSuper	Superannuation contributions	(189.47)	(7,907.40)
Direct Debit	5	04-Jan-2016	6 - Westnet Payments	Westnet Payments	(66.00)	(66.00)
Direct Debit	5	04-Jan-2016	7 - CBA Marchant Fee	CBA Marchant Fee	(108.89)	(108.89)
Direct Debit	5	04-Jan-2016	7 - CBA Marchant Fee	CBA Marchant Fee - POS Fee	(22.36)	(22.36)
Direct Debit	5	05-Jan-2016	8 - ANZ Transactive Fee	ANZ Transactive Fee	(82.40)	(82.40)
Direct Debit	5	14-Jan-2016	8 - ANZ Transactive Fee	ANZ Transactive Fee	(407.31)	(407.31)
Direct Debit	5	14-Jan-2016	8 - ANZ Transactive Fee	ANZ Transactive Fee - REVERSE Fee WRONG ALLOCATION	407.31	407.31

TYPE	NUM	DATE	PAYEE	JANUARY 2016 DETAILS	AMT PAID	TOTALS
Direct Debit	5	06-Jan-2016	3 - Payments for DOT	Payments for DOT	(4,080.85)	
Direct Debit	5	07-Jan-2016	3 - Payments for DOT	Payments for DOT	(2,321.25)	
Direct Debit	5	08-Jan-2016	3 - Payments for DOT	Payments for DOT	(1,750.80)	
Direct Debit	5	11-Jan-2016	3 - Payments for DOT	Payments for DOT	(2,382.45)	
Direct Debit	5	12-Jan-2016	3 - Payments for DOT	Payments for DOT	(5,867.10)	
Direct Debit	5	13-Jan-2016	3 - Payments for DOT	Payments for DOT	(1,962.65)	
Direct Debit	5	14-Jan-2016	3 - Payments for DOT	Payments for DOT	(3,524.50)	
Direct Debit	5	15-Jan-2016	3 - Payments for DOT	Payments for DOT	(2,143.45)	
Direct Debit	5	18-Jan-2016	3 - Payments for DOT	Payments for DOT	(1,465.15)	
Direct Debit	5	19-Jan-2016	3 - Payments for DOT	Payments for DOT	(2,125.75)	
Direct Debit	5	20-Jan-2016	3 - Payments for DOT	Payments for DOT	(2,313.50)	
Direct Debit	5	21-Jan-2016	3 - Payments for DOT	Payments for DOT	(2,144.00)	
Direct Debit	5	22-Jan-2016	3 - Payments for DOT	Payments for DOT	(1,414.35)	
Direct Debit	5	25-Jan-2016	3 - Payments for DOT	Payments for DOT	(6,146.00)	
Direct Debit	5	27-Jan-2016	3 - Payments for DOT	Payments for DOT	(2,620.05)	
Direct Debit	5	28-Jan-2016	3 - Payments for DOT	Payments for DOT	(4,597.55)	
Direct Debit	5	29-Jan-2016	3 - Payments for DOT	Payments for DOT	(4,468.20)	(51,327.60)
Direct Debit	EFT 766	12-Jan-2016	Credit Card - Shire of Beverley	Various Purchases	(232.00)	(232.00)
<b>PAYMENTS RAISED IN CURRENT MONTH</b>					<b>(300,610.08)</b>	<b>(300,610.08)</b>

TYPE	NUM	DATE	PAYEE	JANUARY 2016 DETAILS	AMT PAID	TOTALS	
<b>WAGES &amp; SALARIES</b>							
EFT Pymt		14-Jan-2016	Wages & Salaries	FE - 12 Jan 2016	(49,811.55)		
EFT Pymt		14-Jan-2016	Wages & Salaries	FE - 12 Jan 2016	(407.31)		
EFT Pymt		27-Jan-2016	Wages & Salaries	FE - 27 Jan 16	(49,091.73)		
					<b>WAGES &amp; SALARIES</b>	<b>(99,310.59)</b>	<b>(99,310.59)</b>
<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>							
Cheque #	1409	21-Jan-2016	Pushpinder Pal Singh	Rates refund for assessment A51124 Lot 574 LENNARD Rd BEVERLEY 6304	167.63		
					<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>	<b>167.63</b>	<b>167.63</b>
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>							
					<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>	<b>0.00</b>	<b>0.00</b>
<b>TRANSFERS to TRUST</b>							
					<b>TRANSFERS to TRUST</b>	<b>0.00</b>	<b>0.00</b>
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>							
		21-Jan-2016	Dishonoured chq		(179.93)		
EFT Pymt		27-Jan-2016	ClickSuper	Delayed leaving acc	7,907.40		
					<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>	<b>7,727.47</b>	<b>7,727.47</b>
<b>INVESTMENTS</b>							
					<b>INVESTMENTS</b>	<b>0.00</b>	<b>0.00</b>
					<b>TOTAL EXPENDITURE for MUNICIPAL ACCOUNT</b>		<b>(392,025.57)</b>

TYPE	NUM	DATE	PAYEE	JANUARY 2016 DETAILS	AMT PAID	TOTALS
<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>						
Credit Card		01-Dec-2015	Orbit Fitness	Pulley and cable, including postage	132.00	
Credit Card		11-Jan-2016	Joondalup Resort	Deposit Accommodation 16 - 18 Mar 2016: Finance Prof Conference: S Marshall	100.00	
<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>					<b>232.00</b>	
<b>TRUST ACCOUNT DETAILS</b>						
<b>PAYMENTS RAISED IN CURRENT MONTH</b>						
<i>EFT</i>	<i>EFT</i>	27-Jan-2016	Joseph Henry Polgar	Refund of Relocated Building Bond: L7952 Kokeby East Rd	(5,000.00)	
<i>Pymt</i>	<i>787</i>					
<b>PAYMENTS RAISED IN CURRENT MONTH</b>					<b>(5,000.00)</b>	<b>(5,000.00)</b>
<b>PAYMENTS UNPRESENTED IN CURRENT BANK #</b>						
<b>PAYMENTS UNPRESENTED IN CURRENT BANK #</b>					<b>0.00</b>	<b>0.00</b>
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>						
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>					<b>0.00</b>	<b>0.00</b>
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>						
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>					<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURE for TRUST ACCOUNT</b>						<b>(5,000.00)</b>
<b>TOTAL EXPENDITURE as reconciled to the JANUARY 2016 BANK STATEMENTS</b>						
						Municipal Account Expenditure (392,025.57)
						Trust Account Expenditure (5,000.00)
<b>TOTAL EXPENDITURE for JANUARY 2016</b>						<b>(397,025.57)</b>

### **11.3 2015/16 Budget Review**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 12 February 2016  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0092  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** 2015-16 Budget Review (under separate cover)

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#### **SUMMARY**

Council to consider receiving the 2015/16 Budget Review.

#### **BACKGROUND**

A Budget Review is conducted annually by comparing actual revenue and expenditure as at 31 December to budget estimates and forecasting predicted revenue and expenditure to 30 June.

The budget review process is a statutory requirement, but also reflects good management practice.

#### **COMMENT**

A budget review has been undertaken by staff as per the requirements of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Any savings realised or over expenditure incurred as at 31 December 2015 has been included in forward projections.

The detailed Budget Review is attached to this report.

In summary, it is forecast that a budget surplus of \$381,644 may be realised as at 30 June 2016.

See Budget Review financial report below for Surplus components.

At its 9 February 2016 meeting, the Audit and Risk Committee reviewed the 2015/16 Budget Review and made the recommendation to Council that it be received.

## **STATUTORY ENVIRONMENT**

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* provides that:

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
  - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.  
*\*Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **AUDIT AND RISK COMMITTEE'S RECOMMENDATION**

That the 2015/16 Budget Review be received and it be forwarded to the Department of Local Government.

**COUNCIL RESOLUTION**

**M10/0216**

**Moved Cr White**

**Seconded Cr Gogol**

**That the 2015/16 Budget Review be received and it be forwarded to the Department of Local Government.**

**CARRIED 6/0**



**SHIRE OF BEVERLEY  
ANNUAL BUDGET REVIEW  
FORECAST FOR THE PERIOD ENDING  
30 JUNE 2016**

Description	Budget 2015/16	YTD Budget 2015/16	YTD Actual 2015/16	Forecast Actual	Forecast Variance	Notes To Forecast Variances
<b>Operating Revenue</b>						
General Purpose Funding	3,051,715.00	2,795,273.00	2,808,674.88	3,082,426.00	30,711.00	Rates raised \$9,631, Penalty Interest raised \$10,300, Instalment Fees received \$5,980 and Interest on Investment earnings \$2,544 expected to be higher. Rates Discount expense \$9,650 and General Purpose Grant funding (\$7,394) expected to be lower than anticipated.
Governance	13,110.00	11,058.00	30,785.28	28,570.00	15,460.00	CCZ Golf Day Sponsorship greater than anticipated (Offset by expenditure).
Law, Order & Public Safety	127,314.00	87,756.00	210,091.35	273,730.00	146,416.00	BRMP Officer funding for 6 month contract received from DFES.
Health	100.00	0.00	557.59	558.00	458.00	
Education & Welfare	0.00	0.00	0.00	0.00	0.00	
Housing	93,654.00	45,068.00	44,608.60	91,734.00	(1,920.00)	
Community Amenities	255,110.00	175,121.00	182,317.58	265,347.19	10,237.19	Income received for Sullage Dumping \$5,000 and Cemetery Fees \$4,486 expected to be greater than anticipated.
Recreation & Culture	3,047,806.00	32,670.00	38,265.12	134,234.00	(2,913,572.00)	Civic Centre Grant funding and contributions (\$2,920,000) unlikely to be received this FY.
Transport	1,388,186.00	748,154.00	744,161.54	1,365,473.30	(22,712.70)	Trails Grant (Interpretive Signage) (\$25,000) unlikely to be received this FY.
Economic Activities	81,900.00	41,490.00	49,593.05	87,300.00	5,400.00	
Other Property & Services	43,100.00	17,546.00	21,725.62	48,100.00	5,000.00	Fuel Rebate income \$5,000 expected to be higher than anticipated.
<b>Total Operating Revenue</b>	<b>8,101,995.00</b>	<b>3,954,136.00</b>	<b>4,130,780.61</b>	<b>5,377,472.49</b>	<b>(2,724,522.51)</b>	
<b>Operating Expenditure</b>						
General Purpose Funding	(197,858.00)	(66,718.00)	(61,575.49)	(184,827.45)	13,030.55	Rate Notice expense \$1,500 and Admin Expenses reallocated \$11,530 expected to be lower than anticipated.
Governance	(465,578.00)	(255,062.00)	(253,261.78)	(442,518.65)	23,059.35	Admin Expenses reallocated \$24,057 expected to be lower than anticipated.
Law, Order & Public Safety	(220,430.00)	(119,413.00)	(123,547.03)	(363,888.92)	(143,458.92)	BRMP Officer position and equipment fully funded by DFES.
Health	(148,009.00)	(46,856.00)	(42,640.30)	(104,965.72)	43,043.28	Old Infant Health building demolition \$35,000 unlikely to proceed this FY.
Education & Welfare	(79,228.00)	(26,602.00)	(23,768.36)	(75,885.64)	3,342.36	
Housing	(324,475.00)	(116,831.00)	(100,543.52)	(316,994.83)	7,480.17	
Community Amenities	(522,657.00)	(218,763.00)	(220,183.95)	(513,228.26)	9,428.74	
Recreation & Culture	(1,125,460.00)	(503,879.00)	(486,733.61)	(1,117,996.35)	7,463.65	
Transport	(1,640,955.00)	(1,005,618.00)	(1,003,696.81)	(1,568,537.12)	72,417.88	Wages and Plant And Labour Over Head Costs \$55,879, Street Lighting expense \$5,000 and Admin Expenses reallocated \$7,413 expected to be lower than anticipated.
Economic Activities	(479,943.00)	(140,269.00)	(136,818.24)	(683,746.75)	(203,803.75)	Loss on disposal of Industrial Land blocks \$308,999 expensed. Industrial Land Development expense budget transferred to operating from capital (\$80,000 savings estimated), RV Area upgrade (\$9,000) and Admin Expenses reallocated (\$3,047) expected to be lower than anticipated.
Other Property & Services	(15,275.00)	(1,310.00)	54,284.18	(17,542.00)	(2,267.00)	
<b>Total Operating Expenditure</b>	<b>(5,219,868.00)</b>	<b>(2,501,321.00)</b>	<b>(2,398,484.91)</b>	<b>(5,390,131.69)</b>	<b>(170,263.69)</b>	
<b>Net Operating</b>	<b>2,882,127.00</b>	<b>1,452,815.00</b>	<b>1,732,295.70</b>	<b>(12,659.20)</b>	<b>(2,894,786.20)</b>	
<b>Capital Income</b>						
Self-Supporting Loan - Principal Repayment	12,765.00	6,285.53	6,285.53	12,765.00	0.00	
Proceeds from Sale of Assets	216,000.00	64,000.00	64,683.45	211,826.00	(4,174.00)	
<b>Total Capital Income</b>	<b>228,765.00</b>	<b>70,285.53</b>	<b>70,968.98</b>	<b>224,591.00</b>	<b>(4,174.00)</b>	

