



**25 October 2016**

**ORDINARY MEETING**

**MINUTES**



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## **1. OPENING**

The Chairperson declared the meeting open at 2:02pm

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

### **2.1 Members Present**

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

### **2.2 Staff In Attendance**

Mr SK Marshall        Deputy Chief Executive Officer  
Mr BS de Beer         Shire Planner (from 2:02pm to 2:38pm)  
Ms GL Mather         Senior Finance Officer  
Mrs A Lewis           Executive Assistant

### **2.3 Observers And Visitors**

### **2.4 Apologies**

Mr SP Gollan           Chief Executive Officer  
Cr JD Alexander

### **2.5 Approved Leave of Absence**

Cr DL Brown

### **2.6 Condolences**

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

JOHNSON	Vera Rosina	17 October 2016
RIDGWAY	Catherine Margaret	17 October 2016

## **3. DECLARATIONS OF INTEREST**

### **3.1 Cr White – Item 9.3 – Proximity**

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

Nil

## **5. PUBLIC QUESTION TIME**

### **5.1 Mrs Barb Pearce (From 2:02pm to 2:20pm)**

Question:

Mrs Barb Pearce asked about the firebreak requirements within the townsite.

Response:

Mr Simon Marshall, Deputy Chief Executive Officer responded that Shire Rangers have completed an inspection of townsite blocks and have written to owners whose blocks do not comply with the Shire of Beverley Fire-Break Order. The owners have until 1 November to clear flammable material and mow grass to a height no greater than 15cm. A second inspection will be undertaken, if no action has been taken they will be in breach of the Fire-Break Order and penalties will apply. Mrs Pearce is able to write to the Shire if she believes any blocks are in breach of the Fire-Break Order after 1 November 2016.

Question (in relation to Planning Item 9.1):

Mrs Barb Pearce asked if all horse owners had to adhere to the 1m electric fence that is proposed in the conditions of Planning Item 9.1?

Response:

Mr Stefan de Beer, Shire Planner, responded that when landowners apply for a Rural Pursuit planning application, specific the conditions form part of each individual applications approved.

### **5.2 Mrs Cheryl Creighton (from 2:02pm to 2:13pm)**

Questions (all in relation to Planning Item 9.1):

1. What will the consequences be if the application is approved and the horses then roam?
2. How can 20DSE be considered sustainable?
3. Questions the "no animal welfare" issues in the policy as being incorrect, if a horse is hit on the road, then there is an animal welfare problem.
4. Will the infrastructure have to be in place before the horses can return?
5. Who will enforce the planning conditions if approved?

Response:

Mr Stefan de Beer, Shire Planner provided the following responses:

1. If the horses roam, penalties of up to \$5000.00 may apply.
2. Council will consider the DSE when deliberating the Planning Item.
3. From the applicant's submission there were no apparent animal welfare issues.
4. If the horses return and the infrastructure is not in place, then the applicant will be in contravention of the planning order.
5. The Shire Planner is responsible for the enforcement of the planning order, with the assistance of the Shire Rangers.

2:13pm - Mrs Creighton left the meeting and did not return.

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

Nil

**7. CONFIRMATION OF MINUTES**

**7.1 Minutes Of The Ordinary Council Meeting Held 27 September 2016**

**OFFICER'S RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held Tuesday 27 September 2016 be confirmed.

**COUNCIL RESOLUTION**

**M1/1016**

**Moved Cr Buckland**

**Seconded Cr White**

**That the Minutes of the Ordinary Council Meeting held Tuesday 27 September 2016 be confirmed.**

**CARRIED 7/0**

## **7.2 Minutes Of The Audit and Risk Committee Meeting Held 25 October 2016**

### **OFFICER'S RECOMMENDATION**

That the Minutes of the Audit and Risk Committee Meeting held Tuesday 25 October 2016 be received.

Provided under separate cover.

Please refer to items: 11.3, 11.4, 11.5, 11.6 and 11.7

### **COUNCIL RESOLUTION**

**M2/1016**

**Moved Cr White**

**Seconded Cr Murray**

**That the Minutes of the Audit and Risk Committee Meeting held Tuesday 25 October 2016 be received.**

**CARRIED 7/0**

## **8. TECHNICAL SERVICES**

Nil

## **9. PLANNING SERVICES**

### **9.1 Reconsideration of Decision on Rural Pursuit (Keeping of Horses) – Lot 55 Hamersley Street**

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**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 18 October 2016  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** HAM13  
**AUTHOR:** B.S. de Beer, Shire Planner  
**ATTACHMENTS:** Application Documentation, Locality Map, Supporting Documentation, SAT Directives, Objection from Cheryl Creighton.

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#### **SUMMARY**

Council has been requested by the State Administrative Tribunal (SAT) to reconsider its decision to refuse an application for planning approval for a *Rural Pursuit* (the keeping of horses) on Lot 55 Hamersley Street. It will be recommended the attached new and amended application be conditionally approved.

#### **BACKGROUND**

Following a complaint regarding the keeping of horses on the subject property Shire Planner contacted the owner whom subsequently submitted applications for Planning Approval for a *Rural Pursuit* land use (keeping of horses).

Amendment 21 to Shire of Beverley Town Planning Scheme No 2 (TPS 2), had been approved and Gazetted and reads as follows:

##### *‘4.16 RURAL PURSUIT*

- 4.16.1 Notwithstanding anything contained in the Zoning Table, the Council may grant consent for a Rural Pursuit use within areas coded R2, R2.5 and R5 of the Residential zone.*
- 4.16.2 In considering any application for planning approval for a Rural Pursuit, the Council shall have regard to any relevant livestock stocking rate guidance of the State department responsible for agriculture and any livestock stocking rate policy adopted by the Shire in order to preserve vegetation and amenity of the site and locality.*
- 4.16.3 In considering any application for planning approval for a Rural Pursuit, the Council shall have regard to any relevant separation distance guidance of the State departments responsible for health and for environment in order to preserve the amenity of the locality.’*

Further to the above, Council at its 23 September 2014 meeting resolved to adopt a *Stocking Rates Policy*.

An application for planning approval for a Rural Pursuit (Keeping of horse) was submitted to the April 2016 Council meeting. Council refused this application on the grounds of, amongst others, the proposal being considered generally inconsistent with Council’s Stocking Rate Policy. The applicant approached the State Administrative Tribunal (SAT) regarding the matter.

A Directions Hearing was held at the SAT Chambers in Perth on 29 June 2016 where an order was made to refer the matter to onsite mediation which was scheduled for 22 August 2016.

Post the onsite mediation meeting an order was made to the Shire reading as follows:

1. Pursuant to s 31(1) of the State Administrative Act 2004 (WA) the respondent is invited to reconsider its decision at its meeting on 25 October 2016.
2. The proceeding is adjourned to a further directions hearing at 12 noon on 4 November 2016 at Hay Street, Perth, Western Australia to await the outcome of the reconsideration.

Copies of the SAT orders are attached to this report.

Subsequent to the above mediation meeting Shire Planner made contact with Mrs. Barb Pearce (the applicant), and requested her to reconsider the number of horses to be kept on Lot 55 Hamersley Street and also to reconsider the keeping of horses on Lots 200 & 201 Hamersley Street altogether.

A new application was received shortly after this with a proposal to now keep 2 horses on Lot 55 Hamersley Street only and none proposed to be kept on the previously nominated Lots 200 and 201.

The new application to be reconsidered by Council was again re-advertised to previous respondents to the original application. Their comments are attached hereto.

## **COMMENT**

### The proposal:

As requested in the application documentation the applicant is applying to house 2 horses on Lot 55 Hamersley only.

### Subject land:

The subject land in the application for a *Rural Pursuit* consists of Lot 55 Hamersley Street (in extent 5,767 m<sup>2</sup>, in the ownership of the Estate of Christine Pearce).

The subject lot is zoned Residential R5. Lot 55 contains an existing dwelling and outbuildings and other infrastructure associated with the keeping of horses.

Please refer to the attached locality map.

### Shire of Beverley Stocking Rates Policy:

The purpose of Council's Stocking Rates Policy is to provide a guide for the assessment and determination of applications for Planning Approval involving the keeping of livestock on Residential Zoned properties (*Rural Pursuit* land uses). It is not the intention of the policy to be applied rigidly, but that each application be examined on its own merits, with the objectives and intent of the policy the key for assessment.

The main objectives of the Stocking Rates Policy are to:

- Ensure that livestock keeping is undertaken in a sustainable manner;



- Ensure that the keeping of livestock does not have a significant negative impact on the natural environment;
- Ensure that the keeping of livestock does not impact detrimentally on the health and/or amenity of adjoining land owners.

This last point is of particular importance given the history of the application.

Base Stocking Rate:

Council's Stocking Rate Policy provides for the calculation of the Dry Sheep Equivalent (DSE) for any particular property which is proposed to be used for the keeping of livestock. From this calculation a determination can be made as to how many animals (stock) of a particular type/species can be accommodated on a specific property.

Even though the applicant did not provide a calculated DSE for the subject properties, Shire Planner calculated the DSE for the subject property to be as follows:

Lot 55:

Usable area for *Rural Pursuit* land use determined to be approx. 1,720 m<sup>2</sup>.

Base Stocking Rate<sup>(1)</sup> X usable area (Ha)<sup>(2)</sup> = **0.86 DSE**

i.e. 5 X 0.172 = **0.86 DSE**

Where <sup>(1)</sup>: The Base Stocking Rate for the Shire of Beverley, as per the Policy, is 5 DSE.

And <sup>(2)</sup>: The usable area was calculated by subtracting the exclusion areas from the total property size, as depicted in the accompanying map, i.e. 5,767 m<sup>2</sup> (total property size) – 4,047 m<sup>2</sup> (exclusion areas) = **1,720 m<sup>2</sup>**

Where <sup>(1)</sup>: The Base Stocking Rate for the Shire of Beverley, as per the Policy, is 5 DSE.

And <sup>(2)</sup>: The usable area was calculated by subtracting the exclusion areas from the total property size.

Using the animal equivalents table in the Stocking Rates Policy it can be seen that the subject property yields an insufficient DSE to be able to accommodate the number of animals proposed.

Using the DSE calculations in the Policy as a guideline, the following DSE would have been required for the subject properties to be able to accommodate the number of animals proposed:

Lot 55:

Required DSE (2 horses): 20 DSE

Calculated DSE: 0.86 DSE

The Stocking Rates Policy does afford though, with Council's discretion, proposals for *Rural Pursuit* land uses in excess of the Base Stocking Rate, where applicants

submit a Property Management Plan which demonstrates that pasture improvement, nutrient and waste management methods, amongst others, are addressed.

Property Management Plan:

The applicant has submitted a Management Statement which can for practical purposes be regarded as a Property Management Plan for the proposed *Rural Pursuit* land use addressing aspects of the proposed development on all subject properties.

The Statement addresses amongst others the following matters:

1. The fencing of the subject properties for the *Rural Pursuit* land use in its current configuration. Shire Planner will recommend that the current configuration be modified as described later in this report;
2. Measures to reduce wind erosion and dust control;
3. Supplementary feeding for the animals;
4. Disposal of manure;
5. Provision of water.

Given the specific circumstances surrounding this case and on the grounds of the submissions made, Shire Planner is of the opinion that the new land use proposal could be managed if appropriate conditions of planning approval can be framed and adhered to.

From the applicant's submission, it would seem that there are no animal welfare issues associated with the management of the horses and ponies.

Should Council decide to approve the application, conditions of planning approval will be recommended to be imposed which is considered will suffice to address any other areas of concern.

Fencing:

Some concerns have been raised in recent times as to existing electric fences around other properties also being used for *Rural Pursuit* land uses. Any electric fence should be off-set from any boundary fence, where applicable, as per the Stocking Rates Policy Guidelines.

Should Council decide to approve the application, it will be recommended that the electric fencing complies with the configuration guidelines in the Stocking Rates Policy.

Recommended site arrangement:

Shire Planner is of the opinion that certain factors pertaining to the perceived adverse effects of the *Rural Pursuit* land use on local amenity can be addressed in the following manner:

- 1) Keeping of the animals behind the front setback line of the subject property;
- 2) Construction of internal fences/separate paddock on Lot 55 Hamersley Street to create a sufficient setback area from the street – please refer to the attached map from the applicant;

- 3) Limiting the number and type of animals on the subject property – 2 horses only on Lot 55;
- 4) Limited timeframe for planning approval;
- 5) Not permitting new animals where animals expire.

### CONSULTATION

The new revised application had been forwarded to all respondents from the previous application. A period of 14 days was permitted to submit responses.

A total of 2 submissions were received, with 1 submission constituting an objection, detailed in the table below.

No.	Name	Respondent Address	Summary of Submission	Council's Comment
1	P Newman Lot 63 Hamersley Street	1385 La Grange Road Stoneville WA 6081	<p>Comment on proposal:</p> <p>The stocking level still seems high for two horses on only part of lot 55.</p> <p>We are concerned that the horse manure will lead to an increase in flies during summer that will adversely affect our property.</p> <p>As long as applicant abides by the application, we do not object to the proposal.</p>	<p>The comment is noted.</p> <p>Please refer to the planner's comment section above. It is anticipated that appropriately framed conditions of planning approval would address areas of concern.</p>
2	Cheryl Creighton Lot 64 Hamersley Street	PO Box 438 York WA 6302	<p>Objection to the proposal.</p> <p>As a result of the volume of the submission it is presented in an attachment to this report.</p>	<p>The objection is noted.</p> <p>Please refer to the planner's comment section above. It is anticipated that appropriately framed conditions of planning approval would address areas of concern.</p>

### 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 REQUIREMENTS

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council resolve to reconsider its decision of the April 2016 meeting and grant planning approval for the revised application for planning approval for a Rural Pursuit at Lot 55 Hamersley Street, Beverley, subject to the following conditions and advice notes:

### **Conditions:**

1. If the development, the subject of this approval, is not SUBSTANTIALLY RECOMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.
2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.
3. The Planning Approval for the Rural Pursuit is only valid for a period of two (2) years from the date of Council's approval of the same at which time a new Planning Approval must have been granted or the animals removed.
4. Animals associated with the Rural Pursuit Land Use shall only be agisted in the designated areas on the subject lots as shown on the accompanying maps. No animals are to be agisted outside of these areas.
5. Prior to continuation of the Rural Pursuit Land Use the usable areas on the subject lots shall be demarcated by fencing, including electric fencing where applicable, and gates where appropriate, as per the Stocking Rates Policy, to the satisfaction of the Shire Planner.
6. All electric fencing shall be installed and appropriately configured, as per the Stocking Rates Policy, with appropriate warning signs affixed at appropriate intervals, to the satisfaction of the Shire Planner.
7. The number and type of animal on lot 55 Hamersley Street shall be limited to two (2) horses only.
8. Development shall be carried out in accordance with the Property Management Plan as submitted.
9. Where an existing animal kept on the property expires, it shall not be replaced without the further approval of the responsible authority having first being sought and obtained.
10. Every part of the subject site used for the Rural Pursuit land use must be maintained in a hygienic and clean condition, free from odour, flies and vermin, as practicable.
11. Measures shall be taken to prevent, as far as practicable, stormwater run-off unto neighbouring properties.

12. All manure is to be regularly collected and disposed of in a manner that is in compliance with the relevant legislation, to the satisfaction of the Shire's Environmental Health Officer.
13. Prior to continuation of the Rural Pursuit land use, the present animals shall be tagged or otherwise identified, to the Shire's satisfaction, at the owners' expense, and the animals and subject site shall be inspected for this purpose by the Shire's Ranger and Environmental Health Officer.

**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 carrying on of the development must not cause a dust nuisance to neighbours. Where appropriate and practicable such measures as installation of sprinklers, use of water tanks, mulching or other land management systems should be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and in the manner directed by the Shire's Environmental Health Officer if it is considered that a dust nuisance exists.
3. The applicant is advised that where in the opinion of Council the livestock keeping is causing adverse environmental, health or amenity impacts, the Council may by written notice (giving clear reasons) require the owner of the land to:
  - (a) take action to temporarily or permanently reduce the number of stock kept on the land; or
  - (b) remove all the stock from the land either temporarily or permanently; or
  - (c) rectify the adverse impacts of the livestock keeping.

**COUNCIL RESOLUTION**

**M3/1016**

**Moved Cr Shaw**

**Seconded Cr Gogol**

**That Council resolve to reconsider its decision of the April 2016 meeting and grant planning approval for the revised application for planning approval for a Rural Pursuit at Lot 55 Hamersley Street, Beverley, subject to the following conditions and advice notes:**

**Conditions:**

- 1. If the development, the subject of this approval, is not SUBSTANTIALLY RECOMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.**
- 2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.**
- 3. The Planning Approval for the Rural Pursuit is only valid for a period of two (2) years from the date of Council's approval of the same at which time a new Planning Approval must have been granted or the animals removed.**
- 4. Animals associated with the Rural Pursuit Land Use shall only be agisted in the designated areas on the subject lots as shown on the accompanying maps. No animals are to be agisted outside of these areas.**
- 5. Prior to continuation of the Rural Pursuit Land Use the usable areas on the subject lots shall be demarcated by fencing, including electric fencing where applicable, and gates where appropriate, as per the Stocking Rates Policy, to the satisfaction of the Shire Planner.**
- 6. All electric fencing shall be installed and appropriately configured, as per the Stocking Rates Policy, with appropriate warning signs affixed at appropriate intervals, to the satisfaction of the Shire Planner.**
- 7. The number and type of animal on lot 55 Hamersley Street shall be limited to two (2) horses only.**
- 8. Development shall be carried out in accordance with the Property Management Plan as submitted.**
- 9. Where an existing animal kept on the property expires, it shall not be replaced without the further approval of the responsible authority having first being sought and obtained.**
- 10. Every part of the subject site used for the Rural Pursuit land use must be maintained in a hygienic and clean condition, free from odour, flies and vermin, as practicable.**

- 11. Measures shall be taken to prevent, as far as practicable, stormwater run-off unto neighbouring properties.**
- 12. All manure is to be regularly collected and disposed of in a manner that is in compliance with the relevant legislation, to the satisfaction of the Shire's Environmental Health Officer.**
- 13. Prior to continuation of the Rural Pursuit land use, the present animals shall be tagged or otherwise identified, to the Shire's satisfaction, at the owners' expense, and the animals and subject site shall be inspected for this purpose by the Shire's Ranger and Environmental Health Officer.**

**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 carrying on of the development must not cause a dust nuisance to neighbours. Where appropriate and practicable such measures as installation of sprinklers, use of water tanks, mulching or other land management systems should be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and in the manner directed by the Shire's Environmental Health Officer if it is considered that a dust nuisance exists.**
- 3. The applicant is advised that where in the opinion of Council the livestock keeping is causing adverse environmental, health or amenity impacts, the Council may by written notice (giving clear reasons) require the owner of the land to:  
(a) take action to temporarily or permanently reduce the number of stock kept on the land; or  
(b) remove all the stock from the land either temporarily or permanently;  
or  
(c) rectify the adverse impacts of the livestock keeping.**

**CARRIED 7/0**

2:20pm – Mrs Barb Pearce left the meeting and did not return.

## Attachment 9.1

### Application for Planning Approval – Rural Pursuit

#### Lot 55 Hamersley Street, Beverley.

Further to my previous application, and after inspection by, and consultation with the State Administrative Tribunal and Shire Officers, I request The Council consider an amendment to the application.

I ask you to consider the approval of housing two horses on the property, being lot 55 Hamersley Street, Beverley, to be kept at the rear of said property only, and in accordance with the recommendations of the Shire Planner, Stephan De Beer, and as per plan attached.

#### Fencing.

Boundary currently fenced with steel corner posts, star pickets, ringlock, and horse yards also have electric fencing. Propose to upgrade to sight wire on top and electric on all boundaries, internal offset, and with signage as required. With permission, we would also like to put shade cloth along the boundary of the yards and NW side of property to reduce wind erosion.

There is a bore at the front of the property, piped to the rear yards, with sufficient water to control dust, when connected to sprinklers.

#### Stables.

We will not require any stables, as such, as our horses wear rugs for protection and we prefer to give them some freedom. The yards will have shelters built in the corners, one per yard.

#### Feed.

The main diet is hay, with hard feed only if they are preparing for eventing. For this reason, the manure is basically grass which quickly converts to fertiliser, or mulch if mixed with soiled hay. It is contained in large metal cylinders until ready for use to stabilise the sand/ garden etc. It dries very quickly, therefore flies are not a problem.

#### Water.

As we are not connected to Scheme Water, we have rainwater tanks, which are supplemented by water from the Standpipe, as and when necessary

There are no watercourses, wetlands, dams or areas prone to waterlogging, on the property. The block slopes from the rear, adjacent to the Avon River, down towards the front, so there will be no runoff from the property towards the river. No fertiliser will be used, except for the horse manure. Soil type is sand; There is no existing vegetation on the property.

In the event of heavy rain, the runoff goes into the dam/sump at the front of the property and quickly soaks away into deep sand.

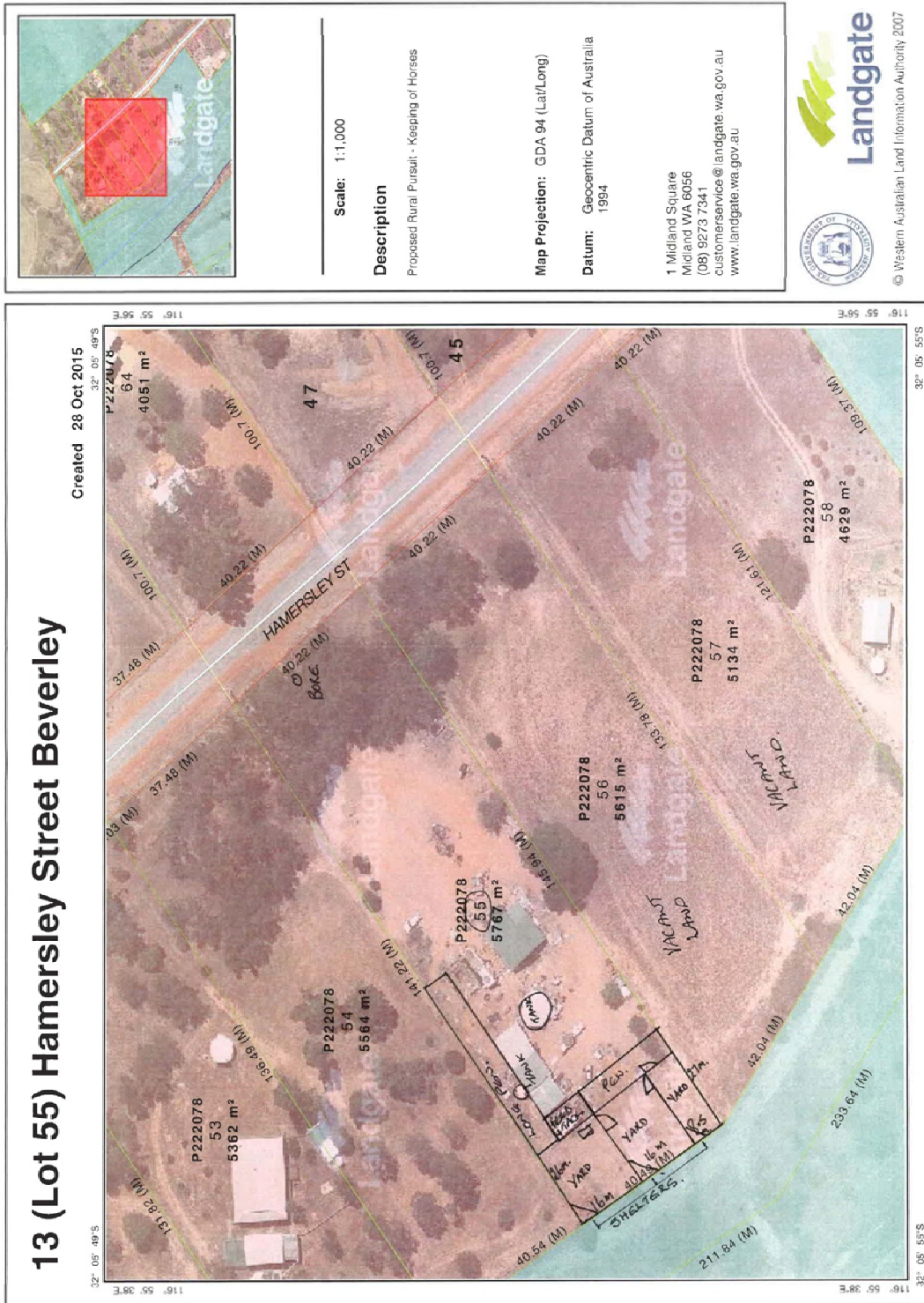
There is currently no development close to the yards and shrubs are to be planted along boundary fences to minimise any nuisance to future neighbours.

*Bj Pearce*  
B. J. PEARCE

06/09/2016.



Attachment 9.1



Attachment 9.1



Matter No: DR 185 of 2016  
Contact Officer: Heidi  
Your Ref:

Shire of Beverley  
PO Box 20  
BEVERLEY WA 6304

Dear Sir/Madam

**NOTICE OF DIRECTIONS HEARING**

**DR 185/2016: Pearce v Shire of Beverley**  
***Planning and Development Act 2005 - Section 252(1)***

This matter has been listed for directions as follows:

**Place:** Hearing Room 3.01 State Administrative Tribunal Building  
**Date:** 29 June 2016  
**Time:** 3:00PM

The Tribunal's first step is to hold a directions hearing, to establish how the matter will be dealt with by the Tribunal, whether it involves any particular questions of law, whether it is capable of resolution through mediation and how it will be listed for hearing.

If you require any of the following services or have questions relating to these services please contact the Tribunal on (08) 9219 3111 (local call cost on 1300 306 017):

- Teleconferencing (by arrangement)
- Video conferencing
- An interpreter
- Special accessibility requirements (eg: wheelchair access, hearing loop)

If you have any enquiries, please contact the Tribunal on (08) 9219 3111.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Heidi', written over a faint circular stamp.

for EXECUTIVE OFFICER

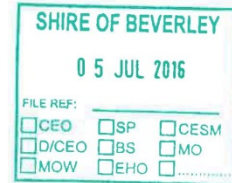
17 June 2016

Attachment 9.1



Matter No: DR 185 of 2016  
Contact Officer: Heidi  
Your Ref:

Shire of Beverley  
PO Box 20  
BEVERLEY WA 6304



Dear Sir/Madam,

**Re: Pearce v Shire of Beverley**

Please find enclosed a copy of the orders made by SAT on 29 June 2016.

If you have any queries or questions, please contact the State Administrative Tribunal:

**Email** [sat@justice.wa.gov.au](mailto:sat@justice.wa.gov.au)

**Phone** 08 9219 3111 or 1300 306 017

**In Person** 565 Hay St Perth WA 6000  
SAT reception desk is on level 6.

**Website** [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au)

for **Executive Officer**  
30 June 2016

Attachment 9.1



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<b>Jurisdiction:</b>	<i>Planning and Development Act 2005</i>
<b>Application:</b>	Review of a decision under a local planning scheme or region planning scheme
<b>Parties:</b>	<b>Barbara Joan Pearce</b> (Applicant) <b>Shire of Beverley</b> (Respondent)
<b>Matter Number:</b>	DR 185/2016
<b>Application Lodged:</b>	14 June 2016
<b>Hearing Type:</b>	Directions
<b>Date of Decision:</b>	29 June 2016
<b>Decision of:</b>	Member Rebecca Moore
<b>Outcome:</b>	Adjourned to Mediation Conference

---

1. The matter is referred to on-site mediation to commence at 11 am on 22 August 2016 for a duration of 3 hours.
2. The respondent and the Tribunal will commence the mediation at 49 Hamersley Street, Beverley with the objecting neighbour, then view Lot 55 Hamersley Street, Beverley with the applicant and the continue the mediation at the respondent's offices at 136 Vincent Street, Beverley.
3. Mrs Creighton is invited to attend the mediation at the discretion of the mediator and the respondent is to convey this invitation to Mrs Creighton by 8 July 2016.
4. The President of the respondent is invited to attend and/or nominate one or more councillors and/or the chief executive officer of the respondent to attend the mediation.



Attachment 9.1



Matter No: DR 185 of 2016  
Contact Officer: Heidi  
Your Ref:

Shire of Beverley  
PO Box 20  
BEVERLEY WA 6304

Dear Sir/Madam,

**Re: Pearce v Shire of Beverley**

Please find enclosed a copy of the orders made by the State Administrative Tribunal.

If you have any queries or questions, please contact the State Administrative Tribunal:

**Email** [sat@justice.wa.gov.au](mailto:sat@justice.wa.gov.au)

**Phone** 08 9219 3111 or 1300 306 017

**In Person** 565 Hay St Perth WA 6000  
SAT reception desk is on level 6.

**Website** [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au)

for **Executive Officer**  
23 August 2016

Attachment 9.1



---

<b>Jurisdiction:</b>	<i>Planning and Development Act 2005</i>
<b>Application:</b>	Review of a decision under a local planning scheme or region planning scheme
<b>Parties:</b>	<b>Barbara Joan Pearce (Applicant)</b> <b>Shire of Beverley (Respondent)</b>
<b>Matter Number:</b>	DR 185/2016
<b>Application Lodged:</b>	14 June 2016
<b>Hearing Type:</b>	Mediation Conference between parties to a matter
<b>Date of Decision:</b>	22 August 2016
<b>Decision of:</b>	Member Rebecca Moore
<b>Outcome:</b>	Adjourned to Directions Hearing

---

1. Pursuant to s 31(1) of the State Administrative Tribunal Act 2004 (WA) the respondent is invited to reconsider its decision at its meeting on 25 October 2016.
2. The proceeding is adjourned to a further directions hearing at 12 noon on 4 November 2016 at 565 Hay Street, Perth, Western Australia in order to await the outcome of the reconsideration.



Attachment 9.1

attention to the Shire Planner + Town Councillors,

I have further read the amended application from Lot 55 to the keeping of 2 horses on the said Property. I still feel that I need to object to the application as I can see no major changes to the issues that were my main reasons for objecting to the original application.

At the April 2016 shire meeting the town councillors rejected to the keeping of 2 small ponies on lot 55. now the application is for 2 horses on the said property that has a DSE calculated at 0.86 by the town planner. 2 horses equates to a DSE of 20. This is still a large number of Sheep (20 Sheep) on an area of land that is 1720 m<sup>2</sup> or approx.  $\frac{1}{3}$  of an acre. This is not sustainable or not having a negative impact on the environment or having no impact on neighbouring properties. All of which are part of the policies of the Rural Pursuits.

In the new application the quantity of manure produced by the horses is still not seen to be a major issue. each horse will produce 30 kg of Manure a day + urinate 30 to 100 lt a day depending on climate. The manure needs to be removed daily from the



## Attachment 9.1

horses living area + the suggestion of composting is not realistic due to once you start composting more ingredients are needed + water is also added. So flies are an issue as it will attract them, cause odor + not dry out. Stockpiling also lends to leaching into groundwater + catchments as well as a fly attractant.

The use of the bore is also questionable as to the quality of the water, if the water from the bore is salty this can't be good for the health of the land or the adjoining river reserve.

The fencing on the boundary of lot 55 is yet to be upgraded to the standards required in the Rural Purists Policy or in the recommendations made by the Shire Town Planner at the April 2016 council meeting. I would also like to add that the electric fencing unit needs to be main's powered. battery + solar units are too unreliable + do not "pack enough punch" to keep horses respect of the fence. Part of the original complaints was poor fencing.

If the applicant was interested in lessening the impact of the horses on neighbouring properties an allowance would have been made on the site plan for the planting of trees + shrubs surrounding the horse yards. Yet 12 months from the original application no planting has taken place.



Attachment 9.1

If the shire councillors were to approve the application of 2 horses on lot 55, what assurance can the shire give that the roaming of horses on the road reserve will be monitored + what penalties would be applied if this was to become an issue again in the future, who within the shire would be inspecting the property, + at what intervals, to ensure that the property is not being impacted upon, the neighbouring properties are not having negative issues and the river + its reserve that adjoins this property is not being affected by the horses + their waste.

Again I would like to thank you for the opportunity to comment + object to this proposal I again think that the size of land available to house the horses on is just too small for no impact to be felt on the environment apart from the fact that it is still zoned Residential, + ~~not~~ R5.

C Creighton

19/9/16.

Cheryl Creighton  
lot 64 Hamerley St Beverley.

## **9.2 Subdivision Application – Lot 9000 Simmons Road, Beverley**

---

**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 18 October 2016  
**APPLICANT:** AJ Marsh (Client – Mr Trevor McLean)  
**FILE REFERENCE:** PL 154327  
**AUTHOR:** B.S. de Beer, Shire Planner  
**ATTACHMENTS:** Application Documentation

---

### **SUMMARY**

An application for subdivision had been received from AJ Marsh for the subdivision and of Lot 9000 Simmons Road, Beverley. The application will be recommended for approval.

### **BACKGROUND**

An application has been received to subdivide the abovementioned property to create 16 lots of 2 ha in extent each, with associated road reserves, to be utilized as a Rural Residential Land Use.

A subdivision application had previously been approved on the same property and the staged development saw 4 properties developed along Simmons Road as Stage 1. This application seeks to obtain approval to subdivide the remainder of the resultant Lot 9000.

It will be recommended the application for subdivision be conditionally approved.

### **COMMENT**

#### ***Zoning***

The original subject site (in extent 42.24 Ha), is zoned '*Rural Residential*' and was the subject of a Scheme Amendment application in 2008. Shire of Beverley Scheme Amendment 12, gazetted on 21 December 2008 rezoned the subject land from '*Farming*' to '*Rural Residential*'.

#### ***Local Planning Strategy***

The Shire of Beverley Local Planning Strategy recognises this area as being 'Rural Residential', in pace with the planning intent for the area, and indeed in pace with the present zoning of the subject property.

#### ***Subdivision Design***

A detailed land capability report was compiled prior to pursuing Amendment 12 and the outcomes have been taken into consideration with the design of the proposed subdivision.

#### ***Roads***

Access to the subdivision will be from Simmons Road. The proposal is to have 20 meter internal road reserve widths. This should be sufficient to accommodate any drainage works associated with detailed road design.

#### ***Lot Size and Configuration***

The proposed Lots are generally 2ha in extent each and regular in geometrical configuration.

### **Water Supply**

Current WAPC policy DC 3.4 states as follows:

*“When approving lots for rural-residential development (1 – 4 ha) the WAPC will generally require connection to a reticulated water supply where it is practical and reasonable to do so. Where it is not practical or reasonable for lots to connect to a reticulated water supply the WAPC may consider an alternative water supply. In determining whether provision of a reticulated water supply is reasonable, the WAPC may consider the cost differential between a reticulated and alternative water supply, and the reliability of an alternative water supply.”*

The applicants propose to service the subdivision with on-site rainwater tanks as the costs associated with a reticulated system is deemed to be prohibitively expensive.

The Shire of Beverley Town Planning Scheme No 2 requires reticulated water only for lots of less than 2ha. It is thus deemed sufficient to provide water to the subdivided lots through rainwater tanks as proposed, and will be put forward as a condition of approval.

The issue of water supply was examined as part of a previous subdivision application (WAPC 133742) and SAT Matter No. 151 of 2008, which determined that a specific previous condition be altered to read as follows:

*“Notification in the form of a section 70A notification, pursuant to the transfer of Lands Act 1893 (as amended) is to be placed on the Certificate of Title of the proposed lots advising that the lots will not be connected to a reticulated public water supply system and the provision of water will be required in accordance with Schedule 3 of the Shire of Beverley Town Planning Scheme No. 2.”*

### **Effluent Disposal**

In accordance with the Land Capability Assessment, each of the proposed dwellings will connect to an appropriate sewerage disposal system, to the satisfaction of the Environmental Health Officer.

### **Conclusion**

The property has been the subject of thorough analysis in order to determine the desirability and sustainability of the proposed land use and subdivision. A Subdivision Guide Plan has been commissioned for the purpose and approved by the WAPC.

From a Land Use Planning perspective the proposal is in pace with the planning intent and zoning for the area, and given the history of the subject site in terms of previously approved subdivision applications, the application will be recommended for approval.

### **STATUTORY ENVIRONMENT**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications relative to this 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

### **OFFICER'S RECOMMENDATION**

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 154327 for the subdivision of Lot 9000 Simmons Road, Beverley, be approved subject to the following conditions and advice notes:

#### **Conditions**

1. Suitable arrangements being made with the local government for the provision of vehicular crossovers to service the lots shown on the approved plan of subdivision.
2. The applicant/owner of the land shall make arrangements to ensure that prospective purchasers of the proposed lots are advised in writing that provision of a reticulated sewerage service will not be available to the lot and that all future developments on the lot will need to be connected to on-site effluent disposal system(s), to the satisfaction of the local government.
3. The applicant/owner of the land shall make arrangements to ensure that prospective purchasers of the proposed lots are advised in writing that provision of a reticulated water service will not be available to the lot and that all future developments on the lot will need to be connected to on-site water system(s), to the satisfaction of the local government, pursuant to Schedule 3 of the Shire of Beverley Town Planning Scheme No. 2.
4. Prior to commencement of site works, a detailed plan identifying building envelope(s) on all lots on the approved plan of subdivision is to be prepared in consultation with the local government.
5. Those lots not fronting an existing road being provided with frontage to a constructed subdivisional road connected to the local road system and such subdivisional road(s) being constructed and drained at the subdivider's cost. As an alternative, the Western Australian Planning Commission is prepared to accept the subdivider paying the local government the cost of such works as estimated by the local government subject to the local government giving assurance to the Commission that the works will be completed within a reasonable period acceptable to the Commission.

6. The land being provided with an adequate outlet drainage system at the subdivider's cost to the satisfaction of the local government.
7. Such easements as may be required by the local government being granted free of cost to that Authority.
8. A Fire Management Plan being prepared and implemented to the specifications of the local government and the Fire and Emergency Services Authority.

**Advice Notes**

1. Approval from the local government is required prior to the construction of vehicle crossovers.
2. The Commission's approval should not be construed as an approval for development on any of the lots proposed.

## **COUNCIL RESOLUTION**

**M4/1016**

**Moved Cr Davis**

**Seconded Cr Gogol**

**That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 154327 for the subdivision of Lot 9000 Simmons Road, Beverley, be approved subject to the following conditions and advice notes:**

### **Conditions**

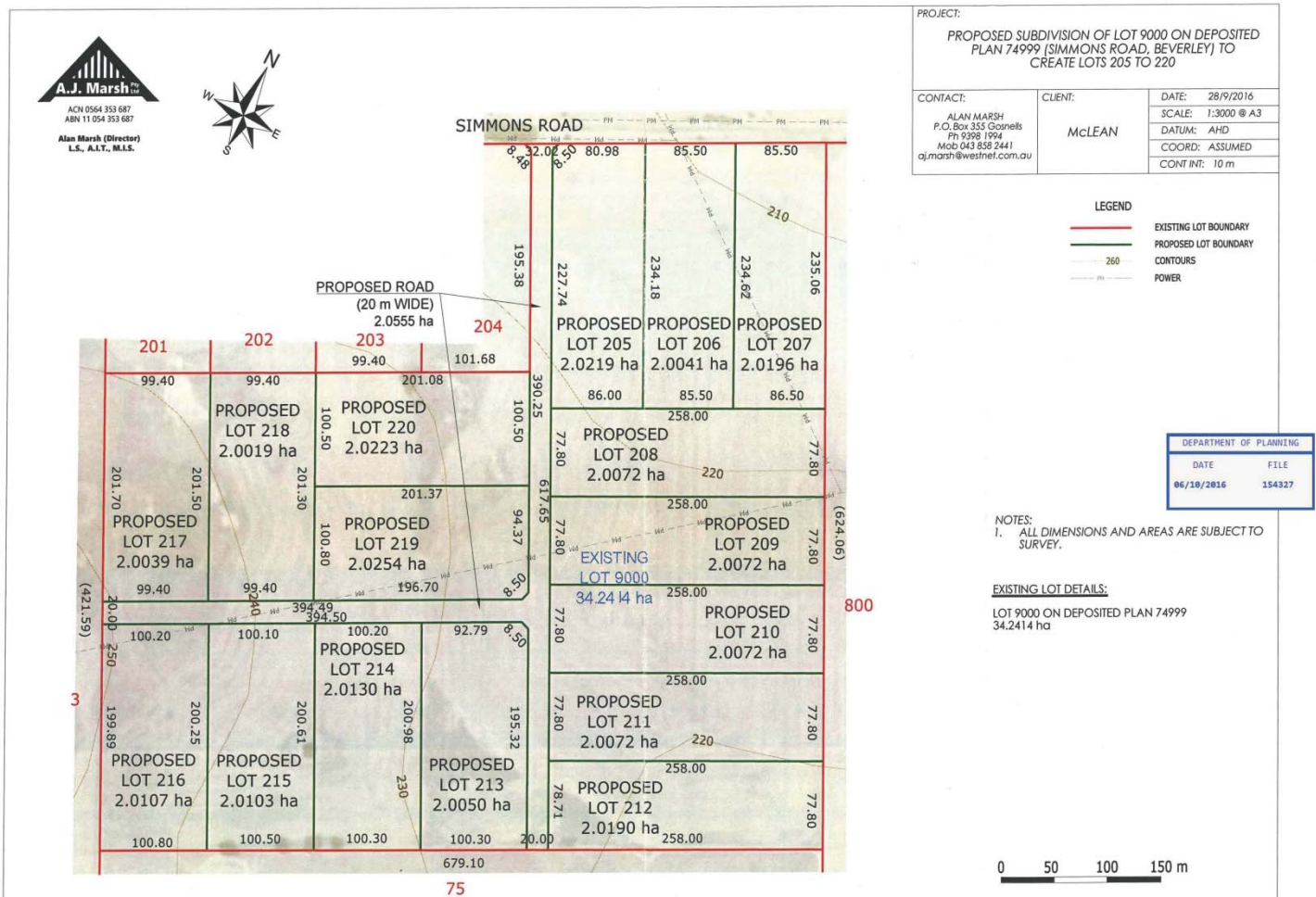
- 1. Suitable arrangements being made with the local government for the provision of vehicular crossovers to service the lots shown on the approved plan of subdivision.**
- 2. The applicant/owner of the land shall make arrangements to ensure that prospective purchasers of the proposed lots are advised in writing that provision of a reticulated sewerage service will not be available to the lot and that all future developments on the lot will need to be connected to on-site effluent disposal system(s), to the satisfaction of the local government.**
- 3. The applicant/owner of the land shall make arrangements to ensure that prospective purchasers of the proposed lots are advised in writing that provision of a reticulated water service will not be available to the lot and that all future developments on the lot will need to be connected to on-site water system(s), to the satisfaction of the local government, pursuant to Schedule 3 of the Shire of Beverley Town Planning Scheme No. 2.**
- 4. Prior to commencement of site works, a detailed plan identifying building envelope(s) on all lots on the approved plan of subdivision is to be prepared in consultation with the local government.**
- 5. Those lots not fronting an existing road being provided with frontage to a constructed subdivisional road connected to the local road system and such subdivisional road(s) being constructed and drained at the subdivider's cost, to the specifications determined by TABEC Consulting Civil Engineers to the satisfaction of the Shire. As an alternative, the Western Australian Planning Commission is prepared to accept the subdivider paying the local government the cost of such works as estimated by the local government subject to the local government giving assurance to the Commission that the works will be completed within a reasonable period acceptable to the Commission.**
- 6. The land being provided with an adequate outlet drainage system at the subdivider's cost to the satisfaction of the local government.**
- 7. Such easements as may be required by the local government being granted free of cost to that Authority.**
- 8. A Fire Management Plan being prepared and implemented to the specifications of the local government and the Fire and Emergency Services Authority.**

**Advice Notes**

- 1. Approval from the local government is required prior to the construction of vehicle crossovers.**
- 2. The Commission's approval should not be construed as an approval for development on any of the lots proposed.**

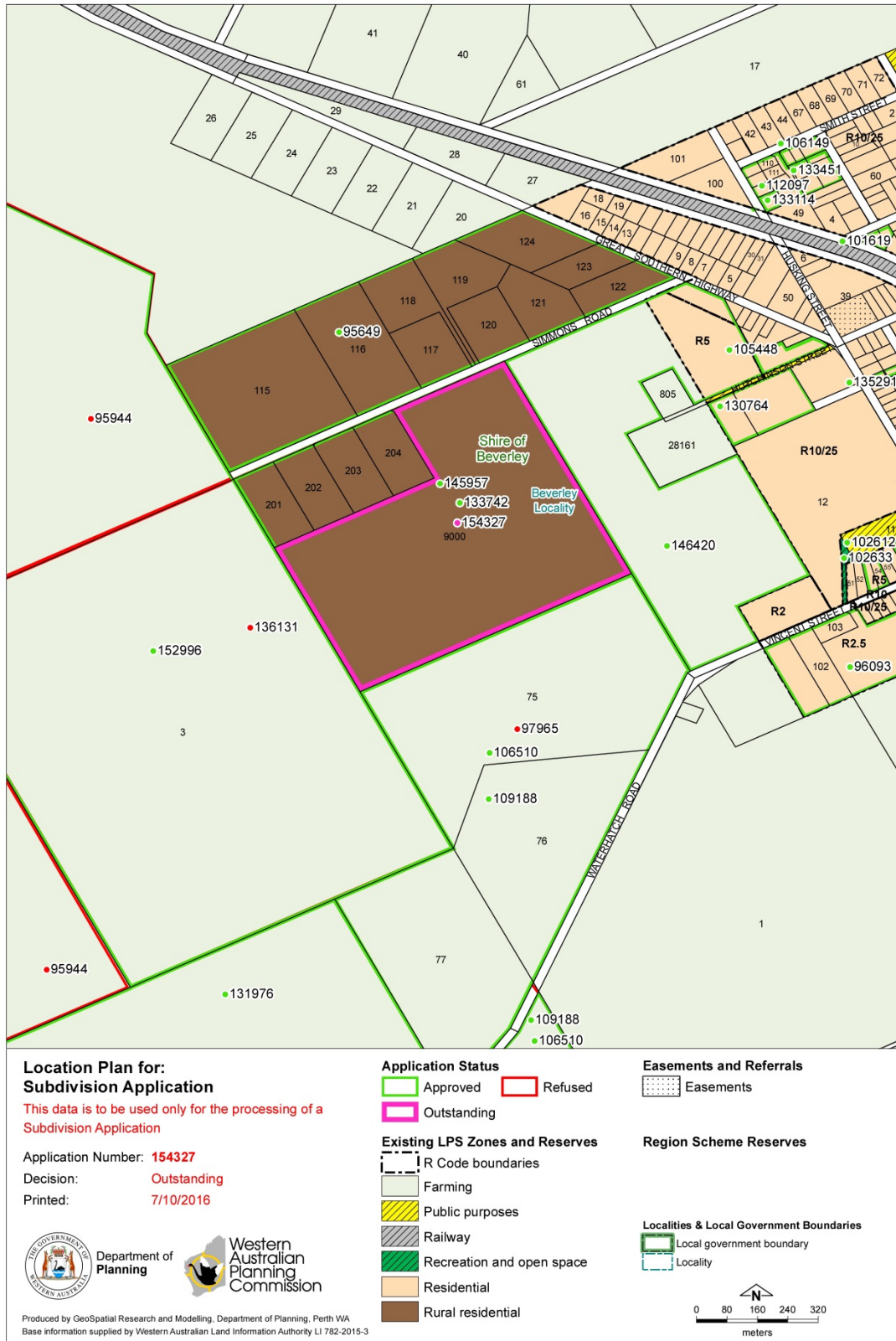
**CARRIED 7/0**

Attachment 9.2





Attachment 9.2



2.31pm – Prior to any consideration of item 9.3, Cr White declared an interest of proximity given that he is the applicant, and left the meeting.

### **9.3 Development Application – Outbuilding 40 Edwards Street, Beverley**

---

**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 18 October 2016  
**APPLICANT:** David White  
**FILE REFERENCE:** EDW  
**AUTHOR:** B.S. de Beer, Shire Planner  
**ATTACHMENTS:** Locality Map, Site Plan, Elevation Sketches

---

#### **SUMMARY**

An application has been received to construct an Outbuilding (Shed), in extent 81 m<sup>2</sup> at 40 (Lot 203) Edwards Street, Beverley. It will be recommended the application be approved.

#### **BACKGROUND**

The subject site is located at no. 40 (Lot 203) Edwards Street, Beverley, is 2,023m<sup>2</sup> in extent and zoned Residential R10/25. It is vacant at present but commencement of construction of a residence (approved building permit) is anticipated during November 2016.

In terms of the Shire's Outbuilding Policy, the maximum individual area of an outbuilding on a property in this zone is to be 75m<sup>2</sup>, whereas the proposed outbuilding will be 81m<sup>2</sup> (please refer to the attachments).

#### **COMMENT**

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

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

It is the opinion that the proposed siting of the Outbuilding at the subject property is such that it will not have any negative impact on the amenity of the surrounding area.

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

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

The proposal complies with other aspects of the outbuilding policy.

## **CONSULTATION**

No consultation was deemed required.

## **STATUTORY ENVIRONMENT**

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

## **FINANCIAL IMPLICATIONS**

There are no financial implications relative to this application.

## **STRATEGIC IMPLICATIONS**

There are no strategic implications relative to this application.

## **POLICY IMPLICATIONS**

There are no policy implications relative to this application.

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council resolve to grant planning approval for an Outbuilding (Shed) at 40 (Lot 203) Edwards Street, Beverley, subject to the following conditions and advice notes:

### **Conditions:**

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

### **Advice Notes:**

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

**COUNCIL RESOLUTION**

**M5/1016**

**Moved Cr Buckland**

**Seconded Cr Gogol**

**That Council resolve to grant planning approval for an Outbuilding (Shed) at 40 (Lot 203) Edwards Street, Beverley, subject to the following conditions and advice notes:**

**Conditions:**

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

**Advice Notes:**

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

**CARRIED 6/0**

2.33pm – Cr White rejoined the meeting.



Attachment 9.3

**David & Elizabeth White**  
**PO Box 290, Beverley, WA 6304.**  
Tel. 08 9646 0030    Mob.04 2846 0030  
Email: leinster78@bigpond.com

18<sup>th</sup> October, 2016

Mr Stefan De Beer,  
Shire of Beverley,  
136 Vincent St.,  
Beverley, WA 6304

BY HAND

Dear Stefan,

**RE: Building application for shed 40 Edwards St. Beverley**

In our application to build a shed on the land at 40 Edwards Street Beverley we are aware that the area of the shed exceeds that normally permitted.

Our reason for a shed of this area is due to the need to store vehicles and items that would otherwise be stored in the open on the block.

We don't want to cause our neighbours any inconvenience by having unsightly items scattered around this land and thereby detract from the generally tidiness and appearance of the street.

Yours sincerely,



David Charles WHITE

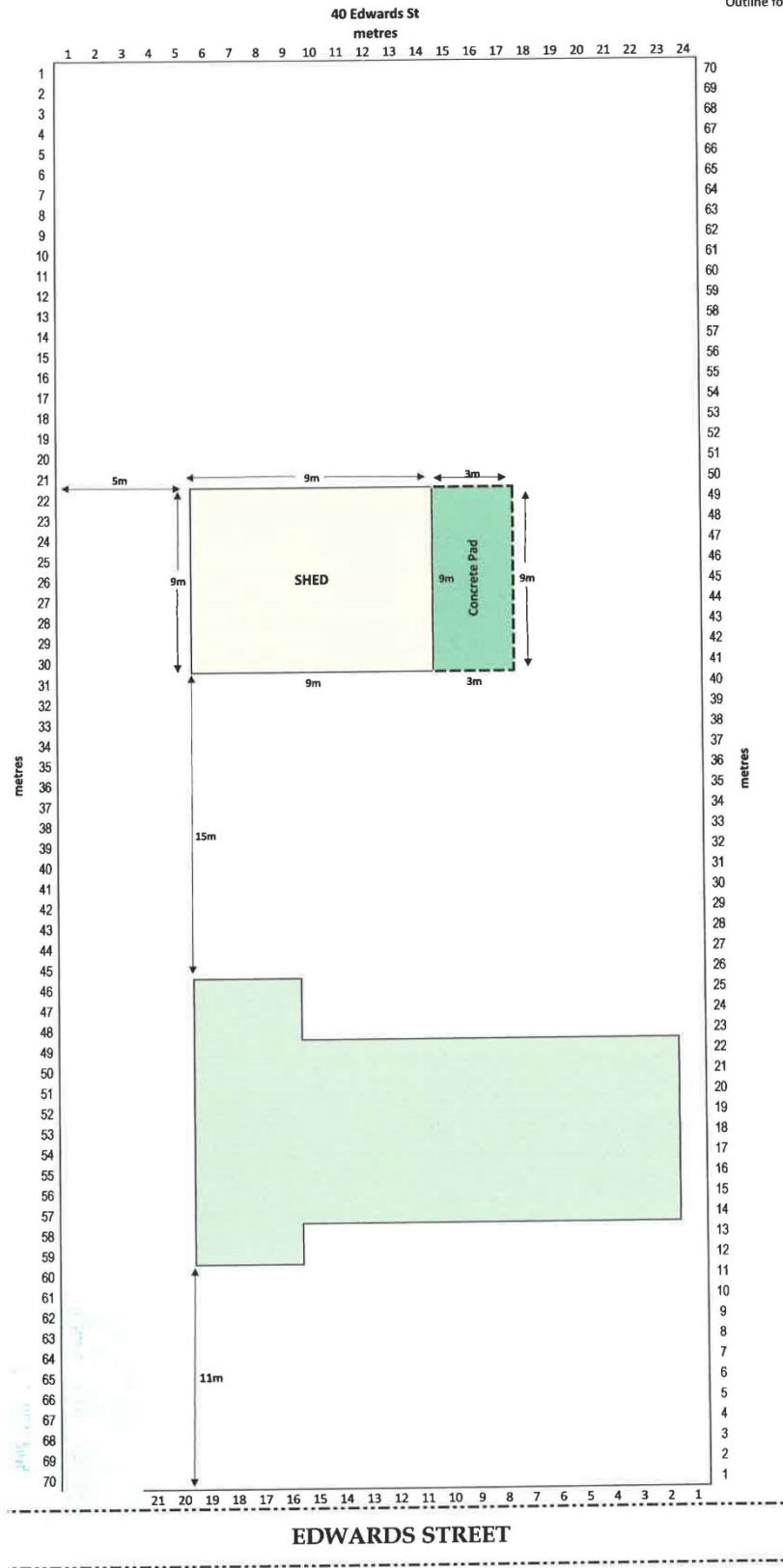


Barbara Elizabeth WHITE



Attachment 9.3

Outline for shed & pad 1.xlsx 5 by 15



Attachment 9.3

All designs and other intellectual material on this page is the property of Ahrens Steel Buildings (http://www.ahrens.com.au info@ahrens.com.au)

**Front Elevation (External)**  
Dimensions: 2800 (width), 9000 (height), 10° (pitch), 793 (top-left offset), 2800 (top width), 3593 (top-right offset).

**Back Elevation (Scale = 1:100)**  
Dimensions: 9000 (width).

**Left Elevation (Scale = 1:100)**  
Dimensions: 3000 (width), 3000 (width), 3000 (width).

**Right Elevation (Scale = 1:100)**

<p><b>Ahrens</b> Ahrens Steel Buildings Australia PO Box 54, Narellan 2567 Email: info@ahrens.com.au</p>	<p><b>Supplied By: Phoenix Shed Assembly</b> Phone 0427 424 672 Fax 0 17 Edwards Street, Beverley WA 6304</p>	<p><b>Customer: David White</b> 40 Edwards St Beverley WA 6304</p>
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**SHIRE OF BEVERLEY**  
17 OCT 2015  
FILE REF: 222  
 CEO  SP  CESM  
 D/CEO  BS  MO  
 MOW  EHO

**Ref: ABEV160914154939 - Page 10 of 18 - 4/10/2016**



#### **9.4 Development Application – Outbuilding 23 Bartram Street, Beverley**

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**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 18 October 2016  
**APPLICANT:** Lindsey P Doyle  
**FILE REFERENCE:** BAR 773  
**AUTHOR:** B.S. de Beer, Shire Planner  
**ATTACHMENTS:** Locality Map, Site Plan, Elevation Sketches, Application Documents and Photo's.

---

#### **SUMMARY**

An application has been received to construct an Outbuilding (Shed) at 23 (Lot 81) Bartram Street, Beverley. It will be recommended the application be approved.

#### **BACKGROUND**

The subject site is located at No. 23 (Lot 81) Bartram Street, Beverley, is 1062m<sup>2</sup> in extent and zoned Residential R10/25. It contains an existing house.

In terms of the Shire's Outbuilding Policy, the maximum roof height of an outbuilding on a property in this zone is to be 4m, whereas the proposed outbuilding will have a roof height of 4.7m (please refer to the attachments).

#### **COMMENT**

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

- a) The impact of the increased building bulk on the amenity of the area;
- b) The general character of the immediate area;

It is the opinion that the proposed siting of the Outbuilding at the subject property is such that the increased roof height and building bulk will not have any negative impact on the amenity of the surrounding area.

The applicant submits that the 15 degree roof pitch which results in the marginal increase in roof height of the outbuilding is a result of it being matched with the existing house design. Other factors such as the natural slope of the land that mitigates the building bulk is also noted.

The only affected neighbour had been consulted and agrees to the proposal.

The proposal complies with other aspects of the outbuilding policy.

#### **CONSULTATION**

Consultation was had by the applicant.

#### **STATUTORY ENVIRONMENT**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications relative to this application.

### **STRATEGIC IMPLICATIONS**

There are no strategic implications relative to this application.

### **POLICY IMPLICATIONS**

There are no policy implications relative to this application.

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council resolve to grant planning approval for an Outbuilding (Shed) at 23 (Lot 81) Bartram Street, Beverley, subject to the following conditions and advice notes:

#### **Conditions:**

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

#### **Advice Notes:**

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

**COUNCIL RESOLUTION**

**M6/1016**

**Moved Cr Gogol**

**Seconded Cr Buckland**

**That Council resolve to grant planning approval for an Outbuilding (Shed) at 23 (Lot 81) Bartram Street, Beverley, subject to the following conditions and advice notes:**

**Conditions:**

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

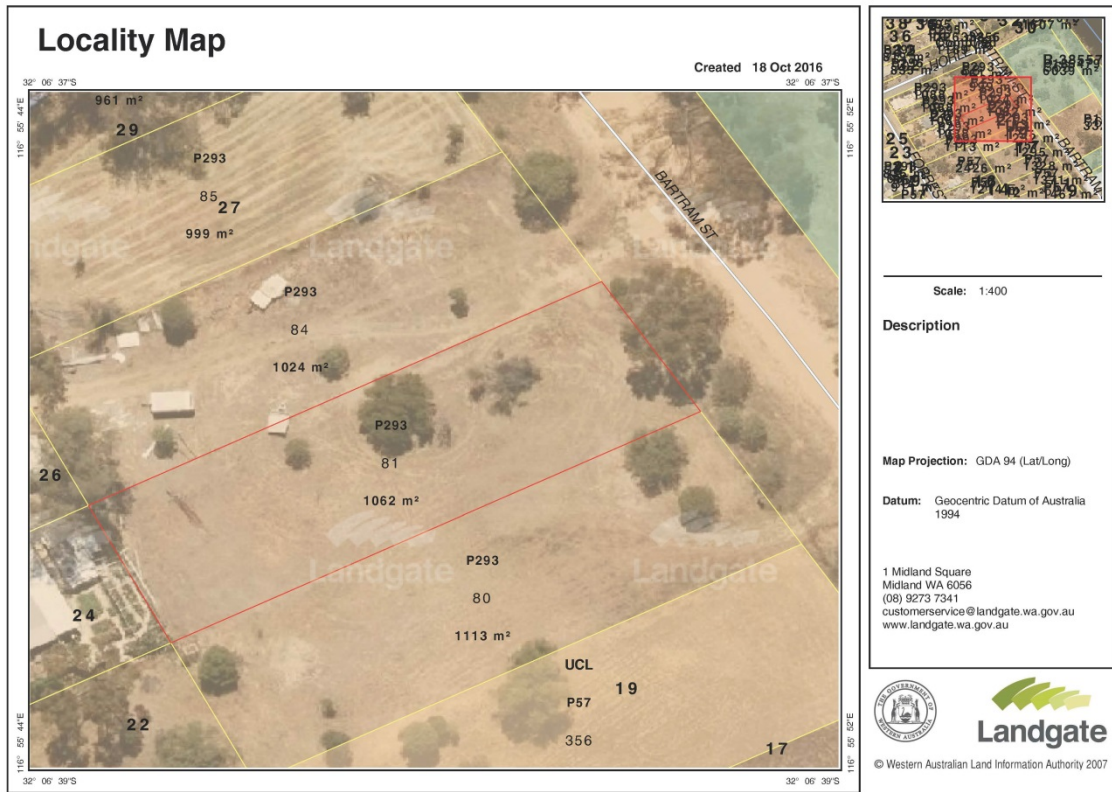
**Advice Notes:**

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

**CARRIED 7/0**

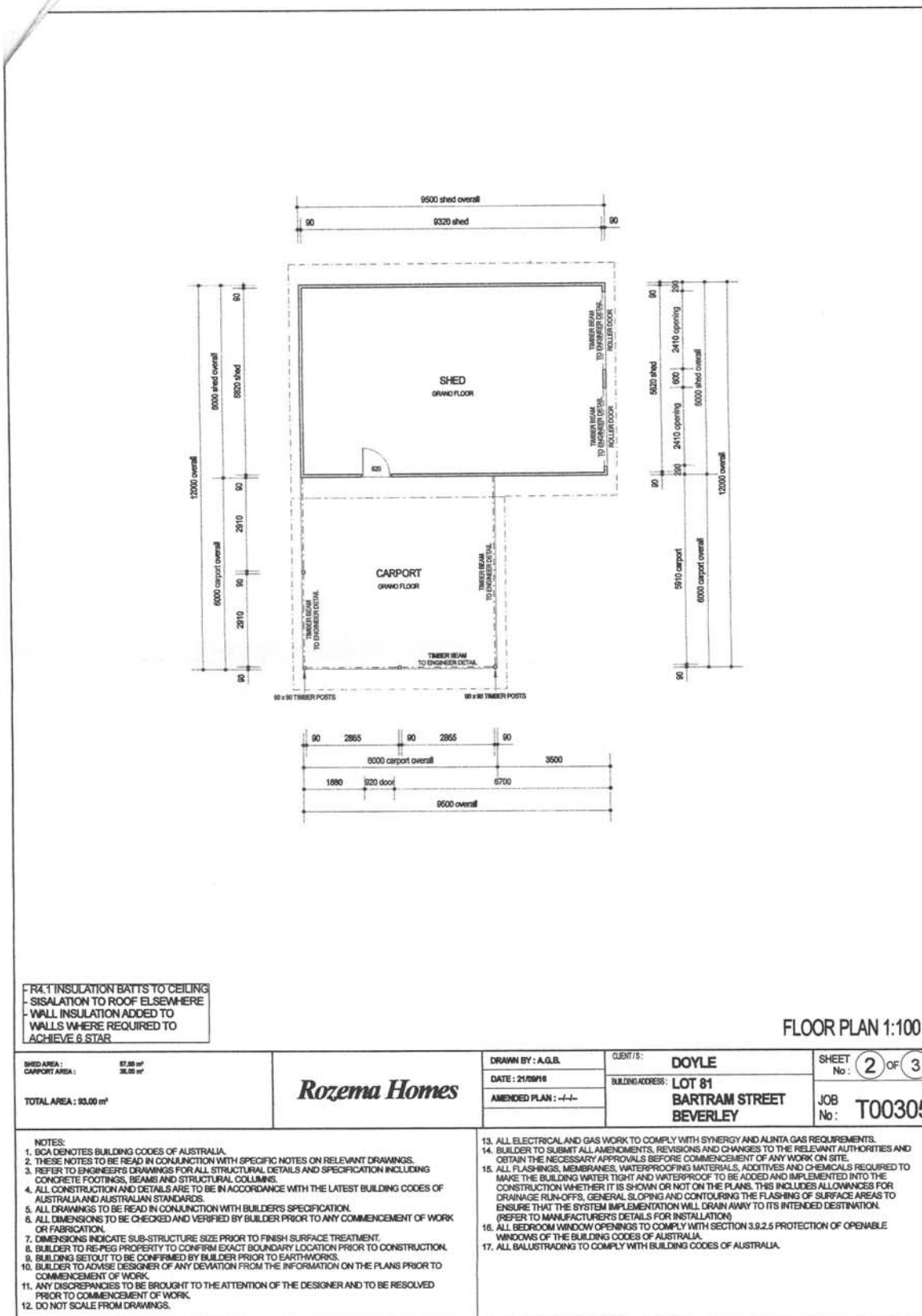
2:38pm – Stefan de Beer left the meeting and did not return.

Attachment 9.4

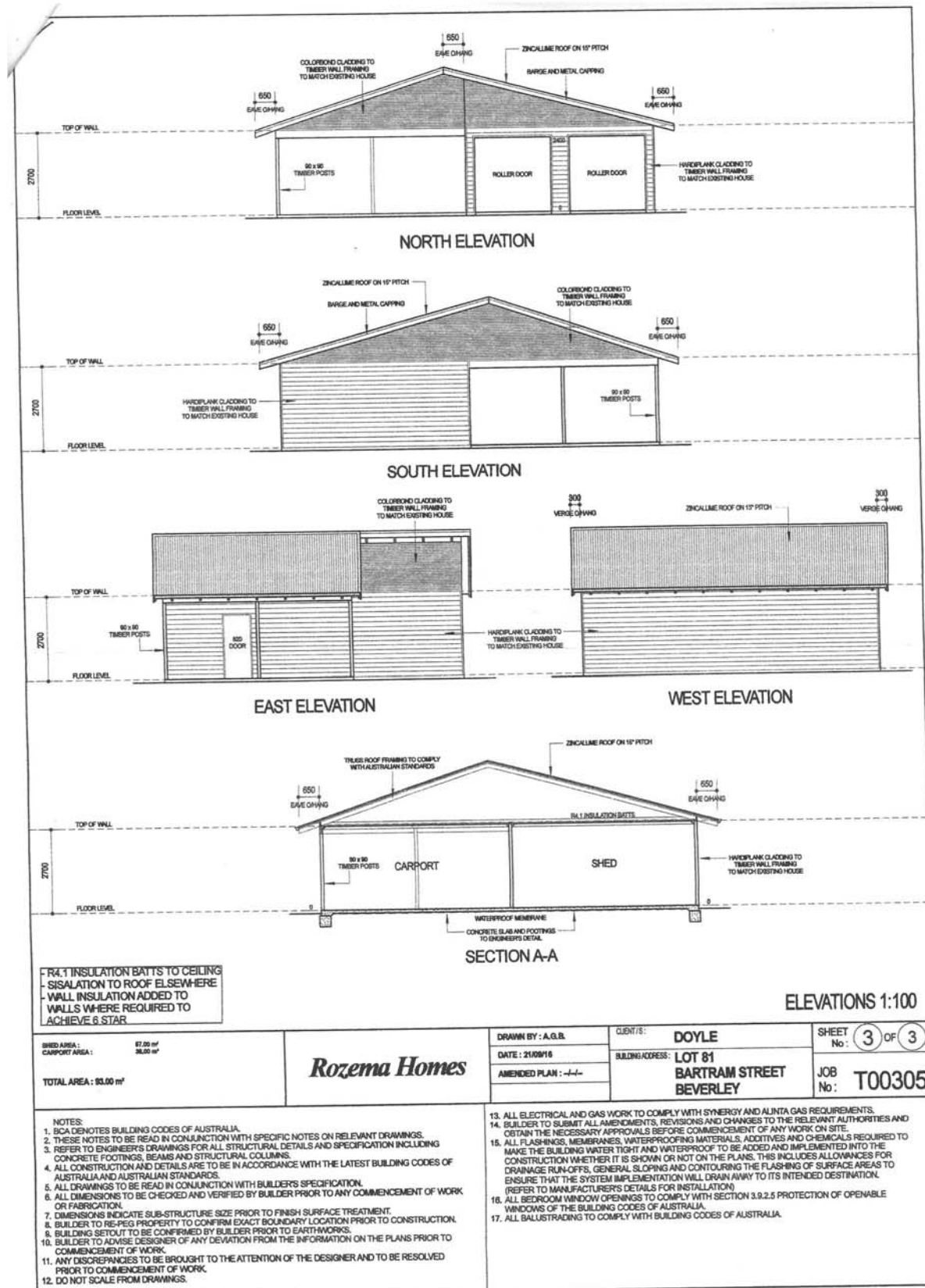




Attachment 9.4



Attachment 9.4



Attachment 9.4



**dale timber worx**  
PO Box 450 BEVERLEY 6304  
Ph: 0422 300 338  
Fax: 9647 2010  
Email: [dtworx@westnet.com.au](mailto:dtworx@westnet.com.au)  
Safety Awareness Reg 032364

**ABN 65 911 510 192**

**Stefan De Beer**

Shire Planner  
136 Vincent St BEVERLEY  
Phone: 9646 1200

---

Dear **Stefan**

**RE: Shed Lot 81 Bartram St BEVERLEY**

We wish to construct a shed to the rear of our property Lot 81 Bartram St BEVERLEY, The height of the building is above the town policy guidelines but we wish to be granted approval with the following reasons

1. The 15deg pitch of roof and overall design of the shed is matched to the new dwelling ie. cladding, length, height & all external materials, this is important to the aesthetics of our property.
2. The shed is located at the rear of the property which has a natural fall of min 600mm to the rear , please note the site survey illustrates 480mm but min of 150mm - 200mm of vegetation was removed before the new dwelling was constructed.
3. The rear neighbour is on raised land of which the building will have no impact. We have also included a letter with written consent.
4. Any new neighbours to the area will be on the 100 year flood level therefore be taller than the proposed shed.

**Thankyou**

---

**Lindsey Doyle**  
**dale timber worx**  
**Date:** 18 October 2016

---



Attachment 9.4



**dale timber worx**  
PO Box 450 BEVERLEY 6304  
Ph: 0422 300 338  
Fax: 9647 2010  
Email: [dtworx@westnet.com.au](mailto:dtworx@westnet.com.au)  
Safety Awareness Reg 032364

ABN 65 911 510 192

**Stefan De Beer**

Shire Planner  
136 Vincent St BEVERLEY  
Phone: 9646 1200

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Dear Stefan

**RE: Neighbour approval**

We the current owners at the rear of the property Lot 81 Bartram St have no objection to the height of the proposed shed as per plans attached.

Name

ELLIS GRAHAM JOHN

Address

FORREST ST BEVERLEY

Sign

Thankyou

---

Lindsey Doyle  
**dale timber worx**  
Date: 18 October 2016

## **10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES**

Nil

## **11. FINANCE**

### **11.1 Monthly Financial Report**

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**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 18 October 2016  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S K Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** September 2016 Financial Reports

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#### **SUMMARY**

Council to consider accepting the financial reports for the period ending 30 September 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 2016 Ordinary Meeting, item 11.4

#### **COMMENT**

The monthly financial report for the period ending 30 September 2016 has been provided and includes:

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

#### **STATUTORY ENVIRONMENT**

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

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

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

The Statement is to be accompanied by:

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

#### **FINANCIAL IMPLICATIONS**

All revenue and expenditure, unless disclosed in the notes to material variances, are as per the 2016/17 Budget.

#### **STRATEGIC IMPLICATIONS**

Nil

#### **POLICY IMPLICATIONS**

N/A

#### **VOTING REQUIREMENTS**

Simple Majority

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

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

#### **COUNCIL RESOLUTION**

**M7/1016**

**Moved Cr Murray**

**Seconded Cr Gogol**

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

**CARRIED 7/0**

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING  
30 September 2016**

Description	Budget 2016/17	YTD Budget 2016/17	YTD Actual 2016/17	YTD Variance	Notes To Material Variances
<b>Operating Revenue</b>					
General Purpose Funding	3,562,053.00	2,862,122.00	2,870,233.79	8,111.79	
Governance	18,500.00	748.00	(1,207.03)	(1,955.03)	
Law, Order & Public Safety	205,704.00	68,658.50	60,497.73	(8,160.77)	
Health	100.00	24.00	209.09	185.09	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	100,234.00	26,095.85	21,393.85	(4,702.00)	
Community Amenities	182,396.00	173,670.35	174,056.36	386.01	
Recreation & Culture	3,059,979.00	27,893.72	26,320.41	(1,573.31)	
Transport	1,902,281.00	415,985.86	410,627.15	(5,358.71)	
Economic Activities	81,500.00	29,126.33	24,602.33	(4,524.00)	
Other Property & Services	43,100.00	18,553.18	16,120.79	(2,432.39)	
<b>Total Operating Revenue</b>	<b>9,155,847.00</b>	<b>3,622,877.79</b>	<b>3,602,854.47</b>	<b>(20,023.32)</b>	
<b>Operating Expenditure</b>					
General Purpose Funding	(212,102.00)	(55,342.00)	(56,370.43)	(1,028.43)	
Governance	(487,089.00)	(132,696.00)	(128,476.36)	4,219.64	
Law, Order & Public Safety	(382,930.00)	(95,643.00)	(91,051.93)	4,591.07	
Health	(108,789.00)	(29,350.00)	(24,135.31)	5,214.69	
Education & Welfare	(77,731.00)	(14,464.00)	(21,249.60)	(6,785.60)	
Housing	(297,540.00)	(53,388.00)	(50,107.19)	3,280.81	
Community Amenities	(534,255.00)	(118,055.00)	(108,260.10)	9,794.90	
Recreation & Culture	(1,132,189.00)	(221,015.00)	(212,857.77)	8,157.23	
Transport	(1,976,599.00)	(593,548.00)	(598,843.13)	(5,295.13)	
Economic Activities	(442,901.00)	(68,867.00)	(66,204.86)	2,662.14	
Other Property & Services	(14,837.00)	(13,589.00)	(27,390.63)	(13,801.63)	PWOH and POC allocations greater than associated expenses YTD.
<b>Total Operating Expenditure</b>	<b>(5,666,962.00)</b>	<b>(1,395,957.00)</b>	<b>(1,384,947.31)</b>	<b>11,009.69</b>	
<b>Net Operating</b>	<b>3,488,885.00</b>	<b>2,226,920.79</b>	<b>2,217,907.16</b>	<b>(9,013.63)</b>	
<b>Capital Income</b>					
Self-Supporting Loan - Principal Repayment	13,563.00	0.00	0.00	0.00	
Proceeds from Sale of Assets	262,000.00	70,000.00	69,823.64	(176.36)	
<b>Total Capital Income</b>	<b>275,563.00</b>	<b>70,000.00</b>	<b>69,823.64</b>	<b>(176.36)</b>	

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING  
30 September 2016**

Description	Budget 2016/17	YTD Budget 2016/17	YTD Actual 2016/17	YTD Variance	Notes To Material Variances
<b>Capital Expenditure</b>					
Land and Buildings	(4,554,000.00)	(35,000.00)	(28,775.65)	6,224.35	
Plant and Equipment	(652,000.00)	(138,500.00)	(133,896.87)	4,603.13	
Office Furniture and Equipment	(50,700.00)	(2,666.00)	(1,105.14)	1,560.86	
Road Construction	(1,796,756.00)	(20,000.00)	(20,531.92)	(531.92)	
Other Infrastructure	(557,364.00)	0.00	0.00	0.00	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(85,387.00)	0.00	(7,113.93)	(7,113.93)	
<b>Total Capital Expenditure</b>	<b>(7,696,207.00)</b>	<b>(196,166.00)</b>	<b>(191,423.51)</b>	<b>4,742.49</b>	
<b>Net Capital</b>	<b>(7,420,644.00)</b>	<b>(126,166.00)</b>	<b>(121,599.87)</b>	<b>4,566.13</b>	
<b>Adjustments</b>					
Depreciation Written Back	1,505,324.00	358,109.00	410,937.45	52,828.45	Depreciation charged greater than anticipated YTD.
Movement in Leave Reserve Cash Balance	0.00	0.00	1,806.43	1,806.43	
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	
Movement in Non-Current Deferred Pensioner Rates	0.00	0.00	0.00	0.00	
(Profit)/Loss on Disposal of Assets Written Back	42,000.00	10,500.00	3,176.36	(7,323.64)	
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
<b>Add Funding From</b>					
Transfer (To)/From Reserves	194,152.00	(15,000.00)	(14,995.99)	4.01	
New Loan Funds	820,000.00	0.00	0.00	0.00	
Opening Surplus/(Deficit)	1,370,283.00	1,370,283.00	1,370,283.49	0.49	
<b>Total Adjustments</b>	<b>3,931,759.00</b>	<b>1,723,892.00</b>	<b>1,771,207.74</b>	<b>47,315.74</b>	
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>3,824,646.79</b>	<b>3,867,515.03</b>	<b>42,868.24</b>	

<b>SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 30 September 2016</b>	
<b>Description</b>	<b>YTD Actual 2016/17</b>
<b>Current Assets</b>	
Cash at Bank	503,252.50
Cash - Unrestricted Investments	2,714,276.91
Cash - Restricted Reserves	2,068,219.22
Cash on Hand	300.00
Accounts Receivable	932,776.84
Self-Supporting Loan - Current	13,563.06
Inventory - Fuel	6,788.27
<b>Total Current Assets</b>	<b>6,239,176.80</b>
<b>Current Liabilities</b>	
Accounts Payable	(199,160.39)
Loan Liability - Current	(78,273.61)
Annual Leave Liability - Current	(204,209.06)
Long Service Leave Liability - Current	(135,648.96)
<b>Total Current Liabilities</b>	<b>(617,292.02)</b>
<b>Adjustments</b>	
Less Restricted Reserves	(2,068,219.22)
Less Self-Supporting Loan Income	(13,563.06)
Add Leave Reserves - Cash Backed	249,138.92
Add Loan Principal Expense	78,273.61
<b>Total Adjustments</b>	<b>(1,754,369.75)</b>
<b>NET CURRENT ASSETS</b>	<b>3,867,515.03</b>

<b>SHIRE OF BEVERLEY STATEMENT OF FINANCIAL POSITION FOR THE PERIOD ENDING 30 September 2016</b>			
<b>Description</b>	<b>Actual 2015/16</b>	<b>YTD Actual 2016/17</b>	<b>Movement</b>
<b>Current Assets</b>			
Cash and Cash Equivalents	3,433,023.92	5,286,048.63	1,853,024.71
Accounts Receivable	440,326.00	932,776.84	492,450.84
Self-Supporting Loan - Current	13,563.06	13,563.06	0.00
Inventory	7,911.26	6,788.27	(1,122.99)
<b>Total Current Assets</b>	<b>3,894,824.24</b>	<b>6,239,176.80</b>	<b>2,344,352.56</b>
<b>Current Liabilities</b>			
Accounts Payable	(365,228.93)	(199,160.39)	166,068.54
Loan Liability - Current	(85,387.54)	(78,273.61)	7,113.93
Annual Leave Liability - Current	(204,209.06)	(204,209.06)	0.00
Long Service Leave Liability - Current	(135,648.96)	(135,648.96)	0.00
<b>Total Current Liabilities</b>	<b>(790,474.49)</b>	<b>(617,292.02)</b>	<b>173,182.47</b>
<b>Non-Current Assets</b>			
Non-Current Debtors	98,023.43	98,023.43	0.00
Land and Buildings	18,085,238.45	18,016,887.41	(68,351.04)
Plant and Equipment	2,201,244.10	2,178,237.59	(23,006.51)
Furniture and Equipment	175,385.42	166,127.42	(9,258.00)
Infrastructure	27,350,427.60	27,151,415.28	(199,012.32)
Self-Supporting Loan - Non Current	88,536.35	88,536.35	0.00
<b>Total Non-Current Assets</b>	<b>47,998,855.35</b>	<b>47,699,227.48</b>	<b>(299,627.87)</b>
<b>Non-Current Liabilities</b>			
Loan Liability - Non Current	(1,069,730.58)	(1,069,730.58)	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(30,707.58)	(30,707.58)	0.00
<b>Total Non-Current Liabilities</b>	<b>(1,100,438.16)</b>	<b>(1,100,438.16)</b>	<b>0.00</b>
<b>Net Assets</b>	<b>50,002,766.94</b>	<b>52,220,674.10</b>	<b>2,217,907.16</b>
<b>Equity</b>			
Accumulated Surplus	(37,907,934.03)	(40,110,845.20)	(2,202,911.17)
Reserves - Cash Backed	(2,053,223.23)	(2,068,219.22)	(14,995.99)
Reserve - Revaluations	(10,041,609.68)	(10,041,609.68)	0.00
<b>Total Equity</b>	<b>(50,002,766.94)</b>	<b>(52,220,674.10)</b>	<b>(2,217,907.16)</b>



**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
30 September 2016**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2016/17</b>
	<b>Rural Road Maintenance</b>	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	4,033.95
RR002	Athol Rd (RoadID: 26) (Maintenance)	5,434.89
RR003	Avoca Rd (RoadID: 98) (Maintenance)	544.54
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	2,257.08
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	980.06
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	4,557.24
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	6,002.06
RR008	Barrington Rd (RoadID: 13) (Maintenance)	4,256.83
RR009	Batemans Rd (RoadID: 78) (Maintenance)	886.53
RR010	Batys Rd (RoadID: 60) (Maintenance)	1,102.91
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	0.00
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	289.73
RR013	Beringer Rd (RoadID: 29) (Maintenance)	5,876.86
RR014	Bethany Rd (RoadID: 148) (Maintenance)	498.62
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	635.18
RR017	Bremner Rd (RoadID: 6) (Maintenance)	4,996.24
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	0.00
RR019	Bushhill Road (RoadID: 183) (Maintenance)	0.00
RR020	Butchers Rd (RoadID: 20) (Maintenance)	2,614.70
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	0.00
RR022	Carrs Rd (RoadID: 47) (Maintenance)	0.00
RR023	Cattle Station Road (RoadID: 181) (Maintenance)	0.00
RR024	Caudle Rd (RoadID: 140) (Maintenance)	0.00
RR025	Chocolate Hills Rd (RoadID: 138) (Maintenance)	0.00
RR026	Clulows Rd (RoadID: 16) (Maintenance)	6,630.43
RR027	Collins Rd (RoadID: 66) (Maintenance)	0.00
RR028	Cookes Rd (RoadID: 61) (Maintenance)	0.00
RR029	Corberding Rd (RoadID: 43) (Maintenance)	0.00
RR030	County Peak Rd (RoadID: 96) (Maintenance)	0.00
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	0.00
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	277.54
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	542.37
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	8,087.84
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	4,860.77
RR036	Drapers Rd (RoadID: 79) (Maintenance)	647.55
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	42.85
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	19,413.12
RR039	Ewert Rd (RoadID: 27) (Maintenance)	6,222.01

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
30 September 2016**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2016/17</b>
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	0.00
RR041	Fishers Rd (RoadID: 75) (Maintenance)	1,496.74
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	3,000.42
RR043	Gors Rd (RoadID: 30) (Maintenance)	2,150.38
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	2,457.76
RR045	Heals Rd (RoadID: 95) (Maintenance)	0.00
RR046	Hills Rd (RoadID: 76) (Maintenance)	487.89
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	61.09
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	0.00
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	4,977.36
RR050	Jas Rd (Maintenance)	0.00
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	762.55
RR052	Jones Rd (RoadID: 48) (Maintenance)	0.00
RR053	K1 Rd (RoadID: 85) (Maintenance)	3,884.80
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	294.83
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	0.00
RR057	Kilpatricks Rd (RoadID: 74) (Maintenance)	1,005.45
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	6,693.56
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	0.00
RR060	Lennard Rd (RoadID: 58) (Maintenance)	982.67
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	0.00
RR062	Luptons Rd (RoadID: 22) (Maintenance)	3,716.17
RR063	Maitland Rd (RoadID: 39) (Maintenance)	0.00
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	0.00
RR065	Manns Rd (RoadID: 59) (Maintenance)	0.00
RR066	Manuels Rd (RoadID: 37) (Maintenance)	0.00
RR067	Mawson Rd (RoadID: 100) (Maintenance)	10,680.53
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	173.81
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	1,177.46
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	0.00
RR071	Mclean Rd (RoadID: 84) (Maintenance)	0.00
RR072	Millers Rd (RoadID: 49) (Maintenance)	1,651.52
RR073	Mills Rd (RoadID: 80) (Maintenance)	1,406.67
RR074	Morbinning Rd (RoadID: 1) (Maintenance)	22,007.88
RR075	Murrays Rd (RoadID: 71) (Maintenance)	1,137.58
RR076	Negus Rd (RoadID: 50) (Maintenance)	1,073.40
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	3,288.18
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	3,738.20
RR079	Patten Rd (RoadID: 53) (Maintenance)	1,593.96

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
30 September 2016**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2016/17</b>
RR080	Petchells Rd (RoadID: 38) (Maintenance)	3,647.47
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	430.99
RR082	Pike Rd (RoadID: 45) (Maintenance)	0.00
RR083	Potts Rd (RoadID: 14) (Maintenance)	0.00
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	3,502.29
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	2,424.78
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	2,655.86
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	1,353.97
RR088	Rigoll Rd (RoadID: 157) (Maintenance)	0.00
RR089	Rogers Rd (RoadID: 62) (Maintenance)	0.00
RR090	Rossi Rd (RoadID: 156) (Maintenance)	0.00
RR091	Rumble Rd (Maintenance)	0.00
RR092	Schillings Rd (RoadID: 65) (Maintenance)	0.00
RR093	Shaw Rd (RoadID: 184) (Maintenance)	0.00
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	0.00
RR095	Simmons Rd (RoadID: 101) (Maintenance)	0.00
RR096	Sims Rd (RoadID: 155) (Maintenance)	0.00
RR097	Ski Rd (RoadID: 83) (Maintenance)	0.00
RR098	Smith Rd (RoadID: 72) (Maintenance)	480.40
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	2,659.64
RR100	Spavens Rd (RoadID: 44) (Maintenance)	59.68
RR101	Springhill Rd (RoadID: 23) (Maintenance)	553.35
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	1,053.34
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	1,136.57
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	0.00
RR105	Thomas Rd (RoadID: 31) (Maintenance)	0.00
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	0.00
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	307.93
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	1,318.15
RR109	Walgy Rd (RoadID: 42) (Maintenance)	591.53
RR110	Walkers Rd (RoadID: 86) (Maintenance)	0.00
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	947.58
RR112	Warradale Rd (RoadID: 67) (Maintenance)	0.00
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	5,909.38
RR114	Westdale Rd (RoadID: 166) (Maintenance)	5,924.01
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	135.09
RR116	Woods Rd (RoadID: 68) (Maintenance)	233.70
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	0.00
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	0.00
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	11,607.00

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
30 September 2016**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2016/17</b>
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	7,081.24
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR777	Contract Road Side Spraying	20,000.00
RR888	Tree Lopping - Rural Roads (Maintenance)	22,341.99
RR999	Rural Roads Various (Maintenance)	12,144.55
<b>Sub Total</b>	<b>Rural Road Maintenance</b>	<b>280,093.25</b>
	<b>Town Street Maintenance</b>	
TS001	Barnsley St (RoadID: 162) (Maintenance)	0.00
TS002	Bartram St (RoadID: 114) (Maintenance)	0.00
TS003	Brockman St (RoadID: 129) (Maintenance)	0.00
TS004	Brooking St (RoadID: 122) (Maintenance)	0.00
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)	160.29
TS009	Courtney St (RoadID: 153) (Maintenance)	524.92
TS010	Dawson St (RoadID: 106) (Maintenance)	355.91
TS011	Delisle St (RoadID: 120) (Maintenance)	0.00
TS012	Dempster St (RoadID: 111) (Maintenance)	76.78
TS013	Duffield St (RoadID: 160) (Maintenance)	0.00
TS014	Edward St (RoadID: 107) (Maintenance)	0.00
TS015	Elizabeth St (RoadID: 131) (Maintenance)	0.00
TS016	Ernest Drv (RoadID: 135) (Maintenance)	0.00
TS017	Forrest St (RoadID: 103) (Maintenance)	3,044.86
TS018	George St North (RoadID: 161) (Maintenance)	0.00
TS019	George St South (RoadID: 145) (Maintenance)	0.00
TS020	Grigson St (RoadID: 172) (Maintenance)	0.00
TS021	Hamersley St (RoadID: 130) (Maintenance)	0.00
TS022	Harper St (RoadID: 109) (Maintenance)	68.83
TS023	Hope St (RoadID: 115) (Maintenance)	2,508.99
TS024	Hopkin St (RoadID: 128) (Maintenance)	0.00
TS025	Horley St (RoadID: 127) (Maintenance)	0.00
TS026	Hunt Rd (Maintenance)	2,475.01
TS027	Husking St (RoadID: 117) (Maintenance)	0.00
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	181.94
TS030	Langsford St (RoadID: 152) (Maintenance)	0.00
TS031	Lennard St (RoadID: 113) (Maintenance)	0.00

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 30 September 2016</b>		
<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2016/17</b>
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00
TS033	Lukin St (RoadID: 104) (Maintenance)	1,031.50
TS034	Mcneil St (RoadID: 141) (Maintenance)	0.00
TS035	Monger St (RoadID: 116) (Maintenance)	0.00
TS036	Morrison St (RoadID: 112) (Maintenance)	0.00
TS037	Nicholas St (RoadID: 123) (Maintenance)	1,378.89
TS038	Prior Pl (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	1,492.73
TS040	Railway Pde (RoadID: 147) (Maintenance)	0.00
TS041	Railway St (RoadID: 146) (Maintenance)	1,905.20
TS042	Richardson St (RoadID: 124) (Maintenance)	0.00
TS043	Seabrook St (RoadID: 118) (Maintenance)	0.00
TS044	Sewell St (RoadID: 119) (Maintenance)	0.00
TS045	Shed St (RoadID: 136) (Maintenance)	69.08
TS046	Short St (RoadID: 121) (Maintenance)	0.00
TS047	Smith St (RoadID: 108) (Maintenance)	0.00
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	1,659.00
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	0.00
TS888	Tree Lopping - Town Streets (Maintenance)	445.80
TS999	Town Streets Various (Maintenance)	1,723.75
<b>Sub Total</b>	<b>Town Streets Maintenance</b>	<b>19,103.48</b>
<b>Total</b>	<b>Road Maintenance</b>	<b>299,196.73</b>

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 30 September 2016						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
<b>9701-42341</b>	<b>Reserve Funds ANZ</b>					
	Long Service Leave	97,271.10				
	Office Equipment	20,439.55				
	Airfield Emergency	36,544.04				
	Plant	108,371.85				
	Bush Fire Fighters	117,887.87				
	Building	362,139.14				
	Recreation Ground	377,246.62				
	Cropping Committee	340,409.40				
	Avon River Development	23,694.75				
	Annual Leave	151,867.82				
	Community Bus	38,614.41				
	Road Construction	358,801.39				
	Senior Housing	34,931.28	2,068,219.22	3 mths	2.70%	27/03/2017
<b>2902-40204</b>	<b>Online Saver ANZ</b>	1,110.92	1,110.92	Ongoing*	0.00%	Ongoing
<b>1957240</b>	<b>Term Deposit Bendigo</b>	306,456.82	306,456.82	3 mths	2.35%	8/12/2016
<b>9754-35231</b>	<b>Term Deposit ANZ</b>	606,709.17	606,709.17	3 mths	2.45%	9/11/2016
<b>9762-17623</b>	<b>Term Deposit ANZ</b>	500,000.00	500,000.00	4 mths	2.66%	23/12/2016
<b>9762-87111</b>	<b>Term Deposit ANZ</b>	400,000.00	400,000.00	124 days	2.62%	9/01/2017
<b>9763-47647</b>	<b>Term Deposit ANZ</b>	450,000.00	450,000.00	4 mths	2.69%	20/01/2017
<b>9763-47671</b>	<b>Term Deposit ANZ</b>	450,000.00	450,000.00	4 mths	2.70%	20/02/2017
	<b>Total</b>		<b>4,782,496.13</b>			

\* 0 interest earned as balance is under \$5,000, funds transfer to Municipal acct as rate was higher.

## **11.2 Accounts Paid by Authority**

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**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 18 October 2016  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** September 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 month of September 2016.

### **COMMENT**

Unless otherwise identified, all payments have been made in accordance with Council's 2016/17 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 2016/17 Budget.

### STRATEGIC IMPLICATIONS

Nil

### POLICY IMPLICATIONS

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

### VOTING REQUIREMENTS

Simple majority

### OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

#### September 2016:

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

##### Cheque vouchers

15 September 16	1481-1481	(1)	\$ 14,089.65	(authorised by CEO S Gollan and DCEO S Marshall)
16 September 16	1482-1485	(4)	\$ 31,741.96	(authorised by DCEO S Marshall and Cr K Murray)
30 September 16	1488-1149	(4)	\$ 6,891.85	(authorised by CEO S Gollan and DCEO S Marshall)
Total of cheque vouchers for September 2016 incl			\$ 52,723.46	previously paid

##### EFT vouchers

06 September 16	EFT 1471-1476	(6)	\$ 8,065.68	(authorised by CEO S Gollan and DCEO S Marshall)
08 September 16	1-41	(41)	\$ 50,171.46	(authorised by CEO S Gollan and DCEO S Marshall)
09 September 16	EFT 1477-1492	(16)	\$ 24,226.75	(authorised by CEO S Gollan and DCEO S Marshall)
15 September 16	EFT 1494-1494	(1)	\$ 635.00	(authorised by CEO S Gollan and DCEO S Marshall)
16 September 16	EFT 1496-1518	(23)	\$ 92,979.52	(authorised by DCEO S Marshall and Cr K Murray)
22 September 16	1-41	(41)	\$ 49,816.50	(authorised by CEO S Gollan and DCEO S Marshall)
23 September 16	EFT 1519-1537	(19)	\$ 29,065.57	(authorised by CEO S Gollan and DCEO S Marshall)
30 September 16	EFT 1538-1565	(28)	\$ 81,795.78	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for September 2016 incl			\$ 336,756.26	previously paid.

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

##### Cheque vouchers

Nil vouchers

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

##### EFT vouchers

16 September 16	EFT 1495-1495	(1)	\$ 30.00	(authorised by DCEO S Marshall and Cr K Murray)
Total of EFT vouchers for September 2016 incl			\$ 30.00	previously paid.

- (3) **Direct Debit** Payments totalling \$ 80,341.90 previously paid.  
 (4) **Credit Card** Payments totalling \$ 2,384.75 previously paid.



**COUNCIL RESOLUTION**

**M8/1016**

**Moved Cr Davis**

**Seconded Cr Shaw**

**That the List of Accounts as presented, be received:**

**September 2016:**

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

**Cheque vouchers**

15 September 16	1481-1481	(1)	\$ 14,089.65	(authorised by CEO S Gollan and DCEO S Marshall)
16 September 16	1482-1485	(4)	\$ 31,741.96	(authorised by DCEO S Marshall and Cr K Murray)
30 September 16	1488-1149	(4)	\$ 6,891.85	(authorised by CEO S Gollan and DCEO S Marshall)

**Total of cheque vouchers for September 2016 incl \$ 52,723.46**

**previously paid**

**EFT vouchers**

06 September 16	EFT 1471-1476	(6)	\$ 8,065.68	(authorised by CEO S Gollan and DCEO S Marshall)
08 September 16	1-41	(41)	\$ 50,171.46	(authorised by CEO S Gollan and DCEO S Marshall)
09 September 16	EFT 1477-1492	(16)	\$ 24,226.75	(authorised by CEO S Gollan and DCEO S Marshall)
15 September 16	EFT 1494-1494	(1)	\$ 635.00	(authorised by CEO S Gollan and DCEO S Marshall)
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22 September 16	1-41	(41)	\$ 49,816.50	(authorised by CEO S Gollan and DCEO S Marshall)
23 September 16	EFT 1519-1537	(19)	\$ 29,065.57	(authorised by CEO S Gollan and DCEO S Marshall)
30 September 16	EFT 1538-1565	(28)	\$ 81,795.78	(authorised by CEO S Gollan and DCEO S Marshall)

**Total of EFT vouchers for September 2016 incl \$ 336,756.26 previously paid.**

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

**Cheque vouchers**

Nil vouchers

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

**EFT vouchers**

16 September 16	EFT 1495-1495	(1)	\$ 30.00	(authorised by DCEO S Marshall and Cr K Murray)
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**Total of EFT vouchers for September 2016 incl \$ 30.00 previously paid.**

**(3) Direct Debit Payments totalling \$ 80,341.90 previously paid.**

**(4) Credit Card Payments totalling \$ 2,384.75 previously paid.**

**CARRIED 7/0**

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 1471	06-Sep-2016	BDF - Beverley Dome Fuel & Hire	6,000 L Diesel @ \$1.1045/L inc	(6,627.00)	
EFT Pymt	EFT 1472	06-Sep-2016	Beverley Electrical Services (BES)	Various Buildings: Electrical Work	(766.26)	
EFT Pymt	EFT 1473	06-Sep-2016	Magnetic Resource NI	Rates refund (overpayment) for Assess 51505 - E70/04243 Mining tenement	(259.16)	
EFT Pymt	EFT 1474	06-Sep-2016	Michael Wilson	2016-09 Sep: Photocopying & Delivery of the Blarney	(250.00)	
EFT Pymt	EFT 1475	06-Sep-2016	Toll Ipec P/L (Courier Aust)	Freight Charges: 19 -24 Aug 2016	(40.60)	
EFT Pymt	EFT 1476	06-Sep-2016	Van Dai Nguyen	Rates refund (overpayment) for Assess 51172 - 23 Forrest St, Beverley	(122.66)	<b>(8,065.68)</b>
EFT Pymt	EFT 1477	09-Sep-2016	Avon Blinds	49A Dawson St: Auto Awning	(697.40)	
EFT Pymt	EFT 1478	09-Sep-2016	Avon Trading Co	Aug 2016 Purchases	(803.57)	
EFT Pymt	EFT 1479	09-Sep-2016	BSL - Building Commission	Aug 16 Collections x 3	(197.33)	
EFT Pymt	EFT 1480	09-Sep-2016	Beverley Newsagency	Aug 2016 Purchases	(52.20)	
EFT Pymt	EFT 1481	09-Sep-2016	Beverley Supermarket & Liquor (IGA)	Aug 2016 Supplies	(286.55)	
EFT Pymt	EFT 1482	09-Sep-2016	C & D Cutri	Bridge 3202 - Kokeby Rd: Repairs	(14,300.00)	
EFT Pymt	EFT 1483	09-Sep-2016	CTF - Construction Training Fund (BCTIF)	Aug 16 BCTIF Collections x 1	(121.75)	
EFT Pymt	EFT 1484	09-Sep-2016	Castledex	Filing System: Supplies	(351.37)	
EFT Pymt	EFT 1485	09-Sep-2016	Covs	BE026 (PROL02): Parts	(160.93)	
EFT Pymt	EFT 1486	09-Sep-2016	LGRCEU - Loc Gov Racing & Cem Emp Union	Payroll deductions	(41.00)	
EFT Pymt	EFT 1487	09-Sep-2016	PCS - Perfect Computer Solutions	Computer Support - Shire & Medical: 17 - 29 Aug 2016	(340.00)	
EFT Pymt	EFT 1488	09-Sep-2016	Parmelia Hilton Perth	Loc Gov Week 02-05 Aug 16: Pres D Ridgway	(2,864.00)	
EFT Pymt	EFT 1489	09-Sep-2016	Perth Patio Magic P/L	Avon River Park: BBQ Shelter - Pergola 4m x 4m : Final payment	(1,800.00)	
EFT Pymt	EFT 1490	09-Sep-2016	RA-AN Enterprises	Refuse Site: Earthworks	(1,716.00)	
EFT Pymt	EFT 1491	09-Sep-2016	State Library of WA (LISWA)	2016/17 Lost & Damaged Books Liability	(220.00)	
EFT Pymt	EFT 1492	09-Sep-2016	Wurth Australia P/L	Workshop: Supplies	(274.65)	<b>(24,226.75)</b>

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 1494	15-Sep-2016	Natway Furniture & Construction	Town Hall: Repairs	(635.00)	<b>(635.00)</b>
EFT Pymt	EFT 1496	16-Sep-2016	Air and Power	Workshop Compressor: Parts	(79.20)	
EFT Pymt	EFT 1497	16-Sep-2016	Allington Agri	Rural Roads: Verge Spraying	(22,000.00)	
EFT Pymt	EFT 1498	16-Sep-2016	Australia Post	Aug 2016 Postage	(1,437.52)	
EFT Pymt	EFT 1499	16-Sep-2016	Avon Express	Freight Charges: Aug 2016	(33.00)	
EFT Pymt	EFT 1500	16-Sep-2016	Avon Waste	1,948 Bin Collection FE 02 Sep 16 inc Recycling Bins & 1 x Recycling Collection	(4,557.28)	
EFT Pymt	EFT 1501	16-Sep-2016	Beverley CRC (Community Resource Centre)	Visitors Centre: 16/17 Administration Fee	(5,500.00)	
EFT Pymt	EFT 1502	16-Sep-2016	Budget Rent a Car (Busby Investments)	BRMP Officer Vehicle Hire: 02 - 05 Aug 16	(779.64)	
EFT Pymt	EFT 1503	16-Sep-2016	Dept of Fire & Emergency Services (DFES)	16/17 ESL (Option B) - 1st Quarter Pymt	(30,243.37)	
EFT Pymt	EFT 1504	16-Sep-2016	E & MJ Rosher P/L	BE423 (PMOW02): Parts	(869.60)	
EFT Pymt	EFT 1505	16-Sep-2016	Eastern Hills Saws & Mowers	Sundry Plant (PSP99): Parts	(350.05)	
EFT Pymt	EFT 1506	16-Sep-2016	IT Vision	Payroll & Creditor Modules: Function Update	(2,200.00)	
EFT Pymt	EFT 1507	16-Sep-2016	Jason Signmakers	Various Signage	(1,195.70)	
EFT Pymt	EFT 1508	16-Sep-2016	Kilma WA Pty Ltd	Rates refund (overpayment) for Ass 797 - 126 Vincent Street Beverley	(173.95)	
EFT Pymt	EFT 1509	16-Sep-2016	LGIS (LGISWA)	2015/16 Wages Adjustment for Workcare Insurance	(4,249.23)	
EFT Pymt	EFT 1510	16-Sep-2016	LGSA - Local Gov Supervisors Assoc WA Inc	16/17 Membership Fee - Works Supervisor	(55.00)	
EFT Pymt	EFT 1511	16-Sep-2016	Landgate	Valuation Fees (Rural UV Chargeable): 09 - 22 Jul 16	(89.55)	
EFT Pymt	EFT 1512	16-Sep-2016	Mescal Stephens	Rates refund (overpayment) for Ass1095 - 51 John Street Beverley	(173.98)	
EFT Pymt	EFT 1513	16-Sep-2016	PCS - Perfect Computer Solutions	Computer Support : 09 - 11 May 2016, (1.5hrs): Set up new printer for Front Counter, Library, CSO & Synergy. Sort out Synergy freezing on Tech PC	(450.00)	
EFT Pymt	EFT 1514	16-Sep-2016	Peter Felice De Rossi	Rates refund (overpayment) for Ass 877 - Dobaderry Road Beverley	(3,164.00)	
EFT Pymt	EFT 1515	16-Sep-2016	WA Treasury Corporation	Loan 119 (Stormwater Collection Dams) - Deb 01 of 20	(7,942.68)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 1516	16-Sep-2016	WALGA - WA Loc Gov Assoc	WA Loc Gov Week (02-05 Aug 16): CEO S Gollan	(6,689.97)	
EFT Pymt	EFT 1517	16-Sep-2016	Waterman Irrigation	Standpipes - Remote Access Support: Jul - Dec 2016	(514.80)	
EFT Pymt	EFT 1518	16-Sep-2016	Wren Oil	Refuse Site: Disposal of Waste Oil - 3,900L	(231.00)	<b>(92,979.52)</b>
EFT Pymt	EFT 1519	23-Sep-2016	ASB Marketing P/L	Uniforms: Admin Staff	(1,657.76)	
EFT Pymt	EFT 1520	23-Sep-2016	Arrow Bronze	Niche Wall - Catholic: Double Plaque (Dulcie & Richard McCloy)	(538.94)	
EFT Pymt	EFT 1521	23-Sep-2016	AssetVal P/L	Valuation of Land, Buildings & Structure - Prog payment 1	(2,706.00)	
EFT Pymt	EFT 1522	23-Sep-2016	Aussie IT	Toner & Battery Supplies	(379.45)	
EFT Pymt	EFT 1523	23-Sep-2016	BDF - Beverley Dome Fuel & Hire	4,000 L Diesel @ \$1.0926/L inc	(4,370.40)	
EFT Pymt	EFT 1524	23-Sep-2016	Beverley Country Kitchen (BCK)	Council Road Inspection - 13 Sep 2016	(225.00)	
EFT Pymt	EFT 1525	23-Sep-2016	Beverley Gas & Plumbing	5 Short St: Clear blocked drain	(391.05)	
EFT Pymt	EFT 1526	23-Sep-2016	Beverley Newsagency	Sep 2016 Purchases	(2,110.50)	
EFT Pymt	EFT 1527	23-Sep-2016	Beverley Station Arts Inc	Community Grant Targeted - Storage Shed	(4,000.00)	
EFT Pymt	EFT 1528	23-Sep-2016	Beverley Steel Fabrication (Hydraboom)	Rlwy Stn Art Gallery: Hand Rails	(101.86)	
EFT Pymt	EFT 1529	23-Sep-2016	Country Copiers Northam	3 x Kyocera Printers (2135DN)	(1,240.80)	
EFT Pymt	EFT 1530	23-Sep-2016	Gronbek Security	Administration Centre:3 x Keys cut	(105.36)	
EFT Pymt	EFT 1531	23-Sep-2016	Isweep Town & Country	Town Street Sweeping Aug 2016	(1,707.75)	
EFT Pymt	EFT 1532	23-Sep-2016	LGRCEU - Loc Gov Racing & Cem Emp Union	Payroll deductions	(41.00)	
EFT Pymt	EFT 1533	23-Sep-2016	Lindsay Mark Burgess	Rates refund (overpayment) for Ass 1348 - 8982 Great Southern Highway, Kokeby	(141.02)	
EFT Pymt	EFT 1534	23-Sep-2016	QCA - Quick Corporate Australia	Aug 2016 Stationery Order	(522.93)	
EFT Pymt	EFT 1535	23-Sep-2016	Shire of Pingelly	BBP Aged Care: Administrative Services	(5,521.80)	
EFT Pymt	EFT 1536	23-Sep-2016	Toll Ipec P/L (Courier Aust)	Freight Charges: 05 Sep 16	(13.95)	
EFT Pymt	EFT 1537	23-Sep-2016	Unique Strokes WA	Various Bldgs: Painting	(3,290.00)	<b>(29,065.57)</b>

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 1538	30-Sep-2016	AIT'S Specialists P/L	2016-08 Aug Fuel Credits	(320.43)	
EFT Pymt	EFT 1539	30-Sep-2016	AMPAC Debt Recovery	Aug 2016 Rates Debt Recovery	(8,907.25)	
EFT Pymt	EFT 1540	30-Sep-2016	Air Roofing Co P/L	Old School Bldg - Re-roofing: 30% deposit	(18,057.60)	
EFT Pymt	EFT 1541	30-Sep-2016	Archivewise	2016-08 Aug Storage of Archives - 153 boxes	(65.64)	
EFT Pymt	EFT 1542	30-Sep-2016	Avon Waste	1,948 Bin Collection FE 16 Sep 16 inc Recycling Bins & 1 x Recycling Collection	(4,557.28)	
EFT Pymt	EFT 1543	30-Sep-2016	BOC Limited	Depot: Replacement Gas - Agrosshield	(121.37)	
EFT Pymt	EFT 1544	30-Sep-2016	Baileys Fertilisers	Rec Grnd - Oval: 1T Fertiliser	(1,358.50)	
EFT Pymt	EFT 1545	30-Sep-2016	Beverley Tyre Service	2016-08 Aug Tyre Purchases	(1,942.00)	
EFT Pymt	EFT 1546	30-Sep-2016	Brett Lloyd Pearson	Rates refund (overpayment) for Ass 1551 - L17357 York-Williams Road, Beverley	(140.19)	
EFT Pymt	EFT 1547	30-Sep-2016	Bunnings Building Supplies P/L	Hardware Supplies	(71.97)	
EFT Pymt	EFT 1548	30-Sep-2016	Claw Environmental	Drum Musters - 21 Mar 16, 21 Sep 15: Collection of drums	(1,290.52)	
EFT Pymt	EFT 1549	30-Sep-2016	Cr Darryl Brown	15/16 Cr Year Remuneration: Apr - Sep 2016 (2 of 2 pymts)	(1,700.00)	
EFT Pymt	EFT 1550	30-Sep-2016	Cr David Charles White	15/16 Cr Year Remuneration: Apr - Sep 2016 (2 of 2 pymts)	(2,300.00)	
EFT Pymt	EFT 1551	30-Sep-2016	Cr Denise Jo Ridgway	15/16 Cr Year Remuneration: Apr - Sep 2016 (2 of 2 pymts)	(9,300.00)	
EFT Pymt	EFT 1552	30-Sep-2016	Cr James David Alexander	15/16 Cr Year Remuneration: Apr - Sep 2016 (2 of 2 pymts)	(2,300.00)	
EFT Pymt	EFT 1553	30-Sep-2016	Cr Keith Malcolm Murray	15/16 Cr Year Remuneration: Apr - Sep 2016 (2 of 2 pymts)	(2,987.50)	
EFT Pymt	EFT 1554	30-Sep-2016	Cr Lewis Campbell Shaw	15/16 Cr Year Remuneration: Apr - Sep 2016 (2 of 2 pymts)	(2,300.00)	
EFT Pymt	EFT 1555	30-Sep-2016	Cr Peter Joseph Gogol	15/16 Cr Year Remuneration: Apr - Sep 2016 (2 of 2 pymts)	(2,300.00)	
EFT Pymt	EFT 1556	30-Sep-2016	Dawsons Concrete & Reinforcing	Avon River Park BBQ Shelter: Concrete slab	(1,375.00)	
EFT Pymt	EFT 1557	30-Sep-2016	Eric Ph Ng	Rates refund (overpayment) for Ass 50009 - L79 Bethany Road Beverley	(115.29)	
EFT Pymt	EFT 1558	30-Sep-2016	Exteria	Avon River Park: BBQ with Bench	(6,142.40)	
EFT Pymt	EFT 1559	30-Sep-2016	Fulton Hogan Industries	Rural Roads: Supplies for Patching Repairs	(704.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 1560	30-Sep-2016	Hosemasters International	BE004 (PLDR02): Parts	(1,024.39)	
EFT Pymt	EFT 1561	30-Sep-2016	IT Vision	Synergyssoft Module: Mapping/GIS Interface	(2,586.84)	
EFT Pymt	EFT 1562	30-Sep-2016	Little Eco Hill	Various Rds: Maintenance Grading - 40 hours	(7,920.00)	
EFT Pymt	EFT 1563	30-Sep-2016	Meadows Nominees Pty Ltd	Rates refund (overpayment) for Ass 1167 - 942 Bremner Road, Kokeby	(577.36)	
EFT Pymt	EFT 1564	30-Sep-2016	PCS - Perfect Computer Solutions	Computer Support - Shire & Medical: 01 - 16 Sep 2016	(255.00)	
EFT Pymt	EFT 1565	30-Sep-2016	WA Contract Ranger Services	Ranger Services: 26 Aug - 20 Sep 2016	(1,075.25)	<b>(81,795.78)</b>
Cheque #	1481	15-Sep-2016	Synergy	2016-08 Aug Electricity Accounts	(14,089.65)	
Cheque #	1482	16-Sep-2016	ATO - Australian Tax Office	Aug 2016 BAS Obligation	(27,831.01)	
Cheque #	1483	16-Sep-2016	Charmaine Ivy Esther Holmes	Refund of Rec 6030 - Rescinded building permit	(169.65)	
Cheque #	1484	16-Sep-2016	Telstra	2016-09 Sep Telephone Accounts	(3,701.82)	
Cheque #	1485	16-Sep-2016	Water Corporation	Water use - Mens Shed (Vincent St) - Service Fees: Sep - Oct 16	(39.48)	
Cheque #	1488	30-Sep-2016	Beverley Medical Practice	Pre-Employment Medical: Troy Granville	(100.00)	
Cheque #	1489	30-Sep-2016	Cr Donald William Davis	15/16 Cr Year Remuneration: Apr - Sep 2016 (2 of 2 pymts)	(2,300.00)	
Cheque #	1490	30-Sep-2016	Cr Thomas Buckland	15/16 Cr Year Remuneration: Apr - Sep 2016 (2 of 2 pymts)	(2,300.00)	
Cheque #	1491	30-Sep-2016	Synergy	Sports Complex (L36 Forrest St): 10 Aug - 13 Sep 16	(2,191.85)	<b>(52,723.46)</b>
Direct Debit	DD 745.1	06-Sep-2016	Superwrap - Personal Super Plan	Superannuation contributions	(773.79)	
Direct Debit	DD 745.2	06-Sep-2016	WA Super	Payroll deductions	(7,268.00)	
Direct Debit	DD 745.3	06-Sep-2016	Kinetic Super	Superannuation contributions	(144.85)	
Direct Debit	DD 745.4	06-Sep-2016	Colonial First State Super (Corrigan Justin)	Superannuation contributions	(161.84)	
Direct Debit	DD 745.5	06-Sep-2016	BT Super For Life	Superannuation contributions	(267.22)	
Direct Debit	DD 745.6	06-Sep-2016	Australian Super	Superannuation contributions	(182.18)	<b>(8,797.88)</b>

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	DD 761.1	20-Sep-2016	Superwrap - Personal Super Plan	Superannuation contributions	(773.79)	
Direct Debit	DD 761.2	20-Sep-2016	WA Super	Payroll deductions	(7,364.66)	
Direct Debit	DD 761.3	20-Sep-2016	Kinetic Super	Superannuation contributions	(144.85)	
Direct Debit	DD 761.4	20-Sep-2016	BT Super For Life	Superannuation contributions	(293.57)	
Direct Debit	DD 761.5	20-Sep-2016	Australian Super	Superannuation contributions	(180.82)	<b>(8,757.69)</b>
Direct Debit	13	01/09/2016	3 - Payments for DOT	Payments for DOT	(1,102.70)	
Direct Debit	13	08/09/2016	3 - Payments for DOT	Payments for DOT	(2,682.35)	
Direct Debit	13	09/09/2016	3 - Payments for DOT	Payments for DOT	(1,125.80)	
Direct Debit	13	12/09/2016	3 - Payments for DOT	Payments for DOT	(2,979.00)	
Direct Debit	13	13/09/2016	3 - Payments for DOT	Payments for DOT	(3,294.10)	
Direct Debit	13	14/09/2016	3 - Payments for DOT	Payments for DOT	(5,957.15)	
Direct Debit	13	15/09/2016	3 - Payments for DOT	Payments for DOT	(3,020.85)	
Direct Debit	13	16/09/2016	3 - Payments for DOT	Payments for DOT	(735.70)	
Direct Debit	13	19/09/2016	3 - Payments for DOT	Payments for DOT	(2,840.60)	
Direct Debit	13	20/09/2016	3 - Payments for DOT	Payments for DOT	(905.10)	
Direct Debit	13	21/09/2016	3 - Payments for DOT	Payments for DOT	(5,191.60)	
Direct Debit	13	22/09/2016	3 - Payments for DOT	Payments for DOT	(2,544.15)	
Direct Debit	13	23/09/2016	3 - Payments for DOT	Payments for DOT	(2,465.75)	
Direct Debit	13	27/09/2016	3 - Payments for DOT	Payments for DOT	(2,543.35)	
Direct Debit	13	28/09/2016	3 - Payments for DOT	Payments for DOT	(3,101.15)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	13	29/09/2016	3 - Payments for DOT	Payments for DOT	(3,430.55)	
Direct Debit	13	30/09/2016	3 - Payments for DOT	Payments for DOT	(6,927.65)	
Direct Debit	13	02/09/2016	3 - Payments for DOT	Payments for DOT	(3,566.00)	
Direct Debit	13	05/09/2016	3 - Payments for DOT	Payments for DOT	(2,552.50)	
Direct Debit	13	06/09/2016	3 - Payments for DOT	Payments for DOT	(2,885.90)	
Direct Debit	13	07/09/2016	3 - Payments for DOT	Payments for DOT	(1,669.60)	<b>(61,521.55)</b>
Direct Debit	13	01-Sep-2016	6 - Westnet Payments	Westnet Payments	(66.00)	
Direct Debit	13	01-Sep-2016	7 - CBA Merchant Fee	CBA Merchant Fee	(983.28)	
Direct Debit	13	05-Sep-2016	7 - CBA Merchant Fee	CBA Merchant Fee - POS Fee	(35.10)	
Direct Debit	13	07-Sep-2016	8 - ANZ Transactive Fee	ANZ Transactive Fee	(97.90)	
Direct Debit	13	28-Sep-2016	9 - Vodafone Messaging	Vodafone Messaging	(82.50)	<b>(1,264.78)</b>
Direct Debit	EFT 1493	12-Sep-2016	Credit Card - Shire of Beverley	Appliances Online: Admin Bldg, 6 Barnsley St: 2 x Dishwashers	(2,384.75)	<b>(2,384.75)</b>
<b>PAYMENTS RAISED IN CURRENT MONTH</b>					<b>(372,218.41)</b>	<b>(372,218.41)</b>
<b>WAGES &amp; SALARIES</b>						
EFT Pymt		08-Sep-2016	Wages & Salaries	FE - 06 Sep 2016	(50,171.46)	
EFT Pymt		22-Sep-2016	Wages & Salaries	FE - 20 Sep 2016	(49,816.50)	
<b>WAGES &amp; SALARIES</b>					<b>(99,987.96)</b>	<b>(99,987.96)</b>
<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>						
Cheque #	1483	16-Sep-2016	Charmaine Ivy Esther Holmes	Refund of Rec 6030 - Rescinded building permit	169.65	
Cheque #	1488	30-Sep-2016	Beverley Medical Practice	Pre-Employment Medical: Troy Granville	100.00	



TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1489	30-Sep-2016	Cr Donald William Davis	15/16 Cr Year Remuneration: Apr - Sep 2016 (2 of 2 pymts)	2,300.00	
Cheque #	1490	30-Sep-2016	Cr Thomas Buckland	15/16 Cr Year Remuneration: Apr - Sep 2016 (2 of 2 pymts)	2,300.00	
<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>					<b>4,869.65</b>	<b>4,869.65</b>
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>						
Cheque #	1480	30-Aug-2016	ACMA - Australian Comm & Media Authority	Land Mobile Appart Lic - Bev North East Brigade	(108.00)	
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>					<b>(108.00)</b>	<b>(108.00)</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>						
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>					<b>0.00</b>	<b>0.00</b>
<b>INVESTMENTS</b>						
Transfer		07-Sep-2016	Shire of Beverley Online Saver Account	Funds Tfr for Investment	(400,000.00)	
Transfer		08-Sep-2016	Bendigo Bank	Funds Tfr for Investment	(100,000.00)	
Transfer		20-Sep-2016	Shire of Beverley Online Saver Account	Funds Tfr for Investment	(450,000.00)	
Transfer		20-Sep-2016	Shire of Beverley Online Saver Account	Funds Tfr for Investment	(450,000.00)	
<b>INVESTMENTS</b>					<b>(1,400,000.00)</b>	<b>(1,400,000.00)</b>
<b>TOTAL EXPENDITURE for MUNICIPAL ACCOUNT</b>						<b>(1,867,444.72)</b>

**CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT**

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Credit Card	BE1-JUL16-02	28-Jul-2016	DoT	Change of plates 1GBP479 -> BE1	16.60	
Credit Card	BEV0/AUG01	01-Aug-2016	DoT	Change of plates 1GBP480 -> BEV0	16.60	
Credit Card	TAB #9030	02-Aug-2016	Gramercy Bar & Kitchen	Refreshments - Pres D Ridgway, CEO S Gollan - 02 Aug 2016, LG Week	86.00	
Credit Card	32990	03-Aug-2016	Spotless Facility Services P/L	Refreshments - Pres D Ridgway, Cr Gogol, CEO S Gollan - 03 Aug 2016, LG Week	12.60	
Credit Card	00130652	04-Aug-2016	Gusto Gelato	Refreshments - Pres D Ridgway, CEO S Gollan - 04 Aug 2016	32.00	
Credit Card	SI01787089	17-Aug-2016	Appliances Online	Admin Bldg, 6 Barnsley St: 2 x Dishwashers - Bosch Series 6 Freestanding	1,772.00	
Credit Card	SI-943712	22-Aug-2016	PLE Computers	MOW - Viewsonic monitor 23.6	192.05	
Credit Card	SI-944132	23-Aug-2016	PLE Computers	SAO - Viewsonic monitor 24	221.45	
Credit Card	637223	23-Aug-2016	Caltex Mundaring	BE1 (PSDN07) - 15.4L @ \$1.299/L inc	20.00	
Credit Card	094704	23-Aug-2016	Secure Parking (Plain St Parking)	WALGA Breakfast - Ferguson Report	15.45	
<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>					<b>2,384.75</b>	
<b>TRUST ACCOUNT DETAILS</b>						
<b>PAYMENTS RAISED IN CURRENT MONTH</b>						
EFT Pymt	EFT 1495	16-Sep-2016	Mandla Mndebele	Refund of Gym Key Bond (QB rec 3575)	(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>						
Cheque #	1484	28-Jul-2016	Beverley V Hall	Refund of Bond Amenities Bldg Hire - 09 Jul 2016	(200.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
				(Rec 5878)		
				<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>	(200.00)	(200.00)
				<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>		
				<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>	0.00	0.00
				<b>TOTAL EXPENDITURE for TRUST ACCOUNT</b>		(230.00)
				<b>TOTAL EXPENDITURE as reconciled to the SEPTEMBER 2016 BANK STATEMENTS</b>		
				Municipal Account Expenditure		(1,867,444.72)
				Trust Account Expenditure		(230.00)
				<b>TOTAL EXPENDITURE for SEPTEMBER 2016</b>		<b>(1,867,674.72)</b>

### **11.3 Draft 2015/16 Management Letter**

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**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 19 October 2016  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0231  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** 2015/16 Management Letter

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#### **SUMMARY**

Council to consider receiving the 2015/16 Management Letter be received.

#### **BACKGROUND**

The final audit was conducted by AMD Chartered Accountants between 5 - 7 October 2016.

The Management Letter was received on 19 October 2016.

#### **COMMENT**

The 2015/16 Management Report is attached.

The following issues were raised following the audit:

##### **1. WORKS COSTING**

###### ***Finding Rating: Minor***

We noted public works overheads were over allocated by \$43,691 and plant operating costs were over allocated by \$87,485 during the year, with a re-allocation journal raised at 30 June 2016 to correct the over allocation.

###### **Implication**

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

###### **Recommendation**

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

###### **Management Comment**

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

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

##### **2. EXCESSIVE LEAVE BALANCES**

###### ***Finding Rating: Minor***

We noted a number of employees have accrued in excess of eight weeks annual leave at 30 June 2016.

**Implication**

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

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

**Recommendation**

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

**Management Comment**

Noted – Management is aware of this issue and Staff with annual leave balances in excess of 8 weeks have been requested to reduce their balance to a maximum of 8 weeks during the 2016/17 financial year.

Once balances have been reduced in line with Award allowances, leave entitlements will be better managed going forward to ensure excessive leave does not become an issue again in the future.

**STATUTORY ENVIRONMENT**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**AUDIT & RISK COMMITTEE'S RECOMMENDATION**

That Council receive the 2015/16 Management Letter.

**COUNCIL RESOLUTION**

**M9/1016**

**Moved Cr White**

**Seconded Cr Shaw**

**That Council receive the 2015/16 Management Letter.**

**CARRIED 7/0**

## Attachment 11.3



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PO Box 1306, Bunbury WA 6231

E [amd@amdonline.com.au](mailto:amd@amdonline.com.au)  
[www.amdonline.com.au](http://www.amdonline.com.au)

19 October 2016

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

Dear Stephen

**SHIRE OF BEVERLEY**  
**30 JUNE 2016 MANAGEMENT REPORT**

Following completion of our 30 June 2016 audit, we provide our Management Report and audit recommendations.

**1.0 Our Audit Approach**

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

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

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

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

Liability limited by a scheme approved under Professional Standards Legislation

Independent Member of  
**BKR**  
INTERNATIONAL

  
**CHARTERED ACCOUNTANTS**  
AUSTRALIA • NEW ZEALAND

## Attachment 11.3

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

### **2.0 Assessment of Fraud and Error**

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

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

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

### **3.0 Significant Difficulties Encountered during the Audit**

During the course of our audit, there were no areas where we experienced significant difficulties.

### **4.0 Audit Adjustments and Unadjusted Audit Differences**

During the course of our audit, we did not identify any misstatements considered to be material at a financial report level and therefore no adjustment was required to be reflected within the final audited financial report.

### **5.0 Accounting Policies**

We confirm to you that we are not aware of any changes to the accounting policies of the Shire of Beverley since 30 June 2015 in respect of the preparation of the 30 June 2016 financial report other than those changes required under Australian Accounting Standards and the Local Government Act and Regulations which are adequately disclosed.

### **6.0 Commitments and Contingencies**

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

### **7.0 Subsequent Events**

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

### **8.0 Policy Manual Review**

We identified a number of Council policies which have not been reviewed in accordance with the scheduled review date.



## Attachment 11.3

We understand a full review of the policy manual is being completed in October 2016.

### **9.0 Audit Regulation 17 Recommendations**

We note a Regulation 17 review was completed in accordance with Local Government (Audit) Amendment Regulations 2013 in December 2015. We note the following recommendations have not been implemented by the documented due date:

- Review environmental management plan;
- Develop a Bushfire risk management plan, Business Continuity plan and review LEMA and recovery plan;
- Review process for electronic data management (June 2016)- we understand an independent consultant is currently investigating potential electronic data management systems; and
- Develop a 'performance review' process.

Please ensure the above recommendations are implemented prior to 30 June 2017.

### **10.0 Financial Ratio Performance Measures**

A review of Shire of Beverley's financial ratios included within Note 18 of the financial report identified the following adverse ratio based on the Department of Local Government and Communities guidelines.

- i) Operating surplus ratio calculated at (0.17) at 30 June 2016 (recommended to be 0.01 to 0.15 per guidelines).

As a result of the above, we recommend Council continue to consider the impact on ratios and long term sustainability when making decisions regarding asset renewal, additional borrowings and setting rates for future years.

### **11.0 Local Government Act Compliance Measures**

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

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

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

### **12.0 Audit Opinion**

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

We raise the following qualification within our 30 June 2016 audit report (which relates to the compliance issue noted in point 11.0 above):



## Attachment 11.3

### **Qualification- Completeness of infrastructure assets**

In accordance with Regulation 17A of the Local Government (Financial Management) Regulations 1996, infrastructure assets were required to be transitioned to fair value by 30 June 2015. We acknowledge Shire of Beverley correctly completed an assessment of the footpath class of infrastructure assets during the 2015 financial year and road classes of infrastructure assets during the 2016 financial year, however a full completeness review and fair value assessment of all other classes of infrastructure assets including bridges, drainage, reserves, parks and gardens has not been completed at the date of this report. As a result we have not been able to determine whether the recognition of other classes of infrastructure assets following identification and fair value assessment would have a material impact on the financial statements.

Based on our discussions with management and as noted in Note 7 to the financial statements we understand all other infrastructure assets will be recorded at fair value for 30 June 2018.

### **12.2 Controls**

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

The Shire of Beverley has appropriate levels of segregation of duties and independent review for a Council of its size which ensures internal control requirements are satisfied.

### **12.3 Audit Recommendations**

Please refer to Appendix 1 for comments and recommendations arising from our 30 June 2016 audit. We provide these comments and recommendations to suggest improvements to Shire of Beverley's internal controls and procedures.

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

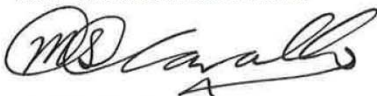
### **12.4 Other Matters**

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

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

Yours sincerely

**AMD Chartered Accountants**



**MARIA CAVALLO CA**  
**Partner**

cc Stephen Gollan  
Chief Executive Officer

## Attachment 11.3

### APPENDIX 1 Audit Recommendations for the year ended 30 June 2016

---

#### GUIDANCE TO FINDINGS RATING / IMPLICATION

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

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

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

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

#### AUDIT FINDINGS

##### 1. WORKS COSTING

**Finding Rating: Minor**

We noted public works overheads were over allocated by \$43,691 and plant operating costs were over allocated by \$87,485 during the year, with a re-allocation journal raised at 30 June 2016 to correct the over allocation.

##### **Implication**

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

##### **Recommendation**

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

##### **Management Comment**

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

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

## Attachment 11.3

### APPENDIX 1 Audit Recommendations for the year ended 30 June 2016

---

#### **2. EXCESSIVE LEAVE BALANCES**

##### ***Finding Rating: Minor***

We noted a number of employees have accrued in excess of eight weeks annual leave at 30 June 2016.

##### **Implication**

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

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

##### **Recommendation**

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

##### **Management Comment**

Noted – Management is aware of this issue and Staff with annual leave balances in excess of 8 weeks have been requested to reduce their balance to a maximum of 8 weeks during the 2016/17 financial year.

Once balances have been reduced in line with Award allowances, leave entitlements will be better managed going forward to ensure excessive leave does not become an issue again in the future.

#### **11.4 Draft 2015/16 Independent Auditor's Report**

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**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 19 October 2016  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0047  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** Draft 2015/16 Audit Report

---

#### **SUMMARY**

That Council receive the draft 2015/16 Independent Auditor's Report.

#### **BACKGROUND**

The audit of the 2015/16 Financial Report was conducted by AMD Chartered Accountants in October 2016.

The unsigned Independent Auditor's Report was received on 18 October 2016.

#### **COMMENT**

Please see attached draft 2015/16 Independent Auditor's Report.

#### **STATUTORY ENVIRONMENT**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

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

That having received the Independent Auditors Report, Council note the Report with one qualification.

#### **COUNCIL RESOLUTION**

**M10/1016**

**Moved Cr White**

**Seconded Cr Gogol**

**That having received the 2015/16 Independent Auditors Report, Council note the Report with one qualification.**

**CARRIED 7/0**

## Attachment 11.4

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

#### **Report on the Financial Report**

We have audited the accompanying financial report of the Shire of Beverley, which comprises the statement of financial position as at 30 June 2016, the statement of comprehensive income, statement of changes in equity, the rate setting statement, and the statement of cash flows for the year ended 30 June 2016, a summary of significant accounting policies and other explanatory notes, and the Chief Executive Officer's statement.

#### **Management's responsibility for the financial report**

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

#### **Auditor's responsibility**

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

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

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

#### **Independence**

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

#### **Qualification- Completeness of infrastructure assets**

In accordance with Regulation 17A of the Local Government (Financial Management) Regulations 1996, infrastructure assets were required to be transitioned to fair value by 30 June 2015. We acknowledge Shire of Beverley correctly completed an assessment of the footpath class of infrastructure assets during the 2015 financial year and road classes of infrastructure assets during the 2016 financial year, however a full completeness review and fair value assessment of all other classes of infrastructure assets including bridges, drainage, reserves, parks and gardens has not been completed at the date of this report. As a result we have not been able to determine whether the recognition of other classes of infrastructure assets following identification and fair value assessment would have a material impact on the financial statements.

## Attachment 11.4

We draw attention to Note 7 to the financial statements which states other infrastructure asset networks will be valued by external consultants and these will be applied at fair value during the 2017/18 financial year.

Accordingly, we not provide an opinion on the completeness of infrastructure assets recorded at 30 June 2016.

### Qualified Opinion

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

- i. gives a true and fair view of the Shire of Beverley's financial position as at 30 June 2016 and of its performance for the financial year ended 30 June 2016;
- ii. complies with Australian Accounting Standards; and
- iii. is prepared in accordance with the requirements of the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

### Statutory Compliance

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

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

### AMD Chartered Accountants

**MARIA CAVALLO**

**Partner**

Bunbury, Western Australia

Dated this            day of October 2016

## **11.5 2015/16 Councillors' Declaration**

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**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 19 October 2016  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0047  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** 2015/16 Councillor's Declaration

---

### **SUMMARY**

Council to sign and receive the 2015/16 Councillors' Declaration.

### **BACKGROUND**

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

### **COMMENT**

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

### **STATUTORY ENVIRONMENT**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

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

That Council authorise the President and Deputy President to sign the 2015/16 Councillors' Declaration and include the Declaration in the 2015/16 Annual Report.

### **COUNCIL RESOLUTION**

**M11/1016**

**Moved Cr White**

**Seconded Cr Gogol**

**That Council authorise the President and Deputy President to sign the 2015/16 Councillors' Declaration and include the Declaration in the 2015/16 Annual Report.**

**CARRIED 7/0**

Attachment 11.5

## **Councillors' Declaration**

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

1. In the opinion of the Councillors:
  - 1.1 the financial statements and notes of the Shire of Beverley are in accordance with the Local Government Act 1995 and Regulations, including:
    - (a) giving a true and fair view of the Shire of Beverley's financial position as at 30 June 2016 and of its performance for the year ended on that date; and,
    - (b) complying with applicable Australian Accounting Standards; and
  - 1.2 there are reasonable grounds to believe that the Shire of Beverley will be able to pay its debts as and when they become due and payable.

On behalf of the Council:

**Cr Dee Ridgway**  
President

**Cr Keith Murray**  
Deputy President

Dated this 25<sup>th</sup> day of October 2016



## **11.6 Draft 2015/16 Annual Report**

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**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 19 October 2016  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0199  
**AUTHOR:** SK Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** Draft 2015/16 Annual Report (under separate cover)

---

### **SUMMARY**

Council to receive the 2015/16 Annual Report.

### **BACKGROUND**

The 2015/16 Annual Report has been produced in-house by the Deputy Chief Executive Officer and was audited by AMD Chartered Accountants in October 2016.

### **COMMENT**

The 2015/16 Annual Report is attached for the Committees consideration.

The 2015/16 Annual Report document will be sent to Workhouse Advertising for professional design and formatting following adoption.

### **STATUTORY ENVIRONMENT**

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

#### **5.53. Annual reports**

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

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

#### **5.54. Acceptance of annual reports**

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

#### **5.55. Notice of annual reports**

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

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

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

That Council approve the 2015/16 Annual Report and it be signed by the President and Deputy President.

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

That Council provide a minimum of 14 days public notice of the availability of the 2015/16 Annual Report be given.

#### **COUNCIL RESOLUTION**

**M12/1016**

**Moved Cr White**

**Seconded Cr Gogol**

**That Council approve the 2015/16 Annual Report and it be signed by the President and Deputy President.**

**CARRIED 7/0**

#### **COUNCIL RESOLUTION**

**M13/1016**

**Moved Cr White**

**Seconded Cr Gogol**

**That Council provide a minimum of 14 days public notice of the availability of the 2015/16 Annual Report be given.**

**CARRIED 7/0**

## **11.7 Annual Electors Meeting**

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**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 19 October 2016  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0047  
**AUTHOR:** SK Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** Nil

---

### **SUMMARY**

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

### **BACKGROUND**

The 2015/16 Annual Report has been produced in-house by the Deputy Chief Executive Officer and was audited by AMD Chartered Accountants in October 2016.

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

### **COMMENT**

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

The last Annual Electors Meeting was held in the evening of Monday 16 November 2015.

Should the Annual report be received at the October 2016 Ordinary Council meeting, the last date on which the Annual Electors Meeting can be held is Tuesday 20 December 2016.

Due to the 14 day advertising period of the availability of the 2015/16 Annual Report an evening during the week beginning 14 November 2016 to hold the Annual Electors Meeting would seem to be appropriate.

### **STATUTORY ENVIRONMENT**

#### **5.27. Electors' general meetings**

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

### **FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**AUDIT AND RISK COMMITTEE'S RECOMMENDATION**

That Council hold the Annual Electors Meeting on Tuesday 15 November 2016 commencing at 6pm at the Lesser Hall.

**COUNCIL RESOLUTION**

**M14/1016**

**Moved Cr Shaw**

**Seconded Cr Murray**

**That Council hold the Annual Electors Meeting on Tuesday 15 November 2016 commencing at 6pm at the Lesser Hall.**

**CARRIED 7/0**

**11.8 Interest Freeze on Overdue Rates Request – Assessment 1090**

**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 20 October 2016  
**APPLICANT:** Mrs BA Carter (Property owner Mr Daniel Lea)  
**FILE REFERENCE:** HUN 1090  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** Nil

**SUMMARY**

Council to consider a request to freeze the interest due on Assessment 1090. It will be recommended the request be declined.

**BACKGROUND**

A letter was received from Mrs Carter asking if her son's (Mr Daniel Lea) penalty interest could be frozen as she endeavours to pay off his rates at a minimum of \$50 per week as he is currently in prison.

**COMMENT**

Mr Lea purchased the property in 2009 and was initially on a payment plan. However from July 2011 until September 2014 no payments were made. Two payments of \$50 were made in September 2014, and then nothing further until Mrs Carter began payments in September 2016. The property has a current outstanding balance of \$8717.23, with the interest portion being \$1902.50.

Interest of \$2.13 per day compounding is accruing.

Outstanding rates could be collected through legal action under Policy AF006 – Rates Recovery.

A financial summary is listed below.

Levies	Receipts	Balance	Current/Arrears	Description
925.50	0.00	925.50	C	Rates
4188.05	0.00	4188.05	A	Rates
1902.50	0.00	1902.50	C	Interest
350.90	0.00	350.90	C	Legal Charges
83.00	0.00	83.00	C	DOMESTIC RECYCLING SERVICE
163.00	0.00	163.00	A	DOMESTIC RECYCLING SERVICE
184.00	0.00	184.00	C	DOMESTIC RUBBISH SERVICE
862.00	450.00	412.00	A	DOMESTIC RUBBISH SERVICE
10.17	0.00	10.17	C	ESL PENALTY
93.11	0.00	93.11	A	ESL PENALTY
30.00	0.00	30.00	A	PAY SPECIAL ARRANGEMENT
71.00	0.00	71.00	C	EMERGENCY SERVICE LEVY
304.00	0.00	304.00	A	EMERGENCY SERVICE LEVY
=====				
9167.23	450.00	8717.23		*** TOTALS ***

At the Ordinary Council meeting July 2016, Council resolved:

*In accordance with s6.51 of the Local Government Act 1995, an 11% interest charge be levied on all overdue rate instalments and on rates outstanding whether subject to either a formal or informal instalment program or not, excluding deferred pensioner rates.*

Council has always imposed the interest levy and may set a new precedent if it chooses to freeze the interest on this Assessment.

### **STATUTORY ENVIRONMENT**

Section 6.51 of the Act provides that interest on overdue rates or service charges may be applied to rates as follows;

- (1) A local government may at the time of imposing a rate or service charge resolve\* to impose interest (at the rate set in its annual budget) on —
- (a) a rate or service charge (or any instalment of a rate or service charge); and
  - (b) any costs of proceedings to recover any such charge, that remains unpaid after becoming due and payable.

\* Absolute majority required.

Regulation 19A of the Local Government (Financial Management) Regulations 1996 prescribes that the maximum rate of interest to be imposed under section 6.13(1) is 11%.

### **FINANCIAL IMPLICATIONS**

N/A

### **STRATEGIC IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

AF006 – Rates Recovery

### **VOTING REQUIREMENTS**

Absolute Majority

### **OFFICER'S RECOMMENDATION**

That Council decline Mrs Carter's request to have the interest amount of \$1902.50 frozen on Assessment 1090 due to the precedent it may set for further requests of this nature.

### **COUNCIL RESOLUTION**

**M15/1013**

**Moved Cr Gogol**

**Seconded Cr Buckland**

**That Council decline Mrs Carter's request to have the interest amount of \$1902.50 frozen on Assessment 1090 due to the precedent it may set for further requests of this nature.**

**CARRIED 7/0**

## **12. ADMINISTRATION**

### **12.1 Policy Manual – Annual Review**

---

**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 5 October 2016  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0468  
**AUTHOR:** S.P. Gollan, Chief Executive Officer  
**ATTACHMENTS:** Shire of Beverley Policy Manual (under separate cover)

---

#### **SUMMARY**

Council to complete the annual review of the Shire of Beverley Policy Manual.

#### **BACKGROUND**

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

At the Ordinary Council meeting held on 23 September 2014, Council resolved that the Shire of Beverley Policy Manual be adopted and reviewed annually. Last year's review was completed at the 27 October 2015 Ordinary Council meeting.

The Policy Manual was presented for annual review at the September Council Meeting, but lay on the table to allow Council further time to review the document.

#### **COMMENT**

Since the last review, six (6) new policies were added to the manual and two (2) policies were amended.

Policy Number	Policy Name	New / Amended
A007	Asset Management	New
S010	Discrimination, Harassment and Bullying	Amended
S021	Grievance, Investigation and Resolutions Policy	New
S022	Rostered Days Off	New
S023	Service Pay	New
S024	Grave Digging	New
W001	Crossover Policy	Amended
W003	Gravel Royalties	New

For the process of reviewing the Policy Manual, the Policy Manual provided at the Ordinary September Council Meeting will be referred to in the following table, and is provided under separate cover.

It is suggested the following amendments be made:

Policy No	Page	Title	Suggested Amendment
AF002	6	Annual and Long Service Liability	Add: Employees are to accrue no more than 40 days annual leave. Suggestion to Add: Council allocate funds to Reserves to cover the liability if leave not taken within the current financial year.
AF003	7	Corporate Credit Card	Remove the term Corporate Cards as the Shire has one card only.
A001	22	Policy Manual	Change: Point 2 – Annual review of the Policy Manual shall be updated annually as and when a policy is varied by Council.
A005	35	Workforce Planning	Identify who is responsible for the “Monitor and Review” process.
C001	40	Use of Town Hall	Add: “Local” Community Groups may use the...
EM004	57	Conference and Meeting Expenses	Change last dot point to: <ul style="list-style-type: none"> <li>• Councillors Accommodation; and</li> <li>• Meals and other incidentals with these expenses to a maximum of \$150 per day.</li> </ul>
EM007	60	Sitting Fees	Delete last line and change to: Sitting Fees are to be paid to Councillors in a lump sum bi-annually and in leave of absence of 3 months or longer, pro-rata bi-annually.
FC002	63	Burning Times	Delete point 2 altogether. Reasoning – it is up to the FCO permit writer to specify the conditions of burning.
FC004	65	Harvest and Vehicle Movement Bans	Add after 1 <sup>st</sup> paragraph: The ban must be authorised by two of the listed officers. Add after 2 <sup>nd</sup> paragraph: via the Harvest Ban Hotline and SMS service.
FC014	75	FCO Annual and General Meetings	Change 2 <sup>nd</sup> paragraph: The CESM in consultation with the CFCO will call general meetings. Members of Council, all FCO's and Brigade Captains are to be invited to attend.
S001	79	Equal Employment Opportunity	Grammar errors to be rectified.
S004	83	Corporate Uniform	Under Point 1 – FTE Administration staff will be provided with subsidised uniforms to the full time pro-rata value per annum from the Local Government Corporate Collection.
S012	96	CEO Annual Performance Review	Change the date to: in September to fall in line with Local Government Elections.
S013	97	Senior Staff Annual Performance Review	Remove the word “Senior” so that all staff are included in a performance appraisal.
S017	101	Organisational Chart	Please see attachment 12.1 for new chart.
S019	103	Staff Use of Shire Equipment	New Point 10: Animals are not permitted inside Shire plant and equipment without prior permission from the Manager of Works.
W002	117	Gravel Pit Rehabilitation	Change New Pits to – are to be photographed prior to excavation. Topsoil should be stock piled, then following the excavation the topsoil is to be pushed over the excavation and the site revegetated to the original state.

Four new policies will be presented to Council in the near future - Communications Policy; Councillor Training; Recruitment & Retention; and Employee Disciplinary Procedures.



**STATUTORY ENVIRONMENT**

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

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

A001: Policy Manual

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION**

That Council endorse the Shire of Beverley Policy Manual with any changes to be updated and recorded.

**COUNCIL RESOLUTION**

**M16/1016**

**Moved Cr Buckland**

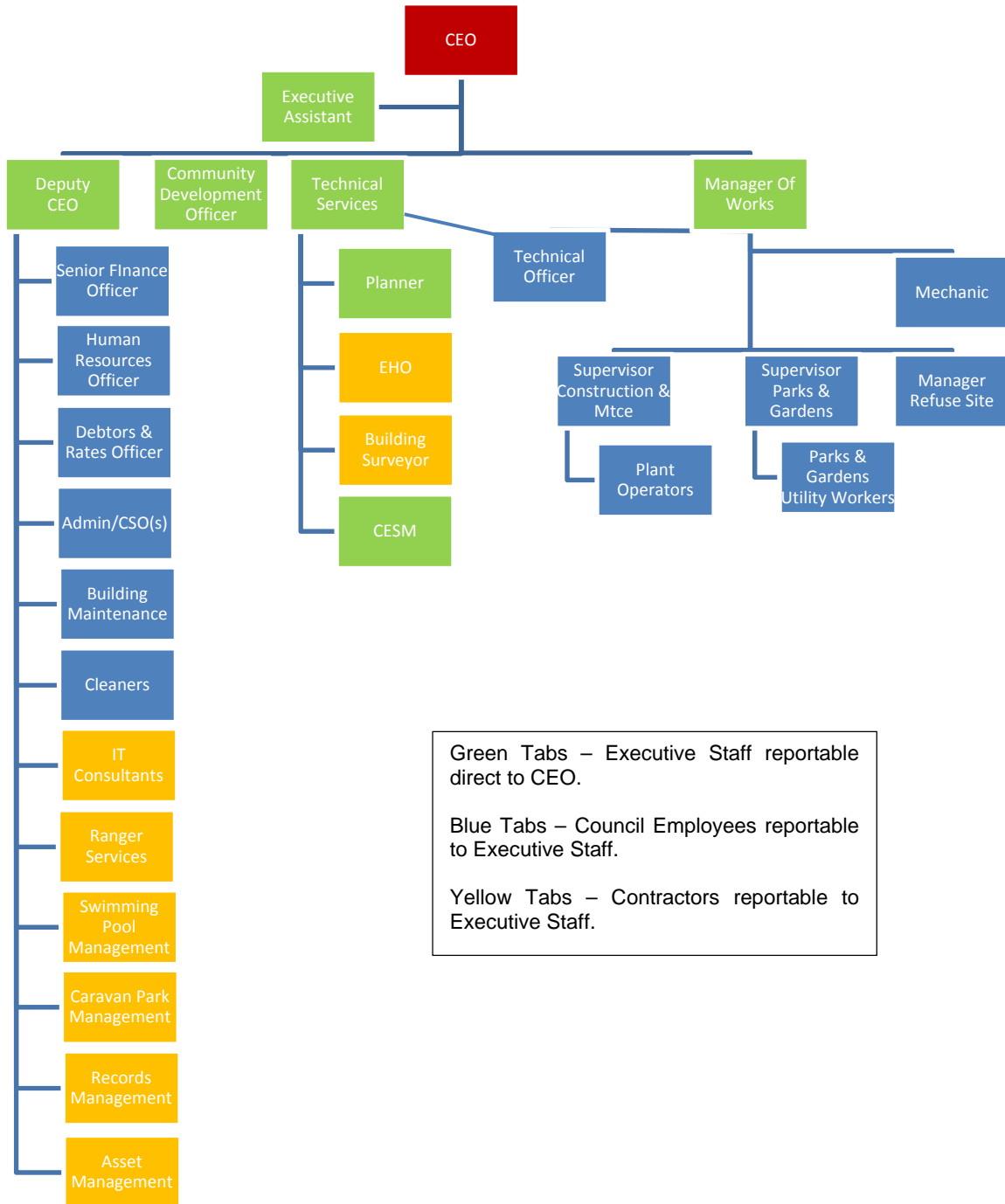
**Seconded Cr Murray**

**That Council endorse the Shire of Beverley Policy Manual with any changes to be updated and recorded.**

**CARRIED 7/0**

Attachment 12.1

Policy S017 – Organisational Chart



## **12.2 Use of the Common Seal**

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**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 12 October 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. Form N1 Transfer of Land Act, Lot 11 on Deposited Plan 409567 and Lot 12 on Deposited Plan 409567 Muster Holdings Pty Ltd.

### **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. Form N1 Transfer of Land Act, Lot 11 on Deposited Plan 409567 and Lot 12 on Deposited Plan 409567 Muster Holdings Pty Ltd.

**COUNCIL RESOLUTION**

**M17/1016**

**Moved Cr White**

**Seconded Cr Shaw**

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

- 1. Form N1 Transfer of Land Act, Lot 11 on Deposited Plan 409567 and Lot 12 on Deposited Plan 409567 Muster Holdings Pty Ltd.**

**CARRIED 7/0**

### **12.3 2017 Council and Committee Meeting Dates**

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**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 4 October 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 setting the dates for the 2017 Council Meetings and Committee Meetings to advertise and distribute.

#### **BACKGROUND**

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

#### **COMMENT**

The *proposed* dates for the 2017 Ordinary Council Meetings are:  
Tuesday 21 February 2017 (3<sup>rd</sup> Tuesday, due to WALGA training in Beverley)  
Tuesday 28 March 2017  
Wednesday 26 April 2017 (due to ANZAC Day being Tuesday 25 April)  
Tuesday 23 May 2017  
Tuesday 27 June 2017  
Tuesday 25 July 2017  
Tuesday 22 August 2017  
Tuesday 26 September 2017  
Tuesday 24 October 2017 election  
Tuesday 28 November 2017  
Tuesday 19 December 2017 (3<sup>rd</sup> Tuesday, office will close Friday 22 December)

Note: A Special Meeting is likely to be called on Monday 23 October 2017 after the Local Government Election on 21 October 2017 for the swearing in of Councillors.

The *proposed* Committee Meeting Schedule 2017:

Audit and Risk Committee Meeting proposed dates are:

Tuesday 7 February 2017  
Tuesday 24 October 2017

Corporate Strategy Committee Meeting proposed dates are:

Tuesday 7 February 2017  
Tuesday 9 May 2017  
Tuesday 11 July 2017

Economic & Community Strategy Committee Meeting proposed dates are:  
Tuesday 14 March 2017  
Tuesday 8 August 2017

Annual Roads Inspection  
Tuesday 11 April 2017

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

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

#### **FINANCIAL IMPLICATIONS**

N/A

#### **STRATEGIC IMPLICATIONS**

Sustainable Governance – Ensure governance and legislative requirements are met.

#### **POLICY IMPLICATIONS**

EM001 – Ordinary Meetings of Council

#### **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council;

1. Set the Ordinary Council Meeting dates for February 2017 – December 2017 as;  
Tuesday 21 February 2017  
Tuesday 28 March 2017  
Wednesday 26 April 2017  
Tuesday 23 May 2017  
Tuesday 27 June 2017  
Tuesday 25 July 2017  
Tuesday 22 August 2017  
Tuesday 26 September 2017  
Tuesday 24 October 2017  
Tuesday 28 November 2017  
Tuesday 19 December 2017

2. Set the 2017 Committee Meeting dates as:

Audit and Risk Committee Meeting:

Tuesday 7 February 2017

Tuesday 24 October 2017

Corporate Strategy Committee Meeting:

Tuesday 7 February 2017

Tuesday 9 May 2017

Tuesday 11 July 2017

Economic & Community Strategy Committee:

Tuesday 14 March 2017

Tuesday 8 August 2017

Annual Roads Inspection

Tuesday 11 April 2017

**COUNCIL RESOLUTION**

**M18/1016**

**Moved Cr Gogol**

**Seconded Cr Buckland**

**That Council;**

- 1. Set the Ordinary Council Meeting dates for February 2017 – December 2017 as;**

**Tuesday 21 February 2017**

**Tuesday 28 March 2017**

**Wednesday 26 April 2017**

**Tuesday 23 May 2017**

**Tuesday 27 June 2017**

**Tuesday 25 July 2017**

**Tuesday 22 August 2017**

**Tuesday 26 September 2017**

**Tuesday 24 October 2017**

**Tuesday 28 November 2017**

**Tuesday 19 December 2017**

- 2. Set the 2017 Committee Meeting dates as:**

**Audit and Risk Committee Meeting:**

**Tuesday 7 February 2017**

**Tuesday 24 October 2017**

**Corporate Strategy Committee Meeting:**

**Tuesday 14 March 2017**

**Tuesday 13 June 2017**

**Tuesday 11 July 2017**

**Economic & Community Strategy Committee:**

**Tuesday 11 April 2017**

**Tuesday 9 May 2017**

**Tuesday 8 August 2017**

**Annual Roads Inspection**

**Tuesday 7 February 2017**

**Tuesday 12 September 2017**

**CARRIED 7/0**



## **12.4 Christmas/New Year Office Closure**

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**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 4 October 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 the closure of the Administration Centre and Library from the close of business on Friday 23 December 2016 to Friday 30 December 2016. The Administration centre to re-open on Tuesday 3 January 2017.

### **BACKGROUND**

For the past eight years, the Administration Centre and Library were closed over this period and there has been no record of this action causing concern.

### **COMMENT**

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

Friday	23 <sup>rd</sup> December 2016	–	Administration Centre and Library Open
Monday	26 <sup>th</sup> December 2016	–	Public Holiday (Boxing Day)
Tuesday	27 <sup>th</sup> December 2016	–	Public Holiday (for Christmas Day)
Wednesday	28 <sup>th</sup> December 2016	–	Administration Centre and Library <b>Closed</b>
Thursday	29 <sup>th</sup> December 2016	–	Administration Centre and Library <b>Closed</b>
Friday	30 <sup>th</sup> December 2016	–	Administration Centre and Library <b>Closed</b>
Monday	02 <sup>nd</sup> January 2017	–	Public Holiday (New Years Day) <b>Closed</b>
Tuesday	03 <sup>rd</sup> January 2017	–	Administration Centre and Library Open

The closure of the Administration Centre and Library will allow staff to have an extended period of leave in addition to the public holidays. Annual Leave of 3 days will be utilised by staff to compensate for the additional days off.

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

### **STATUTORY ENVIRONMENT**

N/A

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

N/A

**POLICY IMPLICATIONS**

N/A

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council endorse the closure of the Administration Centre and Library from close of business on Friday 23 December 2016 4:00pm to the re-opening on Tuesday 3 January 2017 at 8:30am.

**COUNCIL RESOLUTION**

**M19/1016**

**Moved Cr White**

**Seconded Cr Gogol**

**That Council endorse the closure of the Administration Centre and Library from close of business on Friday 23 December 2016 4:00pm to the re-opening on Tuesday 3 January 2017 at 8:30am.**

**CARRIED 7/0**

## **12.5 Annual Christmas Function**

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**SUBMISSION TO:** Ordinary Council Meeting 25 October 2016  
**REPORT DATE:** 4 October 2016  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0316  
**AUTHOR:** S P Gollan, Chief Executive Officer  
**ATTACHMENTS:** Nil

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### **SUMMARY**

Council to consider the annual Christmas function and gift.

### **BACKGROUND**

It has been customary for Council to hold an annual Christmas Function for staff, Councillors and their immediate family each year. Along with the function, Councillors have given staff a gift in the form of Christmas Hampers or Vouchers.

### **COMMENT**

If it is Council's wish to continue these traditions, a date, venue and gift will need to be chosen. Tuesday 20 December 2016 has been identified as a date that does not clash with other community events and would be held after the Council Meeting.

Last year gift vouchers were purchased and were very well received by staff, it is suggested doing this option again and distributing them immediately after the December Council Meeting.

Councillor feedback is welcomed.

### **STATUTORY ENVIRONMENT**

N/A

### **FINANCIAL IMPLICATIONS**

2016/17 Budget

### **STRATEGIC IMPLICATIONS**

N/A

### **POLICY IMPLICATIONS**

N/A

### **VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council;

1. hold the Christmas Function on Tuesday 20 December at the Amenities Building, commencing at 6:00pm; and
2. present the determined gift after the December Council Meeting.

**COUNCIL RESOLUTION**

**M20/1016**

**Moved Cr Davis**

**Seconded Cr Buckland**

**That Council;**

1. hold the Christmas Function on Tuesday 20 December at the Amenities Building, commencing at 6:00pm; and
2. present the determined gift after the December Council Meeting.

**CARRIED 7/0**

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

Nil

**14. CLOSURE**

The Chairman declared the meeting closed at 3:35pm

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

PRESIDING MEMBER:

DATE: