



SHIRE OF BEVERLEY NOTICE OF MEETING

Notice is hereby given that the next Ordinary Meeting of Council will be held in the Council Chambers, 136 Vincent Street Beverley, on Tuesday 24 April 2018.

Program

3.00pm – 5.00pm Ordinary Meeting

A handwritten signature in black ink, appearing to read "S. Gollan", written over a horizontal line.

Stephen Gollan
Chief Executive Officer

20 April 2018

DISCLAIMER

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Beverley warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Beverley for any act, omission or statement or intimation occurring during a Council meeting.



24 April 2018

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 Shire President
Cr CJ Pepper Deputy President
Cr DL Brown
Cr DW Davis
Cr P Gogol
Cr SW Martin
Cr TWT Seed
Cr LC Shaw
Cr DC White

2.2 Staff In Attendance

Mr SP Gollan Chief Executive Officer
Mr SK Marshall Deputy Chief Executive Officer
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:

WARE	William Alfred	5 April 2018
DONOVAN	Wayne Anthoney	6 April 2018

3. DECLARATIONS OF 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 27 March 2018

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 27 March 2018 be confirmed.

**7.2 Minutes Of The Economic & Community Strategy Committee Meeting
Held 10 April 2018**

OFFICER'S RECOMMENDATION

That the Minutes of the Economic and Community Strategy Committee Meeting held Tuesday 10 April 2018 be received.

(Provided under separate cover)

Please refer to items 11.3 and 12.1

8. TECHNICAL SERVICES

Nil

9. PLANNING SERVICES

Nil

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

SUBMISSION TO: Ordinary Council Meeting 24 April 2018
REPORT DATE: 12 April 2018
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: March 2018 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 31 March 2018.

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 11.4

COMMENT

The monthly financial report for the period ending 31 March 2018 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 March 2018 be accepted and material variances be noted.

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
31 March 2018**

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	3,081,759.00	3,072,297.80	(9,461.20)	
Governance	6,100.00	100.00	11,884.68	11,784.68	CCZ Golf Day Sponsorship and Nomination Fees unbudgeted.
Law, Order & Public Safety	186,149.00	120,742.00	293,111.44	172,369.44	BRMPC Grant funding extended for full year \$124,356 unbudgeted to be offset by BRMPC program expenditure. Fire Mitigation Grant 50% received \$47,700 to be offset by future expenditure.
Health	100.00	0.00	454.54	454.54	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	1,403,903.00	77,353.00	78,656.93	1,303.93	
Community Amenities	198,279.00	193,354.00	196,269.01	2,915.01	
Recreation & Culture	2,691,835.00	1,809,450.00	1,821,181.47	11,731.47	Flood damage insurance reimbursement \$27,621, LGIS Town Hall Walk Way Reimbursement \$12,365 greater than anticipated YTD. Swimming Pool Revitalisation Funding (\$32,000) cut by State Government.
Transport	7,016,564.00	1,108,667.00	1,062,058.98	(46,608.02)	Allocated MRWA Direct Grant funding (\$46,842) cut from State Budget.
Economic Activities	81,500.00	67,290.00	103,766.71	36,476.71	Caravan Park charges \$22,503, Tourism Brochure & RV Site Contributions \$3,348 and Blarney Advertising Sales \$7,116 and Building Permit fees \$1,626 greater than anticipated.
Other Property & Services	43,100.00	39,164.00	52,754.62	13,590.62	Vehicle licencing reimbursement \$13,372 due to reversal of concession cuts.
Total Operating Revenue	14,855,570.00	6,497,879.00	6,692,436.18	194,557.18	
Operating Expenditure					
General Purpose Funding	(179,989.00)	(88,435.00)	(87,065.93)	1,369.07	
Governance	(249,780.00)	(171,933.00)	(166,236.30)	5,696.70	
Law, Order & Public Safety	(448,152.00)	(277,284.00)	(323,118.54)	(45,834.54)	BRMPC expenses (\$44,143) greater than anticipated offset by increase in grant funding and Fire Break Compliance (\$3,683) and Loss on Asset disposal (\$4,329) greater than anticipated. Depreciation charge \$4,164 and ESL Expenditure \$2,989 lower than anticipated YTD.
Health	(148,255.00)	(95,867.00)	(92,879.57)	2,987.43	
Education & Welfare	(78,374.00)	(39,598.00)	(38,541.67)	1,056.33	
Housing	(257,109.00)	(216,291.00)	(214,721.35)	1,569.65	
Community Amenities	(623,763.00)	(366,120.00)	(360,171.05)	5,948.95	
Recreation & Culture	(1,043,277.00)	(716,856.00)	(846,896.13)	(130,040.13)	Public Halls (\$26,083), Swimming Pool (\$39,338), Other Recreation (\$62,075) and Other Culture (\$18,810) depreciation expense greater than anticipated YTD. Admin Costs allocated \$7,737 and Maintenance expenses \$8,736 lower than anticipated YTD.
Transport	(2,183,986.00)	(1,430,483.00)	(1,428,570.34)	1,912.66	
Economic Activities	(494,577.00)	(278,007.00)	(428,900.15)	(150,893.15)	Write Off of Aeronautical Museum asset following demolition (\$159,328) non-cash unbudgeted.
Other Property & Services	(15,615.00)	(11,441.00)	(90,894.17)	(79,453.17)	POC & PWOH allocation variations.
Total Operating Expenditure	(5,722,877.00)	(3,692,315.00)	(4,077,995.20)	(385,680.20)	
Net Operating	9,132,693.00	2,805,564.00	2,614,440.98	(191,123.02)	

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
31 March 2018**

Description	Budget 2017/18	YTD Budget 2017/18	YTD Actual 2017/18	YTD Variance	Notes To Material Variances
Capital Income					
Self-Supporting Loan - Principal Repayment	14,411.00	7,096.00	7,096.42	0.42	
Proceeds from Sale of Assets	211,000.00	211,000.00	211,636.36	636.36	
Total Capital Income	225,411.00	218,096.00	218,732.78	636.78	
Capital Expenditure					
Land and Buildings	(6,529,594.00)	(2,161,594.00)	(2,219,779.89)	(58,185.89)	Unit 5 Hunt Road Village Refurb (\$8,978), Hunt Road Village Fence replacement (\$3,723), Med Centre Wait Room (\$2,128) and Crib Room Refurb (\$13,614) over Budget due to staff hours allocated to works. Swimming Pool bowl paint (\$26,720) over Budget due to additional joint repair. Purchase of Anglo Estate blocks (\$2,196) and replacement of 59 Smith St AC (\$3,254) unbudgeted. Rec Ground Car Park Lighting \$1,860 and Bus Stop Lighting \$1,866 under budget.
Plant and Equipment	(531,000.00)	(466,000.00)	(466,532.17)	(532.17)	
Office Furniture and Equipment	(55,500.00)	(11,500.00)	(9,395.45)	2,104.55	
Road Construction	(3,700,515.00)	(1,421,447.00)	(1,518,871.76)	(97,424.76)	Kokeby East Rd Widen Shoulders (\$69,610) and Westdale Rd Reconstruct and Seal (\$25,954) job cost over budget.
Other Infrastructure	(4,343,000.00)	(136,000.00)	(135,709.20)	290.80	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(69,209.00)	(51,395.00)	(51,394.01)	0.99	
Total Capital Expenditure	(15,228,818.00)	(4,247,936.00)	(4,401,682.48)	(153,746.48)	
Net Capital	(15,003,407.00)	(4,029,840.00)	(4,182,949.70)	(153,109.70)	
Adjustments					
Depreciation Written Back	1,691,589.00	1,238,376.00	1,395,123.38	156,747.38	Depreciation expensed greater than anticipated YTD.
Movement in Leave Reserve Cash Balance	0.00	0.00	4,237.69	4,237.69	
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)	(4,000.00)	155,728.45	159,728.45	Write-off of Aero Museum following demolition \$159,328 non-cash unbudgeted.
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	(22,288.00)	(22,288.11)	(0.11)	
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	3,483,614.00	3,804,327.90	320,713.90	
CLOSING SURPLUS/(DEFICIT)	0.00	2,259,338.00	2,235,819.18	(23,518.82)	

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 31 March 2018	
Description	YTD Actual 2017/18
Current Assets	
Cash at Bank	789,718.56
Cash - Unrestricted Investments	1,263,102.09
Cash - Restricted Reserves	2,308,058.44
Cash on Hand	300.00
Accounts Receivable	655,852.58
Self-Supporting Loan - Current	7,314.99
Inventory - Fuel	10,961.98
Total Current Assets	5,035,308.64
Current Liabilities	
Accounts Payable	(232,686.05)
Loan Liability - Current	(17,815.07)
Annual Leave Liability - Current	(175,992.28)
Long Service Leave Liability - Current	(140,242.31)
Doubtful Debts	(168,489.59)
Total Current Liabilities	(735,225.30)
Adjustments	
Less Restricted Reserves	(2,308,058.44)
Less Self Supporting Loan Income	(7,314.99)
Add Leave Reserves - Cash Backed	233,294.20
Add Loan Principal Expense	17,815.07
Total Adjustments	(2,064,264.16)
NET CURRENT ASSETS	2,235,819.18

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING
31 March 2018**

Description	Actual 2016/17	YTD Actual 2017/18	Movement
Current Assets			
Cash and Cash Equivalents	4,705,857.09	4,361,179.09	(344,678.00)
Accounts Receivable	618,061.15	655,852.58	37,791.43
Self-Supporting Loan - Current	14,411.41	7,314.99	(7,096.42)
Inventory	13,591.69	10,961.98	(2,629.71)
Total Current Assets	5,351,921.34	5,035,308.64	(316,612.70)
Current Liabilities			
Accounts Payable	(524,545.44)	(232,686.05)	291,859.39
Loan Liability - Current	(69,209.08)	(17,815.07)	51,394.01
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)	(735,225.30)	343,253.40
Non-Current Assets			
Non-Current Debtors	106,148.59	106,148.59	0.00
Land and Buildings	18,496,080.21	20,052,147.94	1,556,067.73
Plant and Equipment	1,987,610.88	2,005,067.78	17,456.90
Furniture and Equipment	172,475.58	153,720.32	(18,755.26)
Infrastructure	25,369,332.35	26,402,363.26	1,033,030.91
Self-Supporting Loan - Non Current	74,124.94	74,124.94	0.00
Total Non-Current Assets	46,205,772.55	48,793,572.83	2,587,800.28
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	52,062,834.49	2,614,440.98
Equity			
Accumulated Surplus	(36,666,952.94)	(39,259,105.81)	(2,592,152.87)
Reserves - Cash Backed	(2,285,770.33)	(2,308,058.44)	(22,288.11)
Reserve - Revaluations	(10,495,670.24)	(10,495,670.24)	0.00
Total Equity	(49,448,393.51)	(52,062,834.49)	(2,614,440.98)

SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE & TYPE FOR THE PERIOD ENDING 31 March 2018		
Description	Budget 2017/18	YTD Actual 2017/18
Income		
Rates	2,669,880.00	2,663,421.84
Operating Grants, Subsidies and Contributions	2,271,419.00	930,807.55
Profit On Asset Disposal	12,000.00	7,784.65
Service Charges	0.00	0.00
Fees & Charges	523,761.00	477,478.82
Interest Earnings	103,888.00	109,147.41
Other Revenue	60,500.00	59,555.26
Non-Operating Grants, Subsidies and Contributions	9,238,188.00	2,458,024.21
Total Income by Nature & Type	14,879,636.00	6,706,219.74
Expenditure		
Employee Costs	(2,134,739.00)	(1,449,859.70)
Materials & Contracts	(1,840,463.00)	(844,284.19)
Utilities	(208,638.00)	(148,680.76)
Depreciation On Non-Current Assets	(1,691,589.00)	(1,395,123.38)
Interest Expenses	(34,504.00)	(29,142.18)
Insurance Expenses	(168,227.00)	(173,165.79)
Other Expenditure	(81,975.00)	(95,850.82)
Loss On Asset Disposal	(8,000.00)	(163,513.10)
Loss on Revaluation of Non-Current Assets	0.00	0.00
Total Expenditure by Nature & Type	(6,168,135.00)	(4,299,619.92)
Allocations		
Reallocation Codes Expenditure	421,192.00	207,841.16
Reallocation Codes Income	0.00	0.00
Total Allocations	421,192.00	207,841.16
Net Operating by Nature & Type	9,132,693.00	2,614,440.98

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
31 March 2018**

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)	2,101.22
RR003	Avoca Rd (RoadID: 98) (Maintenance)	476.82
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	678.46
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	2,698.35
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	2,487.36
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	9,317.99
RR008	Barrington Rd (RoadID: 13) (Maintenance)	4,294.08
RR009	Batemans Rd (RoadID: 78) (Maintenance)	825.71
RR010	Batys Rd (RoadID: 60) (Maintenance)	879.01
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	2,173.18
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	1,340.72
RR013	Beringer Rd (RoadID: 29) (Maintenance)	7,346.26
RR014	Bethany Rd (RoadID: 148) (Maintenance)	2,112.80
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	385.57
RR017	Bremner Rd (RoadID: 6) (Maintenance)	761.70
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	2,557.03
RR019	Bushhill Road (RoadID: 183) (Maintenance)	0.00
RR020	Butchers Rd (RoadID: 20) (Maintenance)	5,205.55
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	305.78
RR022	Carrs Rd (RoadID: 47) (Maintenance)	2,769.99
RR023	Cattle Station Road (RoadID: 181) (Maintenance)	642.65
RR024	Caudle Rd (RoadID: 140) (Maintenance)	1,802.92
RR025	Chocolate Hills Rd (RoadID: 138) (Maintenance)	0.00
RR026	Clulows Rd (RoadID: 16) (Maintenance)	5,253.52
RR027	Collins Rd (RoadID: 66) (Maintenance)	2,249.07
RR028	Cookes Rd (RoadID: 61) (Maintenance)	1,175.16
RR029	Corberding Rd (RoadID: 43) (Maintenance)	6,615.95
RR030	County Peak Rd (RoadID: 96) (Maintenance)	0.00
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	6,585.26
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	6,787.22
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	3,499.90
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	9,432.75
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	5,449.79
RR036	Drapers Rd (RoadID: 79) (Maintenance)	1,933.31
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	694.50
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	33,600.21
RR039	Ewert Rd (RoadID: 27) (Maintenance)	4,110.28

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
31 March 2018**

Job #	Job Description	YTD Actual 2017/18
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	280.49
RR041	Fishers Rd (RoadID: 75) (Maintenance)	544.93
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	3,577.28
RR043	Gors Rd (RoadID: 30) (Maintenance)	1,888.72
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	0.00
RR045	Heals Rd (RoadID: 95) (Maintenance)	1,986.81
RR046	Hills Rd (RoadID: 76) (Maintenance)	1,424.61
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	4,294.34
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	154.09
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	2,674.20
RR050	Jas Rd (Maintenance)	1,075.00
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	558.24
RR052	Jones Rd (RoadID: 48) (Maintenance)	2,406.57
RR053	K1 Rd (RoadID: 85) (Maintenance)	4,536.44
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	70.04
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	3,360.96
RR057	Kilpatricks Rd (RoadID: 74) (Maintenance)	1,694.16
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	1,289.16
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	11,479.41
RR060	Lennard Rd (RoadID: 58) (Maintenance)	4,355.55
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	450.45
RR062	Luptons Rd (RoadID: 22) (Maintenance)	4,368.77
RR063	Maitland Rd (RoadID: 39) (Maintenance)	6,432.90
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	987.57
RR065	Manns Rd (RoadID: 59) (Maintenance)	925.52
RR066	Manuels Rd (RoadID: 37) (Maintenance)	713.47
RR067	Mawson Rd (RoadID: 100) (Maintenance)	8,400.13
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	279.17
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	1,868.32
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	505.41
RR071	Mclean Rd (RoadID: 84) (Maintenance)	234.65
RR072	Millers Rd (RoadID: 49) (Maintenance)	1,154.11
RR073	Mills Rd (RoadID: 80) (Maintenance)	2,671.84
RR074	Morbinning Rd (RoadID: 1) (Maintenance)	9,075.19
RR075	Murrays Rd (RoadID: 71) (Maintenance)	674.95
RR076	Negus Rd (RoadID: 50) (Maintenance)	1,130.74
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	4,236.10
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	1,378.00
RR079	Patten Rd (RoadID: 53) (Maintenance)	3,042.84

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
31 March 2018**

Job #	Job Description	YTD Actual 2017/18
RR080	Petchells Rd (RoadID: 38) (Maintenance)	2,315.91
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	338.84
RR082	Pike Rd (RoadID: 45) (Maintenance)	2,195.53
RR083	Potts Rd (RoadID: 14) (Maintenance)	3,368.49
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	3,632.18
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	2,296.02
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	3,536.48
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	3,248.84
RR088	Rigoll Rd (RoadID: 157) (Maintenance)	1,286.82
RR089	Rogers Rd (RoadID: 62) (Maintenance)	947.72
RR090	Rossi Rd (RoadID: 156) (Maintenance)	434.58
RR091	Rumble Rd (Maintenance)	544.15
RR092	Schillings Rd (RoadID: 65) (Maintenance)	528.25
RR093	Shaw Rd (RoadID: 184) (Maintenance)	0.00
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	1,463.99
RR095	Simmons Rd (RoadID: 101) (Maintenance)	1,291.35
RR096	Sims Rd (RoadID: 155) (Maintenance)	184.41
RR097	Ski Rd (RoadID: 83) (Maintenance)	5,945.57
RR098	Smith Rd (RoadID: 72) (Maintenance)	939.91
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	12,331.05
RR100	Spavens Rd (RoadID: 44) (Maintenance)	142.80
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)	940.10
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	513.68
RR105	Thomas Rd (RoadID: 31) (Maintenance)	1,770.32
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	1,327.01
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	389.29
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	3,506.93
RR109	Walgy Rd (RoadID: 42) (Maintenance)	1,472.80
RR110	Walkers Rd (RoadID: 86) (Maintenance)	123.20
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	0.00
RR112	Warradale Rd (RoadID: 67) (Maintenance)	3,013.02
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	4,672.35
RR114	Westdale Rd (RoadID: 166) (Maintenance)	12,988.45
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	280.49
RR116	Woods Rd (RoadID: 68) (Maintenance)	610.25
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	1,124.67
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	820.24
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	12,769.81

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
31 March 2018**

Job #	Job Description	YTD Actual 2017/18
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	3,319.79
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR777	Contract Road Side Spraying	23,318.18
RR888	Tree Lopping - Rural Roads (Maintenance)	80,564.91
RR999	Rural Roads Various (Maintenance)	53,048.86
WANDRRA	Disaster Recovery Works	2,737.07
Sub Total	Rural Road Maintenance	495,475.83
	Town Street Maintenance	
TS001	Barnsley St (RoadID: 162) (Maintenance)	3,834.73
TS002	Bartram St (RoadID: 114) (Maintenance)	1,079.62
TS003	Brockman St (RoadID: 129) (Maintenance)	0.00
TS004	Brooking St (RoadID: 122) (Maintenance)	3,040.66
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)	1,302.23
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	347.67
TS011	Delisle St (RoadID: 120) (Maintenance)	0.00
TS012	Dempster St (RoadID: 111) (Maintenance)	176.24
TS013	Duffield St (RoadID: 160) (Maintenance)	0.00
TS014	Edward St (RoadID: 107) (Maintenance)	611.71
TS015	Elizabeth St (RoadID: 131) (Maintenance)	203.87
TS016	Ernest Drv (RoadID: 135) (Maintenance)	329.20
TS017	Forrest St (RoadID: 103) (Maintenance)	4,931.62
TS018	George St North (RoadID: 161) (Maintenance)	0.00
TS019	George St South (RoadID: 145) (Maintenance)	0.00
TS020	Grigson St (RoadID: 172) (Maintenance)	1,265.35
TS021	Hamersley St (RoadID: 130) (Maintenance)	1,323.13
TS022	Harper St (RoadID: 109) (Maintenance)	117.13
TS023	Hope St (RoadID: 115) (Maintenance)	3,362.01
TS024	Hopkin St (RoadID: 128) (Maintenance)	0.00
TS025	Horley St (RoadID: 127) (Maintenance)	70.44
TS026	Hunt Rd (Maintenance)	4,963.21
TS027	Husking St (RoadID: 117) (Maintenance)	191.41
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	1,058.43
TS030	Langsford St (RoadID: 152) (Maintenance)	58.94

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
31 March 2018**

Job #	Job Description	YTD Actual 2017/18
TS031	Lennard St (RoadID: 113) (Maintenance)	722.77
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00
TS033	Lukin St (RoadID: 104) (Maintenance)	2,156.71
TS034	Mcneil St (RoadID: 141) (Maintenance)	71.40
TS035	Monger St (RoadID: 116) (Maintenance)	244.17
TS036	Morrison St (RoadID: 112) (Maintenance)	0.00
TS037	Nicholas St (RoadID: 123) (Maintenance)	3,012.11
TS038	Prior Pl (RoadID: 174) (Maintenance)	750.00
TS039	Queen St (RoadID: 110) (Maintenance)	141.62
TS040	Railway Pde (RoadID: 147) (Maintenance)	1,049.87
TS041	Railway St (RoadID: 146) (Maintenance)	234.65
TS042	Richardson St (RoadID: 124) (Maintenance)	237.00
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)	279.55
TS047	Smith St (RoadID: 108) (Maintenance)	499.95
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	3,571.57
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	0.00
TS888	Tree Lopping - Town Streets (Maintenance)	6,914.97
TS999	Town Streets Various (Maintenance)	6,432.62
Sub Total	Town Streets Maintenance	54,844.38
Total	Road Maintenance	550,320.21

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 31 MARCH 2018						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
2563423	Reserve Funds Bendigo					
	Long Service Leave	101,010.25				
	Office Equipment	21,225.26				
	Airfield Emergency	37,948.80				
	Plant	214,387.79				
	Bush Fire Fighters	122,419.55				
	Building	74,670.49				
	Recreation Ground	396,840.70				
	Cropping Committee	55,496.23				
	Avon River Development	24,605.59				
	Annual Leave	132,283.95				
	Community Bus	32,460.01				
	Road Construction	372,593.92				
	Senior Housing	57,115.90	1,643,058.44	3 mnths	2.35%	21/06/2018
	Building	335,000.00				
	Cropping Committee	330,000.00	665,000.00	1 mnth	1.75%	20/04/2018
2902-40204	Online Saver ANZ	128.27	128.27	Ongoing	0.00%	Ongoing
2416126	Term Deposit Bendigo	403,409.32	403,409.32	6 mnths	2.50%	13/04/2018
2493762	Term Deposit Bendigo	456,396.83	456,396.83	4 mnths	2.40%	4/05/2018
9778-24193	Term Deposit ANZ	403,167.67	403,167.67	4 mnths	2.30%	22/05/2018
	Total		3,571,160.53			

11.2 Accounts Paid by Authority

SUBMISSION TO: Ordinary Council Meeting 24 April 2018
REPORT DATE: 18 April 2018
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: March 2018 – 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 March 2018.

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:

March 2018:

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

Cheque vouchers

19 March 18	1645-1647	(3)	\$	16,962.13	(authorised by CEO S Gollan and DCEO S Marshall)
29 March 18	1650-1650	(1)	\$	2,261.95	(authorised by CEO S Gollan and DCEO S Marshall)
Total of cheque vouchers for March 2018 incl				\$	19,224.08 previously paid

EFT vouchers

06 March 18	EFT 3305-3305	(1)	\$	12,822.26	(authorised by CEO S Gollan and DCEO S Marshall)
07 March 18	EFT 3306-3306	(1)	\$	49,253.00	(authorised by CEO S Gollan and DCEO S Marshall)
08 March 18	EFT 3307-3326	(20)	\$	1,113,100.25	(authorised by CEO S Gollan and DCEO S Marshall)
08 March 18	1-41	(41)	\$	57,226.70	(authorised by CEO S Gollan and DCEO S Marshall)
19 March 18	EFT 3328-3342	(15)	\$	82,873.14	(authorised by CEO S Gollan and DCEO S Marshall)
22 March 18	1-42	(42)	\$	58,165.23	(authorised by CEO S Gollan and DCEO S Marshall)
23 March 18	EFT 3361-3369	(9)	\$	78,695.79	(authorised by CEO S Gollan and DCEO S Marshall)
29 March 18	EFT 3370-3408	(39)	\$	165,344.87	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for March 2018 incl				\$	1,617,481.24 previously paid.

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

Cheque vouchers

23 March 18	1497-1497	(1)	\$	376.00	(authorised by CEO S Gollan and DCEO S Marshall)
Total of cheque vouchers for March 2018 incl				\$	376.00 previously paid.

EFT vouchers

23 March 18	EFT 3343-3344	(2)	\$	5,050.00	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for March 2018 incl				\$	5,050.00 previously paid.

(3) **Direct Debit** Payments totalling \$ 81,233.39 previously paid.

(4) **Credit Card** Payments totalling \$ 1,236.33 previously paid.

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1645	19-Mar-2018	Synergy	Mar 2018 Electricity accounts	(14,383.35)	
Cheque #	1646	19-Mar-2018	Telstra	Admin Bldg Telephones: Rent to 01 Apr 18, Calls to 01 Mar 18	(2,536.93)	
Cheque #	1647	19-Mar-2018	Water Corporation	Water use - Mens Shed (Vincent St) - Service Fees: Mar - Apr 18	(41.85)	(16,962.13)
Cheque #	1650	29-Mar-2018	Synergy	Mar 2018 Electricity accounts (Self Read accounts)	(2,261.95)	(2,261.95)
EFT Pymt	EFT 3305	06-Mar-2018	BDF - Beverley Dome Fuel & Hire	8,012 L Diesel @ \$1.2797/L inc	(12,822.26)	(12,822.26)
EFT Pymt	EFT 3306	07-Mar-2018	Western Power (Electricity Networks Corporation)	Bev C/Stone Project: Removal of power poles on Dawson St	(49,253.00)	(49,253.00)
EFT Pymt	EFT 3307	08-Mar-2018	BGC Quarries	WANDRRA AGRN 743: Stock - Granite Spalls	(2,466.41)	
EFT Pymt	EFT 3308	08-Mar-2018	Brolga Developments & Construction P/L	Bev CStone Project: Stage 1 Concept Design (Interior Design)	(5,445.00)	
EFT Pymt	EFT 3309	08-Mar-2018	Building Commission (BSL)	Feb 18 Collections x 5 (Lics 17/18: 29, 30, 31, 32, 32)	(547.88)	
EFT Pymt	EFT 3310	08-Mar-2018	CTF - Construction Training Fund (BCTIF)	Feb 18 Collections x 5 (Lics 17/18: 30, 31, 32, 33, B2018-7890-0030 PW)	(562.58)	
EFT Pymt	EFT 3311	08-Mar-2018	Core Business Australia Pty Ltd	WANDRRA AGRN743: Claim 08 - 08 Dec 17, Job # J00560	(143,891.05)	
EFT Pymt	EFT 3312	08-Mar-2018	Country Copiers Northam	Copy Charges - iRA C2030: 16 Nov 2017 - 12 Feb 18	(1,132.58)	
EFT Pymt	EFT 3313	08-Mar-2018	Daniel John Gibson	Reimbursements for materials purchased	(38.50)	
EFT Pymt	EFT 3314	08-Mar-2018	Holcim Australia Pty Ltd	WANDRRA AGRN743 - Murray Rd: GP Concrete	(1,820.50)	
EFT Pymt	EFT 3315	08-Mar-2018	Hosemasters International	BE036 (PLDR03): Parts	(205.96)	
EFT Pymt	EFT 3316	08-Mar-2018	LGRCEU - Loc Gov Racing & Cem Emp Union	Payroll deductions	(41.00)	
EFT Pymt	EFT 3317	08-Mar-2018	Marketforce Pty Ltd	Death Notices x 2 less credit for Nov, Dec 2016	(58.65)	
EFT Pymt	EFT 3318	08-Mar-2018	Michael Wilson	2018-03 Mar: Photocopying & Delivery of the Blarney	(250.00)	
EFT Pymt	EFT 3319	08-Mar-2018	Northam & Districts Little Athletics Centre	Kidsports Funding: Reimbursement of Vouchers x 2	(275.00)	
EFT Pymt	EFT 3320	08-Mar-2018	PCS - Perfect Computer Solutions	Medical Centre: New computer	(1,655.00)	
EFT Pymt	EFT 3321	08-Mar-2018	RHG Contractors P/L	Bev Cornerstone Project: 5th Claim payment	(678,761.39)	
EFT Pymt	EFT 3322	08-Mar-2018	Red Dust Holdings (RDH)	RFT 560 - AGRN743, JOB # 560 for MINOR WORKS, carried out in Jan 2018	(242,335.23)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 3323	08-Mar-2018	Remote Industrial Training Services P/L	Various: Supply & Replacement of Fire Extinguishers from Feb 2018 Inspection	(675.40)	
EFT Pymt	EFT 3324	08-Mar-2018	Shire of Beverley	Retention fee on 5th Claim payment: (Inv 11044)	(32,401.81)	
EFT Pymt	EFT 3325	08-Mar-2018	Toll Ipec P/L (Courier Aust)	Freight Charges: 21 Feb 2018	(22.06)	
EFT Pymt	EFT 3326	08-Mar-2018	WA Contract Ranger Services	Ranger Services: 15, 23 Feb 2018	(514.25)	(1,113,100.25)
EFT Pymt	EFT 3328	19-Mar-2018	Australia Post	Feb 2018 Postage	(671.51)	
EFT Pymt	EFT 3329	19-Mar-2018	Avon Express	Freight Charges: Feb 2018	(407.00)	
EFT Pymt	EFT 3330	19-Mar-2018	Avon Trading P/L - WANDRRA AGRN 743	WANDRRA - AGRN 743: Stock GP Concrete	(265.72)	
EFT Pymt	EFT 3331	19-Mar-2018	Avon Trading Pty Ltd	Feb 2018 Hardware Purchases	(581.99)	
EFT Pymt	EFT 3332	19-Mar-2018	Avon Valley Windscreens	BE028 (PTRK02): Parts	(611.00)	
EFT Pymt	EFT 3333	19-Mar-2018	BPA Engineering	Asset 12014 (LB1601): Stage 1 & 2 Carpark Design - Variations to design	(9,306.00)	
EFT Pymt	EFT 3334	19-Mar-2018	Dawsons Concrete & Reinforcing	Private works: Concrete reinstatement for Water Corporation	(2,288.00)	
EFT Pymt	EFT 3335	19-Mar-2018	Dept of Fire & Emergency Services (DFES)	17/18 ESL (Option B) - 3rd Quarterly Pymt	(32,169.88)	
EFT Pymt	EFT 3336	19-Mar-2018	Dept of Planning, Lands & Heritage	Lease M355805: Res L27959 Bethany Rd Jan - Jun 2018	(1,925.00)	
EFT Pymt	EFT 3337	19-Mar-2018	Game On Contracting	RRG1803 (Mawson Rd): Water carting	(23,966.25)	
EFT Pymt	EFT 3338	19-Mar-2018	Grants Empire	Regional Aged Accommodation Application: 2 of 2 payments	(1,584.00)	
EFT Pymt	EFT 3339	19-Mar-2018	Kleenheat Gas	2017/18 Cylinder Service for 2.75kL bulk tank	(770.55)	
EFT Pymt	EFT 3340	19-Mar-2018	Matthew Christopher Carroll	Rates refund (rebate) for Ass 51611 - 563 Kokendin Rd Talbot West 6304	(305.28)	
EFT Pymt	EFT 3341	19-Mar-2018	Stephen Gollan	Reimbursement for fuel	(78.28)	
EFT Pymt	EFT 3342	19-Mar-2018	WA Treasury Corporation	Loan 119 (S/water Collection Dams): DEB 07 of 20 Payments - Mar 18	(7,942.68)	(82,873.14)
EFT Pymt	EFT 3361	23-Mar-2018	ADC Projects	Bev Cornerstone Project: 7th Draw Down & travel	(9,102.50)	
EFT Pymt	EFT 3362	23-Mar-2018	Avon Valley Toyota	BRMPC - 1GIS085: 10,000km Service	(218.31)	
EFT Pymt	EFT 3363	23-Mar-2018	BDF - Beverley Dome Fuel & Hire	4,000 L Diesel @ \$1.2769/L inc	(5,107.60)	
EFT Pymt	EFT 3364	23-Mar-2018	BOC Limited	2018-02 Feb: Cylinder Rental: Medical oxygen C size	(5.44)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 3365	23-Mar-2018	Beverley Supermarket & Liquor (IGA)	Feb 2018 Purchases	(885.67)	
EFT Pymt	EFT 3366	23-Mar-2018	Dawsons Concrete & Reinforcing	Bridge 4739 Bremner Rd: Part payment	(63,105.50)	
EFT Pymt	EFT 3367	23-Mar-2018	LGRCEU - Loc Gov Racing & Cem Emp Union	Payroll deductions	(41.00)	
EFT Pymt	EFT 3368	23-Mar-2018	Parker Innovative Construction	BE013 (PTRK04): Repairs	(150.00)	
EFT Pymt	EFT 3369	23-Mar-2018	Stefan de Beer	Reimbursement: Feb - Mar 2018 Landline and internet costs	(79.77)	(78,695.79)
EFT Pymt	EFT 3370	29-Mar-2018	A1 Diesel Injection	BE021 (PLDR01): Parts	(27.50)	
EFT Pymt	EFT 3371	29-Mar-2018	AITs Specialists P/L	2018-02 Feb Fuel Tax Credits	(328.24)	
EFT Pymt	EFT 3372	29-Mar-2018	AV Truck Services P/L	BE026 (PROL02): Parts	(23.72)	
EFT Pymt	EFT 3373	29-Mar-2018	Applied Industrial Technology	BE028 (PTRK02): Parts	(73.84)	
EFT Pymt	EFT 3374	29-Mar-2018	Arrow Bronze	Niche Wall - Anglican: Double Plaque Plate (Valma Smith)	(604.78)	
EFT Pymt	EFT 3375	29-Mar-2018	AusQ Training	Deposit: Traffic Control Training, 13 Jun 2018, Bev Sports Complex	(1,000.00)	
EFT Pymt	EFT 3376	29-Mar-2018	Avon Waste	1,980 Bin Collection FE 02 Mar 18 inc Recycling Bins & 1 x Recycling Collection	(8,723.80)	
EFT Pymt	EFT 3377	29-Mar-2018	BCA Consultants (WA) P/L	Bev Cornerstone Project: Hydraulic Services - Site Visit	(1,419.00)	
EFT Pymt	EFT 3378	29-Mar-2018	Beverley Community Resource Centre (CRC)	Com Grant: Bev Triathlon, 10 Mar 2018; Mar 18 Blarney; A1 copying	(3,304.40)	
EFT Pymt	EFT 3379	29-Mar-2018	Beverley Country Kitchen (BCK)	Feb 18 Council Meet & Welfare catering re fire on Springhill Rd 21 Mar 18	(850.00)	
EFT Pymt	EFT 3380	29-Mar-2018	Beverley Farm Services (BFS)	Noxious weed control: Chemicals	(484.00)	
EFT Pymt	EFT 3381	29-Mar-2018	Beverley Gas & Plumbing	LBS1807 - Crib Room: Plumbing services	(5,450.90)	
EFT Pymt	EFT 3382	29-Mar-2018	Beverley Golf Club	CCZ Golf Day - 6 Oct 2017	(6,500.00)	
EFT Pymt	EFT 3383	29-Mar-2018	Beverley Post News and Gifts	Feb 2018 Purchases	(73.48)	
EFT Pymt	EFT 3384	29-Mar-2018	Beverley Tyre Service (BTS)	2018-02 Feb Tyre Purchases	(1,389.00)	
EFT Pymt	EFT 3385	29-Mar-2018	Bunnings Building Supplies P/L	AS11005 - LBS1807 (Depot Crib Room): Materials	(318.88)	
EFT Pymt	EFT 3386	29-Mar-2018	Busselton Advanced Driver Training	HC Training: Daryle Burton	(2,350.00)	
EFT Pymt	EFT 3387	29-Mar-2018	Claw Environmental P/L	Drum Musters - 20 Mar 17: Collection of drums	(1,377.82)	
EFT Pymt	EFT 3388	29-Mar-2018	Core Business Australia Pty Ltd	WANDRRA AGRN743: Claim 10 - 10 Feb 18, Job #	(46,986.61)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 3389	29-Mar-2018	Country Copiers Northam	Copy Charges - iRA 8595: 25 Jan - 14 Mar 18	(439.97)	
EFT Pymt	EFT 3390	29-Mar-2018	E & MJ Rosher P/L	BE423 (PMOW02): Parts	(285.90)	
EFT Pymt	EFT 3391	29-Mar-2018	Elders Rural Services Aust Ltd	RRG1803 (Mawson Rd): Materials	(247.30)	
EFT Pymt	EFT 3392	29-Mar-2018	Guildford Garden Machinery	Sundry Plant (PSP99): Materials	(258.00)	
EFT Pymt	EFT 3393	29-Mar-2018	Hanson Construction Materials Pty Ltd	Various Roads: 7, 10, 14mm Washed Granite	(62,112.30)	
EFT Pymt	EFT 3394	29-Mar-2018	Hitachi Construction Machinery	BE029 (PGRD05): 500 hr Service	(2,016.32)	
EFT Pymt	EFT 3395	29-Mar-2018	Hosemasters International	BE029 (PGRD05): Parts	(15.84)	
EFT Pymt	EFT 3396	29-Mar-2018	Keynote Conferences	Wheatbelt Conference 5-6 Apr 2018 - Jurien Bay : D Ridgway, C Pepper, S Gollan	(1,500.00)	
EFT Pymt	EFT 3397	29-Mar-2018	Major Motors P/L	BE028 (PTRK02): Parts	(375.66)	
EFT Pymt	EFT 3398	29-Mar-2018	Northam Mitre10	Various: Materials	(138.00)	
EFT Pymt	EFT 3399	29-Mar-2018	PCS - Perfect Computer Solutions	Computer Support (Shire & Medical): 21 Feb - 14 Mar 18; New PC for Accounts	(3,160.00)	
EFT Pymt	EFT 3400	29-Mar-2018	Perth Safety Products (PSP) P/L	Traffic Control Signage: Various	(4,924.70)	
EFT Pymt	EFT 3401	29-Mar-2018	Phonographic Performance Company of Australia Ltd (PPCA)	License 0636411 Fees: Apr - Jun 2018	(82.53)	
EFT Pymt	EFT 3402	29-Mar-2018	RJ Jas - All Mechanical & Electronics (Richard Jas)	Various: Parts	(1,373.10)	
EFT Pymt	EFT 3403	29-Mar-2018	Shire of Pingelly	Speed Trailers: Annual fee as per SAM MOU	(100.00)	
EFT Pymt	EFT 3404	29-Mar-2018	Toll Ipec P/L (Courier Aust)	Freight charges: 12 - 14 Mar 2018	(339.16)	
EFT Pymt	EFT 3405	29-Mar-2018	Trackspares (Aust) P/L	Various: Parts	(2,596.00)	
EFT Pymt	EFT 3406	29-Mar-2018	Unique Strokes WA	Town Hall Complex: Painting	(1,290.00)	
EFT Pymt	EFT 3407	29-Mar-2018	WA Contract Ranger Services	Ranger Services: 26 Feb 18, 06 - 07 Mar 2018	(1,379.12)	
EFT Pymt	EFT 3408	29-Mar-2018	WALGA - WA Loc Gov Assoc	Cr Training: Serving on Council - Cr S Martin, 19 Feb 2018	(1,425.00)	(165,344.87)
Direct Debit	DD 1562.1	06-Mar-2018	Superwrap - Personal Super Plan	Superannuation contributions	(925.79)	
Direct Debit	DD 1562.2	06-Mar-2018	WA Super	Payroll deductions	(8,288.64)	
Direct	DD 1562.3	06-Mar-2018	BT Super For Life	Superannuation contributions	(380.88)	
Direct	DD 1562.4	06-Mar-2018	MLC MasterKey Personal Super	Superannuation contributions	(91.20)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Debit						
Direct Debit	DD 1562.5	06-Mar-2018	Australian Super	Superannuation contributions	(226.71)	
Direct Debit	DD 1562.6	06-Mar-2018	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(201.13)	(10,114.35)
Direct Debit	DD 1578.1	20-Mar-2018	Superwrap - Personal Super Plan	Superannuation contributions	(925.79)	
Direct Debit	DD 1578.2	20-Mar-2018	WA Super	Payroll deductions	(7,950.29)	
Direct Debit	DD 1578.3	20-Mar-2018	BT Super For Life	Superannuation contributions	(380.88)	
Direct Debit	DD 1578.4	20-Mar-2018	MLC MasterKey Personal Super	Superannuation contributions	(91.20)	
Direct Debit	DD 1578.5	20-Mar-2018	Australian Super	Superannuation contributions	(229.03)	
Direct Debit	DD 1578.6	20-Mar-2018	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(201.13)	(9,778.32)
Direct Debit	31	01-Mar-2018	3 - Payments for DOT	Payments for DOT	(2,628.20)	
Direct Debit	31	02-Mar-2018	3 - Payments for DOT	Payments for DOT	(2,697.25)	
Direct Debit	31	06-Mar-2018	3 - Payments for DOT	Payments for DOT	(5,134.10)	
Direct Debit	31	07-Mar-2018	3 - Payments for DOT	Payments for DOT	(1,639.50)	
Direct Debit	31	08-Mar-2018	3 - Payments for DOT	Payments for DOT	(7,501.45)	
Direct Debit	31	09-Mar-2018	3 - Payments for DOT	Payments for DOT	(932.35)	
Direct Debit	31	12-Mar-2018	3 - Payments for DOT	Payments for DOT	(1,763.90)	
Direct Debit	31	13-Mar-2018	3 - Payments for DOT	Payments for DOT	(2,794.30)	
Direct Debit	31	14-Mar-2018	3 - Payments for DOT	Payments for DOT	(3,679.30)	
Direct Debit	31	15-Mar-2018	3 - Payments for DOT	Payments for DOT	(1,992.80)	
Direct Debit	31	16-Mar-2018	3 - Payments for DOT	Payments for DOT	(2,994.95)	
Direct	31	19-Mar-2018	3 - Payments for DOT	Payments for DOT	(4,616.30)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	31	20-Mar-2018	3 - Payments for DOT	Payments for DOT	(130.60)	
Direct Debit	31	21-Mar-2018	3 - Payments for DOT	Payments for DOT	(4,127.25)	
Direct Debit	31	22-Mar-2018	3 - Payments for DOT	Payments for DOT	(3,801.15)	
Direct Debit	31	23-Mar-2018	3 - Payments for DOT	Payments for DOT	(3,685.40)	
Direct Debit	31	26-Mar-2018	3 - Payments for DOT	Payments for DOT	(1,818.70)	
Direct Debit	31	27-Mar-2018	3 - Payments for DOT	Payments for DOT	(1,871.65)	
Direct Debit	31	28-Mar-2018	3 - Payments for DOT	Payments for DOT	(2,788.70)	
Direct Debit	31	29-Mar-2018	3 - Payments for DOT	Payments for DOT	(2,314.90)	(58,912.75)
Direct Debit	31	01-Mar-2018	6 - Westnet Payments	Westnet Payments	(156.00)	
Direct Debit	31	05-Mar-2018	7 - CBA Merchant Fee	CBA Merchant Fee	(241.11)	
Direct Debit	31	08-Mar-2018	8 - ANZ Transactive Fee (incorrectly recorded as 6 - Westnet Payments)	ANZ Transactive Fee (incorrectly recorded as Westnet Payments)	(108.00)	
Direct Debit	EFT 3304	01-Mar-2018	Toyota Finance	BRMP Vehicle Loan 6 of 12 Payments (1GIS 085)	(1,381.18)	
Direct Debit	EFT 3409	29-Mar-2018	Ixom Operations P/L [Chemicals Aust Operations P/L (nee Orica)]	2018-02 Feb: 2 x Chlorine gas 70kg cylinders	(541.68)	(2,427.97)
Direct Debit	EFT 3327	14-Mar-2018	Credit Card - Shire of Beverley	Hydrosteer: BE028 (PTRK02): Repairs	(1,236.33)	(1,236.33)
PAYMENTS RAISED IN CURRENT MONTH					(1,603,783.11)	(1,603,783.11)
WAGES & SALARIES						
EFT Pymt		08-Mar-2018	Wages & Salaries	FE - 06 March 2018	(57,226.70)	
EFT Pymt		22-Mar-2018	Wages & Salaries	FE - 20 March 2018	(58,165.23)	
WAGES & SALARIES					(115,391.93)	(115,391.93)

UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1650	29-Mar-2018	Synergy	Town Hall: 03 Jan - 20 Mar 18	2,261.95	
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT					2,261.95	2,261.95
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					0.00	0.00
TRANSFERS to TRUST						
TRANSFERS to TRUST					0.00	0.00
OTHER AMENDMENTS/GENERAL JOURNALS						
OTHER AMENDMENTS/GENERAL JOURNALS					0.00	0.00
INVESTMENTS						
INVESTMENTS					0.00	0.00
TOTAL EXPENDITURE for MUNICIPAL ACCOUNT						(1,716,913.09)
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT						
Credit card	CHK14884	01-Feb-2018	Coffee Club Midland Gate	C/stone Project: Interior Design Meeting	32.80	
Credit card	MR-JJB PERMIT	13-Feb-2018	DoT	M R Learners Permit for J Barker	77.20	
Credit card	MR-JJB CCT	13-Feb-2018	DoT	M R Learners Permit (CTT) for J Barker	18.80	
Credit card	MPS19208	14-Feb-2018	Seal Solutions Aust	BE021 (PLD01): Parts	29.87	
Credit card	019632	26-Feb-2018	Hydrosteer	BE028 (PTRK02): Repairs	1,077.66	
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT					1,236.33	

TRUST ACCOUNT DETAILS

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
PAYMENTS RAISED IN CURRENT MONTH						
Cheque #	1497	23-Mar-2018	Olga Shackles	Refund of Housing Bond: Unit 8, Hunt Rd Village; Vacated unit 8 on 08 Mar 2018	(376.00)	
EFT Pymt	EFT3343	23-Mar-2018	Adine Holdings Pty Ltd	Refund of 2nd Hand Housing Bond: L891 Dobaderry Rd, Beverley as authorised by S de Beer, Planner	(5,000.00)	
EFT Pymt	EFT3344	23-Mar-2018	Mark Libby	Refund of Gym Key Bond (Rec 14196)	(50.00)	
PAYMENTS RAISED IN CURRENT MONTH					(5,426.00)	(5,426.00)
PAYMENTS UNPRESENTED IN CURRENT BANK #						
PAYMENTS UNPRESENTED IN CURRENT BANK #					0.00	0.00
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						(5,426.00)
TOTAL EXPENDITURE as reconciled to the MARCH 2018 BANK STATEMENTS						
Municipal Account Expenditure						(1,716,913.09)
Trust Account Expenditure						(5,426.00)
TOTAL EXPENDITURE for MARCH 2018						(1,722,339.09)

11.3 Cropping Committee – Reserve 25266

SUBMISSION TO: Ordinary Council Meeting 24 April 2018
REPORT DATE: 18 April 2018
APPLICANT: Shire of Beverley / Elmline Pty Ltd
FILE REFERENCE: ADM 0049
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider offering Elmline Pty Ltd a lease for Reserve 25266 after Waterbrae Pastoral Company declined the lease agreement.

BACKGROUND

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

The submission received for Reserve 25266 Bethany Farm for \$2,300.00 was significantly lower than previous awarded leases and did not cover the Shire's annual lease rental payment to the Department of Lands, which was \$5,000.00 per annum ex GST.

At the 24 October 2017 Council meeting it was resolved;

1. re-advertise the lease for Reserve 25266 for two weeks in the November Blarney for awarding at the Ordinary November Council Meeting; and
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.

As per the resolution, the lease was readvertised in the November Blarney. At the close of submissions on Friday 17 November 2017, two submissions were received:

1. Waterbrae Pastoral Company \$4,500.00 ex GST per year
2. Elmline Pty Ltd \$3,600.00 ex GST per year

On 28 November 2017, Council awarded the Lease to Waterbrae Pastoral Company and further wrote to the Department of Lands requesting that our lease payment be reviewed and reduced.

On 30 November 2017, management wrote to Waterbrae Pastoral Co advising that they were successful with their cropping submission and that a lease agreement would be forwarded in the New Year (2018).

On the 1st February 2018, advice received from the Department of Planning, Lands and Heritage advised that a review of the annual lease fee had occurred and the fee was decreased from \$5,000.00 pa to \$3,500.00 pa (ex GST), effective from 1 January 2018.

On 9 March 2018, the lease agreement for Reserve 25266 was sent to Waterbrae Pastoral Company for signing.

On Thursday 29 March 2018 the attached hand written note was received from Trevor McLean (Waterbrae) stating "I Trevor McLean am not interested in Reserve 25266 any longer".

At the 10 April 2018 Economic and Community Strategy Committee meeting the different options of persuading the lease with Waterbrae Pastoral Company through legal channels; offering the block to the next tenderer; readvertising the block or handing the block back to the Department of Planning, Lands and Heritage were all discussed.

Management did not recommend the legal option, as after reviewing the Cropping Submission documentation, it was found that there is no stated stipulation that the submission is binding and as the Lease Agreement has not been signed, the costs would far outweigh any benefit.

The next tenderer was Elmline Pty Ltd whose submission is \$100 per year above Council's rent with Department of Planning, Lands and Heritage.

If Council readvertised the block, the earliest it could award the lease would be Tuesday 22 May 2018 (unless it called a Special Meeting). It is understood that many farmers and Community Groups would have already planned and started their seeding programs so the level of response would be unknown.

Council's last option to return the block to the Department of Lands would mean a loss of \$1925.00 (\$1,750.00 + 175.00gst) as it has already paid the first rental invoice being 1 January – 30 June 2018.

COMMENT

It was resolved by the Economic and Community Strategy, 14 April 2018:

That the Economic and Community Strategy Committee recommend that pre-approval be given to the Chief Executive Officer to liaise and offer Reserve 25266 to Elmline Pty Ltd and if taken up, ratify the lease at the 24 April 2018 Ordinary Council Meeting.

The Chief Executive Officer has spoken to Elmline Pty Ltd who have agreed to lease Reserve 25266 for \$3,600.00 ex GST per year.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

Sustainable Community – Foster Community Participation – Support community needs.

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council;

1. Endorse the decision of the Economic and Community Strategy Committee - That the Economic and Community Strategy Committee recommend that pre-approval be given to the Chief Executive Officer to liaise and offer Reserve 25266 to Elmline Pty Ltd and if taken up, ratify the lease at the 24 April 2018 Ordinary Council Meeting.
2. Award the lease Reserve 25266 Bethany Farm to Elmline Pty Ltd for a period of three years, at \$3,600.00 ex GST per annum.

11.4 Offer to Purchase Land – Lot 41 Hunt Road

SUBMISSION TO: Ordinary Council Meeting
REPORT DATE: 16 April 2018
APPLICANT: Water Corporation
FILE REFERENCE: ADM 0203
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Offer To Purchase Section of Lot 41 Hunt Road Letter

SUMMARY

Council to consider selling a portion of Lot 41 Hunt Road Beverley to the Water Corporation.

BACKGROUND

As part of the Simmons Road Water Supply upgrade, the Water Corporation requires a site to establish a pumping station to supply water to the new storage tank.

Vacant land, being a portion of Lot 41 Hunt Road, has been selected by the Water Corporation as an area which would be suitable for the pumping station.

Staff met with representatives of the Water Corporation on 5 April 2018 to discuss the proposal. Previously the Water Corporation had indicated that deep sewer connection to Council's land on Hunt Road may have been possible in exchange for the portion of land they required, however this option was taken off the table by the Water Corporation with them instead looking to offer cash at the current market value of the land.

At the meeting Council staff raised some concern over potential noise pollution that may affect surrounding homes including Council's Hunt Road Village complex.

The Water Corporation could not give a definitive answer on the level of noise coming from the pumping station, but undertook to design the pumps and enclosure to maximise sound reduction.

COMMENT

A written offer of \$25,000 and subdivision costs of 259m² from Lot 41 Hunt Road was received from the Water Corporation on 10 April 2018.

This offer seems to be fair; however the issue of future potential noise needs to be addressed.

This could possibly be achieved through the development approval process.

STATUTORY ENVIRONMENT

3.58. Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

- (2) Except as stated in this section, a local government can only dispose of property to —
- (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
- (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
 - (d) any other disposition that is excluded by regulations from the application of this section.

FINANCIAL IMPLICATIONS

Disposal of Land income unbudgeted.

STRATEGIC IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That the sale of a 259m² section of Lot 41 Hunt Road for \$25,000 plus subdivision and settlement costs proceed following the fulfilment of the requirements of section 3.58 of the Local Government Act 1995.

Attachment 11.4

629 Newcastle Street PO Box 100
Leederville WA 6007 Leederville WA 6902

T (08) 9420 2420
F (08) 9420 2420



File ref: JT1 2011 09880v3
Doc ref: 19074033
Contact: Russell Tyler
Phone: (08) 9420 2194
Email: russell.tyler@watercorporation.com.au



10 April 2018

Shire of Beverley
Attn: Deputy CEO
PO Box 20
BEVERLEY WA 6304



Dear Mr Marshall

**OFFER TO PURCHASE LAND FROM SHIRE FOR WATER CORPORATION
PUMP STATION – LOT 41 (95) HUNT RD, BEVERLEY.**

Thank you for meeting with Dominic Papalia, Shane Priddle and me on Thursday to discuss the Shire's conditions in relation to our acquisition of a pump station site at the above address. Provision of the pump station will allow the newly constructed Simmons Rd hilltop water tank to be filled and begin supplying the town's reticulated drinking water.

Whilst we understand the Shire's enthusiasm for a sewer connection to the accommodation facility on lot 41, we must re-iterate that this matter is totally separate and cannot be linked for negotiation purposes.

Water Corporation would like to make a cash offer to purchase a site of approximately 259 square metres, plan attached, to be subdivided from lot 41, documented and settled entirely at our expense. On acceptance of a written offer, we would wish to take immediate possession of the site to commence construction of the pump station.

In accordance with advertised prices for a number of central Beverley vacant land lots which are already subdivided and serviced, we believe that a fair offer for the land is \$20,000. We are making a more generous offer of \$25,000 in the hope that the Shire will view this favourably so that we can proceed in a timely manner.

We are unable at this time to provide technical details of the design noise levels which may generated when the pump is in operation. We can however assure Council that we will work with you to achieve an acceptable outcome.

We would also be happy to liaise with your officers on our selection of materials and finishes for the pump station enclosure to best harmonise with the present and future surroundings of the site. We have enclosed a set of preliminary concept drawings to indicate the proposed layout of the equipment on the site. Please obtain consent on behalf of Council at your earliest opportunity, or if further information is required for this purpose, do not hesitate to contact me by phone or email.

Yours sincerely

Russell Tyler
Advisor - Property Acquisitions

Attachment 11.4



12. ADMINISTRATION

12.1 Council Property – Leasing Out 30B Dawson Street

SUBMISSION TO: Ordinary Council Meeting 24 April 2018
REPORT DATE: 18 April 2018
APPLICANT: Beverley Electrical Services
FILE REFERENCE: ADM 0201
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider leasing 30B Dawson Street to Beverley Electrical Services for employee accommodation.

BACKGROUND

Karl Smith, Director of Beverley Electrical Services, contacted Council Staff on 9 April 2018 to discuss the possibility of leasing a Council owned residential property for the purpose of housing a Beverley Electrical Services employee.

COMMENT

Currently, the only suitable Council owned residential property available is 30B Dawson Street (2x1).

Previously, 30B Dawson Street was leased to Staff for \$150 per week.

This property is currently vacant and is currently not required to house Council staff.

Council has not entertained the option of privately leasing its residential houses in the past.

The Beverley Electrical Services enquiry represents an opportunity to utilise a Council asset, generate some return and see a new person (or persons, depending on family status) brought into the community.

There are currently three properties listed for rent in Beverley on Realestate.com.au (18 April 2018);

3x1 \$270 per week

3x2 \$300 per week

4x2 \$300 per week

If agreeable, it would be suggested that any lease agreement entered into would address the following:

- The premises be leased by Beverley Electrical Services, not an individual.
- The premises be vacated within two weeks if a need for Shire staff housing arises.
- \$250 per week be charged and all utility usage costs be paid by the Leasee.
- Lease term be for an initial period of 12 months.

STATUTORY ENVIRONMENT

Residential Tenancies Act 1987

FINANCIAL IMPLICATIONS

\$5,200 additional lease income.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That 30B Dawson Street be leased to Beverley Electrical Services for 12 months at a rental charge of \$250 per week with the lease contract to include a termination notice of two weeks should the property be required by Council to house staff.

12.2 Use of the Common Seal

SUBMISSION TO: Ordinary Council Meeting 24 April 2018
REPORT DATE: 18 April 2018
APPLICANT: N/A
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. Form T2A, Transfer of Land, Lot 27 on Deposited Plan 222079, between Ross E Birch and the Shire of Beverley.
2. DOT963317 – Agreement for the Provision of Licensing Services in Shire of Beverley in Terms of Section 11 of the Road Traffic (Administration) Act 2008
3. DOT963317 – Agreement for the Provision of Non Road Law Functions in Shire of Beverley
4. Lease for Portion of Reserve 5265 Lot A Old Commonage, between Shire of Beverley and Elmline Pty Ltd.
5. Lease for Portion of Reserve 5265 Lot B Sandpit, between Shire of Beverley and Elmline Pty Ltd.
6. Lease for Portion of Reserve 5265 Lot C between Great Southern Hwy and Railway Reserve, between Shire of Beverley and Elmline Pty Ltd.
7. Lease for Lot 78 Waterhatch Road between Shire of Beverley and Beverley Football Club.
8. Lease for Reserve 38798 Kokeby East Road between Shire of Beverley and CR & J Ridgway.

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. Form T2A, Transfer of Land, Lot 27 on Deposited Plan 222079, between Ross E Birch and the Shire of Beverley.
2. DOT963317 – Agreement for the Provision of Licensing Services in Shire of Beverley in Terms of Section 11 of the Road Traffic (Administration) Act 2008
3. DOT963317 – Agreement for the Provision of Non Road Law Functions in Shire of Beverley
4. Lease for Portion of Reserve 5265 Lot A Old Commanage, between Shire of Beverley and Elmline Pty Ltd.
5. Lease for Portion of Reserve 5265 Lot B Sandpit, between Shire of Beverley and Elmline Pty Ltd.

6. Lease for Portion of Reserve 5265 Lot C between Great Southern Hwy and Railway Reserve, between Shire of Beverley and Elmline Pty Ltd.
7. Lease for Lot 78 Waterhatch Road between Shire of Beverley and Beverley Football Club.
8. Lease for Reserve 38798 Kokeby East Road between Shire of Beverley and CR & J Ridgway.

12.3 Policy Manual – Amendment to S027 Drug and Alcohol Policy

SUBMISSION TO: Ordinary Council Meeting 24 April 2018
REPORT DATE: 18 April 2018
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0468
AUTHOR: V.J. Seeber, Human Resources Officer
ATTACHMENTS: Policy S027 Drug and Alcohol Policy

SUMMARY

Council to consider adopting the amended Drug and Alcohol Policy as attached.

BACKGROUND

Council adopted the S027 Drug and Alcohol Policy in June 2017.

COMMENT

A recent audit by LGIS found two required additions to the policy. The additional changes are highlighted green.

The first highlight states that the Shire of Beverley has a 'zero' tolerance on both drug and alcohol consumption.

The second highlight gives provision for oral testing, along with urine testing (urine testing was previously covered).

STATUTORY ENVIRONMENT

Section 19, 19A, 20 and 20A *Occupational Safety and Health Act 1984*.

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Amended Policy S027 – Drug and Alcohol Policy

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt the amended policy S027 Drug and Alcohol Policy.

Attachment 12.3

9.27 Drug & Alcohol Policy

Policy Type:	Staff
Date Adopted:	

Policy No:	S027
Date Last Reviewed:	09 April 2018

Legal (Parent):
1. Occupational Safety & Health Act 1984

Legal (Subsidiary):
1.

ADOPTED POLICY	
Title:	DRUG AND ALCOHOL POLICY
Objective:	Random Drug and Alcohol Testing

Policy

The Shire of Beverley’s Commitment

The Shire of Beverley and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage is an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired. For the purposes of this policy, the term “employee/s” shall extend to cover contractors, volunteers and any person performing work for or with the Shire of Beverley in any capacity.

The Individual’s Responsibility

Under the *Occupational Safety and Health Act 1984* (the OSH Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable, except in relation to any authorised and responsible use of alcohol at workplace social functions. Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, will face disciplinary action including termination of employment.

Tolerance Level

The Shire of Beverley has a ‘zero’ tolerance on both Drug and Alcohol Consumption.

Reporting Requirements

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

Drug Use on the Premises

Employees who buy, take, or sell drugs on Shire of Beverley’s premises, may be found to have engaged in serious misconduct. Such behaviour shall result in disciplinary action up to and including dismissal. Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their manager or Human Resources and disclose any side effects that these medication/drugs may cause.

Consumption of Alcohol on the Premises

Except in situations where the Shire of Beverley holds a function on the premises and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace.

Drug/Alcohol Treatment Programs

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Local Government may provide assistance to the employee.

- The Local Government may allow an employee to access any accrued personal or annual leave while they are undergoing treatment. And;
- The Local Government will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

Managers' Responsibilities - Consumption of Alcohol at Work Sponsored Functions

Team managers shall:

- encourage their people to make alternative arrangements for transport to and from work prior to the function;
- ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: Tea, Coffee and Food;
- if the manager believes a person may be over the BAC 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
- if the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

Pre-Employment Medical Tests

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

Identification of Impairment and Testing

If the Shire of Beverley has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names such as software, lottery of selection through coloured marbles in a bag drawn by each employee. All staff on site must participate in the random selection.

If the Shire of Beverley suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- require that an employee undergo drug and alcohol testing administered by a representative of the Shire of Beverley; and/or
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4760 - Procedures for specimen collection and the detection and quantitation of drugs in oral fluid and/or the Australian Standard AS/NZS 4308 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire of Beverley can request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire of Beverley may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and will result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs:

- The employee tested and the supervisor (or respective employer) will be informed of the result;
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire of Beverley.

An employee who returns a positive test will be in breach of this policy. A breach of this policy will result in disciplinary action being taken against the employee up to and including the termination of employment.

Education, Training & Awareness

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help.

Consequences of Breaching this Policy

An employee engaged by the Shire of Beverley who breaches the provisions of this policy will face disciplinary action including termination of employment.

Variation to this Policy

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

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.