**SHIRE OF BEVERLEY  
ANNUAL BUDGET REVIEW  
FORECAST FOR THE PERIOD ENDING  
30 JUNE 2016**

Description	Budget 2015/16	YTD Budget 2015/16	YTD Actual 2015/16	Forecast Actual	Forecast Variance	Notes To Forecast Variances
<b>Capital Expenditure</b>						
Land and Buildings	(4,430,000.00)	(284,000.00)	(207,039.01)	(230,804.00)	4,199,196.00	Civic Centre development \$4,000,000 unlikely to proceed this FY. Savings expected on Town Hall Reroof \$76,300, Art Gallery Stabilisation \$80,000, Admin Office Fitout \$35,000 and Entry Statement project \$7,896.
Plant and Equipment	(613,500.00)	(110,000.00)	(118,057.06)	(603,933.00)	9,567.00	
Office Furniture and Equipment	(73,500.00)	(53,000.00)	(22,732.53)	(38,186.00)	35,314.00	Savings from Medical Equipment purchase \$5,000, Christmas Decoration expenditure \$7,000 and Town Hall Stage Curtain replacement \$19,696 expected to be realised.
Road Construction	(1,657,601.00)	(555,121.00)	(554,104.21)	(1,524,789.00)	132,812.00	Edison Mill and Dale Kokeby Rd Reseals funded by RTR - \$102,083 Savings and 2014/15 RTR over expenditure carried forward \$20,770.
Other Infrastructure	(438,151.00)	(40,000.00)	(34,145.94)	(413,151.00)	25,000.00	Walk Trail Interpretive Signage project \$25,000 unlikely to proceed this FY.
Land Under Control	0.00	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(66,633.00)	(33,070.67)	(33,070.67)	(66,633.00)	0.00	
<b>Total Capital Expenditure</b>	<b>(7,279,385.00)</b>	<b>(1,075,191.67)</b>	<b>(969,149.42)</b>	<b>(2,877,496.00)</b>	<b>4,401,889.00</b>	
<b>Net Capital</b>	<b>(7,050,620.00)</b>	<b>(1,004,906.14)</b>	<b>(898,180.44)</b>	<b>(2,652,905.00)</b>	<b>4,397,715.00</b>	
<b>Adjustments</b>						
Depreciation Written Back	1,221,816.00	610,908.00	706,224.83	1,221,816.00	0.00	
Movement in Leave Reserve Cash Balance	0.00	0.00	3,336.97	(12,205.00)	(12,205.00)	Expected cash movement in Leave reserves.
Movement in Non-Current Loan Repayments	0.00	0.00	0.00	0.00	0.00	
Movement in Non-Current SSL Income	0.00	0.00	0.00	0.00	0.00	
Movement in Non-Current LSL Provision	0.00	0.00	0.00	0.00	0.00	
Profit/Loss on Disposal of Assets Written Back	19,300.00	9,650.00	8,039.60	338,197.00	318,897.00	Loss on disposal on Industrial Land not budgeted - added back.
Rounding	0.00	0.00	0.00	0.00	0.00	
<b>Add Funding From</b>						
Transfer (To)/From Reserves	299,382.00	0.00	(25,141.10)	(199,248.00)	(498,630.00)	Reserve funding not expected to be utilised for 2015/16 projects.
New Loan Funds	970,000.00	0.00	0.00	150,000.00	(820,000.00)	Civic Centre Loan unlikely to be raised this FY.
Opening Surplus/(Deficit)	1,657,995.00	1,657,995.00	1,548,647.75	1,548,648.00	(109,347.00)	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 .
<b>Total Adjustments</b>	<b>4,168,493.00</b>	<b>2,278,553.00</b>	<b>2,241,108.05</b>	<b>3,047,208.00</b>	<b>(1,121,285.00)</b>	
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>2,726,461.86</b>	<b>3,075,223.31</b>	<b>381,643.80</b>	<b>381,643.80</b>	

## **11.4 Asset Management Plan – Building and Structures Update**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 12 February 2016  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** Updated Asset Management Plan (Under Separate Cover)

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### **SUMMARY**

Council to consider that the updated Asset Management Plan – Building and Structures be adopted.

### **BACKGROUND**

Council adopted the Asset Management Plan – Building and Structures in February 2012 as part of the Integrated Planning process now required of all Local Governments in Western Australia.

The Plan outlines all the tasks and resources required to manage and maintain Council's building and structures portfolio to an agreed standard. The Plan acts as a tool to support the ability of Council to deliver well targeted, responsive and value for money maintenance and operational services for customers and the community as a whole.

### **COMMENT**

The Asset Management Plan has been updated to include the Beverley Cornerstone Project.

Attached is the updated Asset Management incorporating this project as well as the funding streams and proposed ongoing maintenance costs of the proposed constructions.

A full review of the Asset Management Plan is due to be completed this financial year.

The Corporate Strategy Committee at its 9 February 2016 meeting reviewed the document and recommended that it be adopted by Council.

### **STATUTORY ENVIRONMENT**

Nil

### **FINANCIAL IMPLICATIONS**

10 Year Long Term Financial Plan

### **STRATEGIC IMPLICATIONS**

Long Term Financial Plan and Corporate Business Plan.

### **POLICY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**CORPORATE STRATEGY COMMITTEE'S RECOMMENDATION**

That Council adopt the updated Asset Management Plan – Building and Structures.

**COUNCIL RESOLUTION**

**M11/0216**

**Moved Cr Murray**

**Seconded Cr Davis**

**That Council adopt the updated Asset Management Plan – Building and Structures.**

**CARRIED 6/0**

## **11.5 10 Year Long Term Financial Plan Update**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 12 February 2016  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0310  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** Updated 10 Year LTFP (Under Separate Cover)

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### **SUMMARY**

Council to consider that the updated 10 year Long Term Financial Plan (LTFP) be adopted.

### **BACKGROUND**

Council adopted the 2013/14 – 2023/24 Long Term Financial Plan in November 2013.

### **COMMENT**

Since the adoption of the Long Term Financial Plan several new capital projects have been proposed.

Attached is the updated Long Term Financial Plan incorporating these projects as well as the funding streams and proposed ongoing maintenance costs of the proposed constructions.

A full review of the LTFP will be conducted in conjunction with the preparation of the 2016/17 Budget.

At its 9 February 2016 meeting, the Corporate Strategy Committee reviewed the LTFP and recommended it be adopted.

### **STATUTORY ENVIRONMENT**

Nil

### **FINANCIAL IMPLICATIONS**

10 Year Long term Financial Plan

### **STRATEGIC IMPLICATIONS**

Long Term Financial Plan and Corporate Business Plan.

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **CORPORATE STRATEGY COMMITTEE'S RECOMMENDATION**

That the updated 2013/14 – 2023/24 Long Term Financial Plan be adopted and a full review be undertaken as part of the 2016/17 Budgeting process.

**COUNCIL RESOLUTION**

**M12/0216**

**Moved Cr Murray**

**Seconded Cr Gogol**

**That the updated 2013/14 – 2023/24 Long Term Financial Plan be adopted and a full review be undertaken as part of the 2016/17 Budgeting process.**

**CARRIED 6/0**

## **11.6 10 Year Plant Replacement Program**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 12 February 2016  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S.P. Vincent, Manager of Works  
**ATTACHMENTS:** Proposed 10 Year Plant Replacement Program

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### **SUMMARY**

Council to consider endorsing the 10 Year Plant Replacement Program.

### **BACKGROUND**

A review of the 10 Year Plant Replacement is conducted annually to determine which plant should be replaced or deferred.

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

### **COMMENT**

The 10 Year Plant Replacement Program is attached.

At its 9 February 2016 meeting, the Corporate Strategy Committee reviewed the 10 year plant replacement program and recommended it be endorsed.

### **STATUTORY ENVIRONMENT**

Nil

### **FINANCIAL IMPLICATIONS**

Future Budgets

### **STRATEGIC IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council endorse the reviewed 10 Year Plant Program.

### **COUNCIL RESOLUTION**

**M13/0216**

**Moved Cr Gogol**

**Seconded Cr Shaw**

**That Council endorse the reviewed 10 Year Plant Program.**

**CARRIED 6/0**

<b>SHIRE OF BEVERLEY - 10 YEAR PLANT REPLACEMENT PROGRAMME</b>														
				320000	279000	185000	224000	309000	224000	315000	245000	279000	439000	320000
<b>PLANT ITEM</b>	<b>AGE</b>	<b>YRS</b>	<b>REG NO</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>	<b>23/24</b>	<b>24/25</b>	<b>25/26</b>
<b>Sedans &amp; Utilities</b>														
CEO's Vehicle ( Holden Statesman Sedan)	2016	0	BE - 1	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000
Deputy CEO's Vehicle ( Holden commodore wagon)	2016	0	BEV - 0	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000
W/Super Vehicle (Holden Rodeo 4X4 Dual Cab)	2014	2	BE -020	9000	9000	9000	9000	9000	9000	9000	9000	9000	9000	9000
Mechanic (Holden Rodeo 4X4 Tray top)	2010	6	BE- 024				9000							
Rodeo 4 x 2 Manual Diesel Utility	2012	4	BE- 035		9000				9000					
Gardeners (Rodeo 4 x 2 Manual Diesel Utility )	2010	6	BE-015				12000							
Builders (Holden Rodeo 4X2 Tray top)	2014	2	BE-022					9000					9000	
Gardeners (Rodeo 4 x 2 Manual Diesel Utility )	2014	2	BE-031				9000					9000		
Construction (Rodeo 4x4 Dual Cab tray top)	2015	1	BE-016				9000							
<b>Trucks</b>														
Isuzu Giga Tandem Tip Truck	2013	3	BE-013								130000			
Isuzu Tip Truck	2011	5	BE-028						70000					
Hino Tandem Tip Truck	2014	2	BE-012								130000			
Isuzu FVZ1400 Tip Truck	2012	4	BE-010								90000			
Fuso Maintenance Truck	2014	2	BE-037						70000					
Side tipping trailer	2006	10							50000					
Side tipping trailer	2008	8								50000				
<b>Tractors</b>														
New Holland 4055 Tractor	2011	5	BE-008				40000							
Kubota 4x2 Turf Tractor	2004	12	BE-023	40000										40000
<b>Loaders, Graders &amp; Backhoes</b>														
John Deere 315SG Backhoe	2007	9	BE-030	110000										110000
John Deere 670G Grader	2011	5	BE-029		245000							245000		
John Deere 670B Grader	1992	24	BE-003											
John Deere 544K Loader	2009	7	BE-036			160000							160000	
Komatsu Steel Wheel loader	1998	18	BE-004											
John Deere 670D Grader	2014	2	BE-001					245000					245000	
Case 410 skid steer loader	2010	6	BE-038					30000						
<b>Rollers &amp; Compactors</b>														
Bomag Tyred Roller	2012	4	BE-026								110000			
Bomag BW211D Vibrating Roller	2007	9	BE-033	120000										120000



<b>SHIRE OF BEVERLEY - 10 YEAR PLANT REPLACEMENT PROGRAMME</b>														
				320000	279000	185000	224000	309000	224000	315000	245000	279000	439000	320000
<b>PLANT ITEM</b>	<b>AGE</b>	<b>YRS</b>	<b>REG NO</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>	<b>23/24</b>	<b>24/25</b>	<b>25/26</b>
<b>Other Plant</b>														
Kubota Ride on Mower	2009	7	BE-423	25000										25000
Mitsubishi Rosa Bus	2000	16	BEV 0				120000							
Afron PA500 Cherry Picker	1998	18	BE-027											
Cement Mixer														
Ingersoll Rand Compressor			BE-1727											
<b>TOTAL PLANT CHANGEOVER</b>				<b>320000</b>	<b>279000</b>	<b>185000</b>	<b>224000</b>	<b>309000</b>	<b>224000</b>	<b>315000</b>	<b>245000</b>	<b>279000</b>	<b>439000</b>	<b>320000</b>

## **11.7 10 Year Footpath Replacement Program**

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**SUBMISSION TO:** Corporate Strategy Committee Meeting, 9 February 2016  
**REPORT DATE:** 1 February 2016  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S.P. Vincent, Manager of Works  
**ATTACHMENTS:** 2015 Footpath Condition Report

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### **SUMMARY**

Corporate Strategy Committee to determine parameters to progress the development of the 10 Year Footpath Replacement Program.

### **BACKGROUND**

A full review and condition assessment of Council's Footpath network was conducted by Asset Infrastructure Management in July 2015. The review has split the various paths into sections based on varying conditions and construction materials.

From this data it is proposed that Council set some parameters regarding footpath renewal/construction priorities.

### **COMMENT**

Based on the attached Footpath Condition Report, it is evident that Council's footpath network consists of footpaths in varying stages of renewal requirements and constructed using varying materials.

It is proposed that all future footpath works are to be 2.2metres in width (where possible) and the material to be used is in situ concrete as the standard (with the exception of the Vincent Street CBD which is paved).

Further, at the Corporate Strategy Committee meeting 9 February 2016 it was proposed that;

1. All path segments with a condition rating of 5 be dealt with first as these pose the highest risk to users;
2. Vincent Street footpaths be treated separately under the proposed Main Street Development project;
3. All asphalt path segments be converted to in situ concrete as a priority;
4. All slab path segments be converted to in situ concrete as a priority;
5. Paths around the Hospital and Alex Miles lodge be renewed as a priority;
6. Footpaths that fall within the Heritage Trail be included as a priority;
7. Where likely to affect the future performance of the footpath, street trees be removed and not replaced (except for high traffic areas e.g. Hunt Rd and Forrest Street where visual amenity is consider necessary);
8. Following the achievement of the priorities above, areas not serviced by in situ concrete footpaths be looked at for future footpath construction with the goal of having a footpath accessible to one side of each town site street; and
9. A Budget of \$100,000 be allocated to annual renewal of and/or addition to the footpath network for a period of 10 years.

## **STATUTORY ENVIRONMENT**

Nil

## **FINANCIAL IMPLICATIONS**

Future Budgets

## **STRATEGIC IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **CORPORATE STRATEGY COMMITTEE'S RECOMMENDATION**

That Council use the following priorities to guide the Manager Of Works in formulating a 10 year Footpath replacement program:

1. All path segments with a condition rating of 5 be dealt with first as these pose the highest risk to users;
2. Vincent Street footpaths be treated separately under the proposed Main Street Development project;
3. All asphalt path segments be converted to in situ concrete as a priority;
4. All slab path segments be converted to in situ concrete as a priority;
5. Paths around the Hospital and Alex Miles lodge be renewed as a priority;
6. Footpaths that fall within the Heritage Trail be included as a priority;
7. Where likely to affect the future performance of the footpath, street trees be removed and not replaced (except for high traffic areas e.g. Hunt Rd and Forrest Street where visual amenity is consider necessary);
8. Following the achievement of the priorities above, areas not serviced by in situ concrete footpaths be looked at for future footpath construction with the goal of having a footpath accessible to one side of each town site street; and
9. A Budget of \$100,000 be allocated to annual renewal of and/or addition to the footpath network for a period of 10 years.

**COUNCIL RESOLUTION**

**M14/0216**

**Moved Cr Gogol**

**Seconded Cr Davis**

**That Council use the following priorities to guide the Manager Of Works in formulating a 10 year Footpath replacement program:**

- 1. All path segments with a condition rating of 5 be dealt with first as these pose the highest risk to users;**
- 2. Vincent Street footpaths be treated separately under the proposed Main Street Development project;**
- 3. All asphalt path segments be converted to in situ concrete as a priority;**
- 4. All slab path segments be converted to in situ concrete as a priority;**
- 5. Paths around the Hospital and Alex Miles lodge be renewed as a priority;**
- 6. Footpaths that fall within the Heritage Trail be included as a priority;**
- 7. Where likely to affect the future performance of the footpath, street trees be removed and not replaced (except for high traffic areas e.g. Hunt Rd and Forrest Street where visual amenity is consider necessary);**
- 8. Following the achievement of the priorities above, areas not serviced by in situ concrete footpaths be looked at for future footpath construction with the goal of having a footpath accessible to one side of each town site street; and**
- 9. A Budget of \$100,000 be allocated to annual renewal of and/or addition to the footpath network for a period of 10 years.**

**CARRIED 6/0**

id	Footpath	Start	End	Material	Length	Width	Area (m2)	Renewal Cost \$58 ex GST/m2	Condition	Average Condition
66	Admin Office - Caravan Park Thoroughfare	Vincent Street	Council Road	Brick	79	2.4	189	10,962.00	2	
68	Admin Office - CRC Garden Path1	Path junction	Community Resource Centre	Blue Metal	26	1.7	44	2,552.00	2	
69	Admin Office - CRC Garden Path2	Vincent Street	Community Resource Centre	Concrete	30	1.8	54	3,132.00	2	
67	Admin Office - Office Entrance Path	Footpath	Council Office	Brick	28	2.5	71	4,118.00	3	2.25
47	Brockman Street	Edwards Street	Smith Street	Asphalt	355	2	709	41,122.00	4	4.00
5	Dawson Street	Elizabeth Street	End of construction	Concrete	96	1.6	154	8,932.00	2	
10	Dawson Street	Width change	End of path	Concrete	72	1.6	115	6,670.00	2	
11	Dawson Street	Vincent Street	Width change	Concrete	23	3.5	79	4,582.00	2	
14	Dawson Street	Vincent Street	Elizabeth Street	Asphalt	488	1.8	878	50,924.00	4	2.50
48	Edwards Street	Brockman Street	Forrest Street	Asphalt	210	2	419	24,302.00	4	
49	Edwards Street	Forrest Street	Lennard Street	Concrete	247	1.6	395	22,910.00	2	
51	Edwards Street	Lennard Street	End of path	Asphalt	166	2	331	19,198.00	3	3.00
6	Elizabeth Street	Hunt Road	Dawson Street	Concrete	104	1.6	167	9,686.00	2	2.00
43	Ernest Drive	Sewell Street	Forrest Street	Concrete	225	1.6	360	20,880.00	4	4.00
19	Forrest Street	Shed Street	Horley Street	Concrete	170	1.6	272	15,776.00	2	
20	Forrest Street	Vincent Street	Shed Street	Concrete	284	1.6	454	26,332.00	2	
22	Forrest Street	Horley Street	End of path	Concrete	512	1.6	819	47,502.00	2	
25	Forrest Street	Vincent Street	End of path	Brick	17	2.6	45	2,610.00	3	
32	Forrest Street	Material change	Recreation ground entrance	Concrete	340	1.6	544	31,552.00	2	
33	Forrest Street	Vincent Street	Material change	Brick	20	3	60	3,480.00	4	
37	Forrest Street	Recreation ground entrance	Car park entrance	Concrete	159	1.6	255	14,790.00	2	
38	Forrest Street	Car park entrance	John Street	Concrete	276	1.6	442	25,636.00	2	
41	Forrest Street	John Street	Ernest Drive	Concrete	158	1.6	253	14,674.00	4	
42	Forrest Street	Vincent Street	John Street	Concrete	910	1.6	1456	84,448.00	4	
44	Forrest Street	Ernest Drive	Edwards Street	Slabs	103	1.6	165	9,570.00	3	
46	Forrest Street	Edwards Street	Smith Street	Asphalt	337	2	674	39,092.00	4	2.83
56	Great Southern Hwy	Husking Street	John Street	Asphalt	29	1.9	56	3,248.00	4	
57	Great Southern Hwy	Husking Street	End of path	Asphalt	690	2	1379	79,982.00	4	
7	Hunt Road	Elizabeth Street	End of construction	Concrete	146	1.6	234	13,572.00	2	
8	Hunt Road	Service Station crossover	Vincent Street	Concrete	60	2	119	6,902.00	2	
9	Hunt Road	Elizabeth Street	Service Station crossover	Concrete	310	1.6	496	28,768.00	3	
58	Hunt Road	John Street	Morrison Street	Concrete	338	1.6	541	31,378.00	4	
59	Hunt Road	Information Bay	Council Road	Concrete	67	1.6	107	6,206.00	4	
60	Hunt Road	Morrison Street	Information Bay	Concrete	57	1.6	91	5,278.00	4	
61	Hunt Road	Council Road	End of path at warehouse	Concrete	181	1.6	289	16,762.00	4	3.44

id	Footpath	Start	End	Material	Length	Width	Area (m2)	Renewal Cost \$58 ex GST/m2	Condition	Average Condition
40	John Street	Sewell Street	Forrest Street	Concrete	143	1.6	228	13,224.00	4	
52	John Street	Lennard Street	End of path	Asphalt	182	2	364	21,112.00	4	
53	John Street	Forrest Street	Lennard Street	Asphalt	171	2	342	19,836.00	4	
54	John Street	Railway line	Great Southern Highway	Concrete	326	1.6	522	30,276.00	4	
55	John Street	Sewell Street	Railway line	Concrete	20	1.6	32	1,856.00	3	3.80
50	Lennard Street	Edwards Street	John Street	Asphalt	310	2	619	35,902.00	4	4.00
29	Lukin Street	Material change	Nicholas Street	Asphalt	683	2	1366	79,228.00	4	
30	Lukin Street	Vincent Street	Material change	Concrete	518	1.6	828	48,024.00	3	3.50
74	Memorial Park - Garden Path	Vincent Street	War Memorial	Brick	25	5	125	7,250.00	3	
75	Memorial Park - Garden Path	Path junction south	Path junction north	Brick	8	1.2	10	580.00	2	
76	Memorial Park - Garden Path	Railway Parade	Back of War Memorial Wall	Brick	30	3.1	92	5,336.00	2	
77	Memorial Park - Garden Path	War Memorial path	Public Toilet hardstand surround	Brick	4	1.2	5	290.00	2	2.25
1	Queen Street	Material Change	End of path	Concrete	66	2	132	7,656.00	3	
2	Queen Street	Vincent Street	Material Change	Slabs	17	3	50	2,900.00	3	
3	Queen Street	Old Path Section	End of construction at Elizabeth St	Concrete	470	1.3	611	35,438.00	2	
4	Queen Street	Vincent Street	New Path	Concrete	35	1.8	63	3,654.00	5	3.25
82	Rec Centre - BBQ - Path	Recreation Centre car park	Recreation Centre	Concrete	32	1.8	58	3,364.00	1	
80	Rec Centre - Netball Courts - Swale	Forrest Street	Recreation Centre	Concrete	63	2	125	7,250.00	2	
81	Rec Centre - Path (West)	Recreation Centre car park	Recreation Centre	Concrete	535	1.8	963	55,854.00	2	1.67
39	Sewell Street	John Street	Ernest Drive	Concrete	159	1.6	255	14,790.00	3	3.00
45	Smith Street	Brockman Street	Forrest Street	Asphalt	246	2	491	28,478.00	4	4.00

id	Footpath	Start	End	Material	Length	Width	Area (m2)	Renewal Cost \$58 ex GST/m2	Condition	Average Condition
12	Vincent Street	Material change	Dawson Street	Brick	62	3.1	193	11,194.00	4	
13	Vincent Street	Hunt Street	Material change	Concrete	31	1.6	50	2,900.00	3	
15	Vincent Street	Dawson Street	Queen Street	Brick	101	3.1	313	18,154.00	4	
16	Vincent Street	Car park crossover	Railway line	Brick	11	5.3	58	3,364.00	3	
17	Vincent Street	Queen Street	Car park crossover	Brick	59	3.1	183	10,614.00	4	
18	Vincent Street	Railway line	Crossover	Brick	29	5.3	156	9,048.00	3	
21	Vincent Street	Crossover	Forrest Street	Brick	97	3.1	300	17,400.00	4	
23	Vincent Street	Crossover	Bartram Street	Brick	47	3	141	8,178.00	4	
24	Vincent Street	Forrest Street	Crossover	Brick	38	3.2	122	7,076.00	3	
26	Vincent Street	Bartram Street	Bridge Path	Slabs	158	1.2	189	10,962.00	4	
27	Vincent Street	Bridge abutment path	Lukin Street	Concrete	27	1.6	43	2,494.00	3	
28	Vincent Street	Bridge abutment west	Bridge abutment east	Asphalt	102	1.3	132	7,656.00	4	
31	Vincent Street	Lukin Street	Brooking Street	Asphalt	493	1.9	936	54,288.00	4	
34	Vincent Street	Forrest Street	Material Change	Brick	60	3.1	186	10,788.00	4	
35	Vincent Street	Crossover	End of path	Brick	8	3.1	24	1,392.00	5	
36	Vincent Street	Bartram Street	Crossover	Brick	10	3.1	31	1,798.00	5	
62	Vincent Street	Warehouse crossover	Men's Shed crossover	Brick	9	3.2	30	1,740.00	4	
63	Vincent Street	Men's Shed crossover	Town Hall car park	Brick	6	3.1	18	1,044.00	3	
64	Vincent Street	Town Hall car park	Brick material change	Brick	56	6.7	378	21,924.00	2	
65	Vincent Street	Material change outside Town Hall	Post Office crossover	Brick	100	3.1	311	18,038.00	4	
70	Vincent Street	Post Office crossover	Crossover	Brick	29	3.2	94	5,452.00	4	
71	Vincent Street	Crossover	Train Station car park	Brick	41	3	124	7,192.00	3	
72	Vincent Street	Train Station Car Park	Railway Line	Brick	13	5	65	3,770.00	3	
73	Vincent Street	Railway Line	Railway Parade	Brick	33	5.1	170	9,860.00	4	
78	Vincent Street	Railway Parade	Car park crossover	Brick	58	3.1	181	10,498.00	4	
79	Vincent Street	Car park crossover	Forrest Street	Brick	39	3.1	121	7,018.00	3	
83	Vincent Street	Great Southern Highway	End of Path	Asphalt	256	1.9	487	28,246.00	5	
85	Vincent Street	Brooking Street	Hamersley Street	Asphalt	682	2	1364	79,112.00	4	
87	Vincent Street	Material Change	Material Change	Slabs	9	1.9	18	1,044.00	4	
88	Vincent Street	Forrest Street	Bartram Street	Brick	22	3.1	67	3,886.00	4	
89	Vincent Street	Material Change	Material Change	Concrete	14	1.2	17	986.00	2	
84	Vincent Street (Waterhatch Road)	Morrison Street	John Street	Asphalt	383	1.7	651	37,758.00	4	
86	Vincent Street	Material Change	Material Change	Slabs	4	1.8	8	464.00	4	3.70
<b>TOTAL RENEWAL COST</b>								<b>1,575,164.00</b>		

3:29pm – Community Development Officer, Kathryn McLean joined the meeting.  
3:29pm – Before any consideration of Item 11.8, Cr White declared an interest of impartiality given that he is an Executive Member of the Beverley Community Resource Centre.

### **11.8 Community Grants**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 16 February 2016  
**APPLICANT:** Various Applicants  
**FILE REFERENCE:** ADM 0428  
**AUTHOR:** K. McLean, Community Development Officer  
**ATTACHMENTS:** Nil

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#### **SUMMARY**

Council to consider awarding grant funding for various Community Groups.

#### **BACKGROUND**

At the July 2013 Council meeting, it was agreed to set up a Community Grants scheme to assist Not for Profit and Incorporated local organisations in the development of their respective interests.

#### **COMMENT**

The fifth round of Community Grants was advertised in December 2015 and January 2016 in the Beverley Blarney. Applications opened on 4<sup>th</sup> January and closed on 29<sup>th</sup> January 2016. A total of 6 applications were received to a value of \$11,954.

Clubs had to pass the compliance criteria to be considered eligible. The compliance criteria consisted of: Incorporation, Beverley Based Group/Club, 50:50 matched funds (for grants over \$1000).

Applications for under \$1,000 have to fall within one of the following categories:

- Early Years (0 to 4yrs)
- Environment
- History and or Heritage
- Seniors
- Tourism
- Volunteer/Upskilling
- Youth (5 to 18yrs)

Applications for over \$5,000 have to fall within one of the following categories:

- Art and Culture
- Disability/Aging
- Education & Training
- Environment
- Event
- Minor infrastructure/equipment or development,
- Sport and Recreation.

Each application met the compliance criteria.



The criteria for assessment consisted of: membership base, benefit to community, area of interest, other Shire support to the organisation and the quality of the application.

The applications were considered by Stephen Gollan (CEO) and myself.

The table below outlines the Grant Applications, the activities groups wish you to use the money for, the amount they requested and the amount with reasoning that we are suggesting they receive.

Club/Group	Members	Inc.	Activity	Amount Requested	Amount Suggested	Reasoning
Beverley Community Resource Centre Inc.	50	Yes	Category: Event  Triathlon	\$1,000	\$1,000	Area promotion. Youth engagement. Healthy lifestyles. All ages. Volunteerism. Community event. Good planning documents.
Beverley Agricultural Society	111	Yes	Category: Equipment for Community Event  Laptop Software Safety barriers Tables Commercial vacuum	\$5,000	\$2,500	More efficient management of entries. Safer environment for setup. Safer & efficient cleaning. Will lend vacuum to other groups. Less risk to patrons & volunteers. Major community event. Separate Shire contributions.
Beverley Netball Club	71	Yes	Category: Equipment for Sport & Recreation  Portable Electronic Scoreboards	\$1,500	\$1,500	Used by several netball competitions – junior & senior x 2 Have sourced balance of funding from various organisations and donations Local & regional support. Supports spectator involvement.
Beverley Junior Sporting Council	86	Yes	Category: Minor Infrastructure for Sport & Recreation  Shelving to new shed at oval	\$1,862	\$930	Approval to install on Shire property. Preservation of sporting equipment. Extend life of equipment = cost savings.
Beverley CWA	11	Yes	Category: Minor infrastructure  R/C Air conditioning to CWA Hall	\$1592	\$1500	Encourage continued use of building. Safety and comfort of patrons. Group is committed to community service.
Beverley Historical Society	18	Yes	Category: History & Heritage  Sandblasting of Printing Press	\$1,000	\$1,000	Volunteer hours to the value of \$1,950 Historical significance Value for money from previous application.

## **STATUTORY ENVIRONMENT**

N/A

## **FINANCIAL IMPLICATIONS**

Community Grant Program

2015-2016 Round one distribution \$2,000

2015-2016 Balance available for distribution \$18,000

## **STRATEGIC IMPLICATIONS**

1.1 Sustainable community: Foster community participation.  
Support sporting and community needs.

## **POLICY IMPLICATIONS**

Community Grant Policy

## **VOTING REQUIREMENTS**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

That Council award the following Community Grants under the second round of submissions for the 2015/2016 financial year:

1. Beverley Community Resource Centre Inc. (\$1,000)
2. Beverley Agricultural Society Inc. (\$2,500)
3. Beverley Netball Club Inc. (\$1,500)
4. Beverley Junior Sporting Council Inc. (\$930)
5. Beverley CWA Inc. (\$1,500)
6. Beverley Historical Society Inc. (\$1,000)

## **COUNCIL RESOLUTION**

**M15/0216**

**Moved Cr Shaw**

**Seconded Cr Gogol**

**That Council award the following Community Grants under the second round of submissions for the 2015/2016 financial year:**

- 1. Beverley Community Resource Centre Inc. (\$1,000)**
- 2. Beverley Agricultural Society Inc. (\$2,500)**
- 3. Beverley Netball Club Inc. (\$1,500)**
- 4. Beverley CWA Inc. (\$1,500)**
- 5. Beverley Historical Society Inc. (\$1,000)**

**CARRIED 6/0**

**Note: Junior Sporting Council withdrew their application.**

## **12. ADMINISTRATION**

Item 12.2 was considered first while Community Development Officer K. McLean was still in the meeting.

### **12.2 Beverley Cornerstone Project**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 12 February 2016  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0464  
**AUTHOR:** K. McLean, Community Development Officer  
**ATTACHMENTS:** Nil

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#### **SUMMARY**

Council is to consider the Beverley Cornerstone project (formerly named Beverley Multipurpose Community Centre) - its inherent civic purpose in the community, a recommendation to include the capital cost of the project in future budgets and future funding applications to support this development.

#### **BACKGROUND**

The Beverley Cornerstone project is included in the 2015/2016 budget at a cost of \$4m with grant funding already committed from:

- |   |           |
|---|-----------|
| - Lotterywest   | \$745,000 |
| - Beverley Community Resource Centre Inc  | \$25,000  |
| - Dept of Regional Development, WA CRC Network Building and Infrastructure Fund | \$250,000 |

Shire of Beverley contributions are recognised in the 2015/2016 budget as:

- |  |           |
|--|-----------|
| - Shire of Beverley Cropping Committee Reserve | \$260,000 |
| - Shire of Beverley New Loan 119               | \$820,000 |

with any cost overruns being funded through general revenue and the Building Reserve.

An application to Round 2 of National Stronger Regions Fund (NSRF) for the balance of \$1.9m was unsuccessful.

#### **COMMENT**

The Beverley Cornerstone project has been developed in response to changing needs for a facility that accommodates the requirements of the Beverley CRC and supports business development, tourism and not for profit sectors while addressing the social needs of the wider community. In addition, this construction supports recent changes to the Shire of Beverley Workforce Plan and a physical work environment that enables more efficient and effective service delivery. As such this development of a civic building within a town centre zone is consistent with the Shire of Beverley Town Planning Scheme No 2 as highlighted below.

Part 3 – ZONES

3.2 ZONING TABLE

3.2.1 The Zoning Table indicates, subject to the provisions of the Scheme, the several uses permitted in the Scheme Area in the various zones, such uses being determined by cross-referenced between the list of uses on the left hand side of the Zoning Table and the list of zones at the top of the Zoning Table.

3.2.2 The symbols used in the cross-reference in the Zoning Table have the following meaning:

“P” means that the use is permitted provided it complies with the relevant standards and requirements laid down in the Scheme and all conditions (if any) imposed by Council in granting planning consent

“AA” means that the Council may, at its discretion, permit the use

**TABLE 1 – ZONING TABLE**

AMD 18 GG 20/7/12

	USES	RESIDENTIAL	RURAL RESIDENTIAL	TOWN CENTRE	RURAL TOWNSITE	INDUSTRIAL	FARMING	LIGHT INDUSTRY
1	abattoir						SA	
2	aged or dependent persons dwelling	AA						
3	caretaker's dwelling			AA	AA	AA	AA	AA
4	civic building			P	AA			
5	club premises			AA	AA			SA
6	consulting rooms	SA		P				

SCHEDULE 1 - INTERPRETATION

**Civic Building:** means a building designed, used or intended to be used by the public authority or the Council as offices or for administrative or other like purpose.

Round 3 of the NSRF is available for submissions for grant funding to support completion of this development. Based on the assessment process for the NSRF, a new timeline for construction of the Beverley Cornerstone indicates that the project will be developed over two financial years, impacting on the 2016/2017 budget.

DATES	DETAILS
July 2016	NSRF Round 3 announcements
Nov 2016	Finalisation of construction specifications
Nov 2016	Call for tenders for construction of project
Jan 2017	Award of tenders for the construction of the facility.
Mar 2017	Finalisation lease and management agreement with the Beverley Community Resource Centre.
Apr 2017	Complete site works and preliminaries
May 2017	Commence construction
Feb 2018	Complete building and internal fit out
Mar 2018	Complete external works
April 2018	Completion of Beverley Cornerstone
April–May 2018	Official Opening of Beverley Cornerstone

## STATUTORY ENVIRONMENT

N/A

## FINANCIAL IMPLICATIONS

2016/2017 Budget

### Income

Grant Income (confirmed)	1,020,000
Cropping Committee Reserve (2015/2016 budget)	260,000
Shire of Beverley Loan Funds	820,000
Unconfirmed income	<u>1,900,000</u>
	\$4,000,000

### Capital Expenditure

Beverley Cornerstone (\$4,000,000)

## STRATEGIC IMPLICATIONS

1.1 Sustainable community:	Foster community participation. Ensure access to services and facilities as needs change within the community. Support the aging population to maximise opportunities for sustainable independent living. Advocacy of local access to support services
3.1 Sustainable Infrastructure:	Maintain and upgrade our assets and infrastructure.
4.1 Local Business Growth	Support & facilitate the increase in economic growth.

## POLICY IMPLICATIONS

N/A

## **VOTING REQUIREMENTS**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

That Council:

1. resolve that the Beverley Cornerstone project is consistent with the Shire of Beverley Town Planning Scheme No.2.
2. endorse the revised concept plan for the Beverley Cornerstone developed by ADC Projects.
3. resolve to include an allocation of \$4,000,000 (fully funded) in the 2016/2017 budget for the Beverley Cornerstone project.
4. endorse an application to Round 3 of the National Stronger Regions Fund.
5. endorse further funding applications for this project, including but not limited to the Royalties for Regions Wheatbelt Regional Grants Scheme.

## **COUNCIL RESOLUTION**

**M16/0216**

**Moved Cr Gogol**

**Seconded Cr White**

**That Council:**

1. **resolve that the Beverley Cornerstone project is consistent with the Shire of Beverley Town Planning Scheme No.2.**
2. **endorse the revised concept plan for the Beverley Cornerstone developed by ADC Projects.**
3. **resolve to include an allocation of \$4,000,000 (fully funded) in the 2016/2017 budget for the Beverley Cornerstone project.**
4. **endorse an application to Round 3 of the National Stronger Regions Fund.**
5. **endorse further funding applications for this project, including but not limited to the Royalties for Regions Wheatbelt Regional Grants Scheme.**

**CARRIED 6/0**

3:56pm – CDO Kathryn McLean left the meeting and did not return.

## **12.1 BBP Aged Housing: Business Case**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 11 February 2016  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0311  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** Project Execution Strategy (Under separate cover)

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### **SUMMARY**

Council to consider the Project Execution Strategy (PES) for the development of a comprehensive Business Case for Aged Housing – Beverley, Brookton and Pingelly (BBP) Alliance.

### **BACKGROUND**

The Shires of Beverley, Brookton and Pingelly have met and discussed working together to progress the development of Aged Support and Care Solutions within the three Shires. The PES is to formalise a strategy for a business case to seek funding for the delivery of Age Friendly Cluster Housing units across the three shires.

### **COMMENT**

The PES is supported by the Wheatbelt Development Commission (WDC) and Heartlands WA who are both working with the BBP to gather information and develop the business case.

If the PES is supported by Council, the Councillors nominated to the BBP Group (Cr White and Cr Shaw in the absence of Cr Ridgway and Cr Buckland respectively) will be granted delegated authority to work with the WDC to progress the project to the final business case stage to present to Council in March 2016.

Council will also need to contribute in-kind earthworks, landscaping and land, being Lot 121 Dawson Street (ILU'S) and the rear of Lot 41 Hunt Road (Hunt Road Village) and a financial contribution to the construction of the units.

### **STATUTORY ENVIRONMENT**

N/A

### **FINANCIAL IMPLICATIONS**

2015/16: in-kind land contribution

2018/19: \$300,000.00 budget allocation for the construction of units to be included in the Long Term Financial Plan.

### **STRATEGIC IMPLICATIONS**

- |                            |  |
|----------------------------|--|
| 1.1 Sustainable community: | Support the aging population to maximise opportunities for sustainable independent living.<br>Advocacy of local access to support services |
| 3.2 Planned Development:   | Enable diverse and affordable housing  |
| 4.1 Local Business Growth  | Support & facilitate the increase in economic growth.  |

- 5.1 Sustainable Governance:
- Follow Wheatbelt Development Commission Blueprint philosophy in economic growth for the region.
  - Participate in Regional Economic initiatives.
  - Manage Resources Effectively
  - Participate in regional resource sharing as appropriate and affordable.

## **POLICY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

That Council;

1. supports a regional approach to construct dedicated aged persons independent living units;
2. endorses the Project Execution Strategy to develop a comprehensive business case with assistance from the Wheatbelt Development Commission for the purpose of attracting State and/or Federal funding to construct aged person independent living units in the participating communities as a part of the regional initiative
3. agrees to contribute in-kind the earthworks, landscaping and land at Lot 121 Dawson Street Beverley and Lot 41 Hunt Road for the units located in the Shire of Beverley.
4. agrees to contribute a cash contribution of \$300,000.00 subject to final approval of the Business Case.
5. approves the appointment of Cr White and Cr Shaw to the BBP Alliance in the absence of Cr Ridgway and Cr Buckland, and to have authority to work with the WDC to progress the Business Case.



**COUNCIL RESOLUTION**

**M17/0216**

**Moved Cr Murray**

**Seconded Cr Shaw**

**That Council;**

- 1. supports a regional approach to construct dedicated aged persons independent living units;**
- 2. endorses the Project Execution Strategy to develop a comprehensive business case with assistance from the Wheatbelt Development Commission for the purpose of attracting State and/or Federal funding to construct aged person independent living units in the participating communities as a part of the regional initiative**
- 3. agrees to contribute in-kind the earthworks, landscaping and land at Lot 121 Dawson Street Beverley and Lot 41 Hunt Road for the units located in the Shire of Beverley.**
- 4. agrees to contribute a cash contribution of \$300,000.00 subject to final approval of the Business Case.**
- 5. approves the appointment of Cr White and Cr Shaw to the BBP Alliance in the absence of Cr Ridgway and Cr Buckland, and to have authority to work with the WDC to progress the Business Case.**

**CARRIED 6/0**

### **12.3 Regulation 17 Review**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 12 February 2016  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0163  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** Risk Dashboard Report (December 2015)  
Risk Assessment Worksheets (Under Separate Cover)

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#### **SUMMARY**

Council to consider that the Risk Management review conducted by the Chief Executive Officer be received.

#### **BACKGROUND**

Under regulation 17 of the *Local Government (Audit) Amendment Regulations 2013*, the Chief Executive Officer is to review the appropriateness and effectiveness of the Shire of Beverley's systems and procedures in relation to risk management, internal control and legislative compliance.

#### **COMMENT**

The Chief Executive Officer and Deputy Chief Executive Officer have conducted a review using the Risk Management template provided by Council's Insurers, LGIS.

Attached is the summary of control results covering identified risk areas including:

- Misconduct;
- Business and Community disruption;
- Environmental management;
- Errors, omissions and delays;
- External theft and fraud;
- IT and Communication systems;
- Statutory compliance;
- Safety and security;
- Providing advice and information;
- Employment practices;
- Records management;
- Project/Change management;
- Engagement practices;
- Supplier management;
- Asset sustainability practices; and
- Facility management.

Each identified risk was considered individually with risk ratings being applied based on the following risk matrix:

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Following the risk determination, improvement initiatives were formulated and enacting timeframes set with the aim of improving overall future risk ratings.

Risk assessment worksheets for each risk category have been provided under separate cover.

At its 9 February 2016 meeting, the Audit and Risk Committee reviewed the Regulation 17 report and recommended that it be received.

### STATUTORY ENVIRONMENT

Regulation 17 of the *Local Government (Audit) Amendment Regulations 2013* requires that:

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
  - (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

### FINANCIAL IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

N/A

### POLICY IMPLICATIONS

2.3 Risk Management

### VOTING REQUIREMENTS

Simple Majority

**AUDIT AND RISK COMMITTEE'S RECOMMENDATION**

That Council receive the Regulation 17 review conducted by the Chief Executive Officer.

**COUNCIL RESOLUTION**

**M18/0216**

**Moved Cr Gogol**

**Seconded Cr Murray**

**That Council receive the Regulation 17 review conducted by the Chief Executive Officer.**

**CARRIED 6/0**

## Shire of Beverley Risk Dashboard Report December 2015

### Executive Summary

Being the Shire's second report under the introduced risk management framework, focus is on embedding and driving continual improvement. Future reports will continue to provide relevant insight and recommendations to assist governance activities for the Senior Management Team. It is supported by the attached documents that were produced through a workshop on the 22nd December 2015.

1. Risk Profiles for the 16 themes discussed.
2. Risk Management Policy amendments and Procedures.

### Recommendations

#### Embedding

1. Arrange for the attached Policy amendments and Procedures to be endorsed and adopted.

#### Risk Profiles

1. Discuss and review the attached Risk Profiles Review and approve all Risk Profiles (from a Risk & Control perspective).
2. Confirm Current Issues / Actions / Treatments (Responsibility & Due Date)

<u>Misconduct</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Code of Conduct and Induction Process	Jun-17	HR	

<u>Business &amp; community disruption</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop a Bushfire risk management plan	Jun-16	CESM/BRMC	
Develop a Business Continuity Plan	Mar-16	DCEO	
Review LEMA and Recovery Plans	Jun-16	CESM	

<u>Inadequate environmental management</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Install security cameras at Refuse Site.	Jun-16	CEO	

<u>Errors, omissions &amp; delays</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review and expand documented procedures for main activities	Jun-16	DCEO	

<u>External theft &amp; fraud (inc. Cyber Crime)</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Raise awareness of IT Security (eg. Opening emails)	Ongoing	DCEO	
Investigate installation of cameras around Office, Depot, Rec Ground and Public Toilets.	Jun-16	DCEO	

<u>Failure of IT &amp;/or communication systems and infrastructure</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Conduct IT Data Recovery Test	Jun-16	DCEO	

## Shire of Beverley Risk Dashboard Report December 2015

<u>Failure to fulfil statutory, regulatory or compliance requirements</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
No actions required at this stage.			

<u>Inadequate safety and security practices</u>		Risk	Control
		Moderate	Inadequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Complete 4801 Audit and set benchmark objectives for improvements	Jun-16	HR	
Review Organisational Emergency Preparedness Controls	Mar-16	HR/DCEO	
Prepare training register and training plans	Jun-16	HR	

<u>Providing inaccurate advice / information</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Implement a 'performance review' process for Executive Staff	Apr-16	CEO	
Implement a 'performance review' process for Works and Garden Staff.	Apr-16	MOW	
#REF!	#REF!	#REF!	

<u>Ineffective employment practices</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Performance Review Process	Jun-16	CEO / DCEO / MOW	
Review Workforce Plan (Risks & Action Plans) for inclusion where relevant	Jun-16	DCEO	

<u>Inadequate document management processes</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review process for electronic data management	Jun-16	DCEO	

<u>Inadequate project / change management</u>		Risk	Control
		Not Material	0
Current Issues / Actions / Treatments	Due Date	Responsibility	
No actions required at this stage			

<u>Inadequate engagement practices</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
No actions required at this stage			

<u>Inadequate supplier / contract management</u>		Risk	Control
		Not Material	0
Current Issues / Actions / Treatments	Due Date	Responsibility	
No actions required at this stage			

<u>Inadequate asset sustainability practices</u>		Risk	Control
		High	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Asset Management Plans	Dec-16	DCEO	
Collect Road Condition data and update ROMAN II	Jun-18	MOW	
Develop a footpath replacement plan	Apr-16	MOW / DCEO	

<u>Ineffective management of facilities / venues / events</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review event management procedures (event corp - event risk management)	Jun-16	CDO	

## **12.4 2015 Compliance Audit Return**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 12 February 2016  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0237  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** 2015 Compliance Audit Return

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### **SUMMARY**

The *Local Government Act 1995* requires all Western Australian Local Authorities to complete a Compliance Audit Return (CAR), distributed by the Department of Local Government, in relation to activities undertaken by the local authority in the preceding calendar year.

### **BACKGROUND**

In 2006, participation in the program was made compulsory for all local authorities. In 2007, the return for 2006 was required to be completed online. Changes were made in 2009 to the structure of some of the questions to provide more clarity. The CAR is restricted to those areas considered high risk.

### **COMMENT**

Attached is a certified copy of the CAR for Councillors consideration and adoption. Council must complete, adopt and forward to the Minister for Local Government a copy of the CAR no later than the 31<sup>st</sup> March each year.

At its 9 February 2016 meeting, the Audit and Risk Committee reviewed the CAR document with management and recommended to Council that it be adopted.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995* and Regulation 13 of the *Local Government Audit Regulations*, Clauses 14 and 15

## **14. Compliance audit return to be prepared**

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3) A compliance audit return is to be
  - (a) presented to the council at a meeting of the council;
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.

## **15. Completion of compliance audit**

(1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with:

- (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c) and
- (b) any additional information explaining or qualifying the compliance audit

is to be submitted to the Executive Director by 31 March next following the period to which the return relates.

(2) In this regulation:

Certified in relation to compliance audit return means signed by:

- (a) the mayor or president; and
- (b) The CEO

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **AUDIT AND RISK COMMITTEE'S RECOMMENDATION**

That Council, after the Audit and Risk Committee discussed the report with Management in detail and being advised on the process of completing the report, recommends that:

1. the 2015 Compliance Audit Return 2015 be adopted; and
2. the Chief Executive Officer and Shire President be authorised to sign and forward the 2015 Compliance Audit Return to the Minister for Local Government.

## **COUNCIL RESOLUTION**

**M19/0216**

**Moved Cr Shaw**

**Seconded Cr White**

**That Council, after the Audit and Risk Committee discussed the report with Management in detail and being advised on the process of completing the report, recommends that:**

- 1. the 2015 Compliance Audit Return 2015 be adopted; and**
- 2. the Chief Executive Officer and Shire President be authorised to sign and forward the 2015 Compliance Audit Return to the Minister for Local Government.**

**CARRIED 6/0**



## Beverley - Compliance Audit Return 2015

<b>Commercial Enterprises by Local Governments</b>					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2015.	Yes		Stephen P Gollan
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2015.	N/A		Stephen P Gollan
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2015.	N/A		Stephen P Gollan
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2015.	Yes		Stephen P Gollan
5	s3.59(5)	Did the Council, during 2015, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	Yes		Stephen P Gollan

<b>Delegation of Power / Duty</b>					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Stephen P Gollan
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Stephen P Gollan
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Stephen P Gollan
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Stephen P Gollan
5	s5.18	Has Council reviewed delegations to its committees in the 2014/2015 financial year.	Yes		Stephen P Gollan
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed	Yes		Stephen P Gollan

		in section 5.43 of the Act.		
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes	Stephen P Gollan
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes	Stephen P Gollan
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes	Stephen P Gollan
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes	Stephen P Gollan
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes	Stephen P Gollan
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2014/2015 financial year.	Yes	Stephen P Gollan
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes	Stephen P Gollan

### Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Stephen P Gollan
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Stephen P Gollan
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	N/A		Stephen P Gollan
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Stephen P Gollan
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three	N/A		Stephen P Gollan

		months of their start day.		
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2015.	Yes	Stephen P Gollan
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2015.	Yes	Stephen P Gollan
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes	Stephen P Gollan
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes	Stephen P Gollan
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	N/A	Stephen P Gollan
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes	Stephen P Gollan
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes	Stephen P Gollan
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes	Stephen P Gollan
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	N/A	Stephen P Gollan
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when	N/A	Stephen P Gollan

		required to do so by the Council or a Committee.		
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes	Stephen P Gollan

<b>Disposal of Property</b>					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Stephen P Gollan
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Stephen P Gollan

<b>Elections</b>					
No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Stephen P Gollan

<b>Finance</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Stephen P Gollan
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Stephen P Gollan
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Stephen P Gollan
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Stephen P Gollan
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2015 received by the local government within 30 days of completion of the audit.	Yes		Stephen P Gollan
6	s7.9(1)	Was the Auditor's report for 2014/2015 received by the local government by 31 December 2015.	Yes		Stephen P Gollan
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Stephen P Gollan
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Stephen P Gollan
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months	N/A		Stephen P Gollan

		after the last report prepared under s7.9 was received by the local government whichever was the latest in time.		
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes	Stephen P Gollan
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes	Stephen P Gollan
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes	Stephen P Gollan
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes	Stephen P Gollan
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes	Stephen P Gollan

### Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Stephen P Gollan
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Stephen P Gollan
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Stephen P Gollan
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Stephen P Gollan
5	s5.37(2)	Did the CEO inform council of each proposal to employ or	N/A		Stephen P Gollan

dismiss a designated senior employee.

<b>Official Conduct</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	Yes		Stephen P Gollan
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Stephen P Gollan
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Stephen P Gollan
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Stephen P Gollan
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Stephen P Gollan
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Stephen P Gollan

<b>Tenders for Providing Goods and Services</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Stephen P Gollan
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Stephen P Gollan
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Stephen P Gollan
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Stephen P Gollan
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Stephen P Gollan
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Stephen P Gollan
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Stephen P Gollan
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Stephen P Gollan
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg	Yes		Stephen P Gollan



		17.		
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes	Stephen P Gollan
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A	Stephen P Gollan
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A	Stephen P Gollan
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A	Stephen P Gollan
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A	Stephen P Gollan
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	Stephen P Gollan
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A	Stephen P Gollan
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A	Stephen P Gollan
18	F&G Reg 24AD(6)	If the local government to sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A	Stephen P Gollan
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the	N/A	Stephen P Gollan

		invitation for applications.		
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A	Stephen P Gollan
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A	Stephen P Gollan
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A	Stephen P Gollan
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	Stephen P Gollan
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A	Stephen P Gollan
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes	Stephen P Gollan

I certify this Compliance Audit return has been adopted by Council at its \_\_\_\_\_  
meeting on

\_\_\_\_\_  
Signed Mayor / President, Beverley

\_\_\_\_\_  
Signed CEO, Beverley

## **12.5 Strategic Community Plan: 2015 Review - Adoption**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 11 February 2015  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0449  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** 2013 – 2017 Strategic Community Plan and Public Submission (under separate cover)

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### **SUMMARY**

Council to consider adopting the 2015 review of the 2013 to 2017 Strategic Community Plan after the public consultation period.

### **BACKGROUND**

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

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.

A review was completed in September 2015, received by Council in October 2015 and distributed for public comment with submissions closing 4 December 2015.

### **COMMENT**

At the close of submissions, one submission was received.

The submission was reviewed by Marg Hemsley and CEO Stephen Gollan.

As the 2015 review was a desktop review and previously agreed by Council to minimally amend the document, the suggestions from the one submission have been noted and are to be included in the full review and redevelopment of the Community Strategic Plan in 2017.

### **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 adopt the reviewed 2013 to 2017 Strategic Community Plan.

**COUNCIL RESOLUTION**

**M20/0216**

**Moved Cr Davis**

**Seconded Cr Gogol**

**That Council adopt the reviewed 2013 to 2017 Strategic Community Plan.**

**CARRIED 6/0**

## **12.6 Use of the Common Seal**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** February 2016  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0256  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** Nil

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### **SUMMARY**

Council to endorse the use of the Common Seal.

### **BACKGROUND**

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

### **COMMENT**

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

1. Notification on Title: Lots 710, 711 and 712 on Deposited Plan 406452 no potable water available, TM & A McLean as tenants in common in equal shares.

### **STATUTORY ENVIRONMENT**

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

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

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

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

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

1. Notification on Title: Lots 710, 711 and 712 on Deposited Plan 406452 no potable water available, TM & A McLean as tenants in common in equal shares.

#### **COUNCIL RESOLUTION**

**M21/0216**

**Moved Cr White**

**Seconded Cr Murray**

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

- 1. Notification on Title: Lots 710, 711 and 712 on Deposited Plan 406452 no potable water available, TM & A McLean as tenants in common in equal shares.**

**CARRIED 6/0**

## **12.7 Main Roads Review of Level of Service Provided for Rubbish Collection**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 17 February 2016  
**APPLICANT:** Main Roads Western Australia  
**FILE REFERENCE:** ADM 0193  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** Main Roads Letter and Map

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### **SUMMARY**

Council to consider adopting the pickup of rubbish from Main Roads sites as a result of a discontinuing service.

### **BACKGROUND**

Main Roads has written to Council to advise that they intend to remove rubbish bins from three (3) of their seven (7) rubbish collection points in the Shire of Beverley. They have asked if Council would instead like to take responsibility for the bins and rubbish collection, at full cost to Council.

### **COMMENT**

The three locations that Main Roads intend to remove the bins are:

1. At the intersection of Westdale Road and Great Southern Hwy (SLK 69.56);
2. The Information Bay on Hunt Road (SLK66.49); and
3. At the parking bay on Brookton Hwy, approximately 1.5km from the Westdale Road turn off (SLK 64.5 please refer to the attached map).

Discussion with the Works Supervisor shows that shire staff already collect and maintain the bins/rubbish from above locations 1 and 2 and would not greatly alter our budget or current work commitments.

However location 3 on Brookton Hwy would require almost an hour long return trip to service the bins. It is already known that this location consistently has overflowing bins and would therefore require attendance several times a week. It will be recommended that Council do not service this bin location.

The letter from Main roads explaining its reduction of rubbish collection is attached.

### **STATUTORY ENVIRONMENT**

N/A

### **FINANCIAL IMPLICATIONS**

Minimal staff allocation

### **STRATEGIC IMPLICATIONS**

- 2.1 Preserved Natural Environment: Maintain and protect the natural environment and biodiversity.  
Review and manage areas of environment degradation and risk as identified and appropriate.



**POLICY IMPLICATIONS**

N/A

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council write to Main Roads WA and

1. Offer to take responsibility for the maintenance and rubbish collection for the intersection of Westdale Road and Great Southern Hwy and the Information Bay on Hunt Road; and
2. Advise the Shire of Beverley does not wish to service the rubbish collection at SLK 64.5 on Brookton Highway.

**COUNCIL RESOLUTION**

**M22/0216**

**Moved Cr Davis**

**Seconded Cr Gogol**

**That Council write to Main Roads WA and**

- 1. Offer to take responsibility for the maintenance and rubbish collection for the intersection of Westdale Road and Great Southern Hwy and the Information Bay on Hunt Road; and**
- 2. Advise the Shire of Beverley does not wish to service the rubbish collection at SLK 64.5 on Brookton Highway.**

**CARRIED 6/0**

## Attachment 12.8



Enquiries: Janet Hartley-West  
Our Ref: 12/5149

24 December 2015

Stephen Gollan  
CEO Shire of Beverley  
PO Box 20  
BEVERLEY WA 6304



Dear Stephen,

### REVIEW OF LEVEL OF SERVICE PROVIDED FOR RUBBISH COLLECTION

As previously advised, the approved budget for maintenance in the Wheatbelt Region has been reduced significantly over the last few years as a result of the current financial climate. In keeping with Main Roads objectives, the activities associated with safety and asset preservation are prioritised over amenity type activities that are considered on a discretionary basis, such as the collection of rubbish and emptying of bins in rest areas, truck bays, parking bays and information bays.

As a result of the reduced budget, the Wheatbelt Region has had to reconsider and reduce its level of service for rubbish collection. This has been immediately noticed by the public and our office has received a significant number of complaints. The Wheatbelt Region has proactively reviewed the number of bins in stopping places and utilised the following approach to rationalise the number of bin locations with the aim of restoring the previous level of service for the remaining bin locations. It is also apparent that the existing yellow bins may be inadequate in some locations.

Main Roads WA has a Stopping Places Policy which details the different types of stopping places, the recommended spacing between the stopping places and the facilities to be provided. There is a corporate KPI measuring the compliance against the policy. The Wheatbelt Region currently exceeds the corporate target for this KPI by more than 50%.

The approach followed by the Wheatbelt Region has considered the following four scenarios:

- Any stopping places within a built up area, which may attract local or other itinerant residents rubbish over and above standard use
- Any stopping places within 2km of a built up area, which may attract local or other itinerant residents rubbish over and above standard use
- Any stopping places adjacent to existing roadhouses and commercial facilities
- Any stopping places within 10km of a similar stopping bay

#### Stopping places with in a built up area

On review of the maintenance funding criteria for Main Roads and Local Government, it is the responsibility of Main Roads to maintain the through lanes of the carriageway in a built up area. Any assets and activities outside the through lanes would therefore be deemed the responsibility of Local Government. Over time, the Wheatbelt Region has increased its asset portfolio outside of this definition and a number of stopping places within a built up area have

## Attachment 12.8



had rubbish bins installed. It is the Wheatbelt Regions intention to remove all these bins. If Council would like to adopt responsibility for these bins at their cost please advise us in writing.

### Stopping places within 2km of a built up area

The stopping places policy details that facilities are to be provided at a spacing of 80km-120km including towns. Again the Wheatbelt Region has been providing a service level well above the required level and therefore proposes to remove the bins from these locations. If Council would like to adopt responsibility for these bins at their cost please advise us in writing.

### Stopping places adjacent to existing roadhouses and commercial facilities

Stopping places with bins have been identified adjacent to roadhouses and/or commercial facilities. At these locations the Wheatbelt Region proposes to remove the bins. As part of the process the roadhouses and/or commercial facilities will be advised and encouraged to provide bins as part of their operations at no cost to the State.

### Stopping places within 10km of a similar facility

The review identified numerous stopping places within 10km of a similar stopping place. Information was collected from our work crews regarding the use and demand in general of the bins on our network. This information was used to identify a number of locations where bins could be removed with little or no effect on the level of service. Separation and safety of the location was factored in to the assessment of these sites.

The Wheatbelt Region's intention at this stage is to remove the rubbish bins only from the nominated sites. The stopping place would remain unchanged and be available for use by the public and industry. The bins that are removed would be installed at stopping places where the existing number of bins have been identified as inadequate for current usage and demand.

It is anticipated that by removing a number of bins and rationalising the number of stops/collections the work crews are required to make will restore the level of service to the remaining sites and provide funding to allow the appropriate frequency of collection of litter/rubbish in the Wheatbelt Network.

Attached to this letter is a list of all the stopping places and bins within your boundaries. Please review the proposed changes along with the explanation in this letter. Wheatbelt Region are only considering removing the bins noted with 'remove' under the strategy section.

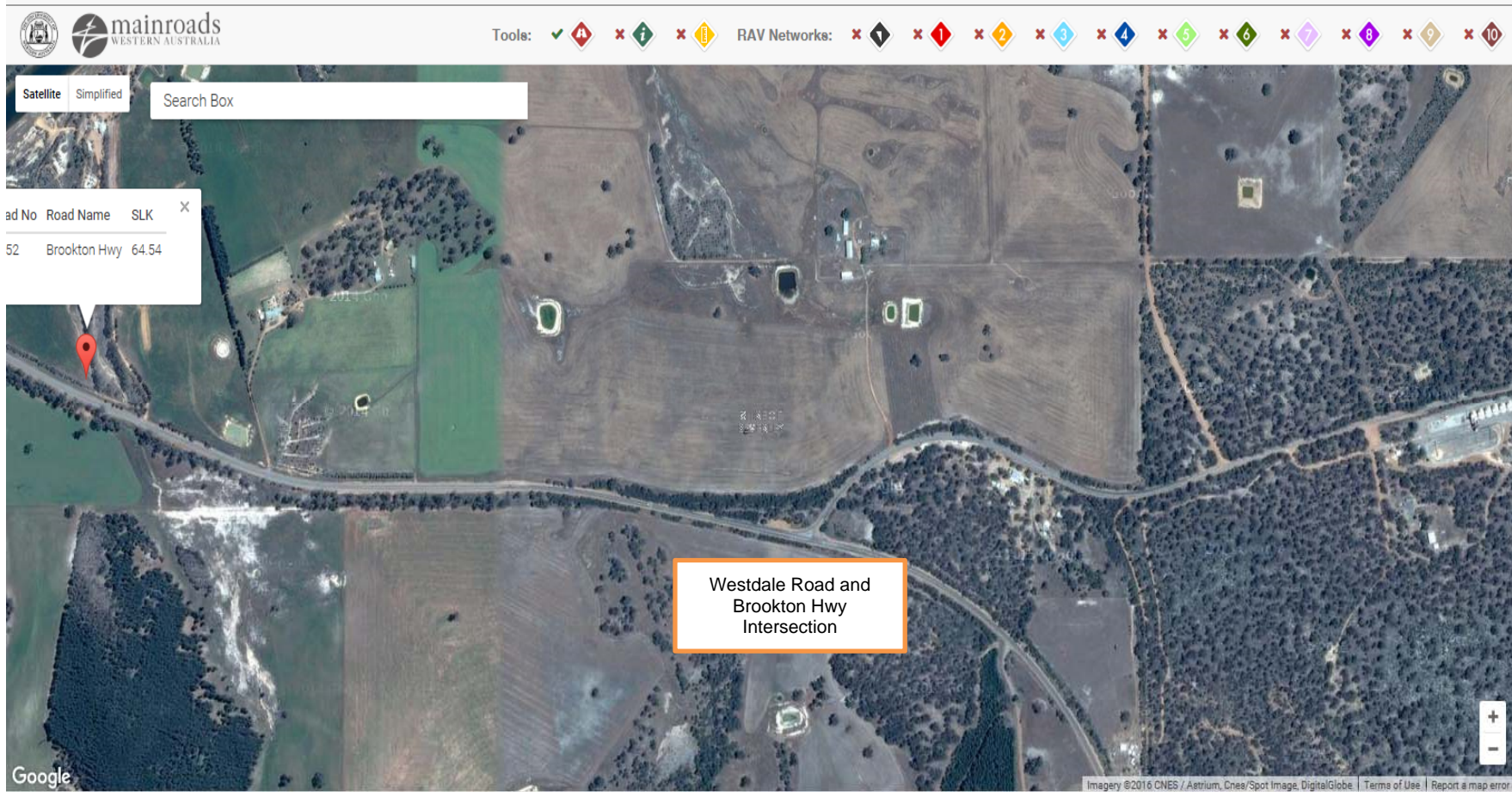
The Wheatbelt Region would like to implement this rationalisation of bins early in 2016. Can you please respond with the Shire's acceptance/comments to the proposed modifications by Friday 26 February 2016.

If you have any further queries please contact me on 9622 4750 or 0417 946 406.

Yours sincerely

Janet Hartley-West  
**Network Manager Wheatbelt**

### Attachment 12.8



## **12.8 Policy Manual – Discrimination, Harassment and Bullying Policy**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 17 February 2016  
**APPLICANT:** Human Resources  
**FILE REFERENCE:** ADM 0468  
**AUTHOR:** V.J. Seeber, Human Resources Officer  
**ATTACHMENTS:** Original S010 Bullying in the Workplace Policy; and  
New Discrimination, Harassment and Bullying Policy

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### **SUMMARY**

Council to consider updating 'Policy S010 Bullying in the Workplace' and replacing it with the attached Discrimination, Harassment and Bullying Policy.

### **BACKGROUND**

A member of Staff enquired about the Shire's Policy concerning Discrimination, Harassment and Bullying in the Workplace, however, after reviewing Policy S010, it was realised that the Policy did not include Discrimination and Harassment Sections.

### **COMMENT**

Discussions with WALGA led to the attached policy being updated.

### **STATUTORY ENVIRONMENT**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

5.1 Sustainable Governance:    Manage Resources effectively  
Implement operational plans

### **POLICY IMPLICATIONS**

Update of Policy S010

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Policy S010 be updated and adopted as the Discrimination, Harassment and Bullying Policy.

### **COUNCIL RESOLUTION**

**M23/0216**

**Moved Cr White**

**Seconded Cr Murray**

**That Policy S010 be updated and adopted as the Discrimination, Harassment and Bullying Policy.**

**CARRIED 5/1**

Attachment 12.9 (replacement Policy)

**9.10 Discrimination, Harassment and Bullying Policy**

<b>Policy Type:</b>	Staff
<b>Date Adopted:</b>	

<b>Policy No:</b>	<b>S</b>
<b>Date Last Reviewed:</b>	

<b>Legal (Parent):</b>
1. Fair Work Act 2009

<b>Legal (Subsidiary):</b>
1.

<b>ADOPTED POLICY</b>	
<b>Title:</b>	<b>DISCRIMINATION, HARASSMENT AND BULLYING POLICY</b>
<b>Objective:</b>	<b>To assist the Shire of Beverley to be an environment that is free from discrimination, harassment and bullying.</b>

**Policy**

**Policy Statement**

The **Shire of Beverley** and its employees are committed to providing a working environment where every employee is treated equally, fairly and without prejudice. For the purposes of this policy, the term "employee/s" will extend to cover contractors, volunteers and any person performing work for or with the **Shire of Beverley** in any capacity.

***Unlawful Discrimination***

The **Shire of Beverley** acknowledges its responsibilities and obligations pursuant to State and Federal equal opportunity and anti-discrimination laws.

The **Shire of Beverley** and its employees acknowledge they are subject to State and Federal equal opportunity and anti-discrimination legislation. The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

- Age;
- Family responsibility or status;
- Race or colour;
- Sex including gender identity, sexual orientation and intersex status;
- Physical or mental disability;
- Marital status;
- Political or religious conviction;
- Pregnancy;
- Criminal record;
- Breastfeeding;
- Gender history;
- Impairment;
- National extraction or social origin; and
- Trade union activity

## Attachment 12.9 (replacement policy)

### **Sexual Harassment**

The *Equal Opportunity Act 1984 (WA)* and the *Sex Discrimination Act 1984 (Cth)* provide that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favours, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated.

#### **Some examples of sexual harassment include, but are not limited to:**

- Physical contact (touching, rubbing, patting, embracing, brushing up against etc.);
- Gestures of a sexual nature;
- Leering or staring;
- Offensive telephone calls, emails, text messages or notes;
- Sexual suggestive jokes or comments;
- Tales of sexual exploits;
- Repeated requests for a date;
- Unwelcome comments or questions about a person's sex life, appearance or dress; and
- Sexually graphic material (poster, calendars, cartoons, graffiti, messages, emails).

### **Bullying**

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating or threatening.

Bullying is also unlawful under the *Occupational Safety and Health Act 1984 (WA)* and the *Occupational Safety and Health Regulations 1996 (WA)*.

#### **Some examples of bullying include, but are not limited to:**

- Loud, abusive or offensive language or comments;
- Yelling and screaming;
- Unjustified criticism and insults;
- Unjustified threats of dismissal or other disciplinary action;
- Acts of sabotaging another's work by withholding information which is required to fulfil tasks;
- Spreading malicious rumours or misinformation;
- Inappropriate comments about an employee's appearance, lifestyle or family;
- Deliberately excluding an employee from workplace meetings or activities;
- Hiding documents or equipment or withholding vital information required for effective work performance;
- Constantly changing targets or work guidelines;
- Overloading an employee with work and impossible deadlines;
- Setting tasks that are unreasonably below or beyond an employee's level of skill;
- Threats of assault or violence or actual violence;
- Teasing and practical jokes; and
- Isolating or ignoring an employee on a constant basis.

Where an employee makes a threat of violence or assaults another employee, the police should be called.

### **Reasonable Management Action**

The **Shire of Beverley** has a right to take reasonable management action to direct the way in which work is conducted and to give employees lawful and reasonable directions to complete work in a certain manner. Reasonable management action is not workplace bullying.

## Attachment 12.9 (replacement policy)

### ***Some examples of reasonable management action include, but are not limited to:***

- The establishment and regular use of performance management systems;
- The setting of reasonable performance targets and deadlines;
- Providing employees with constructive feedback or counselling to assist workers to improve their work performance or the standard of their behaviour;
- Issuing a lawful and reasonable direction to an employee to complete a work task;
- Preparing and amending a roster for employees;
- Transferring an employee to a different work location for operational reasons;
- Implementing organisational change;
- Informing an employee about inappropriate behaviour in a confidential manner; and
- Taking disciplinary action against an employee.

### ***Other Behaviours not Considered to be Bullying***

Where two or more employees have a difference of opinion and disagree on an issue, this is not usually considered to be workplace bullying. However, where conflict escalates and is repeated, it may meet the definition of workplace bullying.

Additionally, bullying does not occur where bullying behaviour is a one off occurrence and if that behaviour does not create a risk to health or safety,

### ***What are the Ways in which Bullying can Occur?***

There are a variety of ways bullying behaviour can occur in the workplace such as verbally, through email or text message or via social media. Bullying can be directed at an individual employee or a group of employees, and can be carried out by one or more employees. Bullying can occur between employees, downwards from managers to employees or upwards from employees to supervisors or managers.

### ***What to do if you think you are being Discriminated Against, Sexually Harassed or Bullied?***

Refer to the Grievance Policy and Grievance Procedure for steps to take if you think you are being discriminated against, sexually harassed or bullied, or if you suspect another employee is experiencing any of those things.

### ***Roles & Responsibilities***

To ensure the intent of this policy is realised, various roles within the **Shire of Beverley** must assume certain responsibilities.

#### ***The Employer***

The **Shire of Beverley** will endeavour to:

- provide all workplace participants with a workplace free from discrimination, sexual harassment and bullying;
- provide and maintain safe systems of work;
- provide a fair and effective procedure to investigate and resolve complaints of sexual harassment, discrimination and bullying;
- treat all employees fairly; and
- take suitable disciplinary action against any employee who is found to have sexually harassed, discriminated, bullied or victimised another employee.

#### ***All the Organisation's Employees***

Employees are required to:

- report any incidents of sexual harassment, discrimination or bullying they may see happening around them to an appropriate manager or supervisor;
- follow all policies and procedures of the **Shire of Beverley**;
- ensure they do not victimise any person making a complaint of sexual harassment, discrimination or bullying; and
- treat all employees fairly and with respect.



## Attachment 12.9 (replacement policy)

### ***Support***

The **Shire of Beverley** engages the services of an external Employee Assistance Provider who can provide employees with confidential counselling. Please see the Human Resources Officer for details of the Employee Assistance Provider.

### ***Consequences of Breaching This Policy***

Any breach of this policy, may result in disciplinary action up to and including termination of employment.

## Attachment 12.9 (Original Policy)

### 9.10 Bullying in the Workplace

<b>Policy Type:</b>	Staff
<b>Date Adopted:</b>	September 2014

<b>Policy No:</b>	<b>S010</b>
<b>Date Last Reviewed:</b>	October 2015

<b>Legal (Parent):</b>
1. Fair Work Act 2009

<b>Legal (Subsidiary):</b>
1.

ADOPTED POLICY	
<b>Title:</b>	<b>BULLYING IN THE WORKPLACE</b>
<b>Objective:</b>	<b>To ensure the Shire of Beverley is an environment that is free from bullying.</b>

#### **Policy**

The Shire of Beverley considers workplace bullying unacceptable and will not tolerate it under any circumstances.

Workplace bullying is behaviour that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, clients or customers.

Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks.

The Shire of Beverley believes all employees should be able to work in an environment free of bullying. Managers and supervisors must ensure employees are not bullied.

The Shire of Beverley has grievance and investigation procedures to deal with workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially.

The Shire of Beverley encourages all employees to report workplace bullying. Managers and supervisors must ensure employees who make complaints, or witnesses, are not victimised.

Disciplinary action will be taken against anyone who bullies a co-employee. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

The contact person for bullying at this workplace is the Deputy Chief Executive Officer.

## **12.9 Policy Manual – New Grievances, Investigations and Resolutions Policy**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 17 February 2016  
**APPLICANT:** Human Resources  
**FILE REFERENCE:** ADM 0468  
**AUTHOR:** V.J. Seeber, Human Resources Officer  
**ATTACHMENTS:** Grievances Investigations and Resolutions Policy

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### **SUMMARY**

Council to consider a new Policy for inclusion in the Shire of Beverley's Policy Manual 2015/16.

### **BACKGROUND**

During the review of the Discrimination, Harassment and Bullying in the Workplace, Policy S010, it was realised that a further policy is required to guide staff in the handling and resolution of any discrimination, harassment or bullying claims once the grievance has been recognised.

### **COMMENT**

Guidance from WALGA led to the attached Grievances Investigations and Resolutions Policy being written.

### **STATUTORY ENVIRONMENT**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

5.1 Sustainable Governance: Manage Resources effectively  
Implement operational plans

### **POLICY IMPLICATIONS**

New Policy

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council adopt and include in the Policy Manual, the Grievances Investigations and Resolutions Policy.

### **COUNCIL RESOLUTION**

**M24/0216**

**Moved Cr Gogol**

**Seconded Cr Davis**

**That Council adopt and include in the Policy Manual, the Grievances Investigations and Resolutions Policy.**

**CARRIED 6 / 0**

Attachment 12.9

**9.21 Grievance, Investigations and Resolutions Policy**

<b>Policy Type:</b>	Staff	<b>Policy No:</b>	<b>S</b>
<b>Date Adopted:</b>		<b>Date Last Reviewed:</b>	

<b>Legal (Parent):</b>
1. Fair Work Act 2009

<b>Legal (Subsidiary):</b>
1.

ADOPTED POLICY	
<b>Title:</b>	<b>GRIEVANCE, INVESTIGATIONS AND RESOLUTIONS POLICY</b>
<b>Objective:</b>	<b>To guide staff in the grievance investigation and resolution process.</b>

**Policy**

**Policy Statement**

All employees have a right to express any genuine grievances or complaints via an impartial internal process. All employees involved in a grievance process are expected to participate in good faith. For the purposes of this policy, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the **Shire of Beverley** in any capacity.

***Roles***

**Complainant** – An employee who raises a complaint about a matter regarding the workplace.

**Respondent** – An employee who is alleged to have acted in a manner which caused the complainant to raise a complaint.

**Support Person** – A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.

**Witness** – A person (including an employee) who is requested by the Local Government to assist the process by providing relevant information regarding the complaint.

***What to do if you have a Complaint?***

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Local Government’s policies, procedures or guidelines (Policies), the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion. If the nature of the complaint is deemed to be sufficiently serious, the complainant should contact their Manager directly.

If the inappropriate behaviour continues, the Complainant is encouraged to make a formal complaint to their direct manager. If the direct manager is the Respondent in the matter or if the employee feels uncomfortable approaching their manager, the Complainant should approach the Deputy Chief Executive Officer.

## Attachment 12.9

The employee who receives the complaint must contact their Manager and decide upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

### ***Key Principles in the Complaint Resolution Process***

The following principles are necessary for the fair investigation and resolution of a complaint:

**Confidential** – Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The **Shire of Beverley** may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. Information will only be placed on an employee's personal file if they are disciplined as a result of the complaint;

**Impartial (fair/unbiased)** – Both parties will have an opportunity to put their case forward. No assumptions are made and no action will be taken until available and relevant information has been collected and considered;

**Sensitive** – The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation;

**Timely** – The **Shire of Beverley** aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements;

**Documented** – All complaints and investigations must be documented. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process. For more informal processes, a file note or note in a diary may be sufficient;

**Natural Justice** – The principles of natural justice provide that:

- A Respondent against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made;
- A Respondent against whom an allegation is made has the right to be told (where possible and appropriate) who made the allegation;
- anyone involved in the investigation should be unbiased and declare any conflict of interest;
- decisions must be based on objective considerations and substantiated facts; and
- the Complainant and the Respondent have the right to have a support person present at any meetings where practicable.

**Procedural Fairness** – The principles of procedural fairness provide that:

- the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
- A Respondent is entitled to receive verbal or written communication from the **Shire of Beverley** of the potential consequences of given forms of conduct, as applicable to the situation;
- The Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
- Any mitigating circumstances presented to the **Shire of Beverley** through the grievance process are investigated and considered;
- the Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
- any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- All interviews of witnesses are conducted separately and confidentially.

## Attachment 12.9

### ***Outcome of Making a Complaint***

If a complaint is substantiated, there are a number of possible outcomes. If the complaint involves a performance issue, the manager of the Respondent may:

- commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent.
- If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the manager of the Respondent, in consultation with the Chief Executive Officer, may elect to discipline the Respondent in accordance with the Disciplinary Policy.

### ***Vexatious or Malicious Complaints***

Where a Complainant has deliberately made a vexatious or malicious complaint, that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

### ***Victimisation of Complainant***

A Complainant must not be victimised by the Respondent or any other employee of the **Shire of Beverley** for making a complaint. Anyone responsible for victimising a Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

### ***Variation to This Policy***

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

Related Corporate Documents:

- Discrimination, Harassment, & Bullying Policy
- Code of Conduct
- EEO Policy

## **12.10 ActiveSmart Program**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 17 February 2016  
**APPLICANT:** Department of Sport and Recreation  
**FILE REFERENCE:** ADM 0494  
**AUTHOR:** K. McLean, Community Development Officer  
**ATTACHMENTS:** Nil

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Council to consider providing discounted gymnasium fees for twelve month memberships taken up by Activesmart participants during the program.

### **BACKGROUND**

ActiveSmart is a healthy lifestyles program initiated in response to the numbers reported around obesity, diabetes and other health issues in the Wheatbelt. The Shire of Beverley is reported at 54% being insufficiently physically active and 77% overweight or obese. The Shire also has the highest level of diabetes within the 12 Shires invited to participate in the program. Results from the program to date include a 15 minute increase in physical activity per person per day.

ActiveSmart provides highly personalised information and support that motivates people to enjoy more active lifestyles in their local community. While the program will be branded with the Shire name, the project is facilitated and implemented by the Dept of Sport & Recreation.

An expression of interest to participate in the Activesmart program is evidenced by

### ***Council Resolution***

***M10/1115***

***Moved Cr Gogol***

***Seconded Cr Buckland***

***That Council submit an expression of interest in entering into a partnership with the Department of Sport & Recreation to co-host the ActiveSmart program.***

***CARRIED 7/0***

### **COMMENT**

The Officer has contributed to an information directory for participants. This directory includes details of all physical activity clubs, organisations, facilities and programs that are available in the Wheatbelt, including details about the Old Court House gymnasium facility.

### **STATUTORY ENVIRONMENT**

N/A

### **FINANCIAL IMPLICATIONS**

10% reduction in 12 month gym fees to all Activesmart participants taking up a membership during the life of the program.

This discount will not be applied to the:

- 30 day trial
- key bond

Over 18yrs old	\$271.00 less 10% = \$243.90
Senior/Pensioner	\$135.00 less 10% = \$121.50

### **STRATEGIC IMPLICATIONS**

1.1 Sustainable community: Foster community participation.  
Support sport and community needs.  
Advocacy of local access to support services.

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Absolute Majority

### **OFFICER'S RECOMMENDATION**

That Council resolve to provide a 10% reduction in 12 month gym fees to all Activesmart participants taking up a membership during the life of the program.

### **COUNCIL RESOLUTION**

**M25/0216**

**Moved Cr Davis**

**Seconded Cr Murray**

**That Council resolve to provide a 10% reduction in 12 month gym fees to all Activesmart participants taking up a membership during the life of the program.**

**CARRIED 6/0**



## **12.11 Development Assessment Panel**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 13 January 2016  
**APPLICANT:** Department of Planning  
**FILE REFERENCE:** ADM 0286  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** Nil

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### **SUMMARY**

Council to consider nominating one member as a “Nominated Alternate Local Member 1” to the Local Government Development Assessment Panels to replace retired Councillor Christopher Pepper.

### **BACKGROUND**

On 1 July 2011 fifteen Development Assessment Panels (DAP) came into operation in order to determine development applications that meet a certain threshold value.

### **COMMENT**

The Minister for Planning will consider and appoint all nominees for up to a two year term expiring on 26 April 2017. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations that all DAP members attend training before they can sit on a DAP and determine applications.

Representatives who have previously been appointed to a DAP and have received training are not required to attend further training. Local DAP members are entitled to be paid for their attendance at DAP training and at DAP meetings unless they fall within a class of persons excluded from payment. Due to the October 2015 Election, the Shire of Beverley now has one position vacant.

If a nomination is not received, the Director General is entitled to register a person who is an eligible voter with the Shire of Beverley and who has relevant knowledge or experience that will enable that person to represent the interest of the local community.

Beverley’s members on the panel are:

Local Members - Cr Shaw & Cr Murray

Alternate Local Members - Cr Buckland & position vacant

It is not mandatory to fill the vacant position. Should anyone wish to nominate, they must provide a curriculum vitae to the Executive Assistant by Thursday 26 February 2016.

### **STATUTORY ENVIRONMENT**

Under regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011, Council is requested to nominate four elected members of the Council.

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

5.1 Governance: Strengthen Shire Leadership.

## **POLICY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council retain Development Assessment Panel Local Members as Cr Shaw & Cr Murray, and Alternate Local Member as Cr Buckland and decide if a fourth nomination for the Alternate Local Member vacancy is necessary.

## **COUNCIL RESOLUTION**

**M25/0216**

**Moved Cr Murray**

**Seconded Cr Shaw**

**That Council retain Development Assessment Panel Local Members as Cr Shaw & Cr Murray, and Alternate Local Member as Cr Buckland and no fourth member be nominated.**

**CARRIED 6/0**

## **12.12 Appointment of Councillor to Perform the Function of President**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 18 February 2016  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0102  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** Nil

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### **SUMMARY**

Council to consider appointing a member of Council to perform the function of President from 19 March to 29 March 2016.

### **BACKGROUND**

Shire President Cr D Ridgway and Deputy President Cr Murray, will both be away during the month of March. Both Councillors will be away from 19 March 2016.

### **COMMENT**

Council is holding their Ordinary Council Meeting on 22 March 2016 and will need to appoint a Councillor to undertake the role of President for the meeting.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 5.35:

#### **5.35. Who acts if no mayor, president or deputy**

- (1) If the circumstances mentioned in section 5.34(a) or (b) apply and —
- (a) the office of deputy mayor or deputy president is vacant; or
  - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,

and the mayor or president or deputy will not be able to perform the functions of the mayor or president for a time known to the council, then the council may appoint a councillor to perform during that time the functions of mayor or president, as the case requires.

- (2) If the circumstances mentioned in section 5.34(a) or (b) apply and —
- (a) the office of deputy mayor or deputy president is vacant; or
  - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,

and a person has not been appointed under subsection (1), the CEO, after consultation with, and obtaining the agreement of, 2 councillors selected by the CEO, may perform the functions of mayor or president, as the case requires.

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

5.1 Governance: Strengthen Shire Leadership.

**POLICY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council nominate a Councillor to undertake the functions of the President for the period of 19 March 2016 to 29 March 2016

**COUNCIL RESOLUTION**

**M27/0216**

**Moved Cr White**

**Seconded Cr Davis**

**That Council nominate Cr Shaw to undertake the functions of the President for the period of 19 March 2016 to 29 March 2016**

**CARRIED 6/0**

### **13. CONFIDENTIAL REPORTS**

#### **13.1 Closure of the Meeting**

##### **SUMMARY**

Council to close the meeting to review the Chief Executive Officer Annual Appraisal 2016 Report.

##### **STATUTORY ENVIRONMENT**

Local Government Act 1995, Part 5, Division 2, Section 5.23:

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following –

(a) a matter affecting an employee or employees.

##### **OFFICER'S RECOMMENDATION**

That Council close the meeting to members of the public.

##### **COUNCIL RESOLUTION**

**M28/0216**

**Moved Cr Gogol**

**Seconded Cr Murray**

**That Council close the meeting to members of the public.**

**CARRIED 6/0**

4:13pm – Before any consideration of Item 13.2, CEO Stephen Gollan declared a financial interest and left the meeting.

4.13pm – Deputy CEO Simon Marshall and Executive Assistant Ali Lewis also left the meeting.

### **13.2 Chief Executive Officer – Annual Appraisal 2016**

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**SUBMISSION TO:** Ordinary Council Meeting 23 February 2016  
**REPORT DATE:** 17 February 2016  
**APPLICANT:** John Phillips Consulting  
**FILE REFERENCE:** ADM 0412  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** CEO Annual Appraisal 2016 Council Report

---

#### **SUMMARY**

Council to accept or reject, the Chief Executive Officer Annual Appraisal review with or without modification.

Confidential Report under separate cover.

#### **COUNCIL RESOLUTION**

**M29/0216**

**Moved Cr White**

**Seconded Cr Murray**

**That Council accept the Chief Executive Officer Annual Appraisal review without modification.**

**CARRIED 6/0**

#### **COUNCIL RESOLUTION**

**M30/0216**

**Moved Cr White**

**Seconded Cr Gogol**

**That Council, after a remuneration review, apply a 4% increase to the base salary of the Chief Executive Officer.**

**CARRIED 6/0**

### **13.3 Opening of the Meeting**

#### **SUMMARY**

Council to open the meeting after the review the Chief Executive Officer Annual Appraisal 2016 Report.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995, Part 5, Division 2, Section 5.23:

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following –

(a) a matter affecting an employee or employees.

#### **OFFICER'S RECOMMENDATION**

That Council open the meeting to members of the public.

#### **COUNCIL RESOLUTION**

**M31/0216**

**Moved Cr Murray**

**Seconded Cr Gogol**

**That Council open the meeting to members of the public.**

**CARRIED 6/0**

4.40pm – CEO Stephen Gollan, Deputy CEO Simon Marshall and Executive Assistant Ali Lewis returned to the meeting.

**14. NEW BUSINESS ARISING BY ORDER OF THE MEETING**

Nil

**15. CLOSURE**

The Chairman declared the meeting closed at 4:41pm

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

PRESIDING MEMBER:

DATE: