



24 OCTOBER 2017

ORDINARY MEETING

AGENDA

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1. OPENING

The Chairperson to declare the meeting open.

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members Present

Cr DJ Ridgway

Cr DL Brown

Cr LC Shaw

Six Councillors to be sworn in Monday 23 October 2017

2.2 Staff In Attendance

Mr SP Gollan Chief Executive Officer

Mr SK Marshall Deputy Chief Executive Officer

Mr BS de Beer Manager of Planning and Development Services

Mrs A Lewis Executive Assistant

2.3 Observers And Visitors

2.4 Apologies and Approved Leave of Absence

2.5 Condolences

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

O'NEIL

Garrett

13 October 2017

3. DECLARATIONS OF INTEREST

3.1 Cr Ridgway – Item 11.8 – Financial Interest

3.2 Cr Shaw – Item 11.8 – Impartiality Interest

3.3 Cr Ridgway – 12.3 – Impartiality Interest

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 26 September 2017

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 26 September 2017 be confirmed.

7.2 Minutes Of The Special Council Meeting Held 17 October 2017

OFFICER'S RECOMMENDATION

That the Minutes of the Special Council Meeting held Tuesday 17 October 2017 be confirmed.

(Under separate cover)

7.3 Minutes Of The Audit and Risk Committee Meeting Held 17 October 2017

OFFICER'S RECOMMENDATION

That the Minutes of the Audit and Risk Committee Meeting held Tuesday 17 October 2017 be received.

(Under separate cover)

Please refer to Agenda Items: 11.3, 11.4, 11.5, 11.6 and 11.7

7.4 Minutes Of The Cropping Committee Meeting Held 17 October 2017

OFFICER'S RECOMMENDATION

That the Minutes of the Cropping Committee Meeting held Tuesday 17 October 2017 be received.

(Under separate cover)

Please refer to Agenda Items: 11.8 and 12.3

7.5 Minutes Of The Special Council Meeting Held 23 October 2017

OFFICER'S RECOMMENDATION

That the Minutes of the Special Council Meeting held Monday 23 October 2017 be confirmed.

(To be provided on 24 October, prior to the meeting)

8. TECHNICAL SERVICES

Nil

9. PLANNING SERVICES

9.1 Partial Road Closure – Westdale Road, Westdale (Bushfire Brigade Shed)

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 13 October 2017
APPLICANT: Shire of Beverley
FILE REFERENCE: RO 005
AUTHOR: B.S. de Beer, Shire Planner
ATTACHMENTS: Contextual Locality & Locality Map

SUMMARY

The proposed road closure is presented to Council for a decision to formally request the Minister of Lands to proceed with road closure.

BACKGROUND

Council's Community Emergency Services Manager (CESM) applied to the Department of Fire and Emergency Services (DFES) for grant funding for a new Fire Shed for the Dale West Bush Fire Brigade.

A requisite of the grant funding is security of tenure in and/or a management order over the subject land in favour of the Shire.

At its 22 August 2017 meeting Council resolved as follows:

"That Council initiate the partial closure of the section of the Westdale Road as per the sketch plan and instruct the Shire Planner to commence with the advertising of the road closure."

Further to the above the proposed road closure was advertised for 35 days in compliance with Section 58 of the *Land Administration Act 1997* and is being presented to Council for final consideration.

COMMENT

The proposed road closure was advertised for 35 days and the Shire received the following responses. A summary of the responses and staff comment are detailed below. Copies of the responses can be made available should Councillors so wish.

Respondent	Property	Comments	Planner's Response
Water Corporation	-	Reticulated water and sewerage is remote from the subject Road Closure site. The proposed Road Closure does not appear to impact on the Water Corporation assets or operation.	Noted.
Western Power	-	Western Power does not have any objection at this time to the above proposal, however we would appreciate being informed of developments. As there are overhead powerlines and/or underground cables adjacent to or traversing the property the following should be considered prior to any works commencing at the site or if any alignments, easements or clearances are encroached or breached: - Worksafe Regulations 3.64 – Guidelines for work in vicinity of overhead power lines.	Noted.

Since there were no objections to the proposal it will be recommended the road closure proceed.

STATUTORY ENVIRONMENT

A request to the Minister to close a road must be made in compliance with section 58 of the *Land Administration Act 1997* and regulation 9 of the *Land Administration Regulations 1998*.

FINANCIAL IMPLICATIONS

The Shire will be liable for the costs of surveying the portion of closed road reserve and costs associated with the establishment of a Management Order for the subject land post road closure.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

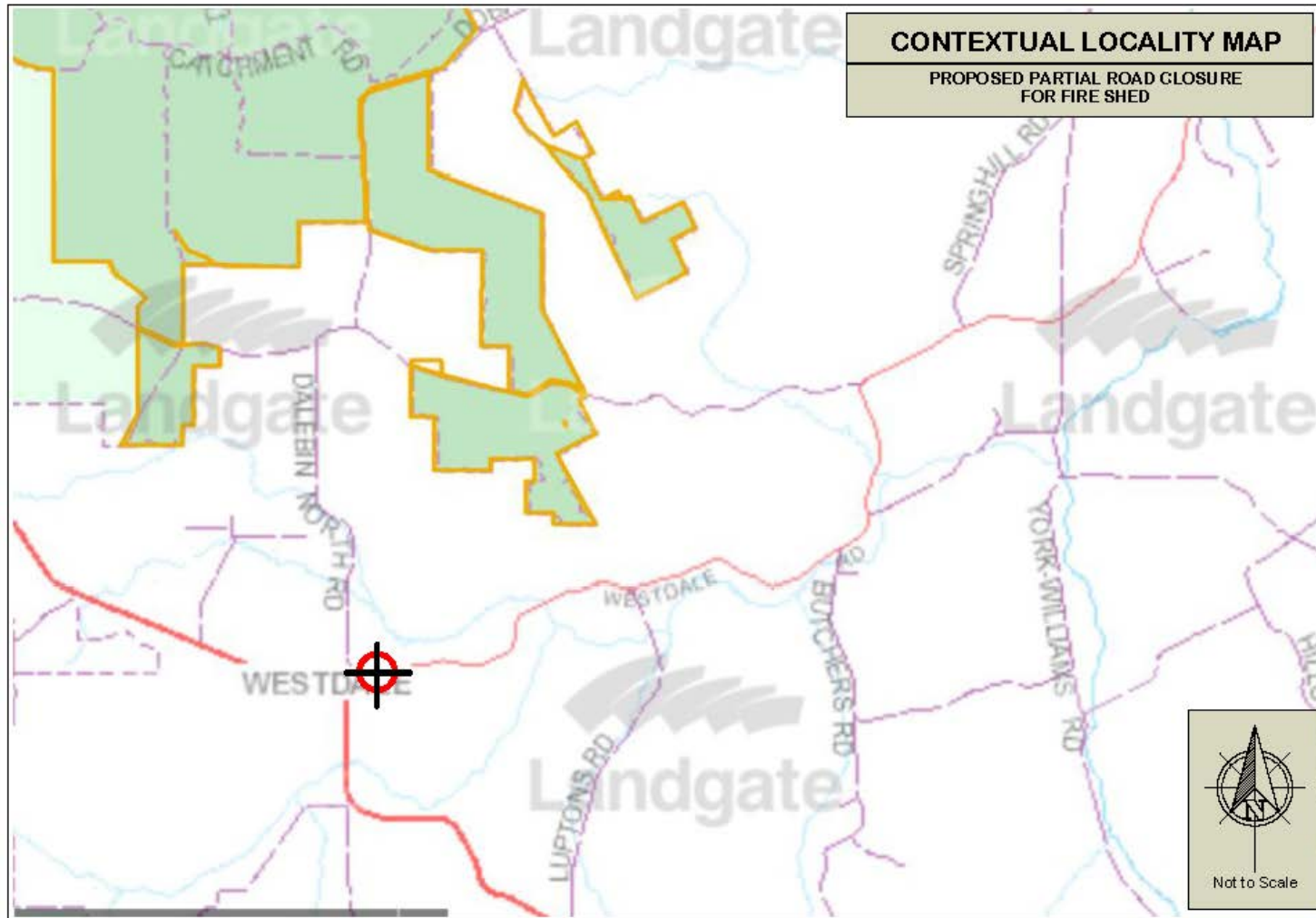
VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to accept the officer's comment on the advertising and request the Minister close the section of Westdale Road as indicated on the attached sketch plan.

Attachment 9.1



Attachment 9.1

LOCALITY MAP: PROPOSED PARTIAL ROAD CLOSURE – WESTDALE ROAD RESERVE



9.2 Subdivision Application: 95 (Lots 5 & 8) Forrest Street

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 13 October 2017
APPLICANT: Alan Marsh
FILE REFERENCE: PL 155755
AUTHOR: B.S. de Beer, Shire Planner
ATTACHMENTS: Site Subdivision Plan & Application Documentation

SUMMARY

An application for subdivision (amalgamation) had been received from Alan Marsh for the amalgamation of Lots 5 & 8 Forrest Street, Beverley. The application will be recommended for approval.

BACKGROUND

An application has been received from the Western Australian Planning Commission (WAPC) to amalgamate the two subject lots into a single cadastral entity.

The subject lots are Zoned '*Residential R10/25*'.

COMMENT

The applicant seeks to amalgamate the parent lots to create a single cadastral entity, to aid in the further development of the subject land.

This amalgamation exercise is supported.

STATUTORY ENVIRONMENT

Subdivision (and amalgamation) 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

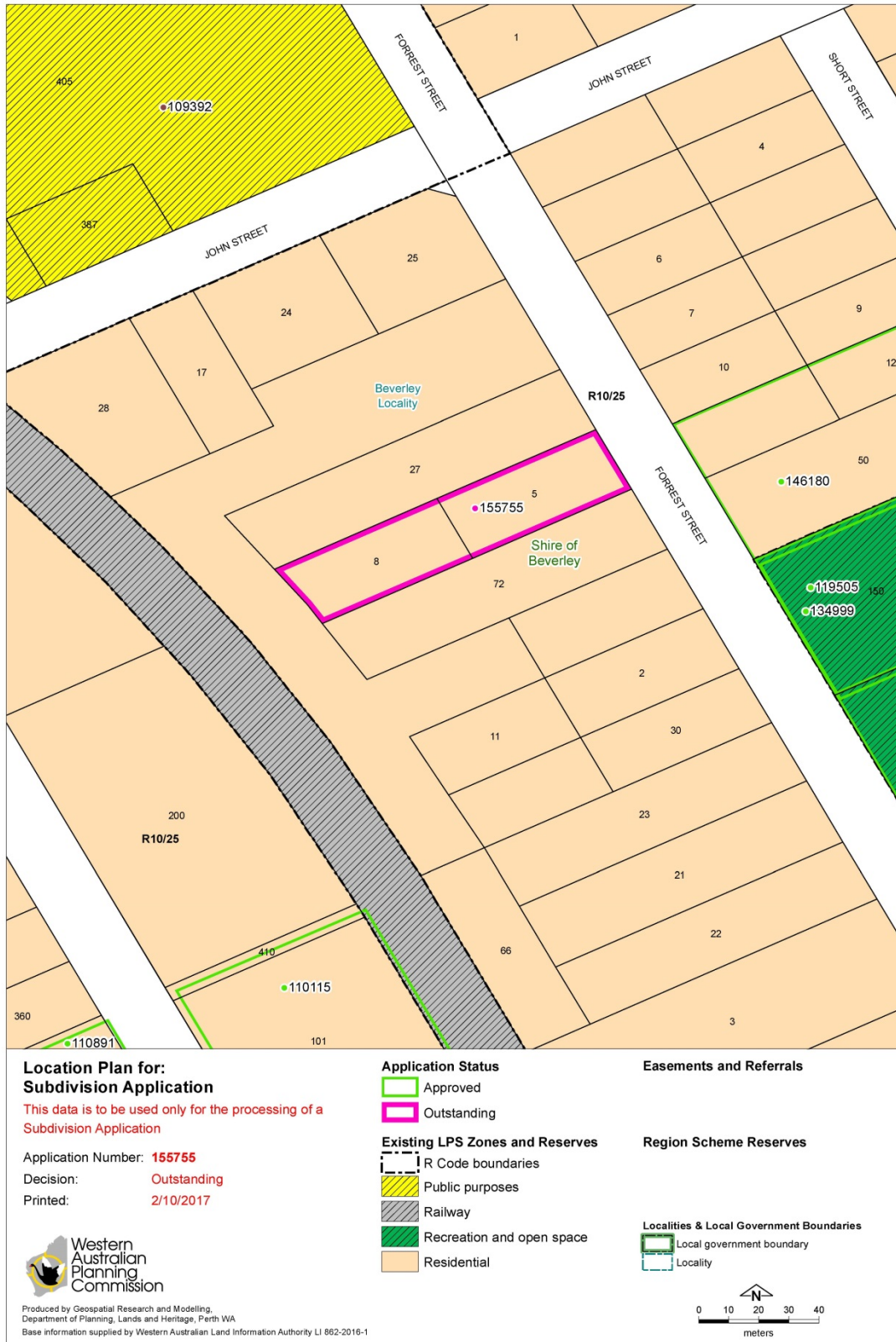
OFFICER'S RECOMMENDATION

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 155755 for the amalgamation of Lots 5 & 8 Forrest Street, Beverley, be approved subject to the following advice note:

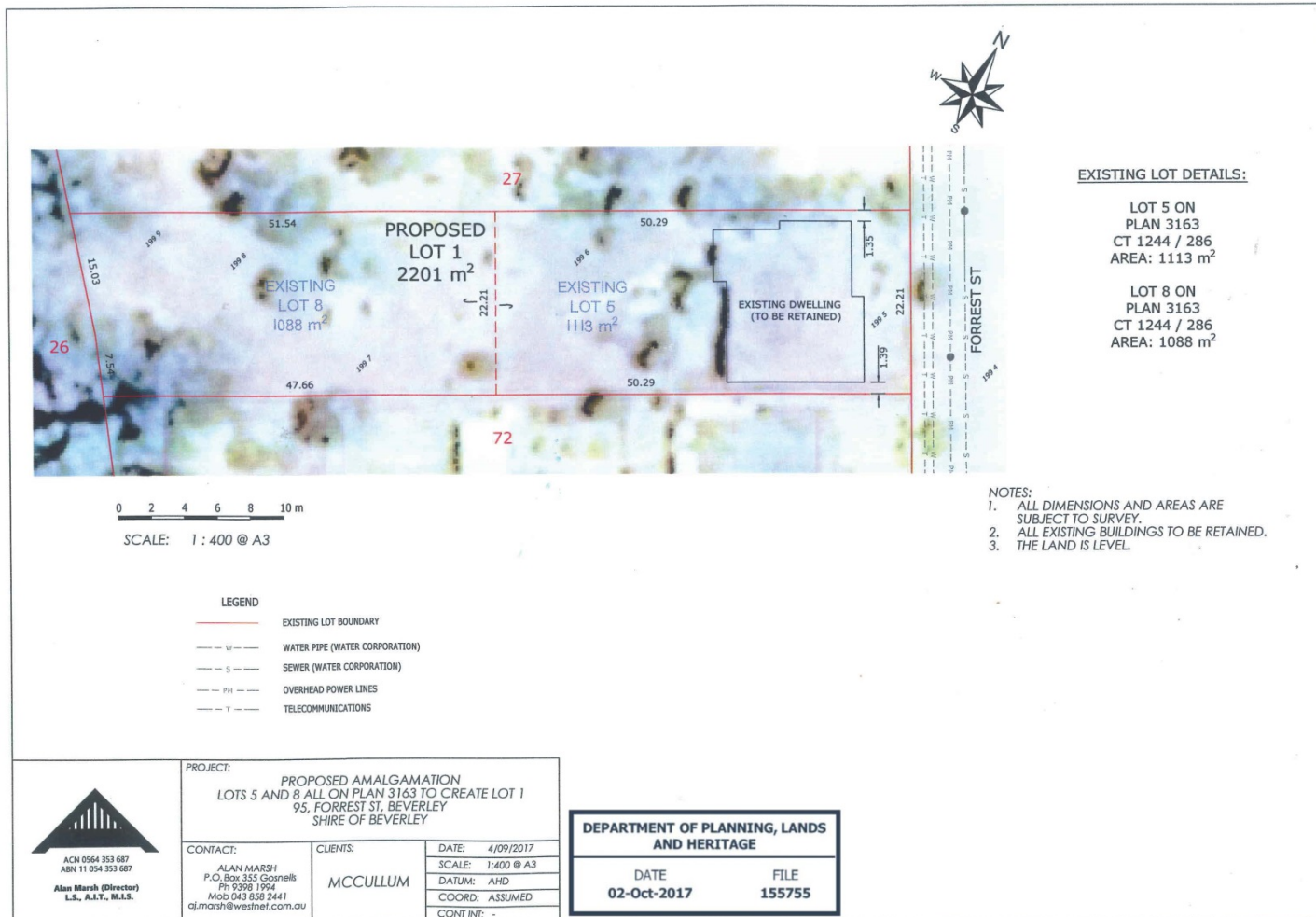
Advice Note

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

Attachment 9.2



Attachment 9.2



9.3 Development Application – Outbuilding (Shed) – 62 (Lot 43) Smith Street

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 13 October 2017
APPLICANT: Clifford Altus
FILE REFERENCE: SMI 1241
AUTHOR: B.S. de Beer, Shire Planner
ATTACHMENTS: Locality Map, Site Plan, Shed Plan, Application Letter

SUMMARY

An application has been received to construct an additional Colorbond Outbuilding (Shed), in extent 80m² at 62 (Lot 43) Smith Street, Beverley. It will be recommended the application be approved.

BACKGROUND

The subject site is located at 62 (Lot 43) Smith Street, is 4,097 m² in extent and zoned Residential R 10/25. It contains an existing dwelling and outbuildings.

In terms of the Shire's Outbuilding Policy, the maximum total area of all outbuildings on the property in this zone is to be 75m², whereas the proposed construction of the new shed (10m X 8m in extent), will result in a total area of all outbuildings of approximately 230m².

The additional shed proposed will also have an individual area (80m²) larger than the maximum permitted (75m²). The proposal is to have the new Outbuilding function as an extension to the existing Outbuilding, also in regards to the wall height and roof height. The Outbuilding Policy prescribes a maximum wall height of 3 m whereas the proposal is to have a wall height, emulating the wall height of the existing shed, of 3.1m.

COMMENT

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

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

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

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

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

The proposal complies with other aspects of the outbuilding policy.

CONSULTATION

No consultation was deemed required.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to grant planning approval for an Outbuilding (Shed) at 62 (Lot 43) Smith Street, Beverley, subject to the following conditions and advice notes:

Conditions:

1. 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.
2. The outbuilding shall not be used for human habitation, commercial or industrial purposes.

Advice Notes:

Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.

Note 3: Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.

- Note 4: The applicant is advised a building permit is required prior to commencement of any building works.
- Note 5: If the Outbuildings are 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).
- Note 6: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Attachment 9.3

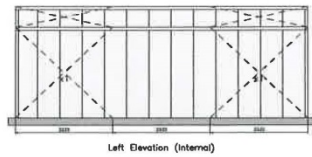
Shire of Beverley

I wish to make an application to extend existing shed 12 x 8 by 10 x 8 to accommodate a 9 metre long motor home at 62 Smith street. The proposed extension will be the same roof height as the existing shed. The gable of the proposed shed will allow a roller door 3.4 metres high and 3.4 metres wide. The motor home requires a height clearance of 3.1 meters.

Regards Clifford Altus



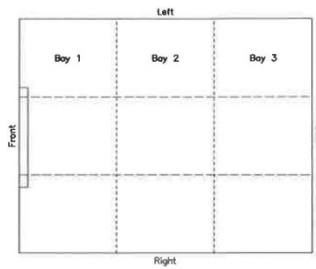
Attachment 9.3



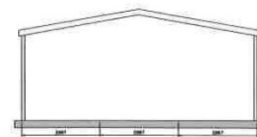
Left Elevation (Internal)



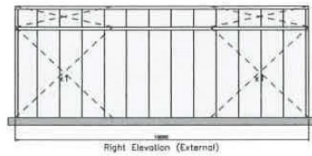
Front Elevation (External)



Right

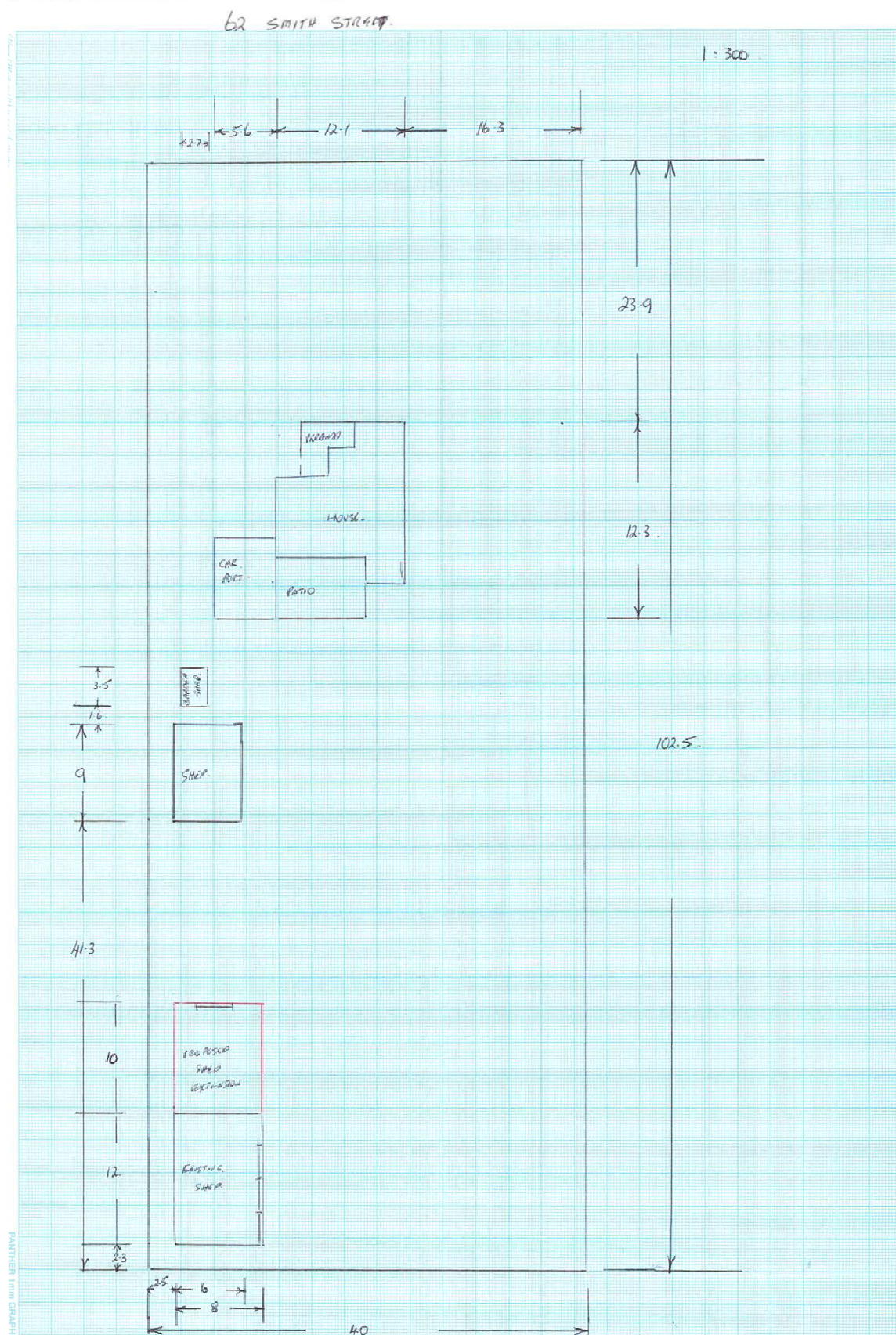


Back Elevation



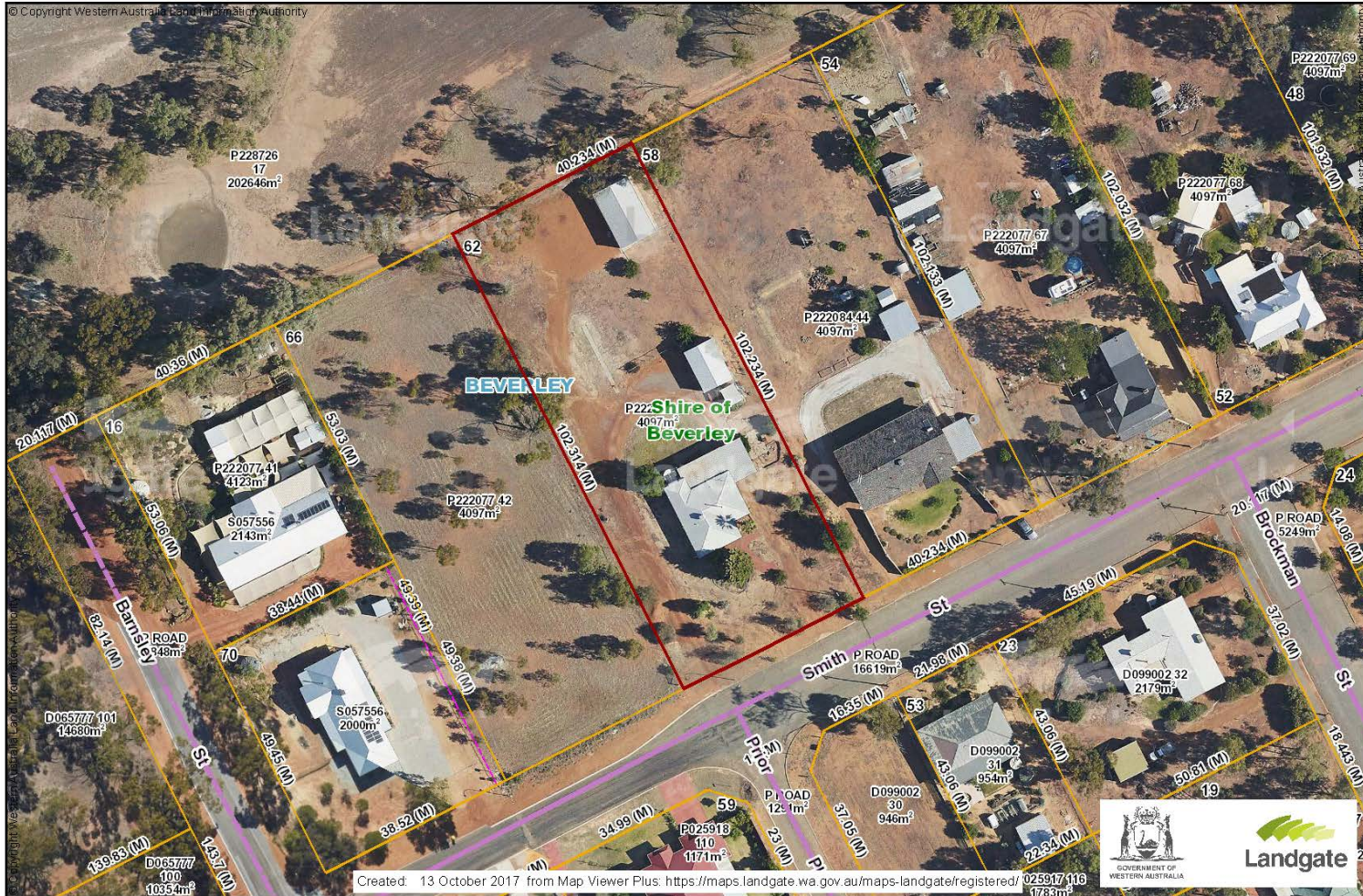
Right Elevation (External)

Attachment 9.3



Attachment 9.3

Locality Map - 62 (lot 43) Smith Street



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9.4 Motor Vehicle Repair Station & Motor Vehicle Sales Premises – 45 Queen Street

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: John Grimshaw & Sue Collins
FILE REFERENCE: QUE 1102
AUTHOR: BS de Beer, Shire Planner
ATTACHMENTS: Locality Map, Applicant's Submission

SUMMARY

Council is requested to consider an application for planning approval for a motor vehicle repair station & a motor vehicle sales premises at 45 (Lot 10 & 11) Queen Street, Beverley.

BACKGROUND

The plans and the Applicant's submission describing the development are attached to this Report.

The subject properties are zoned 'Town Centre' and located within walking distance from the Beverley town centre, Shire Office and proposed Cornerstone Multi-Purpose Community Centre. The two subject lots have a combined area of 1,720m² and contains existing buildings and workshops.

According to the submission of the applicant it is proposed to continue the use of the existing facilities as a *'motor mechanics workshop and sales of our privately owned vehicle collection kept at our long-time (over 10 years) and continual rental workshop premises at lots 10 & 11 (45) Queen Street. These premises are not open to the general public, they are just for servicing our private collection of vehicles including motor home/caravan bus. Our application is with the exception of the following trades: There will be no panel beating, no spray painting or vehicle painting of any description, no recapping or re-treading of tyres.'*

Adjoining the site to the west is the 'old power station' and 46 (lot 9) Dawson Street over which a similar land use had recently been conditionally approved.

COMMENT

The buildings on the subject land had been in use as a private mechanical workshop by the applicants for approximately 10 years. No evidence could however be found on file that the use was considered by Council to be appropriate for the lot. A *'motor vehicle repair station'* is an 'SA' use in terms of the Shire of Beverley Town Planning Scheme No. 2 (TPS 2) (meaning that the use may be permitted in this zone after Council has duly advertised the proposal). The use of a *'motor vehicle sales premises'* is an 'AA' use in terms of TPS 2 meaning that with Councils discretion the use may be permitted.

Advertising

The application was duly advertised for a period of 14 days and the following submissions were received. Planner's responses are included in the table below.

	Respondent	Property	Comment	Planner's Response
1	Philip Hubert Smith	29 Dawson Street Beverley WA 6304	No objection to proposal	Noted.
2	David & Julie Paull	45 Dawson Street Beverley WA 6304	No objection to proposal	Noted.
3	GJ & SJ Negus	29 Queen Street Beverley WA 6304	No objection to proposal	Noted.
4	A Valkhoff	36 Dawson Street Beverley WA 6304	No objection to proposal	Noted.
5	Philip Dempsey	42 Hunt Road Beverley WA 6304	No objection to proposal. I support the proposed application and hope the Council will encourage any business activity in town. The gentleman in question has previously restored cars next to my house. I can attest that there was never any undue noise or other problems and I take the opportunity to wish them every success in their efforts.	Noted.
6	EJ & A Christian	37 Queen Street Beverley WA 6304	No objection to proposal. Any new development is good for Shire of Beverley. It is only one hour's drive from Armadale/Kelmscott and it has all the facilities. We would suggest the Shire needs to do more to attract new investments and developments and we are confident in a few years Beverley will be a thriving town.	Noted.
7	Peter Rollason	39 Queen Street Beverley WA 6304	No objection to proposal. As long as all criteria outlined in proposal are followed.	Noted.

STATUTORY ENVIRONMENT Beverley Town Planning Scheme No. 2

The subject site is zoned 'Town Centre' under the provisions of TPS2. There are no specific objectives for the zone, however generally 'Town Centre' zones are to provide a central area for commercial activities in the town site.

The proposed land use is best described as a 'motor vehicle repair station', which means: "land and buildings used for the mechanical repair and overhaul of motor vehicles, including tyre recapping, re-treading, panel-beating, spray painting, chassis re-shaping, and motor vehicle wrecking". This land use is an 'SA' use, which means Council may, at its discretion, permit the use after notice of the application has been given in accordance with Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The applicant has indicated though that no panel beating, spray painting or vehicle painting of any description, and no recapping or re-treading of tyres will take place at the premises.

The proposed use of a 'motor vehicle sales premises' is an 'AA' use in terms of TPS2, which is a discretionary use but does not require advertising.

Clause 4.7 requires car parking spaces to be provided in accordance with Council policy. Car parking will be provided on site as per the sketch plan provided.

Planning and Development (Local Planning Schemes) Regulations 2015

Schedule 2 of the Regulations contains 'deemed provisions' that apply to all local planning schemes and where there is an inconsistency supersede the scheme provisions.

Clause 64(3) – specifies the ways in which applications for development approval may be advertised. The application was advertised in accordance with sub-clause (a) by giving notice to owners and occupiers of 33 properties in the vicinity of the development whom may be affected by the granting of development approval. Please refer to the Advertising section of this report for discussion regarding the submissions received.

Clause 67 – sets out the matters for consideration. The applicable matters have been considered as follows:

- Aims and provisions of TPS2 – the proposal is deemed consistent.
- Any proposed local planning scheme or amendment – the proposal is deemed consistent.
- Refer to comments in Strategic section of this Report.
- Any approved State policy – nil applicable.
- Any environmental protection policy – EPA's Guidance for the Assessment of Environmental Factors (Separation Distances between Industrial and Sensitive Land Uses). The Policy does not specifically provide guidance for mechanical workshops. Using as a guide similar uses, it does recommend a generic 200 metre buffer be provided between motor body works or service stations and sensitive land uses, such as residential where site specific investigations have not been undertaken. The site is considerably less than 200 metres from residences and therefore further investigations may be

required regarding the management of potential emissions, such as noise and odour.

- Any policy of the Commission – nil applicable.
- Any policy of the State – nil applicable.
- Any local planning policy – the applicable local planning policies have been considered and detail of the assessment has been discussed in the Policy section of this Report.
- Built heritage conservation – the old power station is listed on the Municipal Heritage Inventory and the State Heritage Office's Inherit database, with the latter indicating the condition of the place as poor. The proposal will not affect the significance of the adjoining property.
- Compatibility with its setting – the existing building is considered compatible with the surrounding development in its design, height, bulk and scale.
- Amenity of the locality –
 - Environmental impacts – potential impact identified is noise. This can be managed through the limiting of work on vehicles within the existing buildings only and the hours of operation.
 - Character – the locality can be characterised as an area of transition between the commercial centre of town and residential areas south. This portion of Queen Street is zoned '*Town Centre*' and the use is discretionary. As described in the Strategic section of this Report, it is intended for the zone to be flexible to provide for a mix of businesses and services.
 - Social impacts – from the submissions received, nearby residents are supportive of the proposal.
- Likely effects on natural environment or water resources – wastes will require management to ensure no impacts occur. Any fuels and oils stored will require specialised storage areas.
- Adequacy of egress, access, manoeuvring and parking – access will be provided directly from Queen Street. There is sufficient room for manoeuvring of vehicles and access and egress is available in a forward direction.
- Traffic generation and effect on traffic flow and safety – traffic generated from the development is expected to be very low due to the nature of the business, and therefore is unlikely to impact on the flow and safety in Queen Street.

Clause 68 – Council may determine the application by granting development approval without conditions; with conditions; or refusing to grant approval. The application is recommended for conditional approval.

Clause 73 – provides for approval to be granted for the entire development; part or an aspect of the development or except a part or aspect of the development. It is recommended that the approval be granted for the entire development.

FINANCIAL IMPLICATIONS

Standard financial implications apply should the Applicant be aggrieved with the determination of the application and utilise the appeal rights to the State

Administrative Tribunal afforded in part 14 of the *Planning and Development Act 2005*.

STRATEGIC IMPLICATIONS

Shires of Brookton & Beverley Local Planning Strategy

The Strategy's vision for the district is to: *"Support thriving, strong and sustainable communities and a diversified economy which area in harmony with productive agriculture and which value the natural environment, landscapes, heritage and culture."*

A 'noisy activity precinct' has been identified in the Strategy at the Beverley airfield to accommodate motorsports and associated development. The preparation of a concept plan and development controls are required to coordinate and guide development in the precinct. Similarly, a new general industrial area is identified south of the Beverley townsite and is currently the subject of planning and other legislative processes.

Relative to this proposal, the Strategy continues to identify the subject site as 'Town Centre'. The aim for the Beverley town centre is to ensure that it remains the principal commercial/retail centre for the district containing a wide range of appropriate and compatible land uses. Commercial buildings and signage must be of a high quality, which enhance the appearance of the town centre and provide a sense of identity. In developing the new local planning scheme, the range of permitted and discretionary uses should be reviewed to accommodate a wide range of appropriate uses including residential and mixed uses.

Draft Shire of Beverley Local Planning Scheme No. 3 (LPS3)

LPS3 has been advertised and is with the Department of Planning for consideration. Although LPS3 is not deemed to be a 'seriously entertained planning proposal' and therefore a matter for consideration, the following draft provisions have been considered in the assessment of this application:

- *Zoning* – 'Commercial' (new 'Town Centre' zone in Model Scheme Text 2015);
- *Objectives* – promote commercial centre as principal focus for the district for shopping, professional and business activities; maintain compatibility with general streetscape; ensure development is not detrimental to amenity; provide for residential where it is combined with a commercial use.

POLICY IMPLICATIONS

Car Parking Requirements

The submitted site plan indicates that the development will provide for car parking spaces and manoeuvring room within the site.

Signage

In the Commercial zone, all advertising must relate to the property and the business operating. No proposal for signage has been included in this application which means that any future signage proposed will have to be considered through a separate planning application.

There are no policy implications associated with this proposal.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council grant planning approval to use 45 (Lot 10 & 11) Queen Street, Beverley for the purposes of a motor vehicle repair station and a motor vehicle sales premises subject to the following conditions and advice notes:

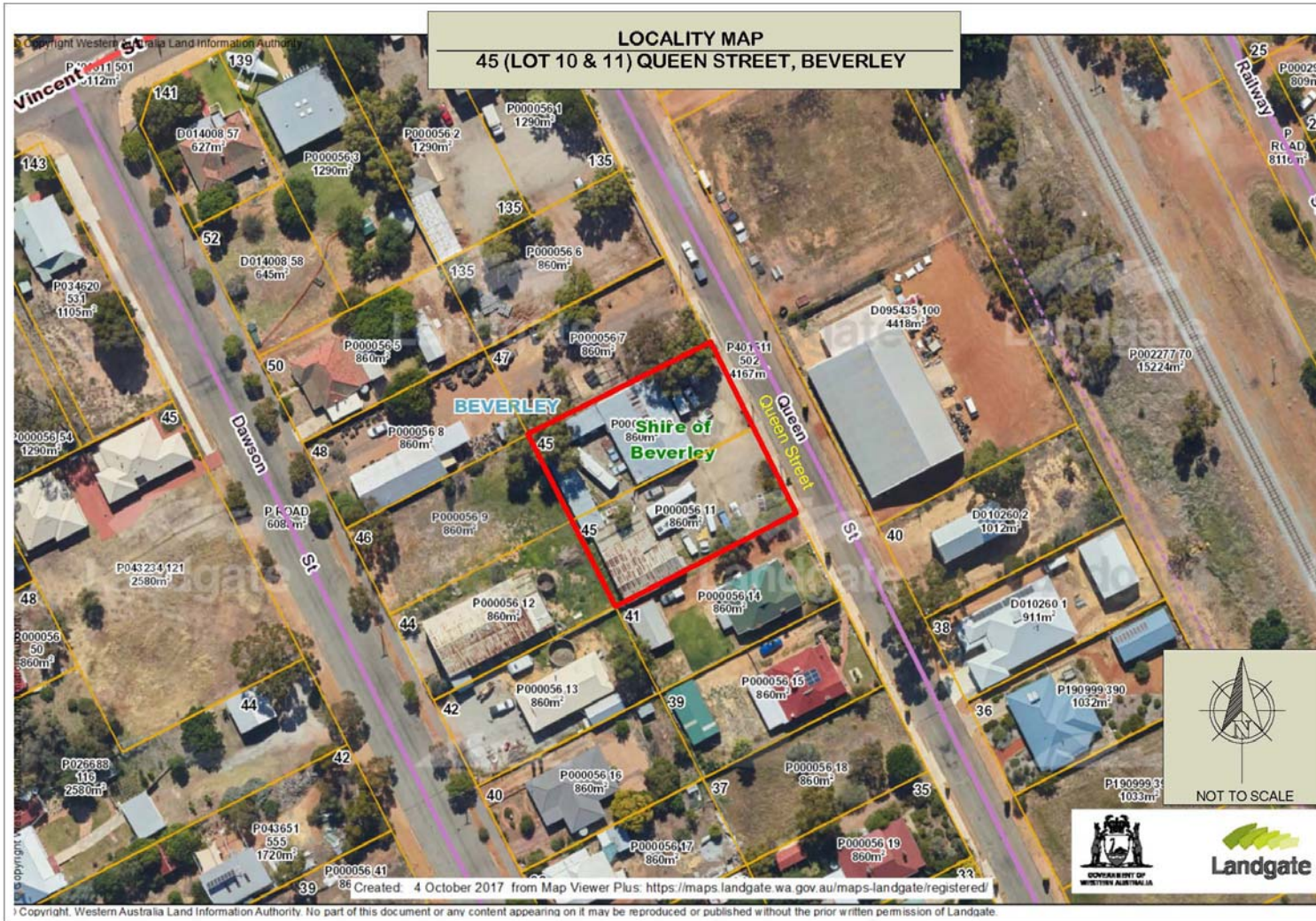
Conditions

1. 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.
2. Hours of operation are restricted to 7.30 am to 5.30 pm Monday to Friday and 7.30 am to 12.00 pm Saturday. No work is permitted on Sundays or public holidays.
3. All motor vehicle repairs shall be carried out wholly within the buildings on site.
4. No spray painting, panel beating, re-treading or recapping of tyres shall be permitted.
5. All fuels and oils shall be kept in a secure area and all fuels and oils to be disposed of shall be done in a manner which is to the satisfaction of the local government and any dangerous goods requirements.

Advice Notes

1. Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
2. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
3. Prior to commencement of any works, a Building Permit may be required in accordance with the provisions of the *Building Act 2011*.
4. The Applicant is reminded of the requirements of the *Environmental Protection (Noise) Regulations 1997*. An acoustic assessment prepared by a suitably qualified person may be required as an action resulting from the investigation of any noise complaints.
5. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Attachment 9.4



Attachment 9.4

For the attention of:
Mr Stefan deBeer
Town Planner
Shire of Beverley



From:
John Grimshaw & Susanne Sue Collins
Hunt Road Village Residents
Beverley

27TH September 2017

To Whom It May Concern

Ref: Lots 10 & 11 (45) Queen Street, Beverley

Further to our conversation on Thursday, 26TH September 2017, we submit our application for a continuation of motor mechanics workshop and sales of our privately owned vehicle collection kept at our longtime (over 10 years) and continual rental workshop premises at Lots 10 & 11 (45) Queen Street (please see site plan). These premises are not open to the general public, they are just for servicing our private collection of vehicles including motor home/caravan bus. Our application is with the exception of the following trades :- There will be no panel-beating (noise), no spray painting or vehicle painting of any description, no recapping or retreading of tyres.

We also apply for permission to sell our privately owned vehicles as and when required. The premises is not and will not be operated as a commercial enterprise.

Our hours of operation at the premises will be between 7.30am and 5.30pm on weekdays, and between 7.30am and approximately noon on Saturdays and will not be operating on Sundays.

There is easy access and ample parking at the premises for ourselves and visitors (please see the plan).

Hoping our application meets with council's approval.

Our sincere thanks for your consideration.

From

John Grimshaw and Susanne (Sue) Collins

Attachment 9.4

Attachment:
Regarding Planning Application
For use at Lots 10 & 11 (45) Queen Street, Beverley

Nature of any existing buildings and/of land use:

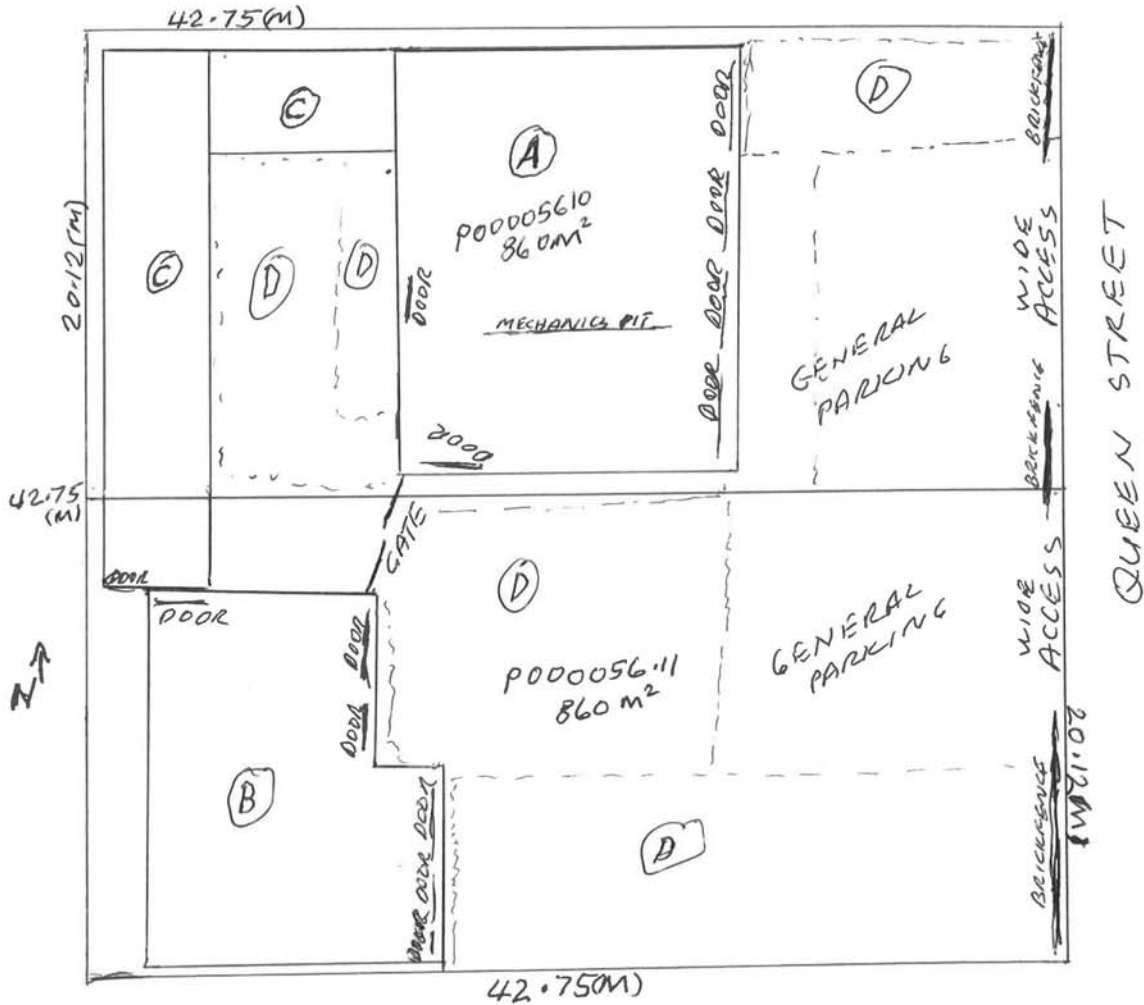
- (A) Shed with mechanics pit used as own mechanical repairs workshop.
- (B) Shed and storage and mechanical repairs.
- (C) Covered carport.
- (D) Areas used for parking of collection of own vehicles with plenty of ease of access and exit being left for general parking

(Please refer to site plan)

Attachment 9.4

LEGEND

- (A) SHED WITH MECHANICS PIT USED AS OWN MECHANICAL REPAIRS WORKSHOP
- (B) SHED AND STORAGE AND MECHANICAL REPAIRS
- (C) COVERED CARPORT
- (D) AREA USED FOR PARKING OF OWN VEHICLES - WITH PLENTY OF SPACE OF ACCESS & EXIT FOR GENERAL PARKING.



SITE PLAN
 LOTS 10 & 11 (45) QUEEN STREET, BEVERLEY
 NOT TO SCALE.

9.5 Adoption of Remotely Piloted Aircraft (Drone) Policy

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 17 October 2017
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM
AUTHOR: B S de Beer, Shire Planner
ATTACHMENTS: Remotely Piloted Aircraft (Drone) Policy

SUMMARY

Council is requested to consider adopting an Operational Policy – Remotely Piloted Aircraft (Drone) Policy.

BACKGROUND

The Shire of Beverley has recently acquired a Remotely Piloted Aircraft (Drone) for Shire's business needs.

The acquisition of the drone necessitates a formal statement, through the adoption of a Council Policy, as to the protocols involved in utilising and managing this resource. The self-explanatory Policy is attached hereto for Council's consideration and adoption.

COMMENT

The purpose of the policy is to ensure that all legislated requirements for the use of Shire of Beverley-owned and/or Council-managed drone technology is applied and adhered to by Council Officers, including the management and use of data collected by the Remotely Piloted Aircraft.

STATUTORY ENVIRONMENT

- Local Government Act 1995 – making of operational policies of Council;
- Civil Aviation Safety Regulations Part 101 (CASR101);

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application. Council might chose to inform the general public of the new policy by advertising in the Blarney.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

The adoption of this Drone Policy will result in a new Policy of Council and will be included in the broader Policy Document.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to adopt the Remotely Piloted Aircraft (Drone) Policy.

Attachment 9.5

REMOTELY PILOTED AIRCRAFT (DRONE) POLICY

Policy Type:	General
Date Adopted:	October 2017

Policy No:	-
Date Last Reviewed:	October 2017

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):
1. Civil Aviation Safety Regulations Part 101 (CASR101)

ADOPTED POLICY	
Title:	REMOTELY PILOTED AIRCRAFT (DRONE) POLICY
Objective:	The purpose of this policy is to ensure that all legislated requirements for the use of Shire of Beverley-owned and/or Council-managed drone technology, which is also referred to as 'remotely piloted aircraft' (RPA) technology, is applied and adhered to by Council Officers, including the management and use of data collected by the RPA.

POLICY STATEMENT:

Remotely Piloted Aircraft (RPA) will increase the efficiency of Council's Corporate and Operational activity across the jurisdiction, particularly where physical access by Council Officers to a specific location is restricted by factors such as distance, danger or difficult terrain.

The operation of RPA is governed by the Civil Aviation Safety Authority (CASA) and determined by the Civil Aviation Safety Regulations Part 101 (CASR101).

This policy determines Council-specific requirements for the use of RPA, specifically the Drone system (software platform), technology (equipment and hardware) and data in addition to CASR101. It has been developed to ensure that safety, privacy and legislative compliance requirements are considered and met by Council Officers.

The primary purpose of Council-owned RPA, including any and all data collected, is to service Council's business needs. However, from time to time Council may enter into an *ad hoc* arrangement to provide RPA services to other organisations. This will occur only where a clear benefit to Council or the Beverley Community can be demonstrated. These services are likely to be the provision of data collected by the RPA.

CASA licenced Council Officers are the only pilots authorised to operate Council-owned RPA; hiring to external entities of the drone technology is not permitted.

CASR101 determines this arrangement is commercial in nature. Therefore, any proposal of this kind must be approved by the Chief Executive Officer, which in assessing proposals will have regard for the benefit to Council and the Shire of Beverley Community that will be delivered through or derived from the arrangement.

Attachment 9.5

Non-compliance with aviation laws as determined by CASA is potentially a criminal offence. CASA will be notified, and will investigate all reports alleging breaches of the applicable legislation.

Flight paths should be determined so that RPA do not operate over private property, and where possible the pilot should avoid filming people and/or private property. If it is unavoidable, the property owner's consent should be obtained beforehand.

Any and all data collected or recorded by the RPA, including geospatial data, is owned by Council.

Data is considered and managed by:

- collecting (or recording) only for a specific purpose in support of a Council function;
- reviewing to redact inadvertently collected personal information; and
- editing to dispose of data that is not required.

The designated RPA Pilot is responsible for all operational matters.

RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

The following positions are responsible for implementation and compliance monitoring of the policy in their work areas:

Party	Responsibility
Chief Executive Officer (CEO)	<p>CEO is responsible for organisational compliance and will assess and determine the:</p> <ul style="list-style-type: none"> • staff positions that require CASA pilot qualifications; • approve applications for the regular use of Remotely Piloted Aircraft for internal business requirements; • requests from external entities and/or organisations to enter into an agreement with Council to utilise Remote Piloted Aircraft services; and • Responsible for determining if drone (RPA) data can be disclosed to external (non-Council) applicants and that the related ethical, legislative and policy considerations and requirements are satisfied prior to the release of data.
Manager: Planning & Development Services	<ul style="list-style-type: none"> • Officer with overall responsibility for the effective and ethical management of Council's Drone (RPA) Program and equipment, and for ensuring that recorded information is appropriately collected, managed and disclosed in accordance with legislation, this policy and related procedures and guidelines; • assumes the role of chief pilot of the RPA; • responsible for the management of drone data and/or internal (for Council business purposes) release of it, ensuring the related ethical, legislative and policy considerations and requirements are satisfied prior to the release of data; • ensure that operations are conducted in compliance with the Civil Aviation Act and the Regulations; • maintain a complete and up-to-date reference library of operational documents as required by CASA for the class of operations conducted; • be the primary point of contact for CASA; • Responsible for ensuring the maintenance of the drones (Remotely Piloted Aircraft Systems) in accordance with the manufacturer specifications; • CASA-certified Council employed pilots must abide by CASA laws and regulations and follow all Council Policies and Procedures.

SCOPE OF POLICY

This policy applies to:

- all Councillors, officers, agents, contractors and volunteers of Council;
- all Council-owned and Council-managed drone (RPA) systems and technology; and
- any data and/or information collected by it, including geospatial data.

9.6 Development Assessment Panel Nominations

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: DAP Secretariat
FILE REFERENCE: ADM 0286
AUTHOR: B.S de Beer, Shire Planner
ATTACHMENTS: DAP Practice Note 11

SUMMARY

Review and nominate the Shire's local Development Assessment Panel members.

BACKGROUND

Council at its Ordinary Meeting held on 21st February 2017, nominated Councillors Shaw and Murray as their local Development Assessment Panel Members and Councillors Buckland and Davis as Alternate local Development Assessment Panel Members.

Council's nominations were duly appointed by the Minister with the current term expiring on 26th July 2018.

Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* (DAP Regulations), if the composition of Council changes, the Director General has requested Council, immediately after the local government elections, nominate four elected members, comprising two local members and two alternate local members to replace any members no longer on Council. The local government nominations must be received by 10 November 2017.

As Councillor Shaw is not up for re-election at the 21 October 2017 he remains as Member 1. A replacement will be required for Cr Murray (Member 2) who is retiring at the Election. Should either Councillors Buckland or Davis not be re-elected, the alternate member positions they hold will need to be replaced. If they are re-elected they will remain as alternate members 1 and 2 respectively.

Following receipt of all local government nominations, the Minister will consider and appoint nominees for the remainder of the term ending 26 July 2018. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.

If no nominations are received from the Shire, regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, enables the Minister to include on the local government register a person who is an eligible voter of the Shire of Beverley and who has relevant knowledge or experience that will enable that person to represent the interest of the local community.

COMMENT

On 13 October 2016, the Minister announced changes to the DAP system, which were gazetted on 16 December 2016 and took effect from 1 February 2017.

The amendments are predominantly administrative in nature and are aimed at ensuring the DAP system is flexible and responsive, as well as increasing transparency and accountability.

The DAP fees were reviewed and a number of increases to DAP sitting fees have been made, including the introduction of new sitting fees for re-training of DAP members. As a consequence, the DAP application fees have been increased by 3% to ensure that the system continues to recover its costs.

It is acknowledged that to date some of the current members are yet to receive training. This situation is not uncommon and generally regional/rural members are provided/offered trained as required, i.e. if and when a DAP application is received (or will be received in the foreseeable future).

A DAP fact sheet with the 2016 changes is attached for further information.

STATUTORY ENVIRONMENT

Planning & Development (Development Assessment Panels) Regulations 2011.

Regulation 26 requires the Minister to maintain a register of local government members for each Joint Development Assessment Panel. To compile this register, the Minister will request each local government for which a Joint Development Assessment Panel is established nominate two council members for inclusion on the register.

Under regulation 30(1) a DAP member must attend compulsory training before the member is able to sit at a DAP meeting or perform any other functions as a DAP member. Regulation 32(3)(e) has been introduced in the recent amendments to provide the Minister for Planning with the power to remove a DAP member who does not avail himself or herself of reasonable opportunities to undertake the compulsory training.

FINANCIAL IMPLICATIONS

DAP members are entitled to be paid for their attendance at DAP meetings and training, unless they fall within a class of persons excluded from payment. Further details can be found in the *Premier's Circular – State Government Boards and Committees Circular (2010/02)*.

STRATEGIC IMPLICATIONS

It is important that Beverley has local representation on the Development Assessment Panel should a development application be submitted that meets the thresholds of the DAP Regulations.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

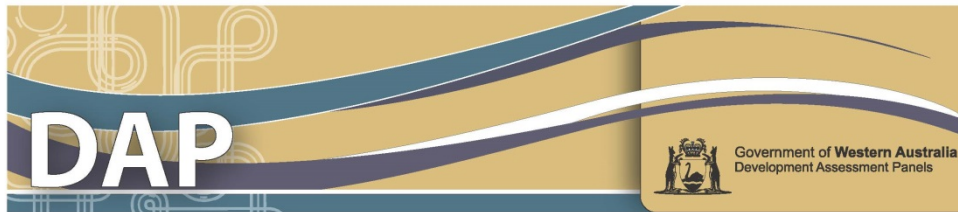
Simple Majority

OFFICER'S RECOMMENDATION

That Council, dependent on election results:

1. Nominates Councillor _____ to be the Shire of Beverley Local Member to sit on the local Joint Development Assessment Panel.
2. Nominates Councillors _____ and _____ to be the Shire of Beverley Alternate Local Members to sit on the local Joint Development Assessment Panel.

Attachment 9.6



PRACTICE NOTE 11

DAP Amendment Regulations 2016

What is this document?

1. This document is a practice note issued by the Director General of the Department of Planning under regulation 40(5) of the *Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations)* which states:

The Director General may issue practice notes about the practice and procedure of DAPs and each DAP must comply with those practice notes.
2. If you need assistance understanding this document please contact the DAP Secretariat, comprising officers of the Department of Planning, at daps@planning.wa.gov.au and (08) 6551 9919. Readers are also encouraged to view the document *Development Assessment Panel – Questions and Answers*, which can be found at: <http://daps.planning.wa.gov.au/5583.asp>.

What are the 2016 DAP Amendment Regulations?

3. The *Planning and Development (Development Assessment Panels) Amendment Regulations 2016 (DAP Amendment Regulations 2016)* were published in the *Government Gazette* on 16 December 2016. These amendments will come into operation on 1 February 2017.

Why were the DAP Regulations amended?

4. On 1 May 2015, amendments to the DAP Regulations took effect. The amendments were the outcome of a review of the operation of the DAP system undertaken by the Department of Planning as part of the State Government's *Planning Makes it Happen: Phase Two* reform agenda. Following review by the Joint Standing Committee on Delegated Legislation (JSCDL) the then Minister for Planning gave an undertaking to Parliament to address issues identified by the JSCDL through further amendments to the DAP Regulations.
5. In October 2014 the Legislative Council Standing Committee on Uniform Legislation and Statutes Review (**Standing Committee on Uniform Legislation**) reviewed the operation and effectiveness of the DAP Regulations.

Attachment 9.6

6. The Standing Committee on Uniform Legislation handed down its findings and recommendations on 8 September 2015 (**Report 93**). The Committee was generally supportive of the Development Assessment Panel (**DAP**) system and suggested a number of amendments to the DAP Regulations, including suggested changes to DAP fees and charges.
7. In response to Report 93 the State Government provided its support to amend certain provisions of the DAP Regulations.
8. Throughout 2016 the Minister for Planning, with the assistance of the Parliamentary Secretary, conducted further significant consultation on the operation of the DAP system with stakeholders, including meetings with all metropolitan local governments. As an outcome of that consultation, and upon receiving further advice from the Department of Planning, additional minor amendments to the DAP Regulations were identified to improve the operation of the DAP system.
9. Accordingly, the DAP Amendment Regulations 2016:
 1. give effect to the undertakings given by the former Minister for Planning in response to issues raised by the JSCDL;
 2. implement the State Government's response to the Standing Committee on Uniform Legislation Report 93; and
 3. provide other improvements to the operational effectiveness of the DAP system in response to feedback from stakeholders.
10. These changes are predominantly administrative in nature and will ensure that the DAP system remains efficient, flexible and responsive, as well as increase transparency and accountability.

What changes have been introduced to break a deadlock between the Applicant and the local government with respect to compliance with a regulation 11A notice?

11. When a local government receives a DAP application, where necessary, the local government may give notice to the Applicant under regulation 11A(b) to provide further information or documents to support the application.
12. Where a local government issues a regulation 11A notice, the timeframe for the assessment of the DAP application effectively 'pauses' until the applicant provides the additional information or documents. Likewise, for the purpose of calculating the timeframe for the responsible authority to submit its responsible authority report (**RAR**) to the DAP, the period between the local government issuing a regulation 11A notice and the Applicant complying with that notice is excluded.
13. If a disagreement arises between the local government and the applicant as to whether the additional information or documents provided by the applicant in response to a regulation 11A notice are adequate, or when the applicant complied with the notice, new regulation 16(2C) has been introduced to allow for the presiding member of the DAP to determine the dispute and the presiding member's decision is final.

Attachment 9.6

What changes have been made to the categorisation of DAP applications for the development of warehouses?

14. From 1 February 2017, applications for the development of warehouses will be considered 'optional DAP applications' if the development has an estimated cost of \$2 million or more.
15. Warehouses are unlikely to have a significant amenity impact, or be of such technical difficulty, that would warrant consideration by the special decision-makers under the DAP system.
16. Accordingly, proponents will have a choice to opt out of the DAP system for the development of warehouses; regardless of whether such applications meet the 'mandatory DAP application' monetary threshold.

What happens to existing DAP applications for development of a warehouse?

17. Any existing DAP application for the development of a warehouse that was submitted prior to 1 February 2017 will continue to be determined by the DAP, unless the applicant withdraws their DAP application and submits the application to the local government for consideration.

What changes have been made to who is able to determine a Form 2 application for amendment or cancellation of a DAP approval?

18. Regulation 17 allows for an owner to apply to the DAP for an amendment to or cancellation of a DAP approval that applies to their land. When the DAP Regulations were first introduced, this ability to amend or cancel a development approval was unique to the DAP system. Therefore, if the development application was determined by the DAP, then the Form 2 application for amendment or cancellation of the approval also needed to be determined by the DAP.
19. However, with the introduction of Schedule 2 clause 77 of the *Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regulations)* in October 2015, local governments now also have the ability to amend or cancel a development approval.
20. Therefore, from 1 February 2017, an owner will be able to choose whether the DAP or the local government determines their Form 2 application under new regulation 17A.
21. If the owner elects for the local government, rather than the DAP, to determine a Form 2 application, then the application is to be made and determined in accordance with Schedule 2 of the LPS Regulations and any additional provisions contained in the local planning scheme as if the original development approval:
 - (a) had not been granted pursuant to a DAP application; and
 - (b) had instead been granted by the responsible authority.
22. It is important for local governments to note that if a development approval granted by a DAP is the subject of review proceedings before the State Administrative Tribunal (**SAT**), the local government should refrain from determining a Form 2 application under r.17A to amend the development approval until the SAT review proceedings have concluded.

Attachment 9.6

What happens to existing Form 2 applications for amendment or cancellation of a DAP approval that have been made to the DAP?

23. Any existing Form 2 DAP application that was submitted prior to 1 February 2017 will continue to be determined by the DAP, unless the applicant withdraws their Form 2 DAP application and submits the application to the local government for consideration.

Is DAP meeting held to determine a Form 2 application for amendment or cancellation of a DAP approval to be open to the public?

24. A DAP meeting to determine a Form 1 development application has always been required to be open to the public under regulation 40(2), whereas regulation 40(4) established a system whereby Form 2 applications for amendment to or cancellation of a DAP approval under regulation 17 were presumed to be held at a closed meeting, unless the presiding member directed that the meeting be open to the public.
25. In practice, almost all Form 2 determinations are held at an open meeting. However, as the prospect of closed meetings has been a cause of concern for some members of the public, regulation 40(2) has been amended to reverse the presumption that Form 2 determinations will be held behind closed doors. Regulation 40(2) now provides that any DAP meeting (whether it be for the determination of a Form 1 or a Form 2 application), is to be open to the public, unless the presiding member of the DAP directs under regulation 40(4) that the determination of a Form 2 application is not to be open to the public.

What change has been made to the timeframe for publishing notice of a DAP meeting?

26. From 1 February 2017 DAP agendas will need to be published on the DAP website and the website of the relevant local government 7 days (as opposed to 5 days) before the meeting. This ensures that members of the public are given sufficient notice of an upcoming DAP meeting.

Has the change to the timeframe for publishing notice of a DAP meeting affected the timeframe for submitting the RAR?

27. Yes.
28. It would be contrary to the State Government's planning reform agenda for the additional 2 day timeframe for publishing notice of a DAP meeting to lengthen the time taken for a DAP application to be determined.
29. Therefore, to cater for the additional 2 day notice period, regulation 12(3) has been amended to reduce the timeframe for the responsible authority to submit its RAR by 2 days.
30. The new timeframes for submitting the RAR are as follows:
- a. If the DAP application is made to the Commission or is not required to be advertised – **48 days after the application is made;**

Attachment 9.6

- b. If the DAP application is required to be advertised and the scheme or interim development order provides that the application is deemed to be refused if it is not determined within a period of 90 days – **12 days before** the day on which the application is deemed to be refused; or
- c. In any other case – **78 days after** the application was made.

Are local governments required to personally notify people who provided a submission with respect to a DAP application of a scheduled meeting?

- 31. Yes.
- 32. Although DAP agendas are published on the DAP secretariat website and the website of the relevant local government, this does not necessarily bring the existence of the scheduled meeting to the attention of interested members of the public.
- 33. Where a DAP application has been advertised, persons who were sufficiently interested to make a formal submission are the persons most likely to be aggrieved if they are not made aware of the DAP meeting, or only become aware at short notice.
- 34. Therefore, in order to address this legitimate concern, regulations 39(1A), (1B), and (1C) have been introduced to require a local government that receives written submissions during any formal advertising period with respect to the DAP application, to give written notice of the scheduled meeting to submitters 7 days before that meeting takes place.
- 35. The local government will not be required to give such notice if:
 - a. the submission was received after the close of the formal advertising period;
 - b. it is not reasonably practicable for the local government to do so (e.g. the submitter did not provide a postal or email address with their submission); or
 - c. the DAP application was not advertised.
- 36. In some instances, there may be limited time between the local government receiving the meeting agenda from the DAP secretariat, and the local government needing to send the notice to submitters under regulation 39(1A). Therefore, local governments are encouraged to ensure that a contact list of submitters is prepared in advance. Also, if this situation arises, local governments are encouraged to send the notice via email rather than post, as permitted by regulation 39(1C).

Are DAPs required to provide reasons for decisions?

- 37. Yes, regulation 44(1A) has been introduced to mandate that the minutes of a DAP meeting must include both a record of the determination and the reasons for the DAP's decision.
- 38. Where the DAP adopts the responsible authority's recommendation contained within the RAR, the minutes of the meeting simply need to provide that the reasons for decision are as per the report.
- 39. If the DAP's decision differs from the recommendation contained within the RAR, the DAPs reasons in the minutes of the meeting should explain the proposal's compliance (or non-compliance in the case of a refusal) with the relevant planning framework including, but not limited to, the relevant planning scheme, state planning policy, and local planning policy. Further guidance on providing reasons for decisions will be provided in the RAR template and the 'Development Assessment Panel: Training Notes.'

Attachment 9.6

What change has been made to the term of appointment for DAP members?

40. As local government elections are held every 2 years for half of the council, if local government DAP member terms also expire after 2 years then situations can arise where there is a period of time in which no local government councillors have been formally appointed to the DAP.
41. A local government DAP member who retains office as local councillor after an election can remain a DAP member for 3 months after their term of appointment expires, under regulations 34(1) and 34(3). However it has been found that the 3 month period for formal reappointment as a DAP member is insufficient.
42. Accordingly, regulation 29(2) has been amended to provide that a DAP member can be appointed for a term of up to 3 years, rather than 2 years. This will allow local government DAP members who retain office as local councillors after an election to remain in place as DAP members until they can be formally reappointed.

Can a DAP member be removed if compulsory training is not undertaken?

43. Under regulation 30(1) a DAP member must attend compulsory training before the member is able to sit at a DAP meeting or perform any other functions as a DAP member.
44. However, the Department is aware of cases where appointed DAP members have remained untrained because they have declined several invitations to attend training. Concern was also raised by the Standing Committee for Uniform Legislation that there had been issues with appointed DAP members not being sufficiently trained.
45. Therefore, regulation 32(3)(e) has been introduced to provide the Minister for Planning with the power to remove a DAP member who does not avail himself or herself of reasonable opportunities to undertake the compulsory training.

What changes are being made to DAP fees?

46. Since the DAP system was introduced on 1 July 2011, the system has developed and grown in volume and complexity. Accordingly, the role played by DAP members, and in particular presiding members has expanded beyond what was originally envisaged. Therefore, a number of increases to DAP sitting fees have been made.
47. New DAP sitting fees have been introduced for:
 - a. 're-training' of DAP members; and
 - b. the presiding member to determine a dispute between an applicant and a local government with respect to compliance with a regulation 11A notice.
48. As a consequence of these changes to the DAP sitting fees, DAP application fees have been increased by 3% to ensure that the system continues to recover its costs.
49. The new fees are as follows:

Attachment 9.6

DAP application fees in Schedule 1

Type of fee	Old fee (\$)	New fee (\$)
1(a). A DAP application where the estimated cost of the development is not less than \$2 million and less than \$7 million	3503	3609
1(b). A DAP application where the estimated cost of the development is not less than \$7 million and less than \$10 million	5409	5572
1(c). A DAP application where the estimated cost of the development is not less than \$10 million and less than \$12.5 million	5885	6062
1(d). A DAP application where the estimated cost of the development is not less than \$12.5 million and less than \$15 million	6053	6235
1(e). A DAP application where the estimated cost of the development is not less than \$15 million and less than \$17.5 million	6221	6408
1(f). A DAP application where the estimated cost of the development is not less than \$17.5 million and less than \$20 million	6390	6582
1(g). A DAP application where the estimated cost of the development is \$20 million or more	6557	6754
2. An application under r.17	150	155

DAP sitting fees in Schedule 2

Type of fee	Old fee (\$)	New fee (\$)
1. Fee for presiding member per meeting to determine development applications	500	700
2. Fee for any other member per meeting to determine development applications	400	425
3. Fee per meeting for presiding member to determine applications to amend or cancel a determination	100	200
4. Fee per meeting for any other member to determine applications to amend or cancel determination	50	100
5. Fee for presiding member attending proceeding in State Administrative Tribunal	500	700
6. Fee for any other member attending proceeding in State Administrative Tribunal	400	425
7. Fee for training for DAP members	400	400
8. Fee for re-training for DAP members	N/A	200
9. Fee for presiding member to determine dispute as to compliance with notice	N/A	200

Gail McGowan
Director General
Department of Planning



10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: September 2017 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 30 September 2017.

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 2017 Ordinary Meeting, item 11.3.

COMMENT

The monthly financial report for the period ending 30 September 2017 has been provided and includes:

- Financial Activity Statement;
- Statement of Net Current Assets;
- Statement of Financial Position; and
- Supplementary information, including;
 - Operating Statement by Nature and Type;
 - 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 2017/18 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

AF004 – Investing Surplus Funds

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the monthly financial report for the month of September 2017 be accepted and material variances be noted.

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
30 September 2017**

Description	Budget 2017/18	YTD Budget 2017/18	YTD Actual 2017/18	YTD Variance	Notes To Material Variances
Operating Revenue					
General Purpose Funding	3,228,040.00	2,779,571.00	2,787,523.52	7,952.52	
Governance	6,100.00	0.00	16,714.45	16,714.45	CCZ Golf Day Sponsorship and Nomination Fees unbudgeted.
Law, Order & Public Safety	186,149.00	38,515.00	162,130.64	123,615.64	BRMPC Grant funding extended for full year \$124,356 unbudgeted to be offset by BRMPC program expenditure.
Health	100.00	0.00	0.00	0.00	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	1,403,903.00	24,795.00	24,782.85	(12.15)	
Community Amenities	198,279.00	179,804.00	187,372.03	7,568.03	
Recreation & Culture	2,691,835.00	311,286.00	312,609.43	1,323.43	
Transport	7,016,564.00	366,837.00	320,706.30	(46,130.70)	Allocated MRWA Direct Grant funding reduced post Budget adoption (\$46,842).
Economic Activities	81,500.00	34,955.00	37,419.26	2,464.26	
Other Property & Services	43,100.00	18,998.00	24,199.79	5,201.79	
Total Operating Revenue	14,855,570.00	3,754,761.00	3,873,458.27	118,697.27	
Operating Expenditure					
General Purpose Funding	(179,989.00)	(34,195.00)	(31,945.35)	2,249.65	
Governance	(249,780.00)	(73,861.00)	(67,461.74)	6,399.26	
Law, Order & Public Safety	(448,152.00)	(122,276.00)	(115,845.66)	6,430.34	
Health	(148,255.00)	(36,278.00)	(30,045.33)	6,232.67	
Education & Welfare	(78,374.00)	(13,993.00)	(19,242.22)	(5,249.22)	
Housing	(257,109.00)	(62,924.00)	(62,208.41)	715.59	
Community Amenities	(623,763.00)	(116,461.00)	(110,890.15)	5,570.85	
Recreation & Culture	(1,043,277.00)	(237,362.00)	(245,182.41)	(7,820.41)	
Transport	(2,203,252.00)	(535,273.00)	(536,268.86)	(995.86)	
Economic Activities	(494,577.00)	(98,547.00)	(85,555.97)	12,991.03	Various minor timing variances YTD.
Other Property & Services	3,651.00	(75,799.00)	(60,084.38)	15,714.62	POC & PWOH allocation variations.
Total Operating Expenditure	(5,722,877.00)	(1,406,969.00)	(1,364,730.48)	42,238.52	
Net Operating	9,132,693.00	2,347,792.00	2,508,727.79	160,935.79	
Capital Income					
Self-Supporting Loan - Principal Repayment	14,411.00	0.00	0.00	0.00	
Proceeds from Sale of Assets	211,000.00	170,000.00	167,727.27	(2,272.73)	
Total Capital Income	225,411.00	170,000.00	167,727.27	(2,272.73)	

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
30 September 2017**

Description	Budget 2017/18	YTD Budget 2017/18	YTD Actual 2017/18	YTD Variance	Notes To Material Variances
Capital Expenditure					
Land and Buildings	(6,534,594.00)	(118,094.00)	(119,563.58)	(1,469.58)	
Plant and Equipment	(531,000.00)	(384,000.00)	(378,990.90)	5,009.10	
Office Furniture and Equipment	(50,500.00)	(2,500.00)	(5,409.09)	(2,909.09)	
Road Construction	(3,700,515.00)	(132,500.00)	(131,637.26)	862.74	
Other Infrastructure	(4,343,000.00)	(28,000.00)	(29,666.24)	(1,666.24)	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(69,209.00)	(7,272.00)	(7,272.46)	(0.46)	
Total Capital Expenditure	(15,228,818.00)	(672,366.00)	(672,539.53)	(173.53)	
Net Capital	(15,003,407.00)	(502,366.00)	(504,812.26)	(2,446.26)	
Adjustments					
Depreciation Written Back	1,691,589.00	429,894.00	459,560.00	29,666.00	Depreciation expensed greater than anticipated YTD.
Movement in Leave Reserve Cash Balance	0.00	0.00	0.00	0.00	
Movement in Non-Current Loan Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current SSL Income	0.00	0.00	0.00	0.00	
Movement in Non-Current LSL Provision	0.00	0.00	0.00	0.00	
Movement in Non-Current Deferred Pensioner Rates	0.00	0.00	0.00	0.00	
(Profit)/Loss on Disposal of Assets Written Back	(4,000.00)	(6,498.00)	(4,199.90)	2,298.10	
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	
Add Funding From					
Transfer (To)/From Reserves	390,448.00	0.00	0.00	0.00	
New Loan Funds	1,521,151.00	0.00	0.00	0.00	
Opening Surplus/(Deficit)	2,271,526.00	2,271,526.00	2,271,526.49	0.49	
Total Adjustments	5,870,714.00	2,694,922.00	2,726,886.59	31,964.59	
CLOSING SURPLUS/(DEFICIT)	0.00	4,540,348.00	4,730,802.12	190,454.12	

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 30 September 2017	
Description	YTD Actual 2017/18
Current Assets	
Cash at Bank	1,021,001.04
Cash - Unrestricted Investments	2,955,337.46
Cash - Restricted Reserves	2,285,770.33
Cash on Hand	300.00
Accounts Receivable	1,343,728.60
Self-Supporting Loan - Current	14,411.41
Inventory - Fuel	12,410.71
Total Current Assets	7,632,959.55
Current Liabilities	
Accounts Payable	(346,308.02)
Loan Liability - Current	(61,936.62)
Annual Leave Liability - Current	(175,992.28)
Long Service Leave Liability - Current	(140,242.31)
Doubtful Debts	(168,489.59)
Total Current Liabilities	(892,968.82)
Adjustments	
Less Restricted Reserves	(2,285,770.33)
Less Self Supporting Loan Income	(14,411.41)
Add Leave Reserves - Cash Backed	229,056.51
Add Loan Principal Expense	61,936.62
Total Adjustments	(2,009,188.61)
NET CURRENT ASSETS	4,730,802.12

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING
30 September 2017**

Description	Actual 2016/17	YTD Actual 2017/18	Movement
Current Assets			
Cash and Cash Equivalents	4,705,857.09	6,262,408.83	1,556,551.74
Accounts Receivable	618,061.15	1,343,728.60	725,667.45
Self-Supporting Loan - Current	14,411.41	14,411.41	0.00
Inventory	13,591.69	12,410.71	(1,180.98)
Total Current Assets	5,351,921.34	7,632,959.55	2,281,038.21
Current Liabilities			
Accounts Payable	(524,545.44)	(346,308.02)	178,237.42
Loan Liability - Current	(69,209.08)	(61,936.62)	7,272.46
Annual Leave Liability - Current	(175,992.28)	(175,992.28)	0.00
Long Service Leave Liability - Current	(140,242.31)	(140,242.31)	0.00
Doubtful Debts	(168,489.59)	(168,489.59)	0.00
Total Current Liabilities	(1,078,478.70)	(892,968.82)	185,509.88
Non-Current Assets			
Non-Current Debtors	106,148.59	106,148.59	0.00
Land and Buildings	18,496,080.21	18,464,486.21	(31,594.00)
Plant and Equipment	1,987,610.88	2,116,220.89	128,610.01
Furniture and Equipment	172,475.58	166,609.34	(5,866.24)
Infrastructure	25,369,332.35	25,320,362.28	(48,970.07)
Self-Supporting Loan - Non Current	74,124.94	74,124.94	0.00
Total Non-Current Assets	46,205,772.55	46,247,952.25	42,179.70
Non-Current Liabilities			
Loan Liability - Non Current	(1,000,521.50)	(1,000,521.50)	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(30,300.18)	(30,300.18)	0.00
Total Non-Current Liabilities	(1,030,821.68)	(1,030,821.68)	0.00
Net Assets	49,448,393.51	51,957,121.30	2,508,727.79
Equity			
Accumulated Surplus	(36,666,952.94)	(39,175,680.73)	(2,508,727.79)
Reserves - Cash Backed	(2,285,770.33)	(2,285,770.33)	0.00
Reserve - Revaluations	(10,495,670.24)	(10,495,670.24)	0.00
Total Equity	(49,448,393.51)	(51,957,121.30)	(2,508,727.79)

SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE & TYPE FOR THE PERIOD ENDING 30 September 2017		
Description	Budget 2017/18	YTD Actual 2017/18
Income		
Rates	2,669,880.00	2,672,178.63
Operating Grants, Subsidies and Contributions	2,271,419.00	424,692.14
Profit On Asset Disposal	12,000.00	6,529.00
Service Charges	0.00	0.00
Fees & Charges	523,761.00	282,433.48
Interest Earnings	103,888.00	8,353.93
Other Revenue	60,500.00	25,471.55
Non-Operating Grants, Subsidies and Contributions	9,238,188.00	460,983.00
Total Income by Nature & Type	14,879,636.00	3,880,641.73
Expenditure		
Employee Costs	(2,134,739.00)	(456,402.92)
Materials & Contracts	(1,840,463.00)	(272,527.57)
Utilities	(208,638.00)	(47,541.81)
Depreciation On Non-Current Assets	(1,691,589.00)	(459,560.00)
Interest Expenses	(34,504.00)	(359.42)
Insurance Expenses	(168,227.00)	(107,993.46)
Other Expenditure	(81,975.00)	(43,605.69)
Loss On Asset Disposal	(8,000.00)	(2,329.10)
Loss on Revaluation of Non-Current Assets	0.00	0.00
Total Expenditure by Nature & Type	(6,168,135.00)	(1,390,319.97)
Allocations		
Reallocation Codes Expenditure	421,192.00	18,406.03
Reallocation Codes Income	0.00	0.00
Total Allocations	421,192.00	18,406.03
Net Operating by Nature & Type	9,132,693.00	2,508,727.79

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 September 2017**

Job #	Job Description	YTD Actual 2017/18
	Rural Road Maintenance	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	1,371.98
RR002	Athol Rd (RoadID: 26) (Maintenance)	1,982.18
RR003	Avoca Rd (RoadID: 98) (Maintenance)	476.82
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	0.00
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	140.08
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	1,501.06
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	3,854.95
RR008	Barrington Rd (RoadID: 13) (Maintenance)	0.00
RR009	Batemans Rd (RoadID: 78) (Maintenance)	0.00
RR010	Batys Rd (RoadID: 60) (Maintenance)	879.01
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	0.00
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	0.00
RR013	Beringer Rd (RoadID: 29) (Maintenance)	3,084.94
RR014	Bethany Rd (RoadID: 148) (Maintenance)	385.21
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	0.00
RR017	Bremner Rd (RoadID: 6) (Maintenance)	0.00
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	841.05
RR019	Bushhill Road (RoadID: 183) (Maintenance)	0.00
RR020	Butchers Rd (RoadID: 20) (Maintenance)	3,314.92
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	305.78
RR022	Carrs Rd (RoadID: 47) (Maintenance)	1,811.32
RR023	Cattle Station Road (RoadID: 181) (Maintenance)	525.34
RR024	Caudle Rd (RoadID: 140) (Maintenance)	0.00
RR025	Chocolate Hills Rd (RoadID: 138) (Maintenance)	0.00
RR026	Clulows Rd (RoadID: 16) (Maintenance)	5,253.52
RR027	Collins Rd (RoadID: 66) (Maintenance)	1,260.63
RR028	Cookes Rd (RoadID: 61) (Maintenance)	508.82
RR029	Corberding Rd (RoadID: 43) (Maintenance)	4,478.13
RR030	County Peak Rd (RoadID: 96) (Maintenance)	0.00
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	3,164.89
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	3,531.83
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	275.41
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	5,016.24
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	3,407.38
RR036	Drapers Rd (RoadID: 79) (Maintenance)	0.00
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	694.50
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	7,353.20

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 September 2017**

Job #	Job Description	YTD Actual 2017/18
RR039	Ewert Rd (RoadID: 27) (Maintenance)	3,133.96
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	280.49
RR041	Fishers Rd (RoadID: 75) (Maintenance)	544.93
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	1,121.63
RR043	Gors Rd (RoadID: 30) (Maintenance)	0.00
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	0.00
RR045	Heals Rd (RoadID: 95) (Maintenance)	1,986.81
RR046	Hills Rd (RoadID: 76) (Maintenance)	0.00
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	987.44
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	154.09
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	2,674.20
RR050	Jas Rd (Maintenance)	0.00
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	415.44
RR052	Jones Rd (RoadID: 48) (Maintenance)	1,639.50
RR053	K1 Rd (RoadID: 85) (Maintenance)	1,395.54
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	0.00
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	2,954.82
RR057	Kilpatricks Rd (RoadID: 74) (Maintenance)	1,694.16
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	0.00
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	6,743.37
RR060	Lennard Rd (RoadID: 58) (Maintenance)	0.00
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	450.45
RR062	Luptons Rd (RoadID: 22) (Maintenance)	4,087.71
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)	713.47
RR067	Mawson Rd (RoadID: 100) (Maintenance)	7,480.13
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	0.00
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	0.00
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	0.00
RR071	Mclean Rd (RoadID: 84) (Maintenance)	0.00
RR072	Millers Rd (RoadID: 49) (Maintenance)	1,154.11
RR073	Mills Rd (RoadID: 80) (Maintenance)	0.00
RR074	Morbinning Rd (RoadID: 1) (Maintenance)	5,591.96
RR075	Murrays Rd (RoadID: 71) (Maintenance)	0.00
RR076	Negus Rd (RoadID: 50) (Maintenance)	1,130.74
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	0.00
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	1,378.00

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 September 2017**

Job #	Job Description	YTD Actual 2017/18
RR079	Patten Rd (RoadID: 53) (Maintenance)	1,511.24
RR080	Petchells Rd (RoadID: 38) (Maintenance)	1,500.91
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	0.00
RR082	Pike Rd (RoadID: 45) (Maintenance)	1,706.96
RR083	Potts Rd (RoadID: 14) (Maintenance)	486.62
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	908.13
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	0.00
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	0.00
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	2,951.52
RR088	Rigoll Rd (RoadID: 157) (Maintenance)	781.53
RR089	Rogers Rd (RoadID: 62) (Maintenance)	0.00
RR090	Rossi Rd (RoadID: 156) (Maintenance)	434.58
RR091	Rumble Rd (Maintenance)	392.10
RR092	Schillings Rd (RoadID: 65) (Maintenance)	528.25
RR093	Shaw Rd (RoadID: 184) (Maintenance)	0.00
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	1,235.91
RR095	Simmons Rd (RoadID: 101) (Maintenance)	323.14
RR096	Sims Rd (RoadID: 155) (Maintenance)	0.00
RR097	Ski Rd (RoadID: 83) (Maintenance)	2,887.48
RR098	Smith Rd (RoadID: 72) (Maintenance)	0.00
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	3,285.30
RR100	Spavens Rd (RoadID: 44) (Maintenance)	0.00
RR101	Springhill Rd (RoadID: 23) (Maintenance)	2,547.93
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	540.41
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	0.00
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	0.00
RR105	Thomas Rd (RoadID: 31) (Maintenance)	1,173.22
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	317.56
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	389.29
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	1,490.47
RR109	Walgy Rd (RoadID: 42) (Maintenance)	0.00
RR110	Walkers Rd (RoadID: 86) (Maintenance)	123.20
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	0.00
RR112	Warradale Rd (RoadID: 67) (Maintenance)	2,919.61
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	733.59
RR114	Westdale Rd (RoadID: 166) (Maintenance)	3,072.16
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	280.49
RR116	Woods Rd (RoadID: 68) (Maintenance)	0.00
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	0.00
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	0.00

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 September 2017**

Job #	Job Description	YTD Actual 2017/18
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	5,080.80
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	641.63
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR777	Contract Road Side Spraying	0.00
RR888	Tree Lopping - Rural Roads (Maintenance)	79,426.82
RR999	Rural Roads Various (Maintenance)	8,224.48
WANDRRA	Disaster Recovery Works	0.00
Sub Total	Rural Road Maintenance	229,027.47
	Town Street Maintenance	
TS001	Barnsley St (RoadID: 162) (Maintenance)	566.86
TS002	Bartram St (RoadID: 114) (Maintenance)	816.95
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)	703.42
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	58.56
TS011	Delisle St (RoadID: 120) (Maintenance)	0.00
TS012	Dempster St (RoadID: 111) (Maintenance)	58.94
TS013	Duffield St (RoadID: 160) (Maintenance)	0.00
TS014	Edward St (RoadID: 107) (Maintenance)	611.71
TS015	Elizabeth St (RoadID: 131) (Maintenance)	58.56
TS016	Ernest Drv (RoadID: 135) (Maintenance)	329.20
TS017	Forrest St (RoadID: 103) (Maintenance)	258.01
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)	1,323.13
TS022	Harper St (RoadID: 109) (Maintenance)	117.13
TS023	Hope St (RoadID: 115) (Maintenance)	3,291.57
TS024	Hopkin St (RoadID: 128) (Maintenance)	0.00
TS025	Horley St (RoadID: 127) (Maintenance)	70.44
TS026	Hunt Rd (Maintenance)	3,130.33
TS027	Husking St (RoadID: 117) (Maintenance)	191.41
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	338.67

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
30 September 2017**

Job #	Job Description	YTD Actual 2017/18
TS030	Langsford St (RoadID: 152) (Maintenance)	58.94
TS031	Lennard St (RoadID: 113) (Maintenance)	117.13
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00
TS033	Lukin St (RoadID: 104) (Maintenance)	1,041.59
TS034	Mcneil St (RoadID: 141) (Maintenance)	0.00
TS035	Monger St (RoadID: 116) (Maintenance)	58.56
TS036	Morrison St (RoadID: 112) (Maintenance)	0.00
TS037	Nicholas St (RoadID: 123) (Maintenance)	0.00
TS038	Prior Pl (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	24.31
TS040	Railway Pde (RoadID: 147) (Maintenance)	0.00
TS041	Railway St (RoadID: 146) (Maintenance)	0.00
TS042	Richardson St (RoadID: 124) (Maintenance)	0.00
TS043	Seabrook St (RoadID: 118) (Maintenance)	0.00
TS044	Sewell St (RoadID: 119) (Maintenance)	199.26
TS045	Shed St (RoadID: 136) (Maintenance)	58.56
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)	1,289.95
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	0.00
TS888	Tree Lopping - Town Streets (Maintenance)	6,728.59
TS999	Town Streets Various (Maintenance)	2,881.58
Sub Total	Town Streets Maintenance	24,383.36
Total	Road Maintenance	253,410.83

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 30 September 2017						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
2316440	Reserve Funds Bendigo					
	Long Service Leave	99,175.45				
	Office Equipment	20,839.71				
	Airfield Emergency	37,259.48				
	Plant	210,493.53				
	Bush Fire Fighters	120,195.85				
	Building	402,229.01				
	Recreation Ground	389,632.27				
	Cropping Committee	378,493.86				
	Avon River Development	24,158.64				
	Annual Leave	129,881.06				
	Community Bus	31,870.39				
	Road Construction	365,825.93				
	Senior Housing	75,715.15	2,285,770.33	6 mths	2.65%	21/12/2017
2902-40204	Online Saver ANZ	128.27	128.27	Ongoing	0.00%	Ongoing
2367874	Term Deposit Bendigo	402,369.32	402,369.32	4 mths	2.35%	22/12/2017
2288671	Term Deposit Bendigo	452,839.87	452,839.87	4 mths	2.35%	4/01/2018
2297462	Term Deposit Bendigo	400,000.00	400,000.00	4 mths	2.55%	13/10/2017
2297465	Term Deposit Bendigo	400,000.00	400,000.00	5 mths	2.55%	13/11/2017
2394281	Term Deposit Bendigo	400,000.00	400,000.00	6 mths	2.50%	21/03/2018
9778-24193	Term Deposit ANZ	400,000.00	400,000.00	4 mths	2.35%	22/01/2018
9777-24432	Term Deposit ANZ	500,000.00	500,000.00	5 mths	2.35%	5/02/2018
	Total		5,241,107.79			

Note: Deposit 2297462 has been reinvested for 6 months at 2.50%

11.2 Accounts Paid by Authority

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: September 2017 – List of Accounts

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

The following list represents accounts paid by authority for the month of September 2017.

COMMENT

Unless otherwise identified, all payments have been made in accordance with Council's 2017/18 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 2017/18 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 2017:

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

Cheque vouchers

14 SEP 2017	1608-1609	(2)	\$ 27,257.24	(authorised by CEO S Gollan and DCEO S Marshall)
18 SEP 2017	1610-1611	(2)	\$ 16,409.85	(authorised by CEO S Gollan and DCEO S Marshall)
21 SEP 2017	1612-1613	(2)	\$ 2,573.02	(authorised by CEO S Gollan and DCEO S Marshall)

Total of cheque vouchers for SEP 2017 incl \$ 46,240.11 previously paid

EFT vouchers

07 SEP 2017	1-39	(39)	\$ 52,506.77	(authorised by CEO S Gollan and DCEO S Marshall)
14 SEP 2017	EFT 2679-2719	(41)	\$ 147,211.55	(authorised by CEO S Gollan and DCEO S Marshall)
21 SEP 2017	EFT 2720-2736	(17)	\$ 23,449.31	(authorised by CEO S Gollan and DCEO S Marshall)
21 SEP 2017	1-40	(40)	\$ 53,835.06	(authorised by CEO S Gollan and DCEO S Marshall)
28 SEP 2017	EFT 2772-2805	(34)	\$ 141,784.02	(authorised by CEO S Gollan and DCEO S Marshall)

Total of EFT vouchers for SEP 2017 incl \$ 418,786.71 previously paid.

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

Cheque vouchers

Total of cheque vouchers for SEP 2017 incl \$ 0.00 previously paid.

EFT vouchers

Total of EFT vouchers for SEP 2017 incl \$ 0.00 previously paid.

(3) **Direct Debit** Payments totalling \$ 71,112.96 previously paid.

(4) **Credit Card** Payments totalling \$ 1,722.97 previously paid.

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque#	1608	14-Sep-2017	ATO - Australian Tax Office	August 2017 BAS Obligation	(25,858.00)	(25,858.00)
Cheque#	1609	14-Sep-2017	Telstra	Telephone Accounts	(1,399.24)	(1,399.24)
Cheque#	1610	18-Sep-2017	Synergy	Power Accounts	(16,368.00)	(16,368.00)
Cheque#	1611	18-Sep-2017	Water Corporation	Water use - Mens Shed (Vincent St) - Service Fees: 01 Sep - 31 Oct 17	(41.85)	(41.85)
Cheque#	1612	21-Sep-2017	Synergy	Power Accounts	(1,347.60)	(1,347.60)
Cheque#	1613	21-Sep-2017	Telstra	Telephone Accounts	(1,225.42)	(1,225.42)
EFT Pymt	EFT 2679	14-Sep-2017	AAA Asphalt Surfaces	4 x bags of Cold Mix - for patching	(1,430.00)	
EFT Pymt	EFT 2680	14-Sep-2017	AIM - Aust Institute of Management WA	2017/18 Annual Membership	(299.00)	
EFT Pymt	EFT 2681	14-Sep-2017	AIMS Specialists P/L	2017-09 Sep Fuel Tax Credits	(299.86)	
EFT Pymt	EFT 2682	14-Sep-2017	Arrow Bronze	Niche Wall - Anglican: Single Plaque - A.D Barrett-Lennard	(192.88)	
EFT Pymt	EFT 2683	14-Sep-2017	Australia Post	Aug 2017 Postage	(1,628.30)	
EFT Pymt	EFT 2684	14-Sep-2017	Avon Concrete	Final Payment 15/08 - 1/09 2017 - Extend culverts on Top Beverley Rd	(32,923.00)	
EFT Pymt	EFT 2685	14-Sep-2017	Avon Express	Freight Charges - July 2017	(280.50)	
EFT Pymt	EFT 2686	14-Sep-2017	Avon Tourism Incorporated	2017/18 Subscription/Membership	(6,050.00)	
EFT Pymt	EFT 2687	14-Sep-2017	Avon Valley Toyota	BRMPC (1GGD228) Vehicle Service 20,000Km as per quote 0069	(508.56)	
EFT Pymt	EFT 2688	14-Sep-2017	BDF - Beverley Dome Fuel & Hire	6000 L Diesel @ 1.1647 per L	(11,815.84)	
EFT Pymt	EFT 2689	14-Sep-2017	BGC Quarries	Dust grade various roads	(31.45)	
EFT Pymt	EFT 2690	14-Sep-2017	Beverley CRC (Community Resource Centre)	Photocopying and Laminating charges - Cornerstone	(100.00)	
EFT Pymt	EFT 2691	14-Sep-2017	Beverley Country Kitchen (BCK)	2 x Lunch Orders - Economic & Community Strategy Meeting (12 people) & Historical Review 11 Sep (15 people)	(255.00)	
EFT Pymt	EFT 2692	14-Sep-2017	Beverley District High School P & C Association	Community Grant - Nature Playground Project	(2,500.00)	
EFT Pymt	EFT 2693	14-Sep-2017	Beverley Electrical Services (BES)	Install 3 phase power supply for Brest screen WA bus	(1,815.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 2694	14-Sep-2017	Beverley Station Arts Inc	Annual Grant Contribution	(6,000.00)	
EFT Pymt	EFT 2695	14-Sep-2017	Beverley Steel Fabrication (Hydraboom)	Hydraulic Female Q/R Coupling & Medium Strength Blister Pack (pencil stick)	(86.86)	
EFT Pymt	EFT 2696	14-Sep-2017	Beverley Supermarket & Liquor (IGA)	August 2017 Purchases	(500.09)	
EFT Pymt	EFT 2697	14-Sep-2017	Beverley Tyre Service	July Tyre Purchases	(77.00)	
EFT Pymt	EFT 2698	14-Sep-2017	Cemeteries & Crematoria Assoc WA	2017/18 Annual Membership Fee	(120.00)	
EFT Pymt	EFT 2699	14-Sep-2017	Dept of Fire & Emergency Services (DFES)	17/18 ESL (Option B) 1st Quarterly Payment	(32,169.88)	
EFT Pymt	EFT 2700	14-Sep-2017	Filters Plus	BEV1 - Air filter & Inner Air Filer	(59.84)	
EFT Pymt	EFT 2701	14-Sep-2017	Humes (Holcim Australia) Wembley Cement	LB1708 - Picnic table and bench set x 2: Vampire display - Hunt Rd	(2,200.00)	
EFT Pymt	EFT 2702	14-Sep-2017	Jason Signmakers	Various Signs for Various Roads	(892.43)	
EFT Pymt	EFT 2703	14-Sep-2017	LGRCEU - Loc Gov Racing & Cem Emp Union	Payroll deductions	(41.00)	
EFT Pymt	EFT 2704	14-Sep-2017	Mandurah Tile & Stone Co	LBN1802 - Various Tiles and Grout for Unit 5 Refurbishment	(1,059.95)	
EFT Pymt	EFT 2705	14-Sep-2017	Megafix Pty Ltd	20 x Headbolts, 20 x 12mm Washer, 200 x 75x10 Bolts & 400 x 10mm Flat washer	(126.07)	
EFT Pymt	EFT 2706	14-Sep-2017	Michael Wilson	2017-09 September: Photocopying and delivery of Blarney	(250.00)	
EFT Pymt	EFT 2707	14-Sep-2017	PCS - Perfect Computer Solutions	Computer Support: 7/08 - 28/08 2017	(680.00)	
EFT Pymt	EFT 2708	14-Sep-2017	Parmelia Hilton Perth	Walga Conference - Accommodation 01 - 04 Aug 17, S Gollan, D Ridgway, D Davis	(2,323.00)	
EFT Pymt	EFT 2709	14-Sep-2017	Passive Energy Systems	LBN 1805 20% of total cost to supply and install 25.2Kw Solar PV System at 136 Vincent Street, Beverley as per quote dated 23 Aug 17	(8,673.80)	
EFT Pymt	EFT 2710	14-Sep-2017	Patricia Ann Tuddenham	E Waste Disposal: 28 Aug 17	(8,000.00)	
EFT Pymt	EFT 2711	14-Sep-2017	RJ Jas - All Mechanical & Electronics (Richard Jas)	BE013 (PTRK04) - Clutch Swap	(5,959.49)	
EFT Pymt	EFT 2712	14-Sep-2017	Shacks Holden	15,000km Service - BE020	(350.00)	
EFT Pymt	EFT 2713	14-Sep-2017	Shire of Brookton	Local Government Conference - BBP Dinner	(504.97)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 2714	14-Sep-2017	Toll Ipec P/L (Courier Aust)	Freight Charges - 15 - 17 Aug 2017	(82.32)	
EFT Pymt	EFT 2715	14-Sep-2017	WA Contract Ranger Services	Ranger Services - 28/8 - 10/9	(654.50)	
EFT Pymt	EFT 2716	14-Sep-2017	WA Treasury Corporation	Loan 119 (S/Water Collection Dams) - DEB 05 of 20 payment : Sep 2017	(7,942.68)	
EFT Pymt	EFT 2717	14-Sep-2017	WALGA - WA Loc Gov Assoc	2017 WA Local Government Convention - Attendees: S Gollan, D Ridgway, P Gogol, D Davis	(6,410.02)	
EFT Pymt	EFT 2718	14-Sep-2017	BSL - Building Commission	August Collections x 2	(780.60)	
EFT Pymt	EFT 2719	14-Sep-2017	CTF - Construction Training Fund (BCTIF)	Aug 17 Collections x 2	(1,137.66)	(147,211.55)
EFT Pymt	EFT 2720	21-Sep-2017	ADC Projects	LB1601 - Beverley Cornerstone: Admin draw down/Aug, Disbursements, printing & Travel	(7,254.50)	
EFT Pymt	EFT 2721	21-Sep-2017	Avon Express	Freight Charges: 1 - 7 Aug 17	(159.50)	
EFT Pymt	EFT 2722	21-Sep-2017	Avon Trading Co	Aug 2017 Hardware Purchases	(802.25)	
EFT Pymt	EFT 2723	21-Sep-2017	Avon Waste	1,971 x Bin Collection & 1 x Recycling Collection	(4,352.27)	
EFT Pymt	EFT 2725	21-Sep-2017	Beverley Lawn Tennis Club	Community Grant - Replacement Easter Laptop	(997.00)	
EFT Pymt	EFT 2726	21-Sep-2017	Country Copiers Northam	IRA - C230 Copier Service/Reading	(2,608.41)	
EFT Pymt	EFT 2727	21-Sep-2017	Darren Long Consulting	LB1601 - Cornerstone - Evaluation Panel Report	(1,595.00)	
EFT Pymt	EFT 2728	21-Sep-2017	Hotel Beverley	LB1601 - 12 Sep: 2 Rooms - 1 Night plus breakfast: JGB Cranes	(218.00)	
EFT Pymt	EFT 2729	21-Sep-2017	Huntingfield Pty Ltd (Mark Creasey)	Rates refund for assessment A51242 314 JONES Rd BEVERLEY 6304	(1,977.75)	
EFT Pymt	EFT 2730	21-Sep-2017	John Hansen	Reimbursement - Materials needed for employment at other Shires	(541.88)	
EFT Pymt	EFT 2731	21-Sep-2017	LGRCEU - Loc Gov Racing & Cem Emp Union	Payroll deductions	(41.00)	
EFT Pymt	EFT 2732	21-Sep-2017	Simon Marshall	Reimbursement - Accommodation re: IT Vision conference	(306.53)	
EFT Pymt	EFT 2733	21-Sep-2017	Stephen Paul Ellison	Rates refund for assessment A1513 Lot 9478 AVOCA Rd MORBINNING 6304	(101.35)	
EFT Pymt	EFT 2734	21-Sep-2017	The Beverley Naturalist Club Inc	Community Grant Funding for 'Phase Two Brooking Street Reserve' as approved by council	(2,350.00)	
EFT Pymt	EFT 2735	21-Sep-2017	Toll Ipec P/L (Courier Aust)	Freight Charges: 04-06 Sep 17	(21.68)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 2736	21-Sep-2017	Wayne William Smith	Rates refund for assessment A1240 72 ROSSI Rd BEVERLEY 6304	(122.19)	(23,449.31)
EFT Pymt	EFT 2772	28-Sep-2017	AMD Chartered Accountants	2016/17 Acquittal Audit of Roads to Recovery	(616.00)	
EFT Pymt	EFT 2773	28-Sep-2017	Avon Waste	1,971 x Bin Collection & 1 Recycling Collection	(4,352.27)	
EFT Pymt	EFT 2774	28-Sep-2017	BCA Consultants (WA) P/L	Beverley Cornerstone Proposed Development: Design & Documentation	(792.00)	
EFT Pymt	EFT 2775	28-Sep-2017	BDF - Beverley Dome Fuel & Hire	4000 L Diesel @ 1.1873 per L	(4,749.20)	
EFT Pymt	EFT 2776	28-Sep-2017	BOC Limited	2017-08 August Cylinder Rental	(30.22)	
EFT Pymt	EFT 2777	28-Sep-2017	Barend Stephanus de Beer	Reimbursement for landline & Internet costs as per Stefan's Package	(79.77)	
EFT Pymt	EFT 2778	28-Sep-2017	Beverley CRC (Community Resource Centre)	September Production of blarney for printing plus extra duties due to Shire staff availability	(1,019.95)	
EFT Pymt	EFT 2779	28-Sep-2017	Beverley Gas & Plumbing	LBN 1802 - Unit 5 Hunt Rd Village - Plumbing Repairs	(2,223.93)	
EFT Pymt	EFT 2780	28-Sep-2017	Beverley Post News and Gifts	Aug 2017 Purchases	(96.64)	
EFT Pymt	EFT 2781	28-Sep-2017	Beverley Steel Fabrication (Hydraboom)	Bright Round Bar - 20mm & 32 x 6mm Flat	(274.19)	
EFT Pymt	EFT 2782	28-Sep-2017	Blackwoods	Various Buildings - Cleaning Products	(1,626.92)	
EFT Pymt	EFT 2783	28-Sep-2017	Bunnings Building Supplies P/L	LBN 1802 - Mirror, Fittings & Rod Power coated Sandleford	(78.65)	
EFT Pymt	EFT 2784	28-Sep-2017	Countryside Pest Control	Spider Control - Avondale Farm	(330.00)	
EFT Pymt	EFT 2785	28-Sep-2017	Covs	BE 024 - (PUTE1) Right hand Headlight	(321.81)	
EFT Pymt	EFT 2786	28-Sep-2017	Cr Peter Joseph Gogol	Rates refund for assessment A511 68 RICHARDSON ST BEVERLEY 6304	(1,713.49)	
EFT Pymt	EFT 2787	28-Sep-2017	Dorman Nominees Pty Ltd	Rates refund for assessment A51145 Lot 500 BROOKTON Hwy WESTDALE 6304	(1,466.27)	
EFT Pymt	EFT 2788	28-Sep-2017	Elders Rural Services Aust Ltd	Racumin Paste 500gm Bayer	(22.00)	
EFT Pymt	EFT 2789	28-Sep-2017	Fleet Commercial Gymnasiums P/L	Dumbbells plus rack 1-30kg (18 pairs) inc delivery and installation	(2,750.00)	
EFT Pymt	EFT 2790	28-Sep-2017	Frederick James Sing	Rates refund for assessment A711 47 BARTRAM ST BEVERLEY 6304	(746.59)	
EFT Pymt	EFT 2791	28-Sep-2017	Game On Contracting	Truck Hire to cart gravel to floodway on Dale Bin North Road	(2,706.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 2792	28-Sep-2017	Guildford Garden Machinery	PSP99 - Bar and chain & coms sprocket for STIHL	(162.50)	
EFT Pymt	EFT 2793	28-Sep-2017	Hotel Beverley	Council Dinner – 12 Attendees	(641.20)	
EFT Pymt	EFT 2794	28-Sep-2017	Leslie Colin Boyle	Reimbursement 50% MLV	(42.50)	
EFT Pymt	EFT 2795	28-Sep-2017	Minuteman Press	Visitor Booklet Printing x 1000	(3,014.00)	
EFT Pymt	EFT 2796	28-Sep-2017	Norm Reynolds Electrical & Furniture (Retravision)	LBN 1802: Electrical upright oven	(875.00)	
EFT Pymt	EFT 2797	28-Sep-2017	PCS - Perfect Computer Solutions	Shire & Medical Centre Computer Support 28 Aug - 6 Sep 17	(552.50)	
EFT Pymt	EFT 2798	28-Sep-2017	Philip Hubert Smith	Rates refund for assessment A1089 29 DAWSON ST BEVERLEY 6304	(55.65)	
EFT Pymt	EFT 2799	28-Sep-2017	Quairading Smash Repairs	Excess for Truck repair 2014 Hino BE012	(1,000.00)	
EFT Pymt	EFT 2800	28-Sep-2017	RA-AN Enterprises	Hire of Dozer for Bridge Works and Gravel	(5,874.00)	
EFT Pymt	EFT 2801	28-Sep-2017	Specialised Tree Service	Removal of various trees	(22,204.35)	
EFT Pymt	EFT 2802	28-Sep-2017	Twinkarri P/L	Tree Lopping - Various Roads	(81,180.00)	
EFT Pymt	EFT 2803	28-Sep-2017	Wren Oil	Admin and Compliance Fees - Oil Waste Disposal	(16.50)	
EFT Pymt	EFT 2804	28-Sep-2017	Wurth Australia P/L	Cutting Disk, Grader Disk & Metal Shaper	(109.43)	
EFT Pymt	EFT 2805	28-Sep-2017	ZircoData Pty Ltd	141 x A1 - Storage Archive Boxes	(60.49)	(141,784.02)
Direct Debit	DD 1302.1	05-Sep-2017	ClickSuper	Superwrap - Personal Super Plan	(773.79)	
Direct Debit	DD 1302.2	05-Sep-2017	ClickSuper	WA Super	(7,392.12)	
Direct Debit	DD 1302.3	05-Sep-2017	ClickSuper	BT Super For Life	(380.88)	
Direct Debit	DD 1302.4	05-Sep-2017	ClickSuper	MLC Super Fund	(91.20)	
Direct Debit	DD 1302.5	05-Sep-2017	ClickSuper	Australian Super	(163.51)	
Direct Debit	DD 1302.6	05-Sep-2017	ClickSuper	Colonial First State Super (Gibson Daniel)	(201.13)	(9,002.63)
Direct Debit	DD 1321.1	19-Sep-2017	ClickSuper	Superwrap - Personal Super Plan	(773.79)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	DD 1321.2	19-Sep-2017	ClickSuper	WA Super	(7,522.88)	
Direct Debit	DD 1321.3	19-Sep-2017	ClickSuper	BT Super For Life	(380.88)	
Direct Debit	DD 1321.4	19-Sep-2017	ClickSuper	MLC Super Fund	(91.20)	
Direct Debit	DD 1321.5	19-Sep-2017	ClickSuper	Australian Super	(188.66)	
Direct Debit	DD 1321.6	19-Sep-2017	ClickSuper	Colonial First State Super (Gibson Daniel)	(201.13)	(9,158.54)
Direct Debit	25	01-Sep-2017	6 - Westnet Payments	Westnet Payments	(66.00)	(66.00)
Direct Debit	25	04-Sep-2017	7 - CBA Merchant Fee	CBA Merchant Fee	(1,127.61)	(1,127.61)
Direct Debit	25	06-Sep-2017	8 - ANZ Transactive Fee	ANZ Transactive Fee	(114.60)	(114.60)
Direct Debit	25	28-Sep-2017	9 - Vodafone Messaging	Vodafone Messaging	(576.18)	(576.18)
Direct Debit	25	01-Sep-2017	Payments for DoT	Payments for DoT	(3,806.40)	
Direct Debit	25	04-Sep-2017	Payments for DoT	Payments for DoT	(3,917.80)	
Direct Debit	25	05-Sep-2017	Payments for DoT	Payments for DoT	(958.85)	
Direct Debit	25	06-Sep-2017	Payments for DoT	Payments for DoT	(3,688.75)	
Direct Debit	25	07-Sep-2017	Payments for DoT	Payments for DoT	(2,470.40)	
Direct Debit	25	08-Sep-2017	Payments for DoT	Payments for DoT	(1,761.40)	
Direct Debit	25	11-Sep-2017	Payments for DoT	Payments for DoT	(3,263.95)	
Direct Debit	25	12-Sep-2017	Payments for DoT	Payments for DoT	(3,097.65)	
Direct Debit	25	13-Sep-2017	Payments for DoT	Payments for DoT	(3,683.05)	
Direct Debit	25	14-Sep-2017	Payments for DoT	Payments for DoT	(1,553.80)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	25	15-Sep-2017	Payments for DoT	Payments for DoT	(1,695.35)	
Direct Debit	25	18-Sep-2017	Payments for DoT	Payments for DoT	(1,549.00)	
Direct Debit	25	19-Sep-2017	Payments for DoT	Payments for DoT	(678.05)	
Direct Debit	25	20-Sep-2017	Payments for DoT	Payments for DoT	(1,368.90)	
Direct Debit	25	21-Sep-2017	Payments for DoT	Payments for DoT	(3,212.70)	
Direct Debit	25	22-Sep-2017	Payments for DoT	Payments for DoT	(1,983.00)	
Direct Debit	25	26-Sep-2017	Payments for DoT	Payments for DoT	(4,157.10)	
Direct Debit	25	27-Sep-2017	Payments for DoT	Payments for DoT	(1,416.55)	
Direct Debit	25	28-Sep-2017	Payments for DoT	Payments for DoT	(4,812.40)	
Direct Debit	25	29-Sep-2017	Payments for DoT	Payments for DoT	(1,992.30)	(51,067.40)
Direct Debit	EFT 2678	12-Sep-2017	Credit Card - Shire of Beverley	Various Purchases	(1,722.97)	(1,722.97)
PAYMENTS RAISED IN CURRENT MONTH					(431,520.92)	(431,520.92)
WAGES & SALARIES						
EFT Pymt		07-Sep-2017	Wages & Salaries	FE - 07 September 2017	(52,506.77)	
EFT Pymt		21-Sep-2017	Wages & Salaries	FE - 21 September 2017	(53,835.06)	
WAGES & SALARIES					(106,341.83)	(106,341.83)
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT						
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT					0.00	0.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
Cheque #	1554	04-May-2017	Ron Rinaldi	Refund of payment re septic tank fees: Shazmac plumbing	(236.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
#cheque	1594	08-Aug-2017	Beverley Medical Practice	Immunisation - Private 18 x Employees @ \$20.00 ea (Flu Vax)	(396.00)	
#cheque	1603	30-Aug-2017	Beverley Medical Practice	Pre-Employment Medical Examination - Karl Sartori	(108.00)	
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					(740.00)	(740.00)
TRANSFERS to TRUST						
TRANSFERS to TRUST					0.00	0.00
OTHER AMENDMENTS/GENERAL JOURNALS						
OTHER AMENDMENTS/GENERAL JOURNALS					0.00	0.00
INVESTMENTS						
Investment		04-Sep-2017	Australia and New Zealand Bank	Funds Transfer for Investment	(500,000.00)	
Investment		21-Sep-2017	Bendigo and Adelaide Bank	Funds Transfer for Investment	(400,000.00)	
Investment		21-Sep-2017	Australia and New Zealand Bank	Funds Transfer for Investment	(400,000.00)	
INVESTMENTS					(1,300,000.00)	(1,300,000.00)
TOTAL EXPENDITURE for MUNICIPAL ACCOUNT						(1,838,602.75)
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT						
Credit card	28JUNE07	28-Jul-2017	Department of Transport	Change of Plates BE029 > 1GDA461: Grader Trade In	25.70	
Credit card	742026	01-Aug-2017	Di Candilo Steel City	7 x 6.1m 31.8x1.6 Pipe	207.90	
Credit card	2017-08AUG	02-Aug-2017	Dome PERTH	Perth - Local Government Convention Lunch x 3	64.30	
Credit card	2017-AUG07	07-Aug-2017	Catalano's Café	Cornerstone Tender Assessment: Lunch	116.00	
Credit card	2017-08AUG7	07-Aug-2017	Metro Perth Hotel	Accommodation S.Gollan 7/8 - 8/8, Metro Perth Hotel	129.00	
Credit card	38	11-Aug-2017	Quest Bunbury Accommodation	Accommodation 9 - 10 Aug: Steve.Vincent	296.38	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Credit card	AUG152017	15-Aug-2017	Dun & Bradstreet Pty Ltd	Comprehensive Business Report	792.00	
Credit card	08AUG17-172	17-Aug-2017	Wilson Parking	Cornerstone Meetings - Parking	11.09	
Credit card	08AUG17-171	17-Aug-2017	Ribs & Burgers	Cornerstone Meetings - Lunch: S. Gollan, S. Marshall & S. DeBeer	68.50	
Credit card	08AUG17-17	17-Aug-2017	City of Perth Parking	Cornerstone Meetings - Department of Industries	12.10	
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT					1,722.97	
TRUST ACCOUNT DETAILS						
PAYMENTS RAISED IN CURRENT MONTH						
Cheque#	1493	18-Sep-2017	Marie Barrett-Lennard	REFUND OF GYM KEY (32) BOND (REC 3619)	(50.00)	
PAYMENTS RAISED IN CURRENT MONTH					(50.00)	(50.00)
PAYMENTS UNPRESENTED IN CURRENT BANK #						
Cheque#	1493	18-Sep-2017	Marie Barrett-Lennard	REFUND OF GYM KEY (32) BOND (REC 3619)	50.00	
PAYMENTS UNPRESENTED IN CURRENT BANK #					50.00	50.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					0.00	0.00
OTHER AMENDMENTS/GENERAL JOURNALS						
OTHER AMENDMENTS/GENERAL JOURNALS					0.00	0.00
TOTAL EXPENDITURE for TRUST ACCOUNT					0.00	0.00
TOTAL EXPENDITURE as reconciled to the SEPTEMBER 2017 BANK STATEMENTS						
Municipal Account Expenditure						(1,838,602.75)
Trust Account Expenditure						0.00
TOTAL EXPENDITURE for SEPTEMBER 2017						(1,838,602.75)

11.3 2016/17 Councillors' Declaration

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: N/A
FILE REFERENCE: ADM 0047
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2016/17 Councillor's Declaration

SUMMARY

Council to consider that the 2016/17 Councillors' Declaration be signed and received.

BACKGROUND

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

COMMENT

The Councillors' Declaration is not a legislative requirement, however it gives Council a responsibility in ensuring that the contents of 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 & RISK COMMITTEE'S RECOMMENDATION

That the President and Deputy President be authorised to sign the 2016/17 Councillors' Declaration and that the Declaration be included in the 2016/17 Annual Report.

Attachment 11.3

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 2017 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 17th day of October 2017

11.4 Draft 2016/17 Management Letter

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: N/A
FILE REFERENCE: ADM 0231
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2016/17 Management Letter

SUMMARY

Council to consider that the 2016/17 Management Letter be received.

BACKGROUND

The final audit was conducted by AMD Chartered Accountants between 27 – 29 September 2017.

The Management Letter was received on 11 October 2017.

COMMENT

The 2016/17 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 \$28,474 and plant operating costs were under allocated by \$91,013 during the year, with a re-allocation journal raised at 30 June 2017 to correct the over and under 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).

2. PURCHASE ORDERS

Finding Rating: Minor

Our testing of purchases on a sample basis identified the following:
Instances where the purchase order was dated after the date of the invoice; and
An instance where the purchase order did not state the dollar value or quotable value.

Please note details can be provided upon request.

Implication

Risk of unauthorised goods and services being purchased and liabilities being incurred.

Recommendation

We recommend purchase orders be used for all purchases with exception of utilities and regular payments. These purchase orders should be authorised as approval that the goods or services are to be ordered, and purchase orders should state the dollar value or quotable value.

Management Comment

Noted – Management are looking into an electronic Purchase Order management system which should alleviate these minor issues.

3. EXCESSIVE LEAVE BALANCES

Finding Rating: Minor

We noted two employees who have accrued in excess of eight weeks annual leave at 30 June 2017.

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 are aware of these excessive leave balances and have implemented an internal policy encouraging Staff to take leave and maintain a balance of 8 weeks or less.

Leave balances will be more thoroughly managed moving forward.

4. STAFF RESIGNATION / TERMINATION CHECKLIST

Finding Rating: Minor

We note that there is no formal termination checklist in place for when an employee either resigns or is terminated, ensuring all tasks relating to the employee's termination have been completed.

Implication

Risk that tasks required to be undertaken and following an employee's departure are not completed on a timely basis.

Recommendation

We suggest a formal termination checklist be developed which is required to be completed termination and signed off once completed. Items which may be relevant to include on the termination checklist would vary according to the individual employee role, and may include sign off in respect to:

- Return of laptop, computers and accessories;
- Return of gate key / office key and updating of register;
- Return of business cards;
- Removal from IT access;
- Redirect team member's emails for one month to an alternative employee;
- Disable team member from company login system;
- Update payroll database;
- Email team member for updated postal address for sent PAYG;
- Alarm codes to be deactivated.

Management Comment

Noted – The Staff who left the organisation did not have access to Council's systems as detailed above. Our current IT setup is such that emails and IT access are not personalised to make the changeover of Staff more efficient.

Management will review it's termination practices and look at implementing varying degrees of "formal" termination depending in the employee's position.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

AUDIT & RISK COMMITTEE'S RECOMMENDATION

That the 2016/17 Management Letter be received.

Attachment 11.4



T +61 (8) 9780 7555
F +61 (8) 9721 8982

AMD Audit & Assurance Pty Ltd
ACN 145 719 259 t/a AMD

E amd@amdonline.com.au
www.amdonline.com.au

Unit 1, 28-30 Wellington Street,
Bunbury, WA 6230
PO Box 1306, Bunbury, WA 6231

11 October 2017

Cr Dee Ridgway
President
Shire of Beverley
PO Box 20
BEVERLEY WA 6304

Dear Dee

SHIRE OF BEVERLEY
30 JUNE 2017 MANAGEMENT REPORT

Following completion of our 30 June 2017 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.

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.

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Attachment 11.4

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 2016 in respect of the preparation of the 30 June 2017 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 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.

Attachment 11.4

Our review of compliance with the Local Government Act and Financial Management Regulations did not identify 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; and

9.0 Audit Findings

9.1 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.

As in prior years, we raise the following qualification within our 30 June 2017 audit report (which relates to the compliance issue noted in point 9.0 above):

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 2016 financial year and road class of infrastructure assets during the 2017 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.

9.2 Internal 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.

9.3 Audit Recommendations

Please refer to Appendix 1 for comments and recommendations arising from our 30 June 2017 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.

Attachment 11.4

9.4 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 11.4

APPENDIX 1 Audit Recommendations for the year ended 30 June 2017

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 \$28,474 and plant operating costs were under allocated by \$91,013 during the year, with a re-allocation journal raised at 30 June 2017 to correct the over and under 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 11.4

APPENDIX 1 Audit Recommendations for the year ended 30 June 2017

2. PURCHASE ORDERS

Finding Rating: Minor

Our testing of purchases on a sample basis identified the following:

- Instances where the purchase order was dated after the date of the invoice; and
- An instance where the purchase order did not state the dollar value or quotable value.

Please note details can be provided upon request.

Implication

Risk of unauthorised goods and services being purchased and liabilities being incurred.

Recommendation

We recommend purchase orders be used for all purchases with exception of utilities and regular payments. These purchase orders should be authorised as approval that the goods or services are to be ordered, and purchase orders should state the dollar value or quotable value.

Management Comment

Noted – Management are looking into an electronic Purchase Order management system which should alleviate these minor issues.

3. EXCESSIVE LEAVE BALANCES

Finding Rating: Minor

We noted two employees who have accrued in excess of eight weeks annual leave at 30 June 2017.

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 are aware of these excessive leave balances and have implemented an internal policy encouraging Staff to take leave and maintain a balance of 8 weeks or less.

Leave balances will be more thoroughly managed moving forward.

Attachment 11.4

APPENDIX 1 Audit Recommendations for the year ended 30 June 2017

4. STAFF RESIGNATION / TERMINATION CHECKLIST

Finding Rating: Minor

We note that there is no formal termination checklist in place for when an employee either resigns or is terminated, ensuring all tasks relating to the employee's termination have been completed.

Implication

Risk that tasks required to be undertaken and following an employee's departure are not completed on a timely basis.

Recommendation

We suggest a formal termination checklist be developed which is required to be completed termination and signed off once completed. Items which may be relevant to include on the termination checklist would vary according to the individual employee role, and may include sign off in respect to:

- Return of laptop, computers and accessories;
- Return of gate key / office key and updating of register;
- Return of business cards;
- Removal from IT access;
- Redirect team member's emails for one month to an alternative employee;
- Disable team member from company login system;
- Update payroll database;
- Email team member for updated postal address for sent PAYG;
- Alarm codes to be deactivated.

Management Comment

Noted – The Staff who left the organisation did not have access to Council's systems as detailed above. Our current IT setup is such that emails and IT access are not personalised to make the changeover of Staff more efficient.

Management will review it's termination practices and look at implementing varying degrees of "formal" termination depending in the employee's position.

11.5 Draft 2016/17 Independent Auditor's Report

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: N/A
FILE REFERENCE: ADM 0047
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Draft 2016/17 Audit Report

SUMMARY

Council to consider that the draft 2016/17 Independent Auditor's Report be received.

BACKGROUND

The audit of the 2016/17 Financial Report was conducted by AMD Chartered Accountants in September 2017.

The Independent Auditor's Report was received on 11 October 2017.

COMMENT

Please see attached draft 2016/17 Independent Auditor's Report.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

AUDIT & RISK COMMITTEE'S RECOMMENDATION

That the Independent Auditor's Report be received.

Attachment 11.5



T +61 (8) 9780 7555
F +61 (8) 9721 8982

E amd@amdonline.com.au
www.amdonline.com.au

AMD Audit & Assurance Pty Ltd
ACN 145 719 259 t/a AMD

Unit 1, 28-30 Wellington Street,
Bunbury, WA 6230
PO Box 1306, Bunbury, WA 6231

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

Qualified Opinion

We have audited the accompanying financial report of the Shire of Beverley which comprises the statement of financial position as at 30 June 2017, the statement of comprehensive income, statement of changes in equity, the rate setting statement, and the statement of cash flows for the year then ended, a summary of significant accounting policies and other explanatory notes, and the Chief Executive Officer's statement.

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, in all material respects, of the financial position of the Shire of Beverley as at 30 June 2017, and of its financial performance and its cash flows for the year then ended;
- (ii) complies with Australian Accounting Standards; and
- (iii) is prepared in accordance with the requirements of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

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 2016 financial year and road class of infrastructure assets during the 2017 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.

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 do not provide an opinion on the completeness of infrastructure assets recorded at 30 June 2017.

Report on Other Legal and Regulatory Requirements

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 of Beverley;
- (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.

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Attachment 11.5

- (iii) The asset consumption ratio and the asset renewal funding ratio included in the annual financial report are supported by verifiable information and reasonable assumptions;
- (iv) All necessary information and explanations were obtained by us; and
- (v) All audit procedures were satisfactorily completed during our audit.

Basis for Qualified Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the company in accordance with the ethical requirements the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Other Information

Management is responsible for the other information. The other information comprises the information included in the Shire's annual report for the year ended 30 June 2017 but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

Responsibilities of Management and Council 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 and the Local Government (Financial Management) Regulations 1996 and for such internal control as management determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the ability of the Shire to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting.

Council is responsible for overseeing the Shire's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

Attachment 11.5

A further description of our responsibility for the audit of the financial report is located at the Auditing and Assurance Standard Board website at: http://www.auasb.gov.au/auditors_files/ar3.pdf. This description forms part of our audit report.

AMD Chartered Accountants



MARIA CAVALLO
Director

28-30 Wellington Street, Bunbury, Western Australia

Dated this day of October 2017

11.6 Draft 2016/17 Annual Report

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: N/A
FILE REFERENCE: ADM 0199
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Draft 2016/17 Annual Report (under separate cover)

SUMMARY

Council to consider that the 2016/17 Annual Report be received.

BACKGROUND

The 2016/17 Annual Report has been produced in-house by the Deputy Chief Executive Officer and was audited by AMD Chartered Accountants in September 2017.

COMMENT

The 2016/17 Annual Report is attached for the Committees consideration.

Non-cash adjustments made following the presentation of 30 June accounts in July include:

- (\$2,562,025) Loss on valuation of Road Infrastructure; and
- \$454,061 Increment in Land and Building values following revaluation.

The 2016/17 Annual Report document has been designed and formatted by Workhouse Advertising.

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.

Local Government (Financial Management) Regulations 1996 provide:

51. Completion of financial report

- (1) After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.
- (2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

AUDIT & RISK COMMITTEE'S RECOMMENDATION

That;

1. the 2016/17 Annual Report be approved;
2. a minimum of 14 days public notice of the availability of the 2016/17 Annual Report be given; and
3. the 2016/17 Annual Report be forwarded to the Department of Local Government.

11.7 Annual Electors Meeting

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: N/A
FILE REFERENCE: ADM 0047
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

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

BACKGROUND

The 2016/17 Annual Report has been produced in-house by the Deputy Chief Executive Officer and was audited by AMD Chartered Accountants in October 2017.

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 Tuesday 15 November 2016.

Should the Annual report be received at the October 2017 Ordinary Council meeting, the last date on which the Annual Electors Meeting can be held is Tuesday 19 December 2017.

Due to the 14 day advertising requirement of the availability of the 2016/17 Annual Report, a weekday evening on or after 14 November 2017 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 & RISK COMMITTEE'S RECOMMENDATION

That the Annual Electors Meeting be held on Wednesday 15 November 2017 commencing at 6pm at the Lesser Hall.

11.8 Cropping Lease Submissions

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: N/A
FILE REFERENCE: ADM 0049
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider awarding various Cropping Leases.

BACKGROUND

At the 28 June 2017 Cropping Committee Meeting, the committee resolved to call for submissions for the following leases:

Portion of Reserve 5265A – Old Commonage
Portion of Reserve 5265B – Sand Pit
Portion of Reserve 5265C – Great Southern Hwy & Railway Line
Portion of Reserve 5265D – Off Bremner Road
Reserve 25266 – Bethany Farm
Reserve 3788 – Old Race Course
Reserve 38798 – Mt Kokeby
Lot 78 – Waterhatch Road

The cropping leases were advertised in the August and September editions of the Blarney. The Closing date was Friday 6 October 2017.

For information, at the 28 June 2017 Cropping Committee meeting it was also resolved that the lease term would continue to be 3 years, and that Hay would be allowed to be cut for a maximum of 1 year in the 3 year term. All current leases expire 31 March 2018.

COMMENT

Following the call for submissions, six (6) submissions were received.

One submission provided a total yearly cost rather than a per hectare cost. Two submissions wish to have the arable hectare reviewed. Both are the current tenants who phoned to advise they would make a note on their tender.

The submission received for Reserve 25266 Bethany Farm, is significantly lower than previous awarded leases and does not cover the Shire's annual lease rental to the Department of Lands, currently \$5,000.00 per annum ex GST.

The six submissions are summarised on the next page.

Lease Name	Approx. Arable Ha	Waterbrae*	Beverley Football Club	CR & J Ridgway	Beverley Tennis Club	Elmline	Bernard Hunt	Total Per Year Ex GST
Portion of Reserve 5265A – Old Commonage	176					\$106.00		\$18,656.00
Portion of Reserve 5265B – Sand Pit	80					\$100.00		\$8,000.00
Portion of Reserve 5265C – Grt Southern Hwy & Rail	38					\$106.00		\$4,028.00
Portion of Reserve 5265D – Off Bremner Rd	50						\$60.00** (40ha)	\$2,400.00
Reserve 25266 – Bethany Farm	60	\$2,300.00 (\$38.33)						\$2,300.00
Reserve 3788 – Old Race Course	25	\$1,500.00 (\$60.00)				\$85.00** (20ha)		\$1,700.00
Reserve 38798 – Mt Kokeby	65			\$80.00				\$5,200.00
Lot 78 - Waterhatch	13		\$88.00					\$1,144.00

* Waterbrae did not quote per arable hectare, quoted yearly figure. The price in brackets is a Shire working per arable hectare.

** Requests a review of arable hectares.

All figures are GST exclusive.

All leases are to be three (3) years with the above amounts paid per annum.

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

Future Budgets

Lease of land is at a breakeven at a minimum.

STRATEGIC IMPLICATIONS

Review land use strategies and plans, whilst protecting viable farming options.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

CROPPING COMMITTEE'S RECOMMENDATION

That Council award the following leases:

1. Reserve 5265A Old Commonage – be leased to Elmline Pty Ltd for a period of three years, at \$18,656.00 ex GST per annum.
2. Reserve 5265B Sand Pit – be leased to Elmline Pty Ltd for a period of three years, at \$8,000.00 ex GST per annum.
3. Reserve 5265C Great Southern Hwy & Railway Line – be leased to Elmline Pty Ltd for a period of three years, at \$4,028.00 ex GST per annum.
4. Reserve 5265D off Bremner Road – be leased to Bernard Hunt for a period of three years, at \$2,400.00 ex GST per annum.
5. Reserve 3788 Old Race Course – be leased to Beverley Tennis Club Inc. for three years, at \$1,700.00 ex GST per annum.
6. Lot 78 Waterhatch – be leased to Beverley Football Club for three years at \$1,144.00 ex GST per annum.

CROPPING COMMITTEE'S RECOMMENDATION

That Council;

1. re-advertise the lease for Reserve 25266 for two weeks in the November Blarney for awarding at the Ordinary November Council Meeting.
2. should no submissions be received that cover the Shire's annual lease rental payment to the Department of Lands, this area be handed back to them.

CROPPING COMMITTEE'S RECOMMENDATION

That Council award the lease for Reserve 38798 Mt Kokeby to CR & J Ridgway for three years, at \$5,200.00 ex GST per annum.

12. ADMINISTRATION

12.1 Appointment of Elected Members to Committees/Organisations

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: N/A
FILE REFERENCE: ADM 0102
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to appoint elected members to committees/organisations for the 2017-2019 term.

BACKGROUND

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

COMMENT

There are three Committees of Council, which currently, all Councillors are a member of, they are: Audit and Risk Committee, Corporate Strategy Committee and Economic & Community Strategy Committee. Please refer to Agenda item 12.2 for the proposed 2018 dates.

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

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

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

Hotham Dale Sub Group	Keith Murray Jim Alexander (Proxy)
Local Health Advisory Group	Keith Murray Tom Buckland Lew Shaw
Frail Aged Lodge Committee	Lew Shaw Keith Murray
Local Emergency Management Committee	Dee Ridgway Peter Gogol
Beverley Community Resource Centre	David White
Yenyening Lakes Catchment Group	Peter Gogol

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

At the September Ordinary Council Meeting during the Policy Manual Review Cr Alexander advised that the Wheatbelt Railway Retention Alliance had become less active and felt a Shire Representative may no longer be necessary. Council agreed and removed it from the Committee List.

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

Each representative should submit a short report, or at the very least note their attendance at a meeting, for the Information Bulletin when they attend a meeting as a selected Council Representative.

STATUTORY ENVIRONMENT

Section 5.8 of the *Local Government Act 1995*

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Council Leadership - Support volunteers and encourage community involvement

POLICY IMPLICATIONS

EM008 – Standing Committees

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

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

Committees of Council	2017-2019 Members
Audit and Risk Committee	
Corporate Strategy Committee	
Economic and Community Strategy Committee	
Beverley Cropping Committee	
Non-Council Committees/Organisations	
Beverley Station Arts Committee (BSA)	
Avondale Farm Project Association (AFPA)	
WALGA – Central Country Zone (CCZ) (President & Deputy President)	
Beverley, Brookton, Pingelly Aged Support and Care Solutions (BBP)	
Fire Control Officer's (FCO) Meeting	
Hotham Dale Sub Group	
Local Health Advisory Group	
Frail Aged Lodge Committee	
Local Emergency Management Committee (President)	
Yenyening Lakes Catchment Group	
Beverley Community Resource Centre (CRC)	

12.2 2018 Council and Committee Meeting Dates

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0102
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider setting the dates for the 2018 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 by one week if deemed too close to Christmas.

COMMENT

The *proposed* dates for the 2018 Ordinary Council Meetings are:

Tuesday 27 February 2018

Tuesday 27 March 2018

Tuesday 24 April 2018

Tuesday 22 May 2018

Tuesday 26 June 2018

Tuesday 24 July 2018

Tuesday 28 August 2018

Tuesday 25 September 2018

Tuesday 23 October 2018

Tuesday 27 November 2018

Tuesday 18 December 2018 (3rd Tuesday, as 4th Tuesday is Christmas Day)

The *proposed* Committee Meeting Schedule 2018:

Audit and Risk Committee Meeting proposed dates are:

Tuesday 13 February 2018

Tuesday 16 October 2018

Corporate Strategy Committee Meeting proposed dates are:

Tuesday 13 March 2018

Tuesday 12 June 2018

Tuesday 10 July 2018

Economic & Community Strategy Committee Meeting proposed dates are:

Tuesday 13 February 2018

Tuesday 10 April 2018

Tuesday 14 August 2018

Annual Roads Inspection

Tuesday 13 February 2018

Tuesday 11 September 2018

May, 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 2018 – December 2018 as;

Tuesday 27 February 2018

Tuesday 27 March 2018

Tuesday 24 April 2018

Tuesday 22 May 2018

Tuesday 26 June 2018

Tuesday 24 July 2018

Tuesday 28 August 2018

Tuesday 25 September 2018

Tuesday 23 October 2018

Tuesday 27 November 2018

Tuesday 18 December 2018

2. Set the 2018 Committee Meeting dates as:

Audit and Risk Committee Meeting

Tuesday 13 February 2018

Tuesday 16 October 2018

Corporate Strategy Committee Meeting

Tuesday 13 March 2018

Tuesday 12 June 2018

Tuesday 10 July 2018

Economic & Community Strategy Committee Meeting

Tuesday 13 February 2018

Tuesday 10 April 2018

Tuesday 14 August 2018

Roads Inspection

Tuesday 13 February 2018

Tuesday 11 September 2018

12.3 Mt Kokeby Townsite (Anglo Estate) Blocks

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: N/A
FILE REFERENCE: ADM 0049
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Map

SUMMARY

Council to consider control of small land holdings adjacent to the Mt Kokeby Townsite.

BACKGROUND

The "Friends of Kokeby" group began cropping the small blocks adjacent to the Mt Kokeby Townsite for the main purpose of fire management as the blocks had continually been identified by surrounding land owners as potential fire hazard. A Memorandum of Understanding is in place between the Shire of Beverley and Friends of Kokeby valid until 31 March 2018.

At the 25 July 2017 Ordinary Meeting, Council discussed the fairness to other community groups and potential liability not operating under a lease and so it was resolved '*That Council instruct the Cropping Committee to review and treat the Mt Kokeby blocks, which are maintained by the "Friends of Kokeby" group, in the same manner as the other cropping lease blocks.*'

COMMENT

Management have advised that the area is 5.0154Ha. Please see attached map.
Total Area: **50,154 m² (5.0154 Ha)**

Calculated as follows:

Crown Land Total:	8,127 m ²
Road Reserves:	12,783 m ²
Privately owned:	4,016 m ²
To be transferred to SOB by March 2018:	5,250 m ²
SOB property:	19,978 m ²

It was proposed that the same conditions be applied; a lease term of 3 years, 1 April 2018 to 31 March 2021; and that Hay would be allowed to be cut for a maximum of 1 year in the 3 year term.

However, at the Cropping Committee meeting 17 October 2017, the committee determined that the legalities of offering the block for lease was too complicated mainly due to the privately owned blocks that are scattered amongst Shire owned land.

The committee agreed the land and responsibility of managing any fire hazards should return to the control of Council, and that Council will need to actively manage the blocks, as this had not been happening in the past.

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

Future Budgets

Contract Spraying and Firebreaks

STRATEGIC IMPLICATIONS

Review land use strategies and plans, whilst protecting viable farming options.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

CROPPING COMMITTEE'S RECOMMENDATION

That the Cropping Committee recommend to Council that the small land holdings adjacent to the Mt Kokeby Townsite, be actively managed by the Shire of Beverley to reduce any bushfire risk.

Attachment 12.3



12.4 Use of the Common Seal

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0256
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

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 documents:

1. Chief Executive Officer Contract between Stephen Gollan and the Shire of Beverley.
2. Lease Agreement between the Shire of Beverley and the Beverley Bowling and Croquet Club Incorporated.

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

Delegation EO-D010

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

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

1. Chief Executive Officer Contract between Stephen Gollan and the Shire of Beverley.
2. Lease Agreement between the Shire of Beverley and the Beverley Bowling and Croquet Club Incorporated.

12.4 Christmas/New Year Office Closure

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0102
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider the closure of the Administration Centre and Library from 12 noon Friday 22 December 2017 to Friday 29 December 2017. The Administration centre to re-open on Tuesday 2 January 2018.

BACKGROUND

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

Staff have requested a 12noon closure on Friday 22 December, due to a lack of custom in the afternoon in previous years.

COMMENT

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

Friday	22 nd December 2017	–	Administration Centre and Library Open until 12 noon
Monday	25 th December 2017	–	Public Holiday (Christmas Day)
Tuesday	26 th December 2017	–	Public Holiday (Boxing Day)
Wednesday	27 th December 2017	–	Administration Centre and Library Closed
Thursday	28 th December 2017	–	Administration Centre and Library Closed
Friday	29 th December 2017	–	Administration Centre and Library Closed
Monday	01 st January 2017	–	Public Holiday (New Years Day) Closed
Tuesday	02 nd 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 3.5 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 12 noon on Friday 22 December 2017 to the re-opening on Tuesday 2 January 2018 at 8:30am.

12.5 Annual Christmas Function

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0316
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider the annual Christmas function for Staff and Councillors and annual Christmas gift for Staff.

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. Friday 15 December 2017 has been identified as a date that does not clash with other community events such as the Beverley District High School Presentation night (13 December) and the Station Arts Community Christmas Concert (16 December).

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.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

2017/18 Budget

STRATEGIC IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

1. hold the Christmas Function on Friday 15 December at the Amenities Building, commencing at 6:00pm; and
2. present the determined gift after the December Council Meeting.

12.6 Independent Living Unit (49B Dawson Street) Application

SUBMISSION TO: Ordinary Council Meeting 24 October 2017
REPORT DATE: 18 October 2017
APPLICANT: Mr J Islip
FILE REFERENCE: ADM 0366
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider reserving the rear Independent Living Unit at 49B Dawson Street, for a Beverley resident while his house is placed on the market awaiting sale.

BACKGROUND

The Independent Living Units were completed in 2011 and much to the disappointment of Council the rear unit has never been leased. Mr John Islip has approached the Chief Executive Officer to hold and move in to the rear unit while his house was on the market.

At the September Council Briefing, Council indicated they would be willing to hold the unit for 6 months on the condition that a \$5,000.00 deposit and the weekly management fee of \$70.00 be paid, however it would not allow Mr Islip to move in until the \$180,000.00 lease for life price is paid, as this arrangement has not been offered to anyone else in the community.

COMMENT

During a discussion held with Mr Islip after the Council Briefing, he advised that he would be in agreeance with the proposed conditions.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

STRATEGIC IMPLICATIONS

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council reserve 49B Dawson Street (Independent Living Unit) for Mr John Islip for 6 months subject to Mr Islip paying a \$5,000.00 deposit and a weekly management fee of \$70.00. Should Mr Islip's property not be sold within 6 months, this agreement is to be reviewed in April 2018.

13. NEW BUSINESS ARISING BY ORDER OF THE MEETING

New Business of an urgent matter only arising by order of the meeting.

14. CLOSURE

The Chairman to declare the meeting closed.