



## **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 26 November 2019. If you wish to attend the meeting or public question time, please arrive by 2.50pm to register your details.

### **Program**

3.00pm – 5.00pm                      Ordinary Meeting

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

Stephen Gollan  
Chief Executive Officer

21 November 2019

### **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.*



**26 November 2019**

**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 DW Davis	Shire President
Cr CJ Pepper	Deputy President
Cr DL Brown	
Cr P Gogol	
Cr CJ Lawlor	
Cr SW Martin	
Cr TF McLaughlin	
Cr TWT Seed	
Cr DC White	

### **2.2 Staff In Attendance**

Mr SP Gollan	Chief Executive Officer
Mr SK Marshall	Deputy Chief Executive Officer
Mr SP Vincent	Manager of Works
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 Applications for Leave of Absence**

## **3. DECLARATIONS OF INTEREST**

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

Nil

## **5. PUBLIC QUESTION TIME**

## **6. CONDOLENCES**

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

HUDSON	Teagan Christine Jean	13 November 2019
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## **7. CONFIRMATION OF MINUTES**

### **7.1 Minutes Of The Ordinary Council Meeting Held 29 October 2019**

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

That the Minutes of the Ordinary Council Meeting held Tuesday 29 October 2019 be confirmed.

## **7.2 Minutes Of The Special Council Meeting Held 29 October 2019**

### **OFFICER'S RECOMMENDATION**

That the Minutes of the Special Council Meeting held Tuesday 29 October 2019 be confirmed.

(Attached)

## Attachment 7.2

Special Council Meeting Minutes  
29 October 2019

### **1. OPENING**

The Chairperson declared the meeting open at 11:45 am

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

#### **2.1 Members Present**

Cr DW Davis	Shire President & Chair
Cr CJ Pepper	Deputy President
Cr PJ Gogol	
Cr SW Martin	
Cr TWT Seed	
Cr DC White	
Cr TF McLaughlin	
Mr CJ Lawlor	

#### **2.2 Staff In Attendance**

Mr SP Gollan	Chief Executive Officer
Mrs A Lewis	Executive Assistant

#### **2.3 Observers And Visitors**

Mr Fred Bremner J.P

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

Mr SK Marshall	Deputy Chief Executive Officer
Cr DL Brown	

### **3. DECLARATION OF OFFICE OF COUNCILLOR**

Mr CJ Lawlor made the Declaration of Office of Councillor before Mr Fred Bremner, J.P.

### **4. APPRECIATION**

### **5. CLOSURE**

The Chairperson declared the meeting closed at 11:47pm

### **7.3 Minutes Of The Special Council Meeting Held 5 November 2019**

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

That the Minutes of the Special Meeting of Council held Tuesday 5 November 2019 be confirmed.

(Under separate cover)

**7.4 Minutes Of The Bush Fire Advisory Committee Meeting Held 16 October 2019**

**OFFICER'S RECOMMENDATION**

That the Minutes of the Bush Fire Advisory Committee meeting held Wednesday 16 October 2019 be received.

(Attached)

## Attachment 7.4

### MINUTES OF A MEETING OF THE SHIRE OF BEVERLEY BUSH FIRE ADVISORY COMMITTEE (BFAC) HELD IN THE BEVERLEY COUNCIL CHAMBERS ON WEDNESDAY 16TH OCTOBER 2019 COMMENCING AT 6.05PM

#### PRESENT:

Bruce Kilpatrick	Chief Bush Fire Control Officer
Rob Fisher	FCO Dale / Kokeby Brigade
Deane Aynsley	FCO Beverley South East BFB
Paul Schilling	FCO Dale West BFB
Andrew Shaw	FCO Avondale BFB
Stephen Moore	FCO Beverley Central
Troy Granville	FCO Community Emergency Services Manager
Stephen Gollan	Chief Executive Officer
Dee Ridgway	President, Shire of Beverley
Travis Boyle	Captain Beverley VFRS

#### APOLOGIES:

Bill Cleland	Deputy Chief Bush Fire Control Officer
Ben Murray	FCO Beverley North East

#### CONFIRMATION OF PREVIOUS MINUTES:

Moved Andrew Shaw

Seconded Stephen Moore

That the Minutes of the Fire Control Officers meeting held on the 18th June 2019 be confirmed.

CARRIED 7/0

#### MATTERS ARISING FROM MINUTES:

Consideration of training for operators for the new multi-purpose backhoe loader proposed to be purchased by the Shire of Beverley to include fireground duties.

#### BUSINESS OF MEETING:

The procedure for the approval of Permit to Burn (PTB) applications was discussed. It was resolved by the FCO's present that they will review the PTB application emails as they come in and notify the CESM of their approval or otherwise. If no response is received no decision can be made on an approval.

Discussion was had about the potential for a more comprehensive Fire Break Order for next season. DFES and WALGA are working on a template Order for all Local Governments to use and modify.

## Attachment 7.4

This document will probably incorporate concepts like Building Protection Zones and a standardisation of Fire Access Tracks (FAT) dimensions moving away from the idea of firebreaks.

More consideration can be given at the next BFAC meeting if the template has been completed by then.

### **GENERAL BUSINESS:**

The culling of the BFB membership lists for each brigade was discussed with the purpose of removing members who are no longer present or have not turned out to a fire for a long time. It was confirmed that all volunteers are covered on a fireground for insurance purposes regardless of whether they are registered or not.

A cheat sheet for issuing HVMB's will be sent to the CBFCO & DCBFCO for the 2019/20 season. The instructions for operating a WAERN radio for Ground Controller duties is in the Bushfire Handbook on page 25.

### **NEXT MEETING:**

The next meeting is proposed to be set for a date in March.

### **CLOSURE:**

There being no further business the meeting closed at 6.50pm.

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

Presiding Member

Date

## **8. TECHNICAL SERVICES**

### **8.1 Modification of Cherry Picker BE027**

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**SUBMISSION TO:** Ordinary Council Meeting 26 November 2019  
**REPORT DATE:** 18 November 2019  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0364 / 0092  
**AUTHOR:** S.P. Vincent, Manager of Works  
**ATTACHMENTS:** Nil

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#### **SUMMARY**

Council to consider the modification of the 2017 Squirrel Cherry Picker BE027 controls to allow safer and easier use by Shire Staff.

#### **BACKGROUND**

The 2017 Squirrel Cherry Picker controls are all foot operated. Staff are finding it difficult to operate this machine particularly on uneven ground as the slightest unintentional movement of their feet will move the whole machine. This is making it dangerous when leaning forward to operate a chainsaw. There is a safety risk of being pinned against the tree that is being cut.

#### **COMMENT**

Modifying the steering controls to hand operated levers means the Cherry Picker will need to be returned to the manufacturer for certification. A quote has been received from Crendon Machinery for \$12,557.00 ex GST to carry out these modifications.

#### **STATUTORY ENVIRONMENT**

Should funding come from the Plant Reserve Fund, the *Local Government Act 1995* provides:

##### **6.11. Reserve accounts**

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
  - (2) Subject to subsection (3), before a local government —
    - (a) changes\* the purpose of a reserve account; or
    - (b) uses\* the money in a reserve account for another purpose, it must give one month's local public notice of the proposed change of purpose or proposed use.
- \* Absolute majority required.
- (3) A local government is not required to give local public notice under subsection (2) —
    - (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or
    - (b) in such other circumstances as are prescribed.

- (4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.
- (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.

As the purpose of the Plant Reserve is not changing and the funds being utilised is for the purpose of modification to plant, there are no statutory issues regarding the approval of use of these funds as proposed.

### **FINANCIAL IMPLICATIONS**

There is no allocation in the 2019/20 budget for this modification to the cherry picker.

Funding could come from either the Plant Reserve Fund; any realised savings from the 2019/20 plant replacement; or the recent LGIS 2019 Surplus Distribution of \$15,100.00.

### **STRATEGIC IMPLICATIONS**

Goal 1: Shire infrastructure is prepared for economic gains and an increase in our population

Point of Measurement: Plant Inventory life is recorded and benchmarks set on minimum machinery operating hours

### **POLICY IMPLICATIONS**

Policy: S009 – Occupational Health and Safety

The employer aims to meet their objectives by:

Providing and maintaining workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards;

### **VOTING REQUIREMENTS**

Absolute Majority

### **OFFICER'S RECOMMENDATION**

That Council proceed with the modification of the Cherry Picker to hand controls for the amount of \$12,557.00 ex GST.

## **9. PLANNING SERVICES**

### **9.1 Extension of Dale Grain Receival Site – Lot 20 on Plan 76635, Westdale Road, Beverley**

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<b>SUBMISSION TO:</b>	<b>Ordinary Council Meeting 26 November 2019</b>
<b>REPORT DATE:</b>	<b>18 November 2019</b>
<b>APPLICANT:</b>	<b>Cooperative Bulk Handling Limited (CBH)</b>
<b>FILE REFERENCE:</b>	<b>WES 51716</b>
<b>AUTHOR:</b>	<b>B.S. de Beer, Manager of Planning</b>
<b>ATTACHMENTS:</b>	<b>Application Letter &amp; Site Plans</b>

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#### **SUMMARY**

An application has been submitted by Tim Dolling on behalf of Cooperative Bulk Handling Limited (CBH), to extend the existing Dale Grain Receival facility (improved truck weighing, grain sampling and storage facilities), as described in more detail hereunder. The application will be recommended for approval.

#### **BACKGROUND**

The applicant proposes the following development on the established Dale Grain Receival Site:

- Requirement to improve truck weighing and grain sampling and storage facilities, that would include the following:
  - o Construct an internal road, open bulkhead pad, interconnected stormwater drainage and two detention basins;
  - o Remove the existing weighbridge and hut and sample platform/hut and install a new 36m long weighbridge and hut and new, larger sample platform/hut within the existing internal road;
  - o Install 48m of sheet piling around the internal road in vicinity of the sample platform/hut;
  - o Shorten an existing open bulkhead (OBH) by 50m, extend the nearby OBH by 4.5m and relocate the existing ground conveyor head drive in line with the end of the bulkhead;
  - o Install a new 160m long X 35m wide OBH using 1.8m high wall frames covered with tarpaulins once filled with grain;
  - o Remove the existing genset and construct a new generator pad.

As part of the submission, the applicant submitted the following documentation:

- General arrangement site plan and drawings for the sample platform/hut, weighbridge and hut and open bulkhead wall frame;
- Bushfire Management Plan;
- Civil, Road, Pavement and Stormwater design report (Not attached to this report – can be made available on request).

The subject site is Zoned '*Rural*' in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS3), is 8.4397 ha in extent and contains the existing CBH Dale Grain Receival Facility.

## COMMENT

The subject site is zoned 'Rural' under the Shire of Beverley Local Planning Scheme No. 3 (LPS 3), with most surrounding land similarly zoned.

The use of the subject land as a Grain Receival Site is best described as a *Use not Listed* in Zoning Table 3 of LPS 3.

Clause 18(4)(b) in LPS 3 states:

*The Local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table, determine that the use may be consistent with the objectives of a particular zone and give notice under clause 64 of the deemed provisions before considering an application for development approval for the use of the land.*

Part 3 of LPS 3 establishes the objectives of the Rural zone, with the following objectives considered relevant to this application:

- *To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.*
- *To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and water course systems from damage.*
- *To provide for a range of non-rural land uses when they have demonstrated benefit and are compatible with surrounding land uses.*

**Section 67** of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) lists a number of matters which the local government must have due regard to when determining an application for development approval. Below is a discussion of the matters which are deemed to be relevant to the application at hand, with Author's comments:

### Section 67(a) of the Regulations:

*'The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme Area':*

### Shire of Beverley Local Planning Scheme No. 3 (LPS 3):

Part 3 of LPS 3 establishes the objectives of the 'Rural' zone, with the following objectives considered relevant to this application:

- *To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.*
- *To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and water course systems from damage.*

The use is considered compatible with the Rural Zone as there is a clear link between broad acre farming/cropping and grain receival operations. According to the applicant, this facility was first established in 1978 with subsequent extensions in

1980 (six silos), 1985 (open bulkhead), 1986 (sampling platform), 1990 (weigh bridge) & 1995 (open bulkhead).

No record could be located within Council's archives as to any previous formal Council Approval from either a Planning or Building perspective. For this reason the existing land use is not considered to fit the narrow definition of a '*Non-Conforming Land Use*' pursuant to Clause 172 of the *Planning and Development Act 2005*, which reads as follows:

***Non-conforming use*** means a use of land which, though **lawful** immediately before the coming into operation of a planning scheme, is not in conformity with a provision of that scheme...

Section 67(n) of the Regulations:

*'the amenity of the locality including the following –*

- (i) environmental impacts of the development;*
- (ii) the character of the locality;*
- (iii) social impacts of the development.'*

Bushfire Management Plan

A Bushfire Management Plan has been submitted as part of the application. This will be recommended be adhered to on an ongoing basis through a condition of planning approval.

A site inspection revealed that a substantial area of native vegetation will have to be cleared to construct the additional Open Bulkhead. It will be recommended an appropriate condition of planning approval be imposed to address the required permits required to be able to do this.

**CONSULTATION**

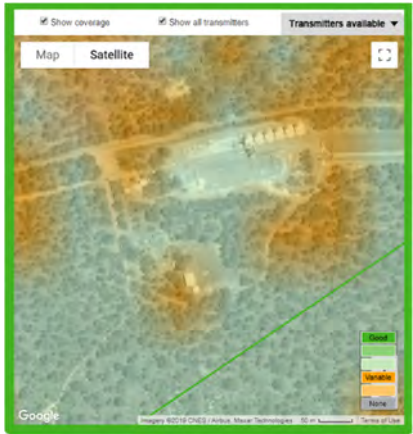
Consultation was had with the Shire's Building Surveyor. His comments are quoted below:

*Prior to the new Building Act that came into effect in 2011, the Building Regulations sat under the Local Government Act.*

*Within that Act was a clause that limited action against illegal building works to the effect that if action were not taken by the LG within 2 years of the work being carried out, no action could be taken.*

*As opposed to the new act that says you cannot take punitive action within this time, however you can ask for work to be done to make it compliant.*

In compliance with Clause 18(4)(b) of LPS3 and Section 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the application was advertised for a period of 14 days. Please refer to the submission received in table below. Also included in the table are the response from the applicant to the submission, as well as Shire Planner's comments:

Respondent	Summary of Submission	Applicant's comments	Planner's comments
Linnea M Cann & Penny & Richard Cann	<p>No objection to proposal. Comment on proposal:</p> <p>We have a few comments on the proposal submitted by the CBH group. We do not object to the plan but would like a few things which affect us noted and remedied if possible.</p> <p>Firstly, privacy. The proposed location and elevation of the new sample hut and the removal of trees from within the CBH boundary will give direct line of sight to people occupying the hut and possibly all truck drivers accessing the bin. It would be appreciated if planting of screening trees (such as wattles) could be done along our boundary to compensate for the lack of privacy which we will face.</p> <p>Another concern which may or may not become a problem is our TV reception. We already have some interruption with signal when the bins are operating. This may be made worst by the additional trucks lining up at the sample hut which will be inline with our antenna. At present there is no point trying to watch free-to-air television during the day when bins are operating.</p> <p>Lastly signage. Numerous times each year we find the road (Mann Ave) blocked by trucks lining up to enter the bin. If we could please see some appropriate signage added to instruct drivers where to line up and to keep the road clear that would be appreciated. Also, with the fire shed being built on Mann Ave I would think it is important to keep the access to it clear at all times.</p> <p>Also, our street sign has been missing for over a year. It would be nice to see it back again as people don't think of it as a road and it helps people find us. i.e. Trades, Emergency Services etc.</p>	<p>Following circulation and review of their letter, David Deany, CBH's Project Manager and Janaka Rajakaruna, Project Engineer met with the Cann's last Thursday. Key points discussed screening at the adjoining boundary, poor television reception, marshalling area signage and access to the new fire shed.</p> <p>Regarding screening at the adjoining boundary, the Cann's were concerned about trucks overlooking their property. It was explained that the internal road is at a lower level lower with the view from a truck obscured by the retaining wall at the boundary in the vicinity of the sample platform/hut.</p> <p>Regarding the issue of poor television reception, it was explained two small 2.2 kW electrical motors which drive the grain sampling spears and unlikely to impact the already variable TV reception. See the screen shot below from the mySwitch website:</p> 	<p>That the submission be partially upheld.</p> <p>It is submitted that the submission regarding the requirement of screening vegetation be upheld. A site visit revealed the proximity of the existing dwelling to the Dale Bin facility and the anticipated visual impacts this has. It will be recommended that only a section of the boundary between the two land-uses be planted so as to provide a screening mechanism.</p> <p>It is recommended the submission regarding poor Television reception be dismissed as it is not regarded as a relevant planning issue.</p> <p>The issue regarding appropriate signage during the marshalling of vehicles is acknowledged. Appropriately worded and located signage within the road reserve should address this issue and will be recommended be made a condition of planning approval.</p> <p>Shire's Manager of Works confirms that it is within budget to order and erect a street name sign at the appropriate intersection (Mann Avenue), and this could be actioned immediately.</p>

## **CONCLUSION**

The application is supported as it is essentially an application for an extension to an existing land use. Even though no record could be located within Council's archives as to any previous formal Council Approval from either a Planning or Building perspective, it is submitted that the formalization of the land use rights through this development application should be encouraged and supported.

The established Dale Grain Receival Facility is an essential component in the broader agricultural community, and an essential part of the established agri-economy in this area.

It is submitted that any anticipated adverse matters as raised by the respondents can be mitigated by the framing of appropriate conditions of planning approval.

## **STATUTORY ENVIRONMENT**

Shire of Beverley Local Planning Scheme No. 3.

## **FINANCIAL IMPLICATIONS**

There are no financial implications relative to this application.

## **STRATEGIC IMPLICATIONS**

The application is deemed to align with the Shire's Local Planning Strategy.

## **POLICY IMPLICATIONS**

There are no policy implications relative to this application.

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council resolve to determine that the use is consistent with the objectives of the 'Rural' zone and grant planning approval for a Grain Receival Facility and the extension thereof on Lot 20 on Plan 76635, Westdale Road, 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 recommendations in the Bushfire Management Plan shall be adhered to on an ongoing basis.
3. Prior to commencement of the proposed extension works, screening vegetation shall be planted and maintained on a section of the subject lot, adjacent to the northern boundary of 15 (Lot 19) Mann Avenue, to the satisfaction of the Shire.
4. Where applicable, approval shall be obtained from the relevant authorities for the clearing of native vegetation prior to commencement of works.

5. Appropriately sited and worded signage shall be installed to manage operational vehicle marshalling associated with the operations of the facility, to the satisfaction of the Shire.

**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: The applicant is advised to comply with the Building Code of Australia for all existing buildings and structures, where applicable, on the subject property.
- Note 6: The applicant is advised to consider any approvals, including clearing of native vegetation, required from the Department of Water and Environment Regulation for the extension & operation of the facility.
- Note 7: 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 9.1



ENQ: Tim Dolling  
DIRECT LINE: 08 9216 6094

20 September 2019

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

Dear Steve

### APPLICATION FOR DEVELOPMENT APPROVAL

I refer to the requirement to improve truck weighing and grain sampling and storage facilities at the Dale grain receival site.

Proposed development includes the following:

- Construct an internal road, open bulkhead pad, interconnected stormwater drainage and two detention basins
- Remove the existing weighbridge and hut and new, larger sample platform/hut and install a new 36m long weighbridge and hut and new, larger sample platform/hut within the existing internal road
- Install 48 m of sheet piling around the internal road in vicinity of the sample platform/hut
- Shorten an existing open bulkhead (OBH) by 50m, extend the nearby OBH by 4.5m and relocate the existing ground conveyor head drive in line the with the end of the bulkhead
- Install a new 160m long x 35m wide OBH using 1.8m high wall frames covered with tarpaulins once filled with grain
- Remove the existing genset and construct a new generator pad

Please find attached the following documentation and drawings for assessment:

- Shire of Beverley application for development approval form
- General arrangement (site) plan and drawings for the sample platform/hut, weighbridge and hut and open bulkhead wall frame
- Consultant's Bushfire management plan and coversheet.

The civil, road, pavement and stormwater design report is available at the following link:  
<https://www.dropbox.com/sh/e5swlkdu2xz7884/AAAJNbLxkbyyZOHkZEpt6BCCa?dl=0>

If you have any enquiries, please contact me on 9216 6094, 0439 969 835 or by email at [tim.dolling@cbh.com.au](mailto:tim.dolling@cbh.com.au).

Yours sincerely

**For: Co-operative Bulk Handling Limited**

A handwritten signature in black ink, appearing to read "Tim Dolling", written over a light blue horizontal line.

**Tim Dolling**  
**Planning & Approvals Coordinator**

Enc

**Co-operative Bulk Handling Ltd**  
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Perth WA 6000 Australia  
GPO Box L006  
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+61 8 9327 9600  
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1800 199 083  
**cbh.com.au**

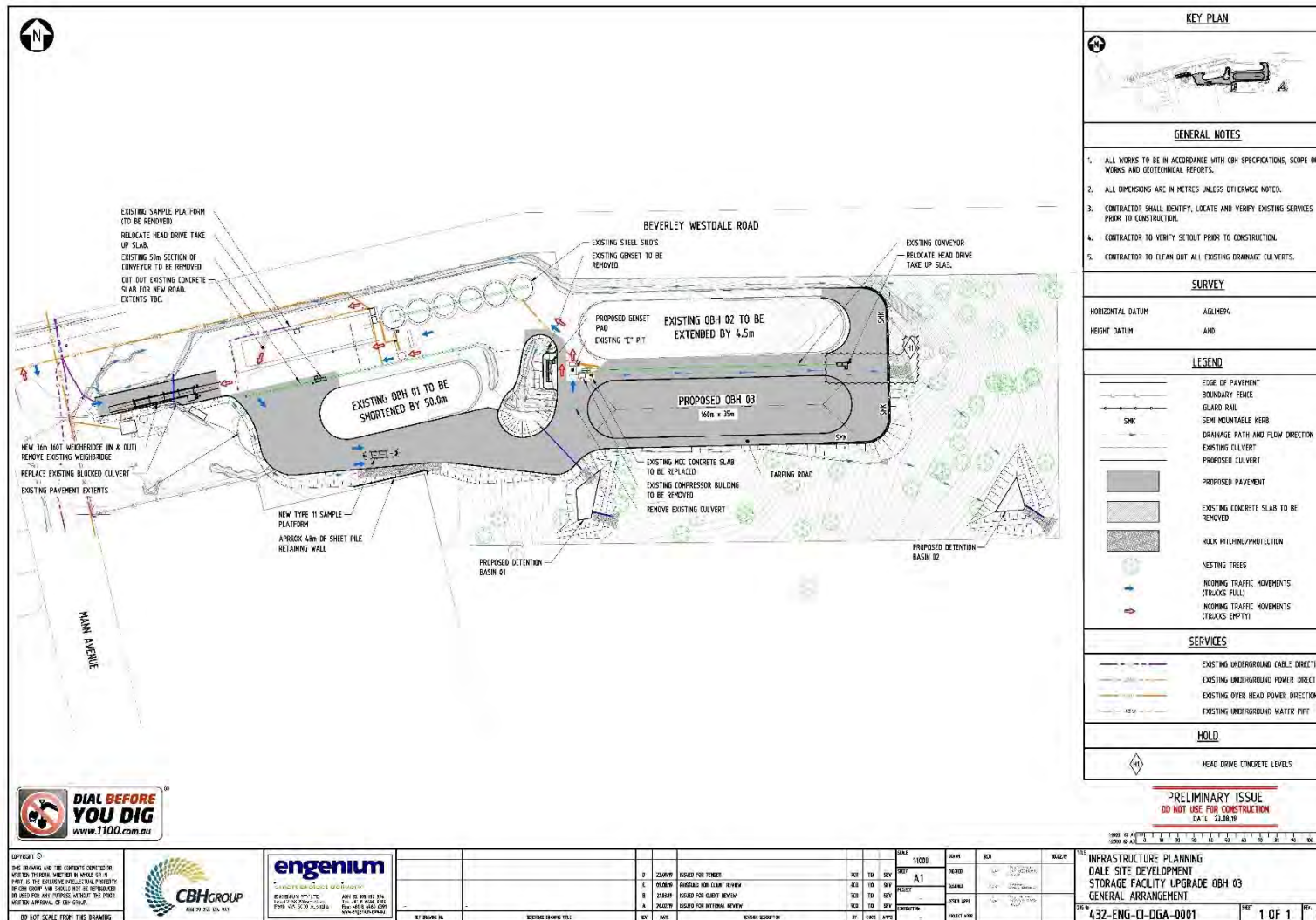
Attachment 9.1

Lot 20 on Diagram 76635 Westdale Road

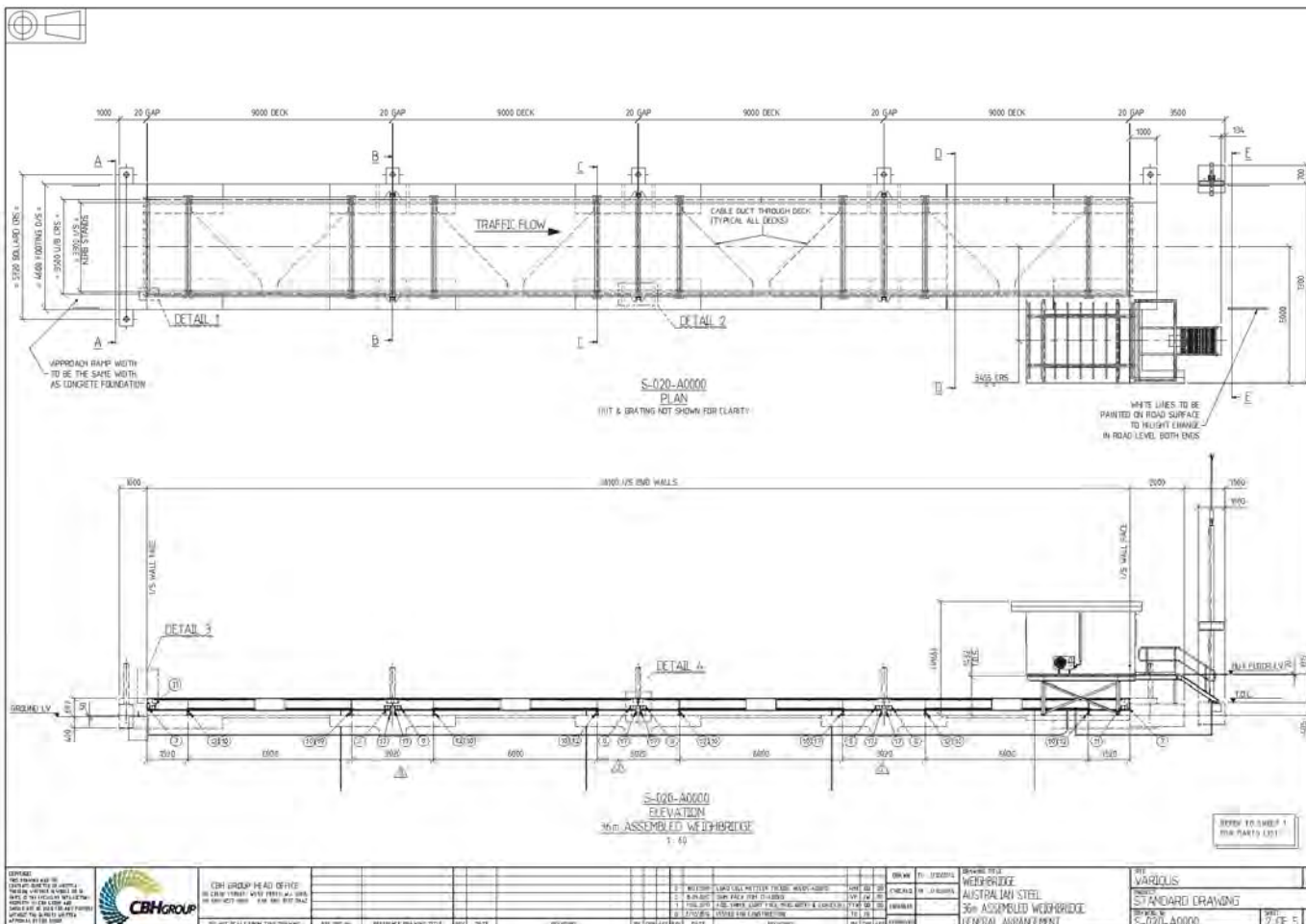


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Attachment 9.1

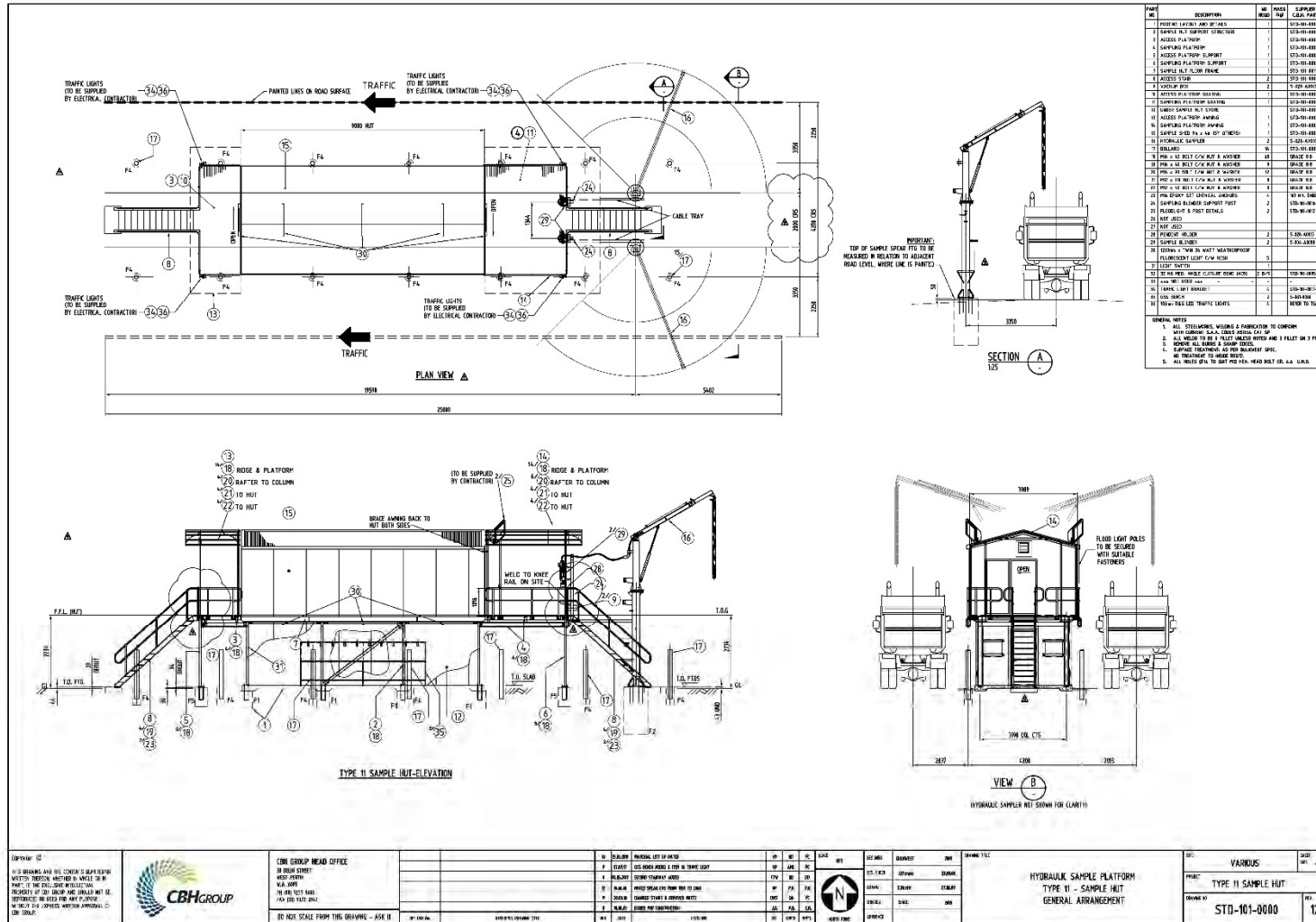


## Attachment 9.1





# Attachment 9.1



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

Nil

## **11. FINANCE**

### **11.1 Monthly Financial Report**

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<b>SUBMISSION TO:</b>	<b>Ordinary Council Meeting 26 November 2019</b>
<b>REPORT DATE:</b>	<b>8 November 2019</b>
<b>APPLICANT:</b>	<b>N/A</b>
<b>FILE REFERENCE:</b>	<b>N/A</b>
<b>AUTHOR:</b>	<b>S.K. Marshall, Deputy Chief Executive Officer</b>
<b>ATTACHMENTS:</b>	<b>October 2019 Financial Reports</b>

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#### **SUMMARY**

Council to consider accepting the financial report for the period ending 31 October 2019.

#### **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 2019 Ordinary Meeting, item 11.3.

#### **COMMENT**

The monthly financial reports for the period ending 31 October 2019 have been provided and include:

- 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 2018/19 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 October 2019 be accepted and material variances be noted.

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING  
31 October 2019**

Description	Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Notes To Material Variances
<b>Operating Revenue</b>					
General Purpose Funding	3,296,127.00	2,926,684.00	2,943,625.40	16,941.40	Rates discount expense lower than expected \$16,876.
Governance	26,100.00	25,000.00	26,749.18	1,749.18	
Law, Order & Public Safety	210,156.00	46,337.00	49,215.94	2,878.94	
Health	100.00	0.00	200.00	200.00	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	117,192.00	43,510.00	42,449.00	(1,061.00)	
Community Amenities	207,073.00	197,336.00	201,773.65	4,437.65	
Recreation & Culture	642,701.00	153,633.00	160,177.73	6,544.73	
Transport	1,663,712.00	317,894.00	317,588.22	(305.78)	
Economic Activities	208,929.00	32,576.00	34,063.73	1,487.73	
Other Property & Services	43,100.00	14,164.00	13,355.43	(808.57)	
<b>Total Operating Revenue</b>	<b>6,415,190.00</b>	<b>3,757,134.00</b>	<b>3,789,198.28</b>	<b>32,064.28</b>	
<b>Operating Expenditure</b>					
General Purpose Funding	(182,995.00)	(54,960.00)	(51,025.58)	3,934.42	
Governance	(274,300.00)	(120,929.00)	(113,862.24)	7,066.76	
Law, Order & Public Safety	(392,971.00)	(150,614.00)	(156,363.92)	(5,749.92)	
Health	(170,695.00)	(55,074.00)	(51,365.77)	3,708.23	
Education & Welfare	(92,513.00)	(24,354.00)	(22,980.37)	1,373.63	
Housing	(212,325.00)	(77,879.00)	(74,464.33)	3,414.67	
Community Amenities	(676,208.00)	(215,867.00)	(219,389.72)	(3,522.72)	
Recreation & Culture	(1,575,216.00)	(503,595.00)	(507,227.38)	(3,632.38)	
Transport	(2,558,918.00)	(990,446.00)	(994,351.45)	(3,905.45)	
Economic Activities	(558,586.00)	(168,101.00)	(163,704.74)	4,396.26	
Other Property & Services	(15,064.00)	(1,904.00)	63,036.55	64,940.55	Timing variance between POC & PWOH costs incurred and reallocated.
<b>Total Operating Expenditure</b>	<b>(6,709,791.00)</b>	<b>(2,363,723.00)</b>	<b>(2,291,698.95)</b>	<b>72,024.05</b>	
<b>Net Operating</b>	<b>(294,601.00)</b>	<b>1,393,411.00</b>	<b>1,497,499.33</b>	<b>104,088.33</b>	
<b>Capital Income</b>					
Self Supporting Loan - Principal Repayment	16,270.00	0.00	0.00	0.00	
Proceeds from Sale of Assets	345,000.00	41,000.00	42,427.27	1,427.27	
New Loan Raised	150,000.00	0.00	0.00	0.00	
<b>Total Capital Income</b>	<b>511,270.00</b>	<b>41,000.00</b>	<b>42,427.27</b>	<b>1,427.27</b>	

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING  
31 October 2019**

Description	Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Notes To Material Variances
<b>Capital Expenditure</b>					
Land and Buildings	(979,000.00)	(191,000.00)	(197,422.54)	(6,422.54)	
Plant and Equipment	(867,000.00)	(57,000.00)	(52,206.37)	4,793.63	
Office Furniture and Equipment	0.00	0.00	0.00	0.00	
Road Construction	(2,441,722.00)	(153,219.00)	(155,303.08)	(2,084.08)	
Other Infrastructure	(259,067.00)	0.00	(1,280.74)	(1,280.74)	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(153,429.00)	(49,565.00)	(49,564.79)	0.21	
<b>Total Capital Expenditure</b>	<b>(4,700,218.00)</b>	<b>(450,784.00)</b>	<b>(455,777.52)</b>	<b>(4,993.52)</b>	
<b>Net Capital</b>	<b>(4,188,948.00)</b>	<b>(409,784.00)</b>	<b>(413,350.25)</b>	<b>(3,566.25)</b>	
<b>Adjustments</b>					
Depreciation Written Back	2,306,734.00	772,880.00	775,712.54	2,832.54	
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 Investments	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	25,000.00	9,000.00	10,655.47	1,655.47	
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
<b>Add Funding From</b>					
Transfer (To)/From Reserves	427,171.00	0.00	0.00	0.00	
Opening Surplus/(Deficit)	1,724,644.00	1,724,644.00	1,724,644.16	0.16	
<b>Total Adjustments</b>	<b>4,483,549.00</b>	<b>2,506,524.00</b>	<b>2,511,012.17</b>	<b>4,488.17</b>	
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>3,490,151.00</b>	<b>3,595,161.25</b>	<b>105,010.25</b>	

<b>SHIRE OF BEVERLEY</b> <b>STATEMENT OF NET CURRENT ASSETS</b> <b>FOR THE PERIOD ENDING</b> <b>31 October 2019</b>		
<b>Description</b>	<b>YTD Actual 2018/19</b>	<b>YTD Actual 2019/20</b>
<b>Current Assets</b>		
Cash at Bank	1,079,949.68	839,192.80
Cash - Unrestricted Investments	1,000,000.00	2,212,101.70
Cash - Restricted Reserves	2,372,868.36	2,372,868.36
Cash on Hand	300.00	300.00
Accounts Receivable	390,058.46	974,161.45
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	16,270.62	16,270.62
Inventory - Fuel	12,501.60	12,043.32
<b>Total Current Assets</b>	<b>4,871,948.72</b>	<b>6,426,938.25</b>
<b>Current Liabilities</b>		
Accounts Payable	(595,620.53)	(280,092.97)
Loan Liability - Current	(153,428.91)	(103,864.12)
Annual Leave Liability - Current	(184,119.46)	(184,119.46)
Long Service Leave Liability - Current	(158,315.59)	(158,315.59)
Doubtful Debts	0.00	0.00
<b>Total Current Liabilities</b>	<b>(1,091,484.49)</b>	<b>(726,392.14)</b>
<b>Adjustments</b>		
Less Restricted Reserves	(2,372,868.36)	(2,372,868.36)
Less Self Supporting Loan Income	(16,270.62)	(16,270.62)
Add Leave Reserves - Cash Backed	179,890.00	179,890.00
Add Loan Principal Expense	153,428.91	103,864.12
<b>Total Adjustments</b>	<b>(2,055,820.07)</b>	<b>(2,105,384.86)</b>
<b>NET CURRENT ASSETS</b>	<b>1,724,644.16</b>	<b>3,595,161.25</b>

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDING  
31 October 2019**

Description	Actual 2018/19	YTD Actual 2019/20	Movement
<b>Current Assets</b>			
Cash and Cash Equivalents	4,453,118.04	5,424,462.86	971,344.82
Accounts Receivable	390,058.46	974,161.45	584,102.99
Contract Asset - Current	0.00	0.00	0.00
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	16,270.62	16,270.62	0.00
Inventory	12,501.60	12,043.32	(458.28)
<b>Total Current Assets</b>	<b>4,871,948.72</b>	<b>6,426,938.25</b>	<b>1,554,989.53</b>
<b>Current Liabilities</b>			
Accounts Payable	(595,620.53)	(280,092.97)	315,527.56
Contract Liability - Current	0.00	0.00	0.00
Loan Liability - Current	(153,428.91)	(103,864.12)	49,564.79
Lease Liability - Current	0.00	0.00	0.00
Annual Leave Liability - Current	(184,119.46)	(184,119.46)	0.00
Long Service Leave Liability - Current	(158,315.59)	(158,315.59)	0.00
Doubtful Debts	0.00	0.00	0.00
<b>Total Current Liabilities</b>	<b>(1,091,484.49)</b>	<b>(726,392.14)</b>	<b>365,092.35</b>
<b>Non-Current Assets</b>			
Non-Current Debtors	111,941.79	111,941.79	0.00
Non-Current Investments	46,400.31	46,400.31	0.00
Land and Buildings	21,206,039.31	21,179,260.64	(26,778.67)
Plant and Equipment	2,028,750.39	1,938,163.04	(90,587.35)
Furniture and Equipment	125,771.39	120,539.04	(5,232.35)
Infrastructure	60,219,210.22	59,919,226.04	(299,984.18)
Self Supporting Loan - Non Current	42,541.50	42,541.50	0.00
<b>Total Non-Current Assets</b>	<b>83,780,654.91</b>	<b>83,358,072.36</b>	<b>(422,582.55)</b>
<b>Non-Current Liabilities</b>			
Loan Liability - Non Current	(1,517,163.10)	(1,517,163.10)	0.00
Lease Liability - Non Current	0.00	0.00	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(25,790.41)	(25,790.41)	0.00
<b>Total Non Current Liabilities</b>	<b>(1,542,953.51)</b>	<b>(1,542,953.51)</b>	<b>0.00</b>
<b>Net Assets</b>	<b>86,018,165.63</b>	<b>87,515,664.96</b>	<b>1,497,499.33</b>

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDING  
31 October 2019**

<b>Description</b>	<b>Actual 2018/19</b>	<b>YTD Actual 2019/20</b>	<b>Movement</b>
<b>Equity</b>			
Accumulated Surplus	(43,643,767.95)	(45,141,267.28)	(1,497,499.33)
Reserves - Cash Backed	(2,372,868.36)	(2,372,868.36)	0.00
Reserve - Revaluations	(40,001,529.32)	(40,001,529.32)	0.00
<b>Total Equity</b>	<b>(86,018,165.63)</b>	<b>(87,515,664.96)</b>	<b>(1,497,499.33)</b>

<b>SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE &amp; TYPE FOR THE PERIOD ENDING 31 October 2019</b>		
<b>Description</b>	<b>Budget 2019/20</b>	<b>YTD Actual 2019/20</b>
<b>Income</b>		
Rates	2,669,880.00	2,810,875.73
Operating Grants, Subsidies and Contributions	2,271,419.00	463,603.97
Profit On Asset Disposal	12,000.00	0.00
Service Charges	0.00	0.00
Fees & Charges	523,761.00	319,780.49
Interest Earnings	103,888.00	20,785.53
Other Revenue	60,500.00	48,257.94
Non-Operating Grants, Subsidies and Contributions	9,238,188.00	128,279.22
<b>Total Income by Nature &amp; Type</b>	<b>14,879,636.00</b>	<b>3,791,582.88</b>
<b>Expenditure</b>		
Employee Costs	(2,134,739.00)	(702,115.72)
Materials & Contracts	(1,840,463.00)	(559,534.32)
Utilities	(208,638.00)	(60,077.54)
Depreciation On Non-Current Assets	(1,691,589.00)	(775,712.54)
Interest Expenses	(34,504.00)	(13,441.36)
Insurance Expenses	(168,227.00)	(190,716.06)
Other Expenditure	(81,975.00)	(54,581.53)
Loss On Asset Disposal	(8,000.00)	(10,655.47)
Loss on Revaluation of Non-Current Assets	0.00	0.00
<b>Total Expenditure by Nature &amp; Type</b>	<b>(6,168,135.00)</b>	<b>(2,366,834.54)</b>
<b>Allocations</b>		
Reallocation Codes Expenditure	421,192.00	72,750.99
Reallocation Codes Income	0.00	0.00
<b>Total Allocations</b>	<b>421,192.00</b>	<b>72,750.99</b>
<b>Net Operating by Nature &amp; Type</b>	<b>9,132,693.00</b>	<b>1,497,499.33</b>

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 31 October 2019</b>		
<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2019/20</b>
	<b>Rural Road Maintenance</b>	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	1,094.71
RR002	Athol Rd (RoadID: 26) (Maintenance)	0.00
RR003	Avoca Rd (RoadID: 98) (Maintenance)	0.00
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	1,710.08
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	0.00
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Mtce)	5,681.04
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	10,362.31
RR008	Barrington Rd (RoadID: 13) (Maintenance)	2,394.64
RR009	Batemans Rd (RoadID: 78) (Maintenance)	671.78
RR010	Batys Rd (RoadID: 60) (Maintenance)	0.00
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	1,071.95
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	4,195.35
RR013	Beringer Rd (RoadID: 29) (Maintenance)	9,297.12
RR014	Bethany Rd (RoadID: 148) (Maintenance)	915.91
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	1,150.71
RR017	Bremner Rd (RoadID: 6) (Maintenance)	2,044.24
RR018	Buckingham Rd (RoadID: 94) (Maintenance)	3,447.60
RR019	Bushhill Road (RoadID: 183) (Maintenance)	90.00
RR020	Butchers Rd (RoadID: 20) (Maintenance)	4,922.51
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	347.62
RR022	Carrs Rd (RoadID: 47) (Maintenance)	1,622.79
RR023	Cattle Station Road (RoadID: 181) (Maintenance)	0.00
RR024	Caudle Rd (RoadID: 140) (Maintenance)	0.00
RR025	Chocolate Hills Rd (RoadID: 138) (Maintenance)	0.00
RR026	Clulows Rd (RoadID: 16) (Maintenance)	738.77
RR027	Collins Rd (RoadID: 66) (Maintenance)	1,316.71
RR028	Cookes Rd (RoadID: 61) (Maintenance)	390.09
RR029	Corberding Rd (RoadID: 43) (Maintenance)	2,273.28
RR030	County Peak Rd (RoadID: 96) (Maintenance)	266.70
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	31,570.26
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	4,959.92
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	6,665.14
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	14,253.20
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	3,184.65
RR036	Drapers Rd (RoadID: 79) (Maintenance)	646.93
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	0.00

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
31 October 2019**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2019/20</b>
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	48,380.76
RR039	Ewert Rd (RoadID: 27) (Maintenance)	16,540.18
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	336.87
RR041	Fishers Rd (RoadID: 75) (Maintenance)	2,570.04
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	2,674.60
RR043	Gors Rd (RoadID: 30) (Maintenance)	1,766.10
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	1,069.68
RR045	Heals Rd (RoadID: 95) (Maintenance)	348.34
RR046	Hills Rd (RoadID: 76) (Maintenance)	612.83
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	3,077.04
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	0.00
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	592.39
RR050	Jas Rd (Maintenance)	0.00
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	566.05
RR052	Jones Rd (RoadID: 48) (Maintenance)	1,284.65
RR053	K1 Rd (RoadID: 85) (Maintenance)	3,777.12
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	0.00
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	1,085.61
RR057	Kilpatricks Rd (RoadID: 74) (Maintenance)	1,147.10
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	4,905.46
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	13,696.97
RR060	Lennard Rd (RoadID: 58) (Maintenance)	2,704.41
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	0.00
RR062	Luptons Rd (RoadID: 22) (Maintenance)	4,688.89
RR063	Maitland Rd (RoadID: 39) (Maintenance)	14,808.94
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	1,247.70
RR065	Manns Rd (RoadID: 59) (Maintenance)	8,946.23
RR066	Manuels Rd (RoadID: 37) (Maintenance)	0.00
RR067	Mawson Rd (RoadID: 100) (Maintenance)	1,063.79
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	441.83
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	777.52
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	499.91
RR071	Mclean Rd (RoadID: 84) (Maintenance)	0.00
RR072	Millers Rd (RoadID: 49) (Maintenance)	1,280.56
RR073	Mills Rd (RoadID: 80) (Maintenance)	621.35
RR074	Morbinning Rd (RoadID: 1) (Maintenance)	4,061.01
RR075	Murrays Rd (RoadID: 71) (Maintenance)	1,753.94
RR076	Negus Rd (RoadID: 50) (Maintenance)	696.64

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
31 October 2019**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2019/20</b>
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	2,052.13
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	3,359.94
RR079	Patten Rd (RoadID: 53) (Maintenance)	742.67
RR080	Petchells Rd (RoadID: 38) (Maintenance)	323.46
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	706.48
RR082	Pike Rd (RoadID: 45) (Maintenance)	2,366.32
RR083	Potts Rd (RoadID: 14) (Maintenance)	2,236.93
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	2,566.90
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	1,206.71
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	1,824.76
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	970.39
RR088	Rigoll Rd (RoadID: 157) (Maintenance)	0.00
RR089	Rogers Rd (RoadID: 62) (Maintenance)	997.55
RR090	Rossi Rd (RoadID: 156) (Maintenance)	586.41
RR091	Rumble Rd (Maintenance)	561.32
RR092	Schillings Rd (RoadID: 65) (Maintenance)	992.86
RR093	Shaw Rd (RoadID: 184) (Maintenance)	2,526.27
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	1,268.93
RR095	Simmons Rd (RoadID: 101) (Maintenance)	3,213.74
RR096	Sims Rd (RoadID: 155) (Maintenance)	0.00
RR097	Ski Rd (RoadID: 83) (Maintenance)	1,984.13
RR098	Smith Rd (RoadID: 72) (Maintenance)	4,035.73
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	1,464.20
RR100	Spavens Rd (RoadID: 44) (Maintenance)	323.46
RR101	Springhill Rd (RoadID: 23) (Maintenance)	3,877.38
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	1,009.18
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	590.93
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	3,735.70
RR105	Thomas Rd (RoadID: 31) (Maintenance)	1,112.00
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	2,111.58
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	459.87
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	0.00
RR109	Walgy Rd (RoadID: 42) (Maintenance)	1,156.96
RR110	Walkers Rd (RoadID: 86) (Maintenance)	0.00
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	1,439.60
RR112	Warradale Rd (RoadID: 67) (Maintenance)	1,215.61
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	5,238.24
RR114	Westdale Rd (RoadID: 166) (Maintenance)	2,632.25
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	404.34

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING  
31 October 2019**

<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2019/20</b>
RR116	Woods Rd (RoadID: 68) (Maintenance)	67.19
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	1,993.84
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	671.78
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	5,711.50
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	2,104.41
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR777	Contract Road Side Spraying	24,340.91
RR888	Tree Lopping - Rural Roads (Maintenance)	40,000.00
RR999	Rural Roads Various (Maintenance)	22,870.10
WANDRRA	Disaster Recovery Works	0.00
<b>Sub Total</b>	<b>Rural Road Maintenance</b>	<b>424,365.18</b>
	<b>Town Street Maintenance</b>	
TS001	Barnsley St (RoadID: 162) (Maintenance)	0.00
TS002	Bartram St (RoadID: 114) (Maintenance)	432.57
TS003	Brockman St (RoadID: 129) (Maintenance)	0.00
TS004	Brooking St (RoadID: 122) (Maintenance)	603.53
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)	136.38
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	355.82
TS011	Delisle St (RoadID: 120) (Maintenance)	200.63
TS012	Dempster St (RoadID: 111) (Maintenance)	36.09
TS013	Duffield St (RoadID: 160) (Maintenance)	921.21
TS014	Edward St (RoadID: 107) (Maintenance)	82.21
TS015	Elizabeth St (RoadID: 131) (Maintenance)	363.67
TS016	Ernest Drv (RoadID: 135) (Maintenance)	24.22
TS017	Forrest St (RoadID: 103) (Maintenance)	6,778.48
TS018	George St North (RoadID: 161) (Maintenance)	268.79
TS019	George St South (RoadID: 145) (Maintenance)	0.00
TS020	Grigson St (RoadID: 172) (Maintenance)	0.00
TS021	Hamersley St (RoadID: 130) (Maintenance)	2,762.96
TS022	Harper St (RoadID: 109) (Maintenance)	829.38
TS023	Hope St (RoadID: 115) (Maintenance)	185.39
TS024	Hopkin St (RoadID: 128) (Maintenance)	0.00

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 31 October 2019</b>		
<b>Job #</b>	<b>Job Description</b>	<b>YTD Actual 2019/20</b>
TS025	Horley St (RoadID: 127) (Maintenance)	1,002.92
TS026	Hunt Rd (Maintenance)	1,192.96
TS027	Husking St (RoadID: 117) (Maintenance)	0.00
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	330.88
TS030	Langsford St (RoadID: 152) (Maintenance)	268.59
TS031	Lennard St (RoadID: 113) (Maintenance)	194.36
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00
TS033	Lukin St (RoadID: 104) (Maintenance)	1,797.50
TS034	Mcneil St (RoadID: 141) (Maintenance)	4,210.64
TS035	Monger St (RoadID: 116) (Maintenance)	0.00
TS036	Morrison St (RoadID: 112) (Maintenance)	0.00
TS037	Nicholas St (RoadID: 123) (Maintenance)	913.22
TS038	Prior Pl (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	0.00
TS040	Railway Pde (RoadID: 147) (Maintenance)	302.57
TS041	Railway St (RoadID: 146) (Maintenance)	5,064.12
TS042	Richardson St (RoadID: 124) (Maintenance)	24.90
TS043	Seabrook St (RoadID: 118) (Maintenance)	179.16
TS044	Sewell St (RoadID: 119) (Maintenance)	0.00
TS045	Shed St (RoadID: 136) (Maintenance)	48.41
TS046	Short St (RoadID: 121) (Maintenance)	49.67
TS047	Smith St (RoadID: 108) (Maintenance)	489.75
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	1,158.25
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	0.00
TS888	Tree Lopping - Town Streets (Maintenance)	34.51
TS999	Town Streets Various (Maintenance)	2,466.17
<b>Sub Total</b>	<b>Town Streets Maintenance</b>	<b>33,709.91</b>
<b>Total</b>	<b>Road Maintenance</b>	<b>458,075.09</b>

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 31 October 2019						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
<b>3027830</b>	<b>Reserve Funds Bendigo</b>					
	Long Service Leave	43,300.98				
	Office Equipment	94.20				
	Airfield Emergency	39,239.79				
	Plant	488,155.74				
	Bush Fire Fighters	126,292.65				
	Building	352,637.94				
	Recreation Ground	419,842.73				
	Cropping Committee	134,138.51				
	Avon River Development	25,383.07				
	Annual Leave	136,589.02				
	Community Bus	36,074.87				
	Road Construction	495,739.86				
	Senior Housing	75,379.00	2,372,868.36	6 mnths	1.95%	3/01/2020
<b>3050904</b>	<b>Term Deposit Bendigo</b>	405,300.33		3 mnths	1.85%	15/04/2020
<b>3092651</b>	<b>Term Deposit Bendigo</b>	303,102.74		3 mnths	1.65%	26/11/2019
<b>312599</b>	<b>Term Deposit Bendigo</b>	303,698.63		6 mnths	1.62%	24/03/2020
<b>3103193</b>	<b>Term Deposit Bendigo</b>	300,000.00		4 mnths	1.65%	3/01/2020
<b>3103195</b>	<b>Term Deposit Bendigo</b>	300,000.00		5 mnths	1.65%	3/02/2020
<b>3103197</b>	<b>Term Deposit Bendigo</b>	300,000.00		6 mnths	1.65%	3/03/2020
<b>9145-40222</b>	<b>ANZ Term Deposit</b>	300,000.00	2,212,101.70	3 mnths	1.66%	2/12/2019
	<b>Total</b>		<b>4,584,970.06</b>			

## **11.2 Accounts Paid by Authority**

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**SUBMISSION TO:** Ordinary Council Meeting 26 November 2019  
**REPORT DATE:** 19 November 2019  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** October 2019 – List of Accounts

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### **SUMMARY**

Council to consider authorising the payment of accounts.

### **BACKGROUND**

The following list represents accounts paid by authority for the month of October 2019.

### **COMMENT**

Unless otherwise identified, all payments have been made in accordance with Council's 2019/20 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 2019/20 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:

#### October 2019:

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

##### Cheque vouchers

02 October 19	1744-1744	(1)	\$	2,300.00	(authorised by CEO S Gollan and DCEO S Marshall)
09 October 19	1745-1745	(1)	\$	26,313.00	(authorised by CEO S Gollan and DCEO S Marshall)
17 October 19	1746-1747	(2)	\$	2,277.57	(authorised by CEO S Gollan and DCEO S Marshall)
24 October 19	1748-1748	(1)	\$	10,096.20	(authorised by CEO S Gollan and DCEO S Marshall)
Total of cheque vouchers for October 2019 incl				\$40,986.77 previously paid	

##### EFT vouchers

02 October 19	EFT 5065-5106	(42)	\$	162,071.65	(authorised by CEO S Gollan and DCEO S Marshall)
02 October 19	EFT 1-40	(40)	\$	58,470.39	(authorised by CEO S Gollan and DCEO S Marshall)
10 October 19	EFT 5138-5164	(27)	\$	86,810.69	(authorised by CEO S Gollan and Cr D White)
16 October 19	EFT 1-39	(39)	\$	52,802.50	(authorised by CEO S Gollan and DCEO S Marshall)
17 October 19	EFT 5169-5184	(16)	\$	110,775.40	(authorised by CEO S Gollan and DCEO S Marshall)
24 October 19	EFT 5187-5204	(18)	\$	56,094.83	(authorised by CEO S Gollan and DCEO S Marshall)
25 October 19	EFT 5205-5205	(1)	\$	2,317.65	(authorised by CEO S Gollan and DCEO S Marshall)
30 October 19	EFT 1-40	(40)	\$	54,126.75	(authorised by CEO S Gollan and Cr C Pepper)
Total of EFT vouchers for October 2019 incl				\$583,469.86 previously paid.	

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

##### Cheque vouchers

Nil vouchers

Total of cheque vouchers for October 2019 incl \$0.00 previously paid.

##### EFT vouchers

10 October 19	EFT 5136-5137	(2)	\$	36,738.99	(authorised by CEO S Gollan and Cr D White)
17 October 19	EFT 5166-5168	(3)	\$	895.00	(authorised by CEO S Gollan and DCEO S Marshall)
24 October 19	EFT 5185-5185	(1)	\$	50.00	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for October 2019 incl				\$59,012.63 previously paid.	

(3) **Direct Debit** Payments totalling \$107,143.75 previously paid.

(4) **Credit Card** Payments totalling \$522.08 previously paid.

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1744	02-Oct-2019	Cr Donald William Davis	18/19 Cr Year Remun: Apr - Sep 2019 (2 of 2 pymts)	(2,300.00)	(2,300.00)
Cheque #	1745	09-Oct-2019	ATO - Australian Tax Office	2019-09 Sep BAS Obligation (incl FBT contribution)	(26,313.00)	(26,313.00)
Cheque #	1746	17-Oct-2019	Telstra	2019-10 Oct Telephone Accounts	(1,357.90)	
Cheque #	1747	17-Oct-2019	Water Corporation	Water use - Balkuling Rd Standpipe: 30 Jul - 28 Sep 19	(919.67)	(2,277.57)
Cheque #	1748	24-Oct-2019	Water Corporation	2019-10 Oct Water Accounts	(10,096.20)	(10,096.20)
EFT Pymt	EFT 5065	02-Oct-2019	AMD Chartered Accountants	Acquittal Audit of Roads to Recovery for period ending 30 June 2019	(671.00)	
EFT Pymt	EFT 5066	02-Oct-2019	Afgri Equipment Aust P/L	BE029 (PGRD05): 1,000hr Service	(2,178.48)	
EFT Pymt	EFT 5067	02-Oct-2019	Avon Waste	2,020 Bin Collection FE 13 Sep 19 inc Recycling Bins & 3 x Recycling Collections	(4,612.65)	
EFT Pymt	EFT 5068	02-Oct-2019	BGPS - Beverley Gas & Plumbing Services	Caravan Park: Testing of sullage dump point	(104.50)	
EFT Pymt	EFT 5069	02-Oct-2019	BOC Limited	2019-09 Sep Cylinder Rental: Medical oxygen C size	(5.90)	
EFT Pymt	EFT 5070	02-Oct-2019	Beverley Community Resource Centre (Bev CRC)	2019-09 Sep (Ed 419): Compilation for Production & printing for the Bev Show	(1,117.50)	
EFT Pymt	EFT 5071	02-Oct-2019	Beverley Electrical Services (BES)	AS11003 (LBS1808) - Town Hall Kitchen Refurb: Electrical works	(10,109.46)	
EFT Pymt	EFT 5072	02-Oct-2019	Beverley Medical Practice	Influenza Vaccinations x 14	(280.00)	
EFT Pymt	EFT 5073	02-Oct-2019	Beverley Mens Shed	Community Grant: Table Saw Compressor	(2,000.00)	
EFT Pymt	EFT 5074	02-Oct-2019	Beverley Tyre Service (BTS)	2019-08 Aug Tyre Purchases	(2,126.00)	
EFT Pymt	EFT 5075	02-Oct-2019	Country Copiers Northam	Copy Charges (iRA-C0203 & iRA 8595): 20 May - 17 Sep 19	(2,077.72)	
EFT Pymt	EFT 5076	02-Oct-2019	Cr Christopher John Pepper	18/19 Cr Year Remun: Apr - Sep 2019 (2 of 2 pymts)	(2,987.50)	
EFT Pymt	EFT 5077	02-Oct-2019	Cr Darryl Brown	18/19 Cr Year Remun: Apr - Sep 2019 (2 of 2 pymts)	(2,300.00)	
EFT Pymt	EFT 5078	02-Oct-2019	Cr David Charles White	18/19 Cr Year Remun: Apr - Sep 2019 (2 of 2 pymts)	(2,300.00)	
EFT Pymt	EFT 5079	02-Oct-2019	Cr Denise Jo Ridgway	18/19 Cr Year Remun: Apr - Sep 2019 (2 of 2 pymts) & Tourism Conference	(10,069.87)	
EFT Pymt	EFT 5080	02-Oct-2019	Cr Lewis Campbell Shaw	18/19 Cr Year Remun: Apr - Sep 2019 (2 of 2 pymts)	(2,300.00)	
EFT Pymt	EFT 5081	02-Oct-2019	Cr Peter Joseph Gogol	18/19 Cr Year Remun: Apr - Sep 2019 (2 of 2 pymts)	(2,300.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5082	02-Oct-2019	Cr Susan Wendy Martin	18/19 Cr Year Remun: Apr - Sep 2019 (2 of 2 pymts)	(2,300.00)	
EFT Pymt	EFT 5083	02-Oct-2019	Cr Thomas William Timothy Seed	18/19 Cr Year Remun: Apr - Sep 2019 (2 of 2 pymts)	(2,300.00)	
EFT Pymt	EFT 5084	02-Oct-2019	Focus Networks	Computer Support: 2019-08 Aug Additional Charges	(214.50)	
EFT Pymt	EFT 5085	02-Oct-2019	Jason Signmakers	Tourism and Area Promotion: Reserve signage x 2	(213.40)	
EFT Pymt	EFT 5086	02-Oct-2019	Little Eco Hill	Various Rds: Maintenance grading, 75.50 hrs 16 - 27 Sep 2019	(14,949.00)	
EFT Pymt	EFT 5087	02-Oct-2019	MAL Automotives P/L	BE000 (PUTE13): Service	(458.63)	
EFT Pymt	EFT 5088	02-Oct-2019	Major Motors P/L	BE028 (PTRK02): Parts	(582.21)	
EFT Pymt	EFT 5089	02-Oct-2019	Marie Patricia Alexander	Rates refund (rebate applied) for Ass 975 - 1571 Off York Williams Road, Dale 6304	(334.75)	
EFT Pymt	EFT 5090	02-Oct-2019	Michael Wilson	2019-10 Oct: Photocopying & Delivery of the Blarney	(250.00)	
EFT Pymt	EFT 5091	02-Oct-2019	PCS - Perfect Computer Solutions	2019-09 Sep Medical Centre: Computer Support	(297.50)	
EFT Pymt	EFT 5092	02-Oct-2019	PGS Hope & Partners P/L	Consultancy: Bev Causeway	(8,800.00)	
EFT Pymt	EFT 5093	02-Oct-2019	RJ Jas - All Mechanical & Electronics (Richard Jas)	Various plant: Parts	(382.40)	
EFT Pymt	EFT 5094	02-Oct-2019	Redfish Technologies	Cornerstone Bldg: Access & Security Rectification	(13,486.00)	
EFT Pymt	EFT 5095	02-Oct-2019	Shacks Holden	Asset 28019 (VP2001): 2019 Holden Acadia Stnsdn AWD - BE1 (Trade-in Asset 28018)	(5,010.96)	
EFT Pymt	EFT 5096	02-Oct-2019	Shazmac Plumbing	Rlwy Stn: Hot water unit	(1,644.00)	
EFT Pymt	EFT 5097	02-Oct-2019	Staff - Stefan de Beer	Reimbursements: Aug to Sep 2019 Landline & Internet costs	(83.64)	
EFT Pymt	EFT 5098	02-Oct-2019	Synergy	Power use - Morbinning Hall & Council Dam (self read): 18 Jul - 13 Sep 19	(257.86)	
EFT Pymt	EFT 5099	02-Oct-2019	Toll Ipec P/L (Courier Aust)	Freight Charges: 10 Sep 2019	(21.46)	
EFT Pymt	EFT 5100	02-Oct-2019	Toll NQX Express	Freight Charges: 11 Sep 2019	(128.41)	
EFT Pymt	EFT 5101	02-Oct-2019	Twinkarri P/L	Various roads: Progress pymt for tree pruning & mulching	(37,950.00)	
EFT Pymt	EFT 5102	02-Oct-2019	Urbis P/L	Consultancy: County Peak & Bev Pioneer Trail: Progress payment	(586.85)	
EFT Pymt	EFT 5103	02-Oct-2019	WA Contract Ranger Services	Ranger Services: 06 - 13 Sep 2019	(561.00)	
EFT Pymt	EFT 5104	02-Oct-2019	WALGA - WA Loc Gov Assoc	WA Local Gov Week 7 - 9 Aug 2019: 4 x Crs and 1 x CEO	(7,917.00)	
EFT Pymt	EFT 5105	02-Oct-2019	West Coast Shade P/L	Swim Pool & Oval Playground: Repairing of sails	(14,674.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5106	02-Oct-2019	Workhouse Advertising P/L	Town Hall Promotional Brochures	(1,127.50)	(162,071.65)
EFT Pymt	EFT 5138	10-Oct-2019	AAA Asphalt Surfaces	Rural Roads Various: Pallet of Coldmix	(1,017.50)	
EFT Pymt	EFT 5139	10-Oct-2019	Alcolizer Technology	18 Sep 2019: Random Drug Testing x 20	(1,749.00)	
EFT Pymt	EFT 5140	10-Oct-2019	Avon Express	2019-09 Sep Freight Charges	(253.00)	
EFT Pymt	EFT 5141	10-Oct-2019	Avon Trading Pty Ltd	2019-09 Sep Hardware Purchases	(852.81)	
EFT Pymt	EFT 5142	10-Oct-2019	Avon Valley Flyscreens	Cornerstone Bldg - Conference Room: Roller blinds	(484.00)	
EFT Pymt	EFT 5143	10-Oct-2019	Avon Waste	2,020 Bin Collection FE 27 Sep 19 inc Recycling Bins & 3 x Recycling Collections	(4,612.65)	
EFT Pymt	EFT 5144	10-Oct-2019	Beverley Community Resource Centre (Bev CRC)	Jul - Sep 2019 Management Fees: Library, Visitors Centre, Building & Cleaning	(12,162.93)	
EFT Pymt	EFT 5145	10-Oct-2019	Beverley Country Kitchen (BCK)	Council Meet - 24 Sep 2019: Lunch for 15	(450.00)	
EFT Pymt	EFT 5146	10-Oct-2019	Beverley Dome Fuel & Hire (BDF)	6,000 L Diesel @ \$1.4254/L GST incl	(8,552.40)	
EFT Pymt	EFT 5147	10-Oct-2019	Beverley Farm Services (BFS)	Town Street Spraying: Chemical product	(449.90)	
EFT Pymt	EFT 5148	10-Oct-2019	Beverley Post News and Gifts (BPNG)	2019-09 Sep Newspaper subscription & Stationery purchases	(58.19)	
EFT Pymt	EFT 5149	10-Oct-2019	Beverley Station Arts Inc	2019/20 Annual Donation	(6,000.00)	
EFT Pymt	EFT 5150	10-Oct-2019	Beverley Supermarket & Liquor (IGA)	2019-09 Sep Purchases	(891.88)	
EFT Pymt	EFT 5151	10-Oct-2019	BSL - Department of Mines, Industry Regulations and Safety (DMIRS)	2019-09 Sep 19 Collections x 4 (Lics 19/20: 08, 09, 10, 11)	(226.60)	
EFT Pymt	EFT 5152	10-Oct-2019	Bunnings Building Supplies P/L	Various Bldgs: Hardware supplies	(1,660.87)	
EFT Pymt	EFT 5153	10-Oct-2019	Chemdry Betta Finish	58 John St: Carpet cleaning	(375.00)	
EFT Pymt	EFT 5154	10-Oct-2019	EHA - Environmental Health Australia Inc	2019/20 Subscription: I'M ALERT Food Safety Program (Small Council)	(330.00)	
EFT Pymt	EFT 5155	10-Oct-2019	Filters Plus	BE036 (PLDR03): Parts	(249.92)	
EFT Pymt	EFT 5156	10-Oct-2019	Focus Networks	2019-09 Sep Computer Support - Managed and Proactive Services	(3,570.60)	
EFT Pymt	EFT 5157	10-Oct-2019	Keith the Maintenance Man P/L	Bev Mens Shed: Removal of Asbestos fencing	(913.00)	
EFT Pymt	EFT 5158	10-Oct-2019	Little Eco Hill	Edison Mill Rd: Maintenance grading, 01 - 04 Oct 2019	(6,237.00)	
EFT Pymt	EFT 5159	10-Oct-2019	MAL Automotives P/L	BEV0 (PSDN08): 45,000km Service	(301.12)	
EFT Pymt	EFT 5160	10-Oct-2019	Nan Lloyd	Rates refund (rebate applied) Ass 438 - 514 K1 Road, Bally Bally 6304	(364.19)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5161	10-Oct-2019	Regional Antennas Plus	Doctors Surgery: Antenna installation	(330.00)	
EFT Pymt	EFT 5162	10-Oct-2019	Staff - Allison Leigh Bowman	Reimbursements: Employment checks	(203.60)	
EFT Pymt	EFT 5163	10-Oct-2019	Toll Ipec P/L (Courier Aust)	Freight Charges: 02 Oct 2019	(10.73)	
EFT Pymt	EFT 5164	10-Oct-2019	WA Treasury Corporation	LOAN 120 (Cornerstone Building): DEB 03 of 30 Repayment - Oct 2019	(34,503.80)	(86,810.69)
EFT Pymt	EFT 5169	17-Oct-2019	Allington Agri	Contract Road Side Spraying	(26,775.00)	
EFT Pymt	EFT 5170	17-Oct-2019	Australia Post	2019-09 Sep Postage	(452.96)	
EFT Pymt	EFT 5171	17-Oct-2019	Beverley Bakehouse & Cafe	Citizenship Ceremony - 24 Sep 2019: Refreshments	(26.50)	
EFT Pymt	EFT 5172	17-Oct-2019	Beverley Steel Fabrication (Hydraboom)	Sundry Plant (PSP99): Materials	(21.68)	
EFT Pymt	EFT 5173	17-Oct-2019	Cr Denise Jo Ridgway	Travel Claim: Jul - Sep 2019	(1,434.44)	
EFT Pymt	EFT 5174	17-Oct-2019	Downer EDI Works P/L	Various Rds: 200L CRS Emulsion	(549.12)	
EFT Pymt	EFT 5175	17-Oct-2019	Filter Discounters P/L	Various plant: Parts	(464.64)	
EFT Pymt	EFT 5176	17-Oct-2019	ITR WA	Various plant: Parts	(62.15)	
EFT Pymt	EFT 5177	17-Oct-2019	LGIS (LGISWA)	2019/20 Insurance (2 of 2 instal) Property, Liability, Workers Comp	(77,058.17)	
EFT Pymt	EFT 5178	17-Oct-2019	LGSA - Local Gov Supervisors Association	2019/20 Membership (MOW - S Vincent)	(55.00)	
EFT Pymt	EFT 5179	17-Oct-2019	Officeworks Ltd	2019-09 Sep Stationery Order	(676.30)	
EFT Pymt	EFT 5180	17-Oct-2019	Staff - Simon Marshall	Reimbursement: Town Hall materials	(25.00)	
EFT Pymt	EFT 5181	17-Oct-2019	Toll Ipec P/L (Courier Aust)	Freight Charges: 09 -11 Oct 2019	(29.21)	
EFT Pymt	EFT 5182	17-Oct-2019	Turn It Up Electrical (TIU)	Various Bldgs: Electrical work	(526.68)	
EFT Pymt	EFT 5183	17-Oct-2019	WA Contract Ranger Services	Ranger Services: 17, 26, 29 Sep & 02 Oct; Firebreak inspections 24-26 Sep 2019	(2,103.75)	
EFT Pymt	EFT 5184	17-Oct-2019	Waterman Irrigation	Standpipes - Remote Access Support: Jul - Dec 2019	(514.80)	(110,775.40)
EFT Pymt	EFT 5187	24-Oct-2019	ADC Projects	Cornerstone Bldg - Defects: Administration	(5,489.00)	
EFT Pymt	EFT 5188	24-Oct-2019	BGPS - Beverley Gas & Plumbing Services	Balkuling Standpipe: Repairs	(313.50)	
EFT Pymt	EFT 5189	24-Oct-2019	Beverley Dome Fuel & Hire (BDF)	6,000 L Diesel @ \$1.4150/L GST incl & 2,000 L ULP @ \$1.4110/L GST incl	(11,312.00)	
EFT Pymt	EFT 5190	24-Oct-2019	Beverley Historical Society	2019/20 Donation re Public Liability Insurance	(1,000.00)	
EFT Pymt	EFT 5191	24-Oct-2019	Focus Networks	Hardware: 6 x computers (including set up)	(11,021.83)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5192	24-Oct-2019	Game On Contracting	Mann St - Industrial Land: Gravel carting 09 - 14 Oct 2019	(3,217.50)	
EFT Pymt	EFT 5193	24-Oct-2019	Grants Empire	Consultancy re Youth Precinct & Skate Park plus Heritage Trail - Lotterywest Application: Payment 2 of 2	(990.00)	
EFT Pymt	EFT 5194	24-Oct-2019	Gronbek Security	Various bldgs: Padlocks & keys	(1,344.35)	
EFT Pymt	EFT 5195	24-Oct-2019	LGIS Risk Management	Risk & Governance Day, 25 Sep 2019 - Gingin: DCEO S Marshall	(132.00)	
EFT Pymt	EFT 5196	24-Oct-2019	Landgate	Valuation Fees (GRV Interim Ctry-FESA): 15 Jun - 06 Sep 2019	(71.92)	
EFT Pymt	EFT 5197	24-Oct-2019	Little Eco Hill	Various Rds: Maintenance grading 35.0 hrs 07 - 10 Oct 2019	(6,930.00)	
EFT Pymt	EFT 5198	24-Oct-2019	Patrick Yates	Rates refund (rebate applied) for Ass 9 - 77 Forrest Street, Beverley 6304	(611.22)	
EFT Pymt	EFT 5199	24-Oct-2019	Phillip Dempsey Design & Construction	Bally Bally Hall: Supplies	(280.00)	
EFT Pymt	EFT 5200	24-Oct-2019	Staff - Stefan de Beer	Reimbursements: Sep to Oct 2019 Landline & Internet costs	(83.27)	
EFT Pymt	EFT 5201	24-Oct-2019	Synergy	Power Charges: Street Lights, Caravan Park, Cornerstone, Rec Centre, Pool	(4,395.09)	
EFT Pymt	EFT 5202	24-Oct-2019	Total Tools Midland	Railway St Solar Lights: Tools	(139.85)	
EFT Pymt	EFT 5203	24-Oct-2019	Unique Strokes WA	AS11011 (LBS2003) - Rlwy Stn Painting External & Internal : Progress payment 1	(8,700.00)	
EFT Pymt	EFT 5204	24-Oct-2019	ZircoData Pty Ltd	2019-09 Sep: Storage of Archives 138 x A1 Storage Boxes (Std Ctn)	(63.30)	(56,094.83)
EFT Pymt	EFT 5205	25-Oct-2019	Avon Valley Glass	AS11003 (LBS1808) - Town Hall Kitchen Refurb: Roller shutter doors	(2,317.65)	(2,317.65)
Direct Debit	DD 2392.1	01-Oct-2019	Shadforth Portfolio Service - Super	Superannuation contributions	(827.72)	
Direct Debit	DD 2392.11	01-Oct-2019	Cbus Super Fund	Superannuation contributions	(202.54)	
Direct Debit	DD 2392.2	01-Oct-2019	AMP Lifetime Super	Superannuation contributions	(146.02)	
Direct Debit	DD 2392.3	01-Oct-2019	UniSuper	Superannuation contributions	(201.49)	
Direct Debit	DD 2392.4	01-Oct-2019	WA Super	Superannuation contributions	(7,140.44)	
Direct Debit	DD 2392.5	01-Oct-2019	Superwrap - Personal Super Plan	Superannuation contributions	(166.35)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	DD 2392.6	01-Oct-2019	BT Super For Life	Superannuation contributions	(358.99)	
Direct Debit	DD 2392.7	01-Oct-2019	MLC MasterKey Personal Super	Superannuation contributions	(93.94)	
Direct Debit	DD 2392.8	01-Oct-2019	REST	Superannuation contributions	(67.89)	
Direct Debit	DD 2392.9	01-Oct-2019	Australian Super	Superannuation contributions	(221.67)	
Direct Debit	DD 2392.10	01-Oct-2019	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(228.27)	(9,655.32)
Direct Debit	DD 2409.1	15-Oct-2019	Shadforth Portfolio Service - Super	Superannuation contributions	(827.72)	
Direct Debit	DD 2409.2	15-Oct-2019	UniSuper	Superannuation contributions	(203.63)	
Direct Debit	DD 2409.3	15-Oct-2019	WA Super	Superannuation contributions	(7,115.87)	
Direct Debit	DD 2409.4	15-Oct-2019	BT Super For Life	Superannuation contributions	(358.99)	
Direct Debit	DD 2409.5	15-Oct-2019	MLC MasterKey Personal Super	Superannuation contributions	(46.97)	
Direct Debit	DD 2409.6	15-Oct-2019	Sunsuper Superannuation Fund	Superannuation contributions	(93.17)	
Direct Debit	DD 2409.7	15-Oct-2019	Australian Super	Superannuation contributions	(211.59)	
Direct Debit	DD 2409.8	15-Oct-2019	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(229.07)	
Direct Debit	DD 2409.9	15-Oct-2019	Cbus Super Fund	Superannuation contributions	(202.54)	
Direct Debit	DD 2409.10	15-Oct-2019	AMP Lifetime Super	Superannuation contributions	(32.17)	(9,321.72)
Direct Debit	DD 2426.1	29-Oct-2019	Shadforth Portfolio Service - Super	Superannuation contributions	(827.72)	
Direct Debit	DD 2426.11	29-Oct-2019	Cbus Super Fund	Superannuation contributions	(202.54)	
Direct Debit	DD 2426.2	29-Oct-2019	AMP Lifetime Super	Superannuation contributions	(69.30)	
Direct Debit	DD 2426.3	29-Oct-2019	UniSuper	Superannuation contributions	(202.22)	
Direct Debit	DD 2426.4	29-Oct-2019	WA Super	Superannuation contributions	(7,106.95)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	DD 2426.5	29-Oct-2019	BT Super For Life	Superannuation contributions	(358.99)	
Direct Debit	DD 2426.6	29-Oct-2019	MLC MasterKey Personal Super	Superannuation contributions	(93.94)	
Direct Debit	DD 2426.7	29-Oct-2019	REST	Superannuation contributions	(23.29)	
Direct Debit	DD 2426.8	29-Oct-2019	Sunsuper Superannuation Fund	Superannuation contributions	(111.81)	
Direct Debit	DD 2426.9	29-Oct-2019	Australian Super	Superannuation contributions	(222.86)	
Direct Debit	DD 2426.10	29-Oct-2019	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(229.07)	(9,448.69)
Direct Debit	50	01-Oct-2019	12 - ANZ - BPAY	ANZ - BPAY Txn Fees	(147.68)	
Direct Debit	50	01-Oct-2019	8 - ANZ Transactive	ANZ Merchant Fee	(520.21)	
Direct Debit	50	03-Oct-2019	7 - CBA Merchant Fee	CBA Merchant Fee	(1,130.03)	
Direct Debit	50	04-Oct-2019	8 - ANZ Transactive	ANZ Transactive	(77.00)	
Direct Debit	50	04-Oct-2019	8 - ANZ Transactive	ANZ Transactive	(74.30)	
Direct Debit	EFT 5165	14-Oct-2019	Canon Finance Aust P/L	iRA 8595 Copier Contract MW81199953: 3rd & final instalment	(7,000.00)	
Direct Debit	EFT 5206	31-Oct-2019	Exetel P/L	2019-10 Oct: 2nd NBN service SMB NBN 50/20 unlimited - 0861471366	(70.00)	(9,019.22)
Direct Debit	50	01-Oct-2019	3 - Payments for DoT	Payments for DoT	(1,976.85)	
Direct Debit	50	02-Oct-2019	3 - Payments for DoT	Payments for DoT	(2,892.80)	
Direct Debit	50	03-Oct-2019	3 - Payments for DoT	Payments for DoT	(6,034.90)	
Direct Debit	50	04-Oct-2019	3 - Payments for DoT	Payments for DoT	(2,571.20)	
Direct Debit	50	07-Oct-2019	3 - Payments for DoT	Payments for DoT	(1,441.45)	
Direct Debit	50	08-Oct-2019	3 - Payments for DoT	Payments for DoT	(3,519.30)	
Direct Debit	50	09-Oct-2019	3 - Payments for DoT	Payments for DoT	(2,648.10)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	50	10-Oct-2019	3 - Payments for DoT	Payments for DoT	(1,404.05)	
Direct Debit	50	11-Oct-2019	3 - Payments for DoT	Payments for DoT	(4,218.35)	
Direct Debit	50	14-Oct-2019	3 - Payments for DoT	Payments for DoT	(1,952.80)	
Direct Debit	50	15-Oct-2019	3 - Payments for DoT	Payments for DoT	(2,475.15)	
Direct Debit	50	16-Oct-2019	3 - Payments for DoT	Payments for DoT	(7,710.60)	
Direct Debit	50	18-Oct-2019	3 - Payments for DoT	Payments for DoT	(1,875.40)	
Direct Debit	50	21-Oct-2019	3 - Payments for DoT	Payments for DoT	(6,289.15)	
Direct Debit	50	22-Oct-2019	3 - Payments for DoT	Payments for DoT	(8,586.25)	
Direct Debit	50	22-Oct-2019	3 - Payments for DoT	Payments for DoT	(417.15)	
Direct Debit	50	23-Oct-2019	3 - Payments for DoT	Payments for DoT	(883.40)	
Direct Debit	50	24-Oct-2019	3 - Payments for DoT	Payments for DoT	(450.75)	
Direct Debit	50	25-Oct-2019	3 - Payments for DoT	Payments for DoT	(2,427.60)	
Direct Debit	50	28-Oct-2019	3 - Payments for DoT	Payments for DoT	(2,650.55)	
Direct Debit	50	29-Oct-2019	3 - Payments for DoT	Payments for DoT	(4,167.75)	
Direct Debit	50	30-Oct-2019	3 - Payments for DoT	Payments for DoT	(2,290.45)	
Direct Debit	50	31-Oct-2019	3 - Payments for DoT	Payments for DoT	(814.80)	(69,698.80)
Direct Debit	EFT 5186	24-Oct-2019	Credit Card - Shire of Beverley	Sep 2019 Credit Card Purchases	(522.08)	(522.08)
<b>PAYMENTS RAISED IN CURRENT MONTH</b>					<b>(566,722.82)</b>	<b>(566,722.82)</b>
<b>WAGES &amp; SALARIES</b>						
EFT Pymt		02-Oct-2019	Wages & Salaries	FE - 09 Oct 2019	(58,470.39)	
EFT Pymt		16-Oct-2019	Wages & Salaries	FE - 15 Oct 2019	(52,802.50)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt		30-Oct-2019	Wages & Salaries	FE - 29 Oct 2019	(54,126.75)	
				<b>WAGES &amp; SALARIES</b>	<b>(165,399.64)</b>	<b>(165,399.64)</b>
<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>						
				<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>	<b>0.00</b>	<b>0.00</b>
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>						
				<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>	<b>0.00</b>	<b>0.00</b>
<b>TRANSFERS to TRUST</b>						
				<b>TRANSFERS to TRUST</b>	<b>0.00</b>	<b>0.00</b>
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>						
				<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>	<b>0.00</b>	<b>0.00</b>
<b>INVESTMENTS</b>						
				<b>INVESTMENTS</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURE for MUNICIPAL ACCOUNT</b>						<b>(732,122.46)</b>
<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>						
Credit card	39661143079	03-Sep-2019	Kmart Joondalup	Admin Meeting Room: Furniture (drawer table)	29.00	
Credit card	Q2634	05-Sep-2019	Warehouse Matrix	Town Hall: Floor wax	410.70	<b>439.70</b>
<b>AVONDALE PURCHASES (Machinery Shed Museum)</b>						
Credit card	357984	13-Sep-2019	Avon Trading	Supplies: Aerostart aerosol 300g	16.50	
Credit card	007204	13-Sep-2019	Bev Dome Fuel	43.09 L diesel @ \$1.529/L incl	65.88	<b>82.38</b>
<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>					<b>522.08</b>	<b>522.08</b>

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
<b>TRUST ACCOUNT DETAILS</b>						
<b>PAYMENTS RAISED IN CURRENT MONTH</b>						
EFT Pymt	EFT 5136	10-Oct-2019	RHG Contractors P/L	Inv 11294 - Final payment, Retention fees	(36,738.99)	
EFT Pymt	EFT 5137	10-Oct-2019	Shire of Beverley	Transfer of balance of RHG retention fees as finalised re INV 11294	(21,328.64)	<b>(58,067.63)</b>
EFT Pymt	EFT 5166	17-Oct-2019	Jessica-Jane Edye	Refund of Gym Key Bond (Rec 21091)	(50.00)	
EFT Pymt	EFT 5167	17-Oct-2019	Shire of Beverley	Forfeit of bonds as authorised by DCEO S Marshall	(815.00)	
EFT Pymt	EFT 5168	17-Oct-2019	Wayde Alexander McLean	Refund of Gym Key Bond (Rec QB 3532)	(30.00)	<b>(895.00)</b>
EFT Pymt	EFT 5185	24-Oct-2019	Gavin Ugle	Refund of Gym Key Bond (Rec 9578)	(50.00)	<b>(50.00)</b>
<b>PAYMENTS RAISED IN CURRENT MONTH</b>					<b>(59,012.63)</b>	<b>(59,012.63)</b>
<b>PAYMENTS UNPRESENTED IN CURRENT BANK #</b>						
<b>PAYMENTS UNPRESENTED IN CURRENT BANK #</b>					<b>0.00</b>	<b>0.00</b>
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>						
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>					<b>0.00</b>	<b>0.00</b>
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>						
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>					<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURE for TRUST ACCOUNT</b>						<b>(59,012.63)</b>
<b>TOTAL EXPENDITURE as reconciled to the OCTOBER 2019 BANK STATEMENTS</b>						
Municipal Account Expenditure						(732,122.46)
Trust Account Expenditure						(59,012.63)
<b>TOTAL EXPENDITURE for OCTOBER 2019</b>						<b>(791,135.09)</b>

### **11.3 RFT04/1920 Provision of Refuse and Recycling Collection Services**

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**SUBMISSION TO:** Ordinary Council Meeting 26 November 2019  
**REPORT DATE:** 19 November 2019  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0188  
**AUTHOR:** S.K. Marshall, Chief Executive Officer  
**ATTACHMENTS:** Tender Analysis (under separate cover)

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#### **SUMMARY**

Council to consider selecting a Recycling & Waste Collection Services provider for the three year period 1 January 2020 to 31 December 2022.

#### **BACKGROUND**

Council's current contract for recycling and waste collection services with Avon Waste expires on 31 December 2019.

Currently the service includes collection of 680 kerbside general waste bins collected weekly; 672 kerbside recycle bins collected fortnightly; two bulk mixed recycling bins and a bulk cardboard recycling bin.

Tenders were called on 24 October 2019 via the WALGA E-Quotes system. Tenders closed on 18 November 2019 at 4pm.

#### **COMMENT**

19 suppliers were invited to tender for the Recycling & Waste Collection Services contract, these included:

- Avon Waste
- Cleanaway
- Cleartech
- Great Southern Waste Disposal
- Instant Waste Management
- J.J. Richards & Sons Pty Ltd
- Mandalay Technologies
- MRA Consulting Group
- MRI (Aust) Pty Ltd
- North West Alliance Pty Ltd
- Resource Recovery Australia
- Solo Resource Recovery
- Southern Metropolitan Regional Council
- SUEZ Recycling & Recovery Pty Ltd
- Total Green Recycling Pty Ltd
- Veolia Environmental Services
- Warren Blackwood Waste
- West Tip Waste Control
- workpower

Avon Waste and Cleanaway were the only suppliers to make a submission.

An analysis on each submission was made with the following maximum point scores:

Relevant Experience	20
Tendered Price	45
Resources and Availability	10
Quality of Plant	10
Backup Plant	5
Non-Reliance on Subcontractors	5
Regional Preference	5
Total	100

Avon Waste scored 98.67 and Cleanaway scored 95.00. The completed tender analysis based on the above criteria is attached under separate cover.

The price structure of both tenders is below for Council's information.

AVON WASTE	MGB Units	Price Tendered (per unit)	Total Tendered Price (per collection)	Total Tendered Price (per year)
<b>WEEKLY REFUSE COLLECTION</b>				
Residential MGBs	668	\$1.59	\$1,062.12	\$55,230.24
Commercial MGBs	12	\$1.59	\$19.08	\$992.16
Street MGBs				
<b>FORTNIGHTLY RECYCLING MATERIAL COLLECTION</b>				
Residential MGBs	672	\$3.16	\$2,123.52	\$55,211.52
Bulk Bin Co-mingled	2	\$75.00	\$150.00	\$3,900.00
Bulk Bin Cardboard	1	\$55.00	\$55.00	\$1,430.00
<b>TOTAL TENDERED PRICE (per year inc GST)</b>				\$116,763.92

CLEANAWAY	MGB Units	Price Tendered (per unit)	Total Tendered Price (per collection)	Total Tendered Price (per year)
<b>WEEKLY REFUSE COLLECTION</b>				
Residential MGBs	668	\$1.76	\$1,175.68	\$61,135.36
Commercial MGBs	12	\$1.76	\$21.12	\$1,098.24
Street MGBs				
<b>FORTNIGHTLY RECYCLING MATERIAL COLLECTION</b>				
Residential MGBs	672	\$2.14	\$1,438.08	\$37,390.08
Bulk Bin Co-mingled	2	\$175.39	\$350.78	\$9,120.28
Bulk Bin Cardboard	1	\$175.39	\$175.39	\$4,560.14
<b>TOTAL TENDERED PRICE (per year inc GST)</b>				\$113,304.10

The Tender specification provides the following in relation to annual price increases:

### **1.7.3 PRICE BASIS**

*All rates for goods/services offered under this Request will be reviewed annually at the end of each Financial Year and increased in accordance with upward movements in the Consumer Price Index for Perth (CPI) as provided by the Australian Bureau of Statistics. In the event of a decrement in the CPI, the rates are to remain the same.*

*Tendered prices must include Goods and Services Tax (GST).*

*Unless otherwise indicated prices tendered must include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.*

Clause 5.1 of the Tender Specification states:

### **5.1 RISE AND FALL ADJUSTMENT**

*The Contract shall not be subject to rise and fall adjustment in costs.*

Avon Waste, in their tender submission, have proposed an alternative variable charging structure:

*Avon Waste would also like to propose a better way to charge the recycling collection based on a lift rate and a processing rate. The processing rate has been a big variable for us in recent times.*

*Instead of predicting the rate for the next three years, we think it a better system to pass on this rate per tonne to the local councils. This allows total transparency of the gate fee for the processing.*

*The Gate Fee is reviewed every three months with the sale of the basket of goods effecting the rate either positively or negatively. The Shire of Beverley invoice would then have the per tonne rate for what has been actually taken away from the Shire.*

*We also see this as the best way to transition into the new Container Deposit Scheme which is likely to be introduced in the middle of next year. If the processing rate is identified separately then it will be easier to distribute a refund back to the Shires.*

*This would effect the rate in the following way:*

*Kerbside Recycling \$2.78 inc GST per collection*

*Bulk Recycling \$58 inc GST per collection*

*Bulk Recycling \$55 inc GST per collection*

*Processing Rate \$71.50 per tonne inc GST*

Previously an average of 9.82t recycling per month was collected during 2018/19.

If the alternative pricing structure was to be accepted the pricing schedule would be as follows:

AVON WASTE	MGB Units	Price Tendered (per unit)	Total Tendered Price (per collection)	Total Tendered Price (per year)
<b>WEEKLY REFUSE COLLECTION</b>				
Residential MGBs	668	\$1.59	\$1,062.12	\$55,230.24
Commercial MGBs	12	\$1.59	\$19.08	\$992.16
Street MGBs				
<b>FORTNIGHTLY RECYCLING MATERIAL COLLECTION</b>				
Residential MGBs	672	\$2.78	\$1,868.16	\$48,572.16
Bulk Bin Co-mingled	2	\$58.00	\$116.00	\$3,016.00
Bulk Bin Cardboard	1	\$55.00	\$55.00	\$1,430.00
Recycling Processing Fee (per T)	4.91	\$71.50	\$351.07	\$9,127.69
<b>TOTAL TENDERED PRICE (per year inc GST)</b>				<b>\$118,368.25</b>

Given the higher cost to Council, this structure would not be recommended to be supported. Given increased education on recycling it could be expected that recycling rates may rise and consequently more tonnes processed in the future, however with the introduction of a Container Deposit Scheme volumes may reduce as individuals collect and distribute their refundable waste.

Also, this doesn't take into account any refund from the new Container Deposit Scheme which may be applicable to the Shire collections. The Container Deposit Scheme is due to begin on 2 June 2020 with a two year transition period until 2 June 2022. Given this final compliance date would be near the end of this contract, this revised structure may be worth considering then.

Avon Waste are already supply recycling data so, should the container deposit scheme become active, they should be able to calculate credits from the scheme owing to the Shire moving forward.

In addition, Avon Waste have been Councils waste servicing supplier since 1987 and have provided an excellent service with no recorded disputes or concerns. A good working relationship has been established and the business supports employment in our regional area.

Cleanaway currently operates from the metropolitan area. Advice has been received through their tender submission that they are looking to establish a depot in Northam to be operational by 1 July 2020.

## **STATUTORY ENVIRONMENT**

Regulation 11 (2b) of the *Local Government (Functions and General) Regulations 1996* provides that Tenders do not have to be publicly invited according to the requirements of this Division if the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA.

## **FINANCIAL IMPLICATIONS**

Future Budgets – three year contract.

## **STRATEGIC IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Policy AF007 – Purchasing and Procurement: Goods and Services with value of \$150,000 or over, a call for tender is required.

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That;

1. the tender for the provision of Recycling & Waste Collection Services be awarded to Avon Waste for \$116,763.92 inc GST per year for the period 1 January 2020 to 31 December 2022, on the condition that the annual price review for year 2 and 3 of the contract be determined in accordance with clause 1.7.3 of the Shire of Beverley Tender Specification.
2. a contract extension option for the Recycling & Waste Collection Services of three years from 1 January 2023, at the discretion of Council, be included in the service contract.

## **11.4 2020/21-2029/30 Long Term Financial Plan**

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**SUBMISSION TO:** Ordinary Council Meeting 26 November 2019  
**REPORT DATE:** 19 November 2019  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0438  
**AUTHOR:** S.K. Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** 2020/21-2029/30 Long Term Financial Plan

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### **SUMMARY**

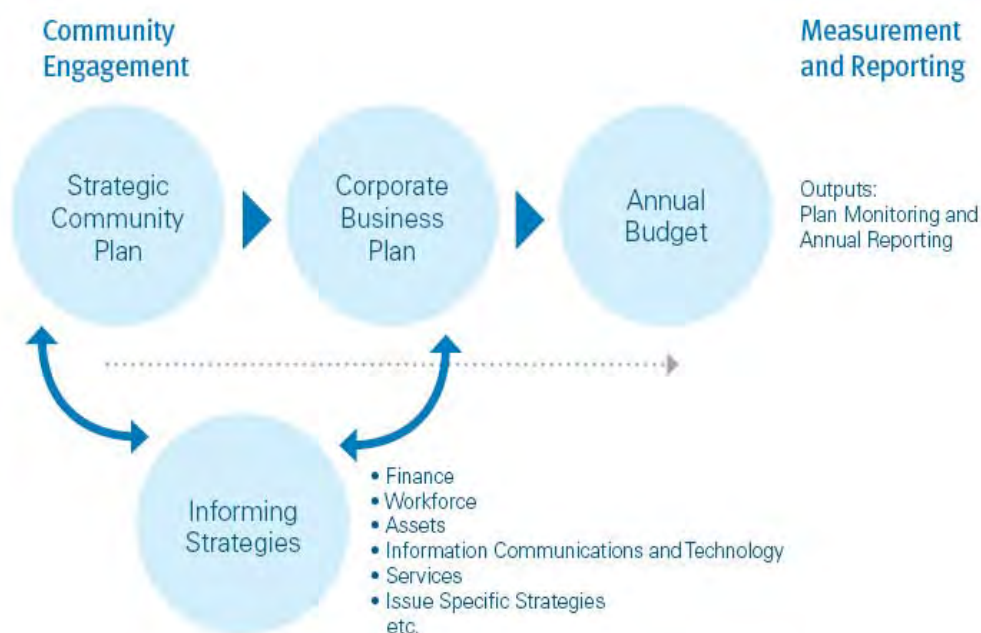
Council to consider adopting the 2020/21-2029/30 Long Term Financial Plan (LTFP) as prepared by the Financial Planning Working Group.

### **BACKGROUND**

The Financial Planning Working Group, consisting of Crs Davis, Pepper and White, the CEO and DCEO, have been reviewing and preparing the 2020/21-2029/30 LTFP since January 2019.

The Group took into consideration Council's capital project priorities and reviewed and applied revenue and expenditure assumptions to produce the proposed LTFP.

The LTFP forms part of Council's integrated planning framework as an informing strategy document and will be a useful tool in guiding future Budgets and will also be useful as a supporting document when looking to attract grant funding for priority projects.



### **Elements of Integrated Planning and Reporting Framework**

## **COMMENT**

The 2020/21-2029/30 LTFP is attached for review.

The 10 year forecasts use the 2019/20 Budget as a base and assumptions are applied to forecast future revenue and expenditure.

In general the LTFP demonstrates a positive and sustainable financial pathway for the next 10 years.

The LTFP is a guiding document and is flexible. Annual Budget deliberations will still occur as per Council's regular planning cycle. It is envisaged that the LTFP will be reviewed and updated annually through the budgetary process.

The LTFP is guided by Council's Strategic Community Plan and will in turn guide the development of Council's Corporate Business Plan.

## **STATUTORY ENVIRONMENT**

Nil – Council is not statutorily obliged to produce a LTFP, however to calculate several legislated Asset Ratios, a 10 year capital renewal forecast is required.

## **FINANCIAL IMPLICATIONS**

10 year financial forecast.

## **STRATEGIC IMPLICATIONS**

The LTFP looks to fund the objectives set out in Council's Strategic Community Plan.

## **POLICY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That the 2020/21-2029/30 Long Term Financial Plan be adopted and published on the Shire of Beverley website.

## **12. ADMINISTRATION**

### **12.1 Code of Conduct Review**

---

<b>SUBMISSION TO:</b>	<b>Ordinary Council Meeting 26 November 2019</b>
<b>REPORT DATE:</b>	<b>8 November 2019</b>
<b>APPLICANT:</b>	<b>Shire of Beverley</b>
<b>FILE REFERENCE:</b>	<b>ADM 0397</b>
<b>AUTHOR:</b>	<b>S.P. Gollan, Chief Executive Officer</b>
<b>ATTACHMENTS:</b>	<b>Code of Conduct</b>

---

#### **SUMMARY**

Council to complete the annual review the Code of Conduct.

#### **BACKGROUND**

Council formally adopted the Code of Conduct in December 2013. Best practise is to review the Code of Conduct annually to minimise the potential for misconduct.

#### **COMMENT**

The Code of Conduct was last reviewed and amended at the 23 October 2018 Ordinary Council Meeting.

Council use a proforma Western Australian Local Government Association (WALGA) model of Code of Conduct to update the Shire of Beverley Code of Conduct.

There are slight grammatical amendments and one addition in the Code of Conduct to address Social Media and Communication, which are all highlighted in red.

The Code of Conduct is attached under separate cover.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995 - Section 5.103 (1)*

Requires a Local Government to prepare and adopt a Code of Conduct to be observed by Council Members, Committee Members and employees.

*Local Government (Administration) Regulations 1996 – Part 9 Codes of Conduct*

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Goal 12: Council leads the organisation and engages with the community in an accountable and professional manner.

Point of Measurement: We meet the integrated planning standards

#### **POLICY IMPLICATIONS**

N/A

#### **VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council endorse the Code of Conduct review and update the record of Adoption and Review.

## **12.2 Record Keeping Plan 2019**

---

<b>SUBMISSION TO:</b>	<b>Ordinary Council Meeting 26 November 2019</b>
<b>REPORT DATE:</b>	<b>8 November 2019</b>
<b>APPLICANT:</b>	<b>Shire of Beverley</b>
<b>FILE REFERENCE:</b>	<b>ADM 0130</b>
<b>AUTHOR:</b>	<b>S.K. Marshall, Deputy Chief Executive Officer</b>
<b>ATTACHMENTS:</b>	<b>Record Keeping Plan (Under separate cover)</b>

---

### **SUMMARY**

Council to consider receiving the 2019 Recordkeeping Plan.

### **BACKGROUND**

The State Records Commission approved the 2014 Recordkeeping Plan at its meeting on 5 December 2014. The Shire must review the plan within 5 years of this date and submit its updated plan by 5 December 2019.

### **COMMENT**

Staff have reviewed and amended the Recordkeeping Plan. It is attached for Council's reference.

In 2014 Council adopted an IT Disaster Recovery Plan with Focus Networks and in 2018 changed its electronic filing system to match the hardcopy system. The previous Recordkeeping Plan suggested an investigation into a fully electronic recordkeeping module however at this stage management have not found a suitable module to address the Shire needs within an acceptable budget.

### **STATUTORY ENVIRONMENT**

*State Records Act 2000*, Section 28.

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Goal 12: Council leads the organisation and engages with the community in an accountable and professional manner.

Point of Measurement: We meet the integrated planning standards

### **POLICY IMPLICATIONS**

N/A

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council receive the 2019 Recordkeeping Plan and submit the plan to the State Records Commission.

### **13. CONFIDENTIAL ITEMS**

#### **13.1 Confidential Report - Meeting Closed to the Public**

##### **OFFICER RECOMMENDATION**

That the meeting be closed to the public and staff for Council to discuss the Chief Executive Officer contract and salary.

### **13.2 Chief Executive Officer Contract and Remuneration**

---

<b>SUBMISSION TO:</b>	<b>Ordinary Council Meeting 26 November 2019</b>
<b>REPORT DATE:</b>	<b>19 November 2019</b>
<b>APPLICANT:</b>	<b>N/A</b>
<b>FILE REFERENCE:</b>	<b>ADM</b>
<b>AUTHOR:</b>	<b>CEO Performance Review Committee</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>

---

Confidential report to be provided by the CEO Performance Review Committee regarding the CEO Contract and Salary.

### **13.3 Meeting Open to the Public**

#### **OFFICER RECOMMENDATION**

That the meeting re-open the to the public and announce any decisions made.

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

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

**15. CLOSURE**

The Chairman to declare the meeting closed.



**5 NOVEMBER 2019**

**SPECIAL COUNCIL MEETING**

**MINUTES**

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## **1. OPENING**

The Chairman declared the meeting open at 9:02 am

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

### **2.1 Members Present**

Cr DW Davis	Shire President
Cr CJ Pepper	Deputy President
Cr DL Brown	
Cr P Gogol	
Cr CJ Lawlor	
Cr SW Martin	
Cr TF McLaughlin	
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**

Nil

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

Cr TWT Seed

## **3. DECLARATIONS OF INTEREST**

Nil

#### **4. CONFIRMATION OF MINUTES**

##### **4.1 Minutes Audit and Risk Committee Meeting 31 October 2019**

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

That the Minutes of the Audit and Risk Committee Meeting held Thursday 31 October 2019 be received.

#### **COUNCIL RESOLUTION**

**MSM1/1119**

**Moved Cr Gogol**

**Seconded Cr McLaughlin**

**That the Minutes of the Audit and Risk Committee Meeting held Thursday 31 October 2019 be received.**

**CARRIED 8/0**

9:05am – Maria Cavallo, Director AMD Chartered Accountants joined the meeting by teleconference to discuss the Management Letter and Independent Auditors Report.

9:16am – The teleconference ended, Maria Cavallo left the meeting and did not rejoin.

## **5. OFFICER REPORTS**

### **5.1 Draft 2018/19 Management Letter**

---

<b>SUBMISSION TO:</b>	<b>Special Meeting of Council 5 November 2019</b>
<b>REPORT DATE:</b>	<b>31 October 2019</b>
<b>APPLICANT:</b>	<b>N/A</b>
<b>FILE REFERENCE:</b>	<b>ADM 0231</b>
<b>AUTHOR:</b>	<b>S.K. Marshall, Deputy Chief Executive Officer</b>
<b>ATTACHMENTS:</b>	<b>2018/19 Management Letter</b>

---

#### **SUMMARY**

The Audit and Risk Committee to consider recommending to Council that the 2018/19 Management Letter be received.

#### **BACKGROUND**

The final audit was conducted by AMD Chartered Accountants between 24 – 26 September 2019.

The Management Letter was received on 25 October 2019.

#### **COMMENT**

The 2018/19 Management Report is attached.

The following issues were raised following the audit:

#### **1. ASSET MANAGEMENT PLANS/LONG TERM FINANCIAL PLAN**

##### ***Finding Rating: Moderate***

As required by Regulation 50(1)(c) of the Local Government (Financial Management) Regulations 1996, the Shire of Beverley is to disclose in its Annual Financial Report an “asset renewal funding ratio” and in terms of Regulation 10(3)(e) of the Local Government (Audit) Regulations 1996 the auditor is required to provide an opinion on whether or not the following financial ratios included in the Annual Financial Report are supported by verifiable information and reasonable assumptions:

- (i) The asset consumption ratio; and
- (ii) The asset renewal funding ratio.

An Asset Management Plan assists the local government to comply with the requirements stated above. At the date of the audit, we noted the Shire of Beverley did not have an up to date Asset Management Plan or Long Term Financial Plan in place. However, we acknowledge we were provided with a revised Long Term Financial Plan and associated Asset Management Plan which is yet to be endorsed by Council.

#### **Implication**

Without an up to date Asset Management Plan in place the asset renewal ratio would not be supported by verifiable information and reasonable assumptions as required by Regulation 10(e) of the Local Government (Audit) Regulations 1996.

### **Recommendation**

We recommend the Shire of Beverley reviews the current Asset Management Plan and Long Term Financial Plan to ensure that the required capital and replacement expenditure estimated is relevant, up to date and endorsed by Council to enable the calculation of the asset renewal funding ratio.

### **Management Comment**

Noted – The Long Term Financial Plan is in final draft ready for final review and review of Asset Management Plans will follow. It is expected that required plans will be current ready for robust calculation of 2019/20 asset ratios.

## **2. EMPLOYEE ENTITLEMENTS**

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

We noted the following in respect to employee entitlements:

- There was no documentation to support the authorization of annual leave 'cashed out' to an employee during the year. Our inquiries indicated this was a verbal agreement;
- A variance identified when reviewing the annual leave accrual for an employee for the year ended 30 June 2019; and
- Three employees have accrued in excess of eight weeks annual leave at 30 June 2019. Two of these employees also have long service leave benefits due.

Further details can be provided upon request.

### **Implication**

Risk of unauthorised expenditure.

Risk of material misstatement or omission within the accounting records.

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:

- All leave 'cashed out' be documented in writing and approved by senior management prior to being disbursed;
- Employee entitlements be reviewed regularly to ensure they are calculated correctly. If they are incorrect, the entitlements should be adjusted accordingly; and
- Employees take regular leave through ongoing management of leave scheduling and leave liabilities.

### **Management Comment**

Noted – Excessive Leave is monitored, one staff member with excessive leave is the DCEO who took six weeks paternity leave off in 2018. The other two employees' balances have been reduced in the 2019/20 financial year. Greater care will be given to accrual calculations in the future and leave documentation procedures have been updated.

At its 31 October meeting, the Audit and Risk Committee recommended that Council receive the 2018/19 Management Letter.

**STATUTORY ENVIRONMENT**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**AUDIT AND RISK COMMITTEE RECOMMENDATION**

That Council receive the 2018/19 Management Letter.

**COUNCIL RESOLUTION**

**MSM2/1119**

**Moved Cr Martin**

**Seconded Cr White**

**That Council receive the 2018/19 Management Letter.**

**CARRIED 8/0**

## Attachment 5.1



30 October 2019

**Cr Don Davis**  
**President**  
**Shire of Beverley**  
**PO Box 20**  
**BEVERLEY WA 6304**

Dear Don

**SHIRE OF BEVERLEY**  
**30 JUNE 2019 MANAGEMENT REPORT**

Following completion of our 30 June 2019 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 the 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 the 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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Bunbury, WA 6230  
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## Attachment 5.1

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 2018 in respect of the preparation of the 30 June 2019 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 Audit Findings**

#### **8.1 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. Our audit report for 30 June 2019 is unqualified with our opinion stating the financial report presents fairly the financial position of the Shire of Beverley, as at and for the year ending 30 June 2019.

## Attachment 5.1

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.

Due to the high quality of the financial records and supporting reconciliations provided to us which correctly supported all year end balances, we are also pleased to report there are no audit adjustments arising from our 30 June 2019 audit.

### 8.2 Local Government Act Compliance Measures

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

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

### 8.3 Specific Comments and Recommendations

Please refer to Appendix 1 for specific comments and audit recommendations arising from our 30 June 2019 audit. We provide these comments and recommendations to suggest improvements to the 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.

### 8.4 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**  
Director

cc: Stephen Gollan  
Chief Executive Officer

## Attachment 5.1

### APPENDIX 1 Audit Recommendations for the year ended 30 June 2019

#### 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.*

#### 1. ASSET MANAGEMENT PLANS/LONG TERM FINANCIAL PLAN

**Finding Rating: Moderate**

As required by Regulation 50(1)(c) of the Local Government (Financial Management) Regulations 1996, the Shire of Beverley is to disclose in its Annual Financial Report an "asset renewal funding ratio" and in terms of Regulation 10(3)(e) of the Local Government (Audit) Regulations 1996 the auditor is required to provide an opinion on whether or not the following financial ratios included in the Annual Financial Report are supported by verifiable information and reasonable assumptions:

- (i) The asset consumption ratio; and
- (ii) The asset renewal funding ratio.

An Asset Management Plan assists the local government to comply with the requirements stated above. At the date of the audit, we noted the Shire of Beverley did not have an up to date Asset Management Plan or Long Term Financial Plan in place. However, we acknowledge we were provided with a revised Long Term Financial Plan and associated Asset Management Plan which is yet to be endorsed by Council.

#### **Implication**

Without an up to date Asset Management Plan in place the asset renewal ratio would not be supported by verifiable information and reasonable assumptions as required by Regulation 10(e) of the Local Government (Audit) Regulations 1996.

#### **Recommendation**

We recommend the Shire of Beverley reviews the current Asset Management Plan and Long Term Financial Plan to ensure that the required capital and replacement expenditure estimated is relevant, up to date and endorsed by Council to enable the calculation of the asset renewal funding ratio.

#### **Management Comment**

Noted – The Long Term Financial Plan is in final draft ready for final review and review of Asset Management Plans will follow. It is expected that required plans will be current ready for robust calculation of 2019/20 asset ratios.

## Attachment 5.1

### APPENDIX 1 Audit Recommendations for the year ended 30 June 2019

#### 2. EMPLOYEE ENTITLEMENTS

##### *Finding Rating: Minor*

We noted the following in respect to employee entitlements:

- There was no documentation to support the authorization of annual leave 'cashed out' to an employee during the year. Our inquiries indicated this was a verbal agreement;
- A variance identified when reviewing the annual leave accrual for an employee for the year ended 30 June 2019; and
- Three employees have accrued in excess of eight weeks annual leave at 30 June 2019. Two of these employees also have long service leave benefits due.

Further details can be provided upon request.

##### **Implication**

Risk of unauthorised expenditure.

Risk of material misstatement or omission within the accounting records.

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:

- All leave 'cashed out' be documented in writing and approved by senior management prior to being disbursed;
- Employee entitlements be reviewed regularly to ensure they are calculated correctly. If they are incorrect, the entitlements should be adjusted accordingly; and
- Employees take regular leave through ongoing management of leave scheduling and leave liabilities.

##### **Management Comment**

Noted – Excessive Leave is monitored, one staff member with excessive leave is the DCEO who took six weeks paternity leave off in 2018. The other two employees' balances have been reduced in the 2019/20 financial year. Greater care will be given to accrual calculations in the future and leave documentation procedures have been updated.

## **5.2 Draft 2018/19 Independent Auditor's Report**

---

<b>SUBMISSION TO:</b>	<b>Special Meeting of Council 5 November 2019</b>
<b>REPORT DATE:</b>	<b>31 October 2019</b>
<b>APPLICANT:</b>	<b>N/A</b>
<b>FILE REFERENCE:</b>	<b>ADM 0047</b>
<b>AUTHOR:</b>	<b>S.K. Marshall, Deputy Chief Executive Officer</b>
<b>ATTACHMENTS:</b>	<b>Draft 2018/19 Audit Report</b>

---

### **SUMMARY**

Council to consider that the draft 2018/19 Independent Auditor's Report be received.

### **BACKGROUND**

The audit of the 2018/19 Financial Report was conducted by AMD Chartered Accountants in September 2019.

The unsigned Independent Auditor's Report was received on 25 October 2019.

### **COMMENT**

Please see attached draft 2018/19 Independent Auditor's Report.

At its 31 October 2019 meeting, the Audit and Risk Committee recommended that Council receive the 2018/19 Independent Auditor's Report.

### **STATUTORY ENVIRONMENT**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **AUDIT AND RISK COMMITTEE RECOMMENDATION**

That Council receive the Independent Auditor's Report.

### **COUNCIL RESOLUTION**

**MSM3/1119**

**Moved Cr White**

**Seconded Cr Brown**

**That Council receive the Independent Auditor's Report.**

**CARRIED 8/0**

## Attachment 5.2



### INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Shire of Beverley

Report on the Audit of the Financial Report

#### *Opinion*

We have audited the annual financial report of the Shire of Beverley which comprises the Statement of Financial Position as at 30 June 2019, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In our opinion the annual financial report of the Shire of Beverley:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire of Beverley for the year ended 30 June 2019 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

#### *Basis for 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 Shire of Beverley in accordance with the relevant ethical requirements of 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. 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 opinion.

#### *Emphasis of Matter – Basis of Accounting*

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Shire of Beverley's financial reporting responsibilities under the Act. Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), does not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report. Our opinion is not modified in respect of this matter.

#### *Responsibilities of the Chief Executive Officer and Council for the Financial Report*

The Chief Executive Officer (CEO) of the Shire of Beverley is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

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## Attachment 5.2

In preparing the financial report, the CEO is responsible for assessing the Shire of Beverley's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State government has made decisions affecting the continued existence of the Shire of Beverley.

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

### ***Auditor's Responsibility for the Audit of the Financial Report***

The objectives of our audit 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.

As part of an audit in accordance with Australian Auditing Standards, We exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire of Beverley's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the CEO.
- Conclude on the appropriateness of the CEO's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Shire of Beverley's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report, as we cannot predict future events or conditions that may have an impact.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Council and the CEO regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## Attachment 5.2

### Report on Other Legal and Regulatory Requirements

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

- (i) In our opinion, the following matters indicate significant adverse trends in the financial position of the Shire of Beverley:
  - a. Operating surplus ratio as reported in Note 19 of the financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard of zero for the current year (2017: 0.11, 2018: 0.16 and 2019: -0.20).
- (ii) There were no instances of non-compliance with Part 6 of the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* or applicable financial controls of any other written law identified during the course of our audit.
- (iii) All required information and explanations were obtained by us.
- (iv) All audit procedures were satisfactorily completed.
- (v) In our opinion, the asset consumption included in the annual financial report were supported by verifiable information and reasonable assumptions.
- (vi) In our opinion, the asset renewal funding ratio included in the annual financial report was not supported by verifiable information and reasonable assumptions.

### Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the Shire of Beverley for the year ended 30 June 2019 included on the Shire of Beverley's website. The Shire of Beverley's management is responsible for the integrity of the Shire of Beverley's website. This audit does not provide assurance on the integrity of the Shire of Beverley's website. The auditor's report refers only to the financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

### AMD Chartered Accountants



**MARIA CAVALLO CA**  
Director

28-30 Wellington Street, Bunbury, Western Australia  
5 November 2019

### **5.3 2018/19 Councillors' Declaration**

---

<b>SUBMISSION TO:</b>	<b>Special Meeting of Council 5 November 2019</b>
<b>REPORT DATE:</b>	<b>31 October 2019</b>
<b>APPLICANT:</b>	<b>N/A</b>
<b>FILE REFERENCE:</b>	<b>ADM 0047</b>
<b>AUTHOR:</b>	<b>S.K. Marshall, Deputy Chief Executive Officer</b>
<b>ATTACHMENTS:</b>	<b>2018/19 Councillor's Declaration</b>

---

#### **SUMMARY**

Council to consider that the 2018/19 Councillors' Declaration be signed and received as recommended by the Audit and Risk Committee 31 October 2019.

#### **BACKGROUND**

The Councillors' Declaration was first 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.

The declaration also stipulates that it is the opinion of Council that all outstanding debts will be paid when due.

#### **STATUTORY ENVIRONMENT**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

#### **AUDIT AND RISK COMMITTEE RECOMMENDATION**

That Council authorise the President and Deputy President to sign the 2018/19 Councillors' Declaration and include the Declaration in the 2018/19 Annual Report.

**COUNCIL RESOLUTION**

**MSM4/1119**

**Moved Cr Martin**

**Seconded Cr Lawlor**

**That Council authorise the President and Deputy President to sign the 2018/19 Councillors' Declaration and include the Declaration in the 2018/19 Annual Report.**

**CARRIED 8/0**

## Attachment 5.3

### 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 2019 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 DW Davis  
President



Cr CJ Pepper  
Deputy President

Dated this 5th day of November 2019

## **5.4 Draft 2018/19 Annual Report**

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<b>SUBMISSION TO:</b>	<b>Special Meeting of Council 5 November 2019</b>
<b>REPORT DATE:</b>	<b>31 October 2019</b>
<b>APPLICANT:</b>	<b>N/A</b>
<b>FILE REFERENCE:</b>	<b>ADM 0199</b>
<b>AUTHOR:</b>	<b>S.K. Marshall, Deputy Chief Executive Officer</b>
<b>ATTACHMENTS:</b>	<b>Draft 2018/19 Annual Report (under separate cover)</b>

---

### **SUMMARY**

Council to consider that the 2018/19 Annual Report be approved.

### **BACKGROUND**

The 2018/19 Annual Report has been produced in-house by the Deputy Chief Executive Officer and was audited by AMD Chartered Accountants in September 2019.

### **COMMENT**

The 2018/19 Annual Report is attached for the Committees consideration.

The 2018/19 Annual Report document has been designed and formatted by Workhouse Advertising.

At its 31 October meeting, the Audit and Risk Committee recommended that Council receive the Draft 2018/19 Annual Report be approved.

### **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 AND RISK COMMITTEE RECOMMENDATION**

That;

1. the 2018/19 Annual Report be approved;
2. a minimum of 14 days public notice of the availability of the 2018/19 Annual Report be given; and
3. the 2018/19 Annual Report be forwarded to the Department of Local Government.

**COUNCIL RESOLUTION**

**MSM5/1119**

**Moved Cr Gogol**

**Seconded Cr White**

**That;**

- 1. the 2018/19 Annual Report be approved;**
- 2. a minimum of 14 days public notice of the availability of the 2018/19 Annual Report be given; and**
- 3. the 2018/19 Annual Report be forwarded to the Department of Local Government.**

**CARRIED 8/0**

## **5.5 Annual Electors Meeting**

---

<b>SUBMISSION TO:</b>	<b>Special Meeting of Council 5 November 2019</b>
<b>REPORT DATE:</b>	<b>25 October 2019</b>
<b>APPLICANT:</b>	<b>N/A</b>
<b>FILE REFERENCE:</b>	<b>ADM 0047</b>
<b>AUTHOR:</b>	<b>S.K. Marshall, Deputy Chief Executive Officer</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>

---

### **SUMMARY**

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

### **BACKGROUND**

The 2018/19 Annual Report has been produced in-house by the Deputy Chief Executive Officer and was audited by AMD Chartered Accountants in October 2019.

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 Thursday 15 November 2018 in the function room of the Cornerstone Building.

Should the Annual report be approved and received Tuesday 5 November 2019, the last date on which the Annual Electors Meeting can be held is Monday 30 December 2019.

Due to the 14 day advertising requirement of the availability of the 2018/19 Annual Report, a weekday evening on or after 19 November 2019 to hold the Annual Electors Meeting would seem to be appropriate. The meeting would be advertised in the Beverley Bulletin, the Shire Facebook page and the Shire of Beverley website. It is unable to be advertised in the Blarney as the November issue will already be printed and distributed.

At its 31 October 2019 meeting, the Audit and Risk Committee recommended that Council select Monday 25 November 2019 as the date for the Annual Electors Meeting.

### **STATUTORY ENVIRONMENT**

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

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

- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**AUDIT AND RISK COMMITTEE RECOMMENDATION**

That Council hold the Annual Electors Meeting on Monday 25 November 2019 commencing at 6pm at the Cornerstone Building.

**COUNCIL RESOLUTION**

**MSM6/1119**

**Moved Cr Pepper**

**Seconded Cr Martin**

**That Council hold the Annual Electors Meeting on Monday 25 November 2019 commencing at 6pm at the Cornerstone Building.**

**CARRIED 8/0**

## **6. NEW BUSINESS ARISING BY ORDER OF THE MEETING**

Nil

## **7. CLOSURE**

The Chairman declared the meeting closed at 9:33am

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

PRESIDING MEMBER:

DATE:



**2020/21 – 2029/30**

# **LONG TERM FINANCIAL PLAN**



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## Executive Summary

The Local Government operating environment is forever changing and consequently this plan should be viewed as a guiding document which sets out the current Councils long term objectives given the environment in which we operate today.

In the development of this Long Term Financial Plan (LTFP), Council has given consideration to multiple strategic influences including;

- Rates;
- Debt;
- Cash Reserves;
- Operations;
- Capital Program;
- Asset Management;
- Grant Funding;
- Ratios; and
- Closing Balances.

The intent of this document is to demonstrate Council's sustainability moving forward in progressing and achieving the goals established by the Community in the Strategic Community Plan (SCP).

Based on revenue and expenditure forecasts for the 10 year period 2020/21 to 2029/30 the Shire of Beverley will be financially and operationally sustainable and manage its assets sustainably for the life of this LTFP.

## 1. Purpose of the Plan

The Shire of Beverley's Long Term Financial Plan is an important part of Council's strategic planning process. The Plan is aligned to the Council's Strategic Community Plan and the Corporate Business Plan and will form the basis for the preparation of the Council's Annual Budget.

The Strategic Community Plan details the community's long term aspirations, however they can only be achieved if sufficient resources such as money, people and assets are allocated. The Long Term Financial Plan (LTFP) costs the community's aspirations against the financial realities.

The LTFP covers a 10 year planning period, from 2020/21 to 2029/30, and is robust but flexible. It allows for the modelling of various scenarios based on a range of assumptions, and assesses the Council's revenue capacity against community demands and service levels.

The Plan will also

- Demonstrate greater accountability and transparency to the community;
- Link to various plans, such as the Strategic Community Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Annual Budget.
- Assess the financial sustainability of the Shire; and
- Identify potential financial issues and their long term impact.

## **2. Shire Profile**

### **2.1 Area**

The Shire covers an area of 2,310 square kilometres and consists of four localities being Beverley, Kokeby, Mawson and West Dale. Beverley contains the majority of the population. Within the Shire there are a range of commercial, recreational and community facilities, including a District Hospital, Medical Centre, District High School, Cornerstone Multi-Purpose Community Centre, Sporting Complex, Swimming Pool, Frail Aged Lodge and Seniors Village, Railway Station Art Gallery and Platform Theatre, Dead Finish Museum and Avondale Machinery Museum and Farm.

### **2.2 Economy**

The local economy is primarily broad acre farming, with a smaller diversified agricultural base such as perennial horticulture. Other supporting industries established within the Beverley townsite include CBH grain storage facilities, farm suppliers, steel fabricators, light industrial, financial services and general retail services. The area has a series of tourist attractions and provides a unique lifestyle choice.

The future economic viability of Beverley is optimistic, but significantly dependent upon the agricultural sector.

### **2.3 People**

There are an estimated 1,745 people with a median age of 53 who call the Shire of Beverley home (2016 Census), with many of them living within the town itself. They are well supported with high quality facilities including schools, sporting clubs, swimming pool, health and other community services.

The Western Australia Tomorrow Population Report No. 11 estimates the population of Beverley in 2031 to be between 960 and 1,955 with a median estimate of 1,435.

Given recent trends it is assumed that the Shire of Beverley will experience steady growth to higher end of the population estimates.

### **2.4 Environment**

The local environment is valued, supporting quiet, safe and peaceful lifestyle choices. The rural identity and natural environment, including the river, need to be sustained. Viable farming land is valued and needs to be maintained.

## 2.5 Key Challenges and Risks

The following risks and local issues have been identified and considered within the LTFP.

- ⇒ Economic capacity;
- ⇒ Increasing number of people over 65;
- ⇒ Closure of education, health institutions and government;
- ⇒ Limited broadband and mobile network reception;
- ⇒ Decreasing local businesses, retail and commercial;
- ⇒ Climate change;
- ⇒ Land degradation;
- ⇒ Cost of development; and
- ⇒ Limited success of small holding innovative business.

### 3. Strategic Alignment

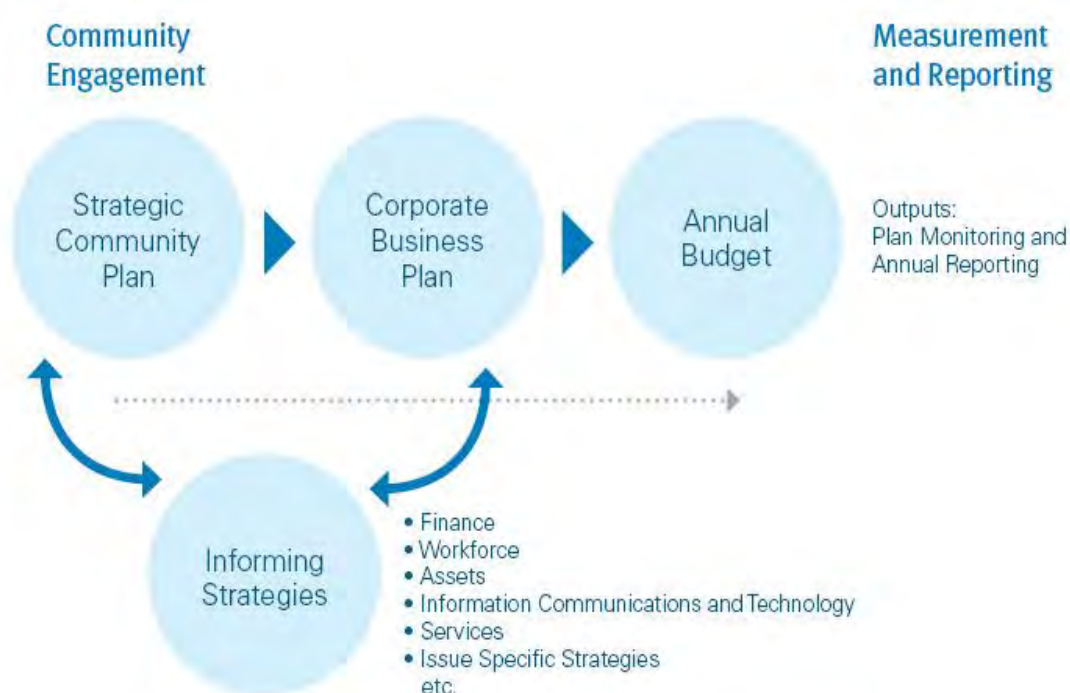
The LTFP is aligned to Council's two major strategic documents including the Strategic Community Plan (SCP) and the Corporate Business Plan (CBP).

The Shire of Beverley's SCP is a Council visionary document for the next 10 years, based on community input. The LTFP activates the SCP priorities.

The LTFP informs the CBP to activate the SCP priorities.

In addition to the SCP and CBP, the LTFP is guided by other informing documents including Asset Management Plans and Council's Workforce Plan.

Ultimately all of Council's strategic documents inform the operational Annual Budget which is set each financial year.



### Elements of Integrated Planning and Reporting Framework

## 4. Strategies

### 3.1 Operations

Council plans to maintain its current service levels for the life of this LTFP in line with the objectives of the SCP.

Shire operations are spread across 11 program areas;

- General Purpose Funding
- Governance
- Law, Order & Public Safety
- Health
- Education & Welfare
- Housing
- Community Amenities
- Recreation & Culture
- Transport
- Economic Services
- Other Property & Services

Fees and charges associated with the use of Councils facilities and services are forecast to increase inline with any Rate increases per annum for the life of the LTFP. Council generally applies a cost recovery approach to setting fees and charges based on a user pays model.

\$ M	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Total Operating</b>	\$2.888	\$1.194	\$0.957	\$3.028	\$0.380	\$1.889	\$0.515	\$0.256	\$3.566	\$0.479
<b>Less Capital Grants</b>	(\$3.924)	(\$2.124)	(\$1.924)	(\$3.874)	(\$1.158)	(\$2.524)	(\$1.024)	(\$0.624)	(\$3.741)	(\$0.624)
<b>Add Depreciation</b>	\$2.307	\$2.307	\$2.307	\$2.307	\$2.307	\$2.307	\$2.307	\$2.307	\$2.307	\$2.307
<b>Add Profit/Loss on Asset Disposal</b>	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000
<b>Net Operating Surplus/ (Deficit)</b>	<b>\$1.271</b>	<b>\$1.377</b>	<b>\$1.340</b>	<b>\$1.461</b>	<b>\$1.529</b>	<b>\$1.672</b>	<b>\$1.799</b>	<b>\$1.939</b>	<b>\$2.132</b>	<b>\$2.162</b>

### 3.1 Operations (Continued)

Council's largest cost area are Employee Benefits (wages, superannuation etc.). It is assumed that current staff levels (29.26 FTE) will be maintained over the life of this LTFP.

\$ M	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Gross Wages</b>	\$2.076	\$2.139	\$2.203	\$2.269	\$2.337	\$2.407	\$2.479	\$2.554	\$2.630	\$2.709

Detailed operating forecasts are included in Appendix 1 (page 20).

### 3.2 Rates

Council's rating strategy is based on a balance of acknowledging funding requirements for Shire initiatives and rate payers ability to pay. Given recent pressures from economic slowdown, increasing utility costs and other external factors, Council has been conservative in setting rate increases from year to year.

Rating factors taken into consideration when formulating the LTFP include:

- A 5.2% annual Rate revenue increase.
- Maintaining the provision of a 10% discount on Rates paid by the due date.
- Forecast financials do not take into account any carried forward surplus/deficit funds, it is expected that and surplus or deficits will affect future Rate increases.

\$ M	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Rates</b>	\$3.202	\$3.368	\$3.543	\$3.727	\$3.921	\$4.124	\$4.338	\$4.564	\$4.801	\$5.050
<b>Discount</b>	(\$0.256)	(\$0.269)	(\$0.283)	(\$0.298)	(\$0.313)	(\$0.330)	(\$0.347)	(\$0.365)	(\$0.384)	(\$0.404)
<b>TOTAL</b>	<b>\$2.946</b>	<b>\$3.099</b>	<b>\$3.260</b>	<b>\$3.429</b>	<b>\$3.607</b>	<b>\$3.795</b>	<b>\$3.992</b>	<b>\$4.199</b>	<b>\$4.417</b>	<b>\$4.647</b>

### 3.3 Debt

Council has a conservative view on debt and employs a measured approach when borrowing to fund projects.

Council does acknowledge that debt is a useful funding tool, particularly at current interest rates with the assumption that relatively low rates will continue to be accessible over life of this LTFP.

Council also acknowledges that larger multi-million dollar projects, if they are to proceed, will require some degree of debt funding.

Council's debt appetite, in general, is to be limited to 75% of Annual Rate Revenue.

\$ M	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Rates</b>	\$3.202	\$3.368	\$3.543	\$3.727	\$3.921	\$4.124	\$4.338	\$4.564	\$4.801	\$5.050
<b>Debt Appetite (75%)</b>	\$2.401	\$2.526	\$2.657	\$2.795	\$2.940	\$3.093	\$3.254	\$3.423	\$3.601	\$3.788
<b>Forecast Debt Balance</b>	<b>\$2.370</b>	<b>\$2.212</b>	<b>\$2.408</b>	<b>\$2.406</b>	<b>\$2.186</b>	<b>\$1.986</b>	<b>\$1.779</b>	<b>\$1.564</b>	<b>\$1.633</b>	<b>\$1.390</b>

Forecast Loan repayments are included in Appendix 2 (page 25).

### 3.4 Cash Reserves

Council generally maintains cash reserves for specific future purposes, including:

- **Annual Leave Reserve** – Partially cash backed Employee Leave entitlements.
- **Avon River Development Reserve** – For development of the Avon River Pool and surrounding environment.
- **Building Reserve** – For the construction of new and renovation of existing Council buildings.
- **Community Bus Reserve** – For the replacement of the Community Bus.
- **Cropping Committee Reserve** – To fund Community Based projects and assist Community groups.
- **Emergency Services Reserve** – To acquire Emergency Service support equipment.
- **ITC Renewal Reserve** – To fund the replacement of high cost computer equipment, phone system and major software upgrades.
- **Plant Replacement Reserve** – To fund the purchase of major plant.
- **Recreation Development Reserve** – To fund capital projects to enhance recreational pursuits.
- **Infrastructure Reserve** – To fund Road, Bridge, Footpath and Drainage projects including disaster recovery.
- **Airfield Emergency Lighting Reserve** – To fund the upgrade and maintenance of the Airfield runway lighting.
- **Senior's Housing Reserve** – To fund the future development and current maintenance of Senior's Housing.
- **Mainstreet Redevelopment Reserve** – To fund the redevelopment of Vincent Street.
- **Avondale Machinery Museum Reserve** – To fund Avondale Machinery Museum upgrades and special projects.

\$ M	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Reserve Balance</b>	\$1.122	\$1.606	\$1.455	\$1.750	\$1.799	\$1.779	\$1.927	\$2.203	\$1.440	\$1.495

Council plans to proactively utilise Reserve funds by transferring funds into Reserve to contribute to funding for future projects.

Forecast Reserve balances are included in Appendix 3 (page 36).

### 3.5 Capital Program

Council has responsibility over seven asset classes being:

- Road Infrastructure;
- Bridge Infrastructure;
- Footpath Infrastructure;
- Drainage Infrastructure;
- Parks & Oval Infrastructure;
- Land & Buildings; and
- Plant & Equipment.

Council develops capital projects in line with objectives identified in the SCP.

In general Council's contribution to large scale construction projects is one third with two thirds of project costs to be sourced externally.

\$ M	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>CAPITAL PROJECTS</b>										
<b>Roads</b>	\$4.100	\$1.100	\$1.100	\$1.100	\$1.100	\$1.100	\$1.100	\$1.100	\$1.100	\$1.100
<b>Bridges</b>	\$0.000	\$1.500	\$0.000	\$3.000	\$0.000	\$1.900	\$0.000	\$0.000	\$1.500	\$0.000
<b>Footpaths</b>	\$0.100	\$0.000	\$0.200	\$0.000	\$0.100	\$0.200	\$0.000	\$0.000	\$0.000	\$0.000
<b>Drainage</b>	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.300	\$0.000
<b>Parks &amp; Ovals</b>	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000
<b>Land &amp; Buildings</b>	\$2.100	\$0.020	\$2.038	\$0.630	\$1.115	\$0.090	\$0.900	\$0.075	\$2.400	\$0.075
<b>Plant &amp; Equip.</b>	\$0.377	\$0.316	\$0.287	\$0.327	\$0.030	\$0.251	\$0.320	\$0.180	\$0.299	\$0.490
<b>TOTAL</b>	<b>\$6.677</b>	<b>\$2.936</b>	<b>\$3.625</b>	<b>\$5.057</b>	<b>\$2.445</b>	<b>\$3.541</b>	<b>\$2.320</b>	<b>\$1.355</b>	<b>\$5.599</b>	<b>\$1.665</b>
<b>CAPITAL FUNDING</b>										
<b>Reserve Funds</b>	(\$1.115)	(\$0.020)	(\$0.615)	(\$0.215)	(\$0.666)	(\$0.320)	(\$0.500)	(\$0.075)	(\$1.070)	(\$0.235)
<b>Grant Funds</b>	(\$3.863)	(\$2.063)	(\$1.863)	(\$3.813)	(\$1.097)	(\$2.463)	(\$0.963)	(\$0.563)	(\$3.680)	(\$0.563)
<b>Loan Funds</b>	(\$0.850)	\$0.000	(\$0.350)	(\$0.150)	\$0.000	\$0.000	\$0.000	\$0.000	(\$0.258)	\$0.000
<b>TOTAL</b>	<b>(\$5.828)</b>	<b>(\$2.083)</b>	<b>(\$2.828)</b>	<b>(\$4.178)</b>	<b>(\$1.763)</b>	<b>(\$2.783)</b>	<b>(\$1.463)</b>	<b>(\$0.638)</b>	<b>(\$5.008)</b>	<b>(\$0.798)</b>
<b>COUNCIL FUNDED</b>	<b>\$0.849</b>	<b>\$0.853</b>	<b>\$0.797</b>	<b>\$0.879</b>	<b>\$0.582</b>	<b>\$0.758</b>	<b>\$0.857</b>	<b>\$0.717</b>	<b>\$0.591</b>	<b>\$0.867</b>

Detailed Capital Expenditure forecasts are included in Appendix 4 (page 41).

Council's approach to Capital Project planning is to manage the process over a three year budget period. Year 1 – Business Case and Design Development; Year 2 – Seek Funding to a minimum of two thirds; Year 3 – Deliver the project. Where appropriate and depending on the size of the project, this timeframe may be accelerated.

Based on forecast operational surpluses, Councils proposed capital program is achievable.

### 3.6 Asset Management

Council takes a proactive approach to Asset Management and seeks to maintain current service levels of all asset classes throughout the timeframe of this LTFP.

Asset Management Plans for Transport, Property, Recreation and Plant & Equipment assets have been prepared and have been consulted when developing this LTFP.

Asset ratios including Asset Sustainability, Asset Consumption and Asset Renewal can be found under the Asset Sustainability heading on page 15.

### 3.7 Grant Funding

Grant funding is a critical source of revenue for both operating and capital expense areas. Council is heavily reliant on grant funding to achieve large scale capital projects, in particular, and has a demonstrated track record of attracting these required grant funds to get these critical community projects off the ground.

<b>\$ M</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
<b>Operating Grants</b>	\$1.650	\$1.684	\$1.716	\$1.749	\$1.789	\$1.830	\$1.863	\$1.907	\$1.958	\$2.012
<b>Capital Grants</b>	\$3.924	\$2.124	\$1.924	\$3.874	\$1.158	\$2.524	\$1.024	\$0.624	\$3.741	\$0.624
<b>TOTAL</b>	<b>\$5.574</b>	<b>\$3.808</b>	<b>\$3.640</b>	<b>\$5.622</b>	<b>\$2.947</b>	<b>\$4.354</b>	<b>\$2.887</b>	<b>\$2.530</b>	<b>\$5.699</b>	<b>\$2.636</b>

It is assumed that general operating grants including Local Government Grant Commission General and Road funds, Emergency Services Levy funding and Main Roads WA Direct Grant funding will continue for the life of this LTFP.

Further it is assumed that capital grants including Roads To Recovery and Regional Road Group funding streams will continue for the life of this LTFP.

### 3.8 Opening/Closing Balances

The LTFP has been formulated using a balanced budget approach. It is assumed that each Annual Budget for the life of this LTFP will be based on a \$0 closing balance. Consequently, opening funds for each financial year in which the Plan covers have been included as \$0.

After consideration and inclusion of operational factors and planned capital works, following closing balances are forecast to be achieved given a \$0 opening position for each financial year.

\$ M	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Forecast Closing Balance Surplus/ (Deficit)</b>	\$0.061	(\$0.068)	(\$0.015)	(\$0.020)	(\$0.026)	\$0.474	\$0.146	\$0.718	\$1.105	\$0.823

Annually, Council will need to give consideration to the LTFPs closing position and may need to add/delete or defer/advance projects, transfer funds to or from Reserve, attract Grant funding and/or raise Loan funds to balance for that particular financial year. Under the *Local Government Act 1995* any budgeted Surplus/Deficit is limited to +/- 10% of total Rates for the applicable financial year.

## 5. LTFP Assumptions

In preparing the LTFP, the 2019-20 Annual Budget has been used as the forecasting base, together with the following assumptions.

### 5.1 External Influences

- ⇒ Cost indices (i.e. Consumer Price Index (CPI), Local Government Cost Index (LGCI), and Wage Price Index (WPI);
- ⇒ Government grants from the Commonwealth and State governments;
- ⇒ Prevailing economic conditions impacting the financial markets for the investment and borrowing of funds;
- ⇒ Demand for Shire services;
- ⇒ Changes to the *Local Government Act 1995* (currently under review); and
- ⇒ Responsibility shift for non-core service provision from State government.

### 5.2 Internal Influences

- ⇒ Budget surpluses/deficits for applicable financial years; and
- ⇒ Shire workforce requirements (i.e. staff turnover, employment conditions, wages and salary increases, superannuation increases, Federal & State Government cost shifting etc).

### 5.3 Revenue & Expenditure Assumptions

The following forecast assumptions have been incorporated in formulating this LTFP.

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>General Inflation (CPI)</b>	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
<b>LG Cost Index</b>	3.50%	3.20%	3.20%	3.20%	3.20%	3.20%	3.20%	3.20%	3.20%	3.20%
<b>Wage Increases</b>	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
<b>Super Rates</b>	9.50%	9.50%	10.00%	10.50%	11.00%	11.00%	11.00%	11.00%	11.00%	11.00%
<b>Insurance Increases</b>	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
<b>Water Utility</b>	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
<b>Power Utility</b>	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
<b>Debt Interest Rates</b>	3.50%	3.50%	3.50%	4.00%	4.00%	4.00%	4.50%	4.50%	5.00%	5.00%
<b>Deposit Interest Rates</b>	1.25%	1.45%	1.65%	1.65%	1.85%	2.00%	2.00%	2.50%	2.50%	2.50%
<b>Rates</b>	5.20%	5.20%	5.20%	5.20%	5.20%	5.20%	5.20%	5.20%	5.20%	5.20%
<b>Fees &amp; Charges</b>	5.20%	5.20%	5.20%	5.20%	5.20%	5.20%	5.20%	5.20%	5.20%	5.20%

## 6. Sustainability

### 6.1 Financial Sustainability

Financial Sustainability relates to Councils ability to pay its debts when due and payable.

Financial sustainability measures include:

- **Current (Quick) Ratio:** which shows Councils liquidity level or the ability to meet its short-term financial obligations with funds it can access quickly.

$$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$$

*Benchmark = 1.00*

- **Debt Service Cover Ratio:** which shows Councils ability to service its debt.

$$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$$

*Benchmark = 5.00*

- **Rates to Debt Ratio:** which shows Councils debt levels as a proportion of Rates raised.

$$\frac{\text{Total Rates}}{\text{Total Borrowings}}$$

*Benchmark: 0.75*

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Current Ratio</b>	0.74	0.67	0.65	0.63	0.61	1.04	1.17	1.82	2.81	3.55
<b>Debt Service Ratio</b>	24.16	13.98	13.58	22.72	8.50	14.86	10.12	9.22	24.26	9.32
<b>Rates to Debt Ratio</b>	1.24	1.40	1.35	1.43	1.65	1.91	2.24	2.68	2.71	3.34

Analysis of Council's financial sustainability over the forecast 10 years of this LTFP shows a strong ability to service current and proposed debt. Liquidity may be an issue in the first five years of the LTFP but improves substantially in the final five years.

The Current Ratio benchmark of 1.00 is achieved from 2025/26 onwards. Monitoring of liquidity (cash levels) in the first five years, 2020/21 to 2024/25 will be required.

The Debt Service Ratio benchmark of 5.00 is exceedingly achieved for all years. This demonstrates that Council could service a larger debt level if required.

The Rates to Debt benchmark of 0.75 is exceedingly achieved for all years. This reinforces the Debt Service Ratio and demonstrates that Council could service a larger debt level if required.

## **6.1 Financial Sustainability (Continued)**

From this analysis it can be determined that the Shire of Beverley will be financially sustainable over the period of this LTFP.

## 6.2 Operational Sustainability

Operational Sustainability relates to the relationship between revenue raised by Council and expenditure. To be sustainable the cost of operations (operating expenditure) should be equal to or less than revenue raised (operating revenue).

Operational Sustainability measures include:

- **Own Source Revenue Coverage Ratio:** which measures Council's ability to cover its operating costs through revenue it generates itself. (adjusted to exclude non operation grants, depreciation and profit/loss on Asset disposal).

$$\frac{\text{own source operating revenue}}{\text{operating expense}}$$

*Benchmark = 0.60*

- **Operating Surplus Ratio:** measure of Council's ability to cover its operational costs and have money left for capital projects and other purposes.

$$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$$

*Benchmark = 0.15*

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Own Source Ratio</b>	0.78	0.81	0.80	0.82	0.83	0.85	0.87	0.89	0.92	0.76
<b>Operating Surplus Ratio</b>	0.35	0.36	0.33	0.34	0.34	0.36	0.37	0.38	0.40	0.47

Analysis of Council's operational sustainability over the forecast 10 years of this LTFP shows strong operational performance and that existing service levels should be able to be maintained.

The Own Source Revenue Coverage Ratio benchmark of 0.60 is achieved for all years. This demonstrates that Council may have surplus funds from operations which could be used to fund capital projects.

The Operating Surplus Ratio benchmark of 0.15 is exceedingly achieved for all years. This reinforces the Own Source Revenue Coverage Ratio that Council may have surplus funds from operations which could be used to fund capital projects.

From this analysis it can be determined that the Shire of Beverley will be operationally sustainable over the period of this LTFP.

## 6.3 Asset Sustainability

Asset Sustainability relates to Council's ability to fund current and future asset renewal requirements. Asset Sustainability is informed by Council's Asset Management Plans.

Asset Sustainability measures include:

- **Asset Sustainability Ratio:** which measures the extent to which assets managed by Council are being replaced as they reach the end of their useful lives.

$$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation expense}}$$

*Benchmark = 0.90*

- **Asset Consumption Ratio:** which measures the condition of Council's physical assets, by comparing their age with their replacement cost. The ratio highlights the aged condition of a Council's stock of physical assets.

$$\frac{\text{depreciated replacement cost of assets}}{\text{current replacement cost of depreciable assets}}$$

*Benchmark = 0.60*

- **Asset Renewal Ratio:** which measures Council's ability to fund asset renewal and replacements in the future.

$$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$$

*Benchmark = 0.75*

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Asset Sustain. Ratio</b>	2.89	1.27	1.57	2.16	0.54	0.68	0.62	0.55	1.26	0.69
<b>Asset Consump. Ratio</b>	0.67	0.67	0.67	0.68	0.68	0.68	0.68	0.68	0.69	0.68
<b>Asset Renewal Ratio</b>	1.48									

Analysis of Council's Asset Management sustainability over the forecast 10 years of this LTFP shows asset renewal measures for the period of this LTFP are adequate demonstrating the continuation of services at current service levels.

The Asset Sustainability Ratio benchmark of 0.90 is met in five of the LTFP years and not met in five. This is directly linked to capital expenditure on projects in any given year. The higher the capital expenditure the better the ratio. The average ratio over the life of this LTFP is 1.22 which exceeds the benchmark.

The Asset Consumption Ratio benchmark of 0.60 is met in all years of this LTFP. This demonstrates that asset renewal is consistent to maintain current service levels.

### **6.3 Asset Sustainability (Continued)**

The Asset Renewal Ratio benchmark of 0.75 is exceeded when calculated for the 10 years relating to this LTFP. This ratio may alter year to year as new forward projections are taken into account. This demonstrates that Council has allowed for and funded the renewal of assets as required under the Asset Management Plans for Transport, Property, Recreation and Plant & Equipment assets.

From this analysis it can be determined that the Shire of Beverley's Asset Management practices will allow the continuation of current service levels and are generally sustainable over the period of this LTFP.

## **7. Conclusion**

Based on the forecast data presented in this LTFP it can be concluded that the Shire of Beverley will continue being financially and operationally sustainable and manage it's assets sustainably over the 10 year period of this plan.

## APPENDIX 1

**SHIRE OF BEVERLEY**  
**STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM**  
**FOR THE PERIOD**  
**2020/21 - 2029/30**

Description	Budget 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Forecast 2029/30
<b>Operating Revenue</b>											
General Purpose Funding	3,296,127	3,871,987	4,024,958	4,212,351	4,395,764	4,601,612	4,812,342	5,032,004	5,265,857	5,518,438	5,762,461
Governance	26,100	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Law, Order & Public Safety	210,156	154,025	158,392	163,272	168,313	173,519	178,480	183,591	188,858	194,285	199,878
Health	100	100	100	100	100	100	100	100	100	100	100
Education & Welfare	0	0	0	0	0	0	0	0	0	0	0
Housing	117,192	117,360	117,586	119,926	120,166	120,414	126,363	120,631	120,901	123,519	123,806
Community Amenities	207,073	215,073	225,235	235,924	247,168	258,995	271,436	284,522	298,287	312,767	327,997
Recreation & Culture	642,701	135,678	138,115	138,885	140,057	141,279	142,555	143,886	145,273	146,718	148,226
Transport	1,663,712	1,251,197	1,260,823	1,270,643	1,280,659	1,293,418	1,306,496	1,319,901	1,333,641	1,350,531	1,367,928
Economic Activities	208,929	153,652	159,383	165,385	171,671	178,256	185,153	192,379	199,949	207,879	216,189
Other Property & Services	43,100	3,343,100	1,543,100	1,343,100	3,293,100	577,100	1,943,100	434,100	34,100	3,151,100	34,100
<b>Total Operating Revenue</b>	<b>6,415,190</b>	<b>9,243,172</b>	<b>7,628,692</b>	<b>7,650,586</b>	<b>9,817,998</b>	<b>7,345,693</b>	<b>8,967,025</b>	<b>7,712,114</b>	<b>7,587,966</b>	<b>11,006,337</b>	<b>8,181,685</b>
<b>Operating Expenditure</b>											
General Purpose Funding	(182,995)	(159,208)	(162,479)	(195,446)	(179,810)	(184,866)	(188,668)	(193,153)	(219,327)	(202,553)	(207,477)
Governance	(274,300)	(274,551)	(272,056)	(276,701)	(282,159)	(296,071)	(300,481)	(301,341)	(307,667)	(322,703)	(327,158)
Law, Order & Public Safety	(392,971)	(339,738)	(338,831)	(368,149)	(379,215)	(391,212)	(401,742)	(413,186)	(425,553)	(437,245)	(449,893)
Health	(170,695)	(157,593)	(160,288)	(168,771)	(172,240)	(176,143)	(179,262)	(182,812)	(186,794)	(190,256)	(194,161)
Education & Welfare	(92,513)	(84,512)	(85,178)	(88,229)	(89,155)	(90,247)	(91,026)	(91,968)	(93,075)	(93,944)	(94,979)
Housing	(212,325)	(206,449)	(209,095)	(214,986)	(218,101)	(221,503)	(224,553)	(227,890)	(231,517)	(234,904)	(238,590)
Community Amenities	(676,208)	(669,192)	(685,864)	(711,785)	(731,276)	(751,823)	(771,380)	(791,992)	(813,672)	(835,121)	(857,686)
Recreation & Culture	(1,575,216)	(1,516,021)	(1,535,437)	(1,565,174)	(1,573,050)	(1,623,409)	(1,630,776)	(1,652,943)	(1,678,898)	(1,695,123)	(1,727,680)
Transport	(2,558,918)	(2,409,877)	(2,442,815)	(2,528,374)	(2,565,002)	(2,611,401)	(2,661,374)	(2,701,181)	(2,722,845)	(2,764,531)	(2,914,235)
Economic Activities	(558,586)	(528,671)	(499,278)	(526,713)	(540,339)	(556,069)	(569,163)	(583,565)	(599,282)	(613,731)	(629,524)
Other Property & Services	(15,064)	(9,625)	(43,802)	(49,481)	(59,785)	(62,542)	(59,634)	(56,627)	(53,554)	(50,391)	(61,382)
<b>Total Operating Expenditure</b>	<b>(6,709,791)</b>	<b>(6,355,437)</b>	<b>(6,435,123)</b>	<b>(6,693,809)</b>	<b>(6,790,132)</b>	<b>(6,965,286)</b>	<b>(7,078,059)</b>	<b>(7,196,658)</b>	<b>(7,332,184)</b>	<b>(7,440,502)</b>	<b>(7,702,765)</b>
<b>Net Operating</b>	<b>(294,601)</b>	<b>2,887,735</b>	<b>1,193,569</b>	<b>956,777</b>	<b>3,027,866</b>	<b>380,407</b>	<b>1,888,966</b>	<b>515,456</b>	<b>255,782</b>	<b>3,565,835</b>	<b>478,920</b>

**SHIRE OF BEVERLEY**  
**STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM**  
**FOR THE PERIOD**  
**2020/21 - 2029/30**

Description	Budget 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Forecast 2029/30
<b>Capital Income</b>											
Self Supporting Loan - Principal Repayment	16,270	17,288	9,045	0	0	0	0	0	0	0	0
Proceeds from Sale of Assets	345,000	0	0	0	0	0	0	0	0	0	0
New Loan Funds	150,000	850,000	0	350,000	150,000	0	0	0	0	258,000	0
<b>Total Capital Income</b>	<b>511,270</b>	<b>867,288</b>	<b>9,045</b>	<b>350,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>258,000</b>	<b>0</b>
<b>Capital Expenditure</b>											
Land and Buildings	(979,000)	(2,100,000)	(20,000)	(2,038,000)	(630,000)	(1,115,000)	(90,000)	(900,000)	(75,000)	(2,400,000)	(75,000)
Plant and Equipment	(867,000)	(377,000)	(316,000)	(287,000)	(327,000)	(30,000)	(251,000)	(320,000)	(180,000)	(299,000)	(490,000)
Office Furniture and Equipment	0	0	0	0	0	(100,000)	0	0	0	0	0
Road Construction	(2,441,722)	(4,100,000)	(1,100,000)	(1,100,000)	(1,100,000)	(1,100,000)	(1,100,000)	(1,100,000)	(1,100,000)	(1,100,000)	(1,100,000)
Other Infrastructure	(259,067)	(100,000)	(1,500,000)	(200,000)	(3,000,000)	(100,000)	(2,100,000)	0	0	(1,800,000)	0
Land Under Control	0	0	0	0	0	0	0	0	0	0	0
Loans - Principal Repayments	(153,429)	(146,953)	(157,762)	(154,117)	(152,713)	(219,526)	(200,211)	(207,280)	(214,612)	(189,283)	(242,646)
<b>Total Capital Expenditure</b>	<b>(4,700,218)</b>	<b>(6,823,953)</b>	<b>(3,093,762)</b>	<b>(3,779,117)</b>	<b>(5,209,713)</b>	<b>(2,664,526)</b>	<b>(3,741,211)</b>	<b>(2,527,280)</b>	<b>(1,569,612)</b>	<b>(5,788,283)</b>	<b>(1,907,646)</b>
<b>Net Capital</b>	<b>(4,188,948)</b>	<b>(5,956,665)</b>	<b>(3,084,717)</b>	<b>(3,429,117)</b>	<b>(5,059,713)</b>	<b>(2,664,526)</b>	<b>(3,741,211)</b>	<b>(2,527,280)</b>	<b>(1,569,612)</b>	<b>(5,530,283)</b>	<b>(1,907,646)</b>
<b>Adjustments</b>											
Depreciation Written Back	2,306,734	2,306,734	2,306,734	2,306,734	2,306,734	2,306,734	2,306,734	2,306,734	2,306,734	2,306,734	2,306,734
Profit/Loss on Disposal of Assets Written Back	25,000	0	0	0	0	0	0	0	0	0	0
<b>Add Funding From</b>											
Transfer (To)/From Reserves	427,171	823,571	(483,447)	150,849	(295,026)	(48,781)	19,736	(148,641)	(275,344)	763,124	(55,250)
Opening Surplus/(Deficit)	1,724,644	0	0	0	0	0	0	0	0	0	0
<b>Total Adjustments</b>	<b>4,483,549</b>	<b>3,130,305</b>	<b>1,823,287</b>	<b>2,457,583</b>	<b>2,011,708</b>	<b>2,257,953</b>	<b>2,326,470</b>	<b>2,158,093</b>	<b>2,031,390</b>	<b>3,069,858</b>	<b>2,251,484</b>
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>61,375</b>	<b>(67,861)</b>	<b>(14,757)</b>	<b>(20,139)</b>	<b>(26,166)</b>	<b>474,225</b>	<b>146,269</b>	<b>717,560</b>	<b>1,105,410</b>	<b>822,758</b>

**SHIRE OF BEVERLEY**  
**STATEMENT OF FINANCIAL ACTIVITY BY NATURE & TYPE**  
**FOR THE PERIOD**  
**2020/21 - 2029/30**

Description	Budget 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Forecast 2029/30
<b>Operating Revenue</b>											
Rates	2,800,672	2,946,073	3,099,035	3,259,950	3,429,234	3,607,320	3,794,667	3,991,756	4,199,094	4,417,212	4,646,673
Operating Grants, Subsidies and Contributions	1,192,083	1,650,359	1,683,966	1,716,026	1,748,797	1,789,207	1,830,255	1,863,359	1,906,547	1,958,478	2,011,971
Profit On Asset Disposal	30,000	0	0	0	0	0	0	0	0	0	0
Service Charges	0	0	0	0	0	0	0	0	0	0	0
Fees & Charges	583,040	597,468	613,352	633,079	651,944	671,750	698,234	714,065	736,975	763,363	788,613
Interest Earnings	88,455	79,914	63,443	73,111	70,094	75,995	76,971	76,576	79,549	85,056	69,793
Other Revenue	85,500	60,400	60,400	60,400	60,400	60,400	60,400	60,400	60,400	60,400	60,400
Non-Operating Grants, Subsidies and Contributions	1,679,656	3,923,652	2,123,652	1,923,652	3,873,652	1,157,652	2,523,652	1,023,652	623,652	3,740,652	623,652
<b>Total Operating Revenue</b>	<b>6,459,406</b>	<b>9,257,866</b>	<b>7,643,848</b>	<b>7,666,218</b>	<b>9,834,121</b>	<b>7,362,324</b>	<b>8,984,179</b>	<b>7,729,808</b>	<b>7,606,217</b>	<b>11,025,161</b>	<b>8,201,102</b>
<b>Operating Expenditure</b>											
Employee Costs	(2,132,703)	(2,173,088)	(2,235,639)	(2,309,795)	(2,380,212)	(2,465,703)	(2,537,011)	(2,610,464)	(2,686,122)	(2,764,042)	(2,937,376)
Materials & Contracts	(2,045,198)	(1,633,661)	(1,605,201)	(1,783,988)	(1,798,878)	(1,856,135)	(1,899,238)	(1,932,506)	(1,980,405)	(2,002,103)	(2,060,365)
Utilities	(236,479)	(221,182)	(227,852)	(234,725)	(241,806)	(249,100)	(256,615)	(264,355)	(272,329)	(280,545)	(289,010)
Depreciation On Non-Current Assets	(2,306,734)	(2,306,734)	(2,306,734)	(2,306,734)	(2,306,734)	(2,306,734)	(2,306,734)	(2,306,734)	(2,306,734)	(2,306,734)	(2,306,734)
Interest Expenses	(96,015)	(70,964)	(99,782)	(93,003)	(85,841)	(109,636)	(88,016)	(79,575)	(70,853)	(55,082)	(62,899)
Insurance Expenses	(192,504)	(202,118)	(212,215)	(222,817)	(233,948)	(245,634)	(257,905)	(270,791)	(284,318)	(298,521)	(313,435)
Other Expenditure	(75,325)	(78,007)	(78,736)	(79,488)	(80,264)	(83,052)	(83,879)	(84,732)	(85,612)	(88,586)	(89,523)
Loss On Asset Disposal	(55,000)	0	0	0	0	0	0	0	0	0	0
Loss on Revaluation of Non-Current Assets	0	0	0	0	0	0	0	0	0	0	0
<b>Total Operating Expenditure</b>	<b>(7,139,958)</b>	<b>(6,685,754)</b>	<b>(6,766,159)</b>	<b>(7,030,550)</b>	<b>(7,127,683)</b>	<b>(7,315,994)</b>	<b>(7,429,398)</b>	<b>(7,549,157)</b>	<b>(7,686,373)</b>	<b>(7,795,613)</b>	<b>(8,059,342)</b>
<b>PWOH and POC allocations to Capital Projects</b>	<b>385,951</b>	<b>315,623</b>	<b>315,880</b>	<b>321,109</b>	<b>321,428</b>	<b>334,077</b>	<b>334,185</b>	<b>334,805</b>	<b>335,938</b>	<b>336,287</b>	<b>337,160</b>
<b>Net Operating</b>	<b>(294,601)</b>	<b>2,887,735</b>	<b>1,193,569</b>	<b>956,777</b>	<b>3,027,866</b>	<b>380,407</b>	<b>1,888,966</b>	<b>515,456</b>	<b>255,782</b>	<b>3,565,835</b>	<b>478,920</b>

**SHIRE OF BEVERLEY**  
**STATEMENT OF FINANCIAL ACTIVITY BY NATURE & TYPE**  
**FOR THE PERIOD**  
**2020/21 - 2029/30**

Description	Budget 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Forecast 2029/30
<b>Capital Income</b>											
Self Supporting Loan - Principal Repayment	16,270	17,288	9,045	0	0	0	0	0	0	0	0
Proceeds from Sale of Assets	345,000	0	0	0	0	0	0	0	0	0	0
New Loan Funds	150,000	850,000	0	350,000	150,000	0	0	0	0	258,000	0
<b>Total Capital Income</b>	<b>511,270</b>	<b>867,288</b>	<b>9,045</b>	<b>350,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>258,000</b>	<b>0</b>
<b>Capital Expenditure</b>											
Land and Buildings	(979,000)	(2,100,000)	(20,000)	(2,038,000)	(630,000)	(1,115,000)	(90,000)	(900,000)	(75,000)	(2,400,000)	(75,000)
Plant and Equipment	(867,000)	(377,000)	(316,000)	(287,000)	(327,000)	(30,000)	(251,000)	(320,000)	(180,000)	(299,000)	(490,000)
Office Furniture and Equipment	0	0	0	0	0	(100,000)	0	0	0	0	0
Road Construction	(2,441,722)	(4,100,000)	(1,100,000)	(1,100,000)	(1,100,000)	(1,100,000)	(1,100,000)	(1,100,000)	(1,100,000)	(1,100,000)	(1,100,000)
Other Infrastructure	(259,067)	(100,000)	(1,500,000)	(200,000)	(3,000,000)	(100,000)	(2,100,000)	0	0	(1,800,000)	0
Land Under Control	0	0	0	0	0	0	0	0	0	0	0
Loans - Principal Repayments	(153,429)	(146,953)	(157,762)	(154,117)	(152,713)	(219,526)	(200,211)	(207,280)	(214,612)	(189,283)	(242,646)
<b>Total Capital Expenditure</b>	<b>(4,700,218)</b>	<b>(6,823,953)</b>	<b>(3,093,762)</b>	<b>(3,779,117)</b>	<b>(5,209,713)</b>	<b>(2,664,526)</b>	<b>(3,741,211)</b>	<b>(2,527,280)</b>	<b>(1,569,612)</b>	<b>(5,788,283)</b>	<b>(1,907,646)</b>
<b>Net Capital</b>	<b>(4,188,948)</b>	<b>(5,956,665)</b>	<b>(3,084,717)</b>	<b>(3,429,117)</b>	<b>(5,059,713)</b>	<b>(2,664,526)</b>	<b>(3,741,211)</b>	<b>(2,527,280)</b>	<b>(1,569,612)</b>	<b>(5,530,283)</b>	<b>(1,907,646)</b>
<b>Adjustments</b>											
Depreciation Written Back	2,306,734	2,306,734	2,306,734	2,306,734	2,306,734	2,306,734	2,306,734	2,306,734	2,306,734	2,306,734	2,306,734
Profit/Loss on Disposal of Assets Written Back	25,000	0	0	0	0	0	0	0	0	0	0
<b>Add Funding From</b>											
Transfer (To)/From Reserves	427,171	823,571	(483,447)	150,849	(295,026)	(48,781)	19,736	(148,641)	(275,344)	763,124	(55,250)
Opening Surplus/(Deficit)	1,724,644	0	0	0	0	0	0	0	0	0	0
<b>Total Adjustments</b>	<b>4,483,549</b>	<b>3,130,305</b>	<b>1,823,287</b>	<b>2,457,583</b>	<b>2,011,708</b>	<b>2,257,953</b>	<b>2,326,470</b>	<b>2,158,093</b>	<b>2,031,390</b>	<b>3,069,858</b>	<b>2,251,484</b>
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>61,375</b>	<b>(67,861)</b>	<b>(14,757)</b>	<b>(20,139)</b>	<b>(26,166)</b>	<b>474,225</b>	<b>146,269</b>	<b>717,560</b>	<b>1,105,410</b>	<b>822,758</b>

## APPENDIX 2

**SHIRE OF BEVERLEY  
LOAN SCHEDULE  
Forecast 2020/21**

Description	Program	Principal	Loans Raised	Guarantee Fee	Interest	Capital Repayment	Principal
		01.07.2020	Forecast 2020/21	Forecast 2020/21	Forecast 2020/21	Forecast 2020/21	Forecast 30.06.2021
Loan 112 - Frail Aged Lodge	9 - Housing	0	0	0	0	0	0
Loan 117 - Bowling Greens (SSL)	11 - Recreation	26,333	0	237	1,360	17,288	9,045
Loan 118 - Recreation Centre	11 - Recreation	743,686	0	4,981	34,284	44,974	698,712
Loan 119 - Storm Water Dams	10 - Community Amenities	31,337	0	133	434	31,337	0
Loan 120 - Community Centre	11 - Recreation	715,807	0	4,866	24,669	44,339	671,468
Loan 121 - Youth Activity Area	11 - Recreation	150,000	0	1,140	4,587	9,015	140,985
Loan 122 - Main Street Redevelopment	12 - Transport	0	500,000	0	0	0	500,000
Loan 123 - Swimming Pool Stage 1	11 - Recreation	0	350,000	0	0	0	350,000
<b>TOTAL</b>		<b>1,667,163</b>	<b>850,000</b>	<b>11,357</b>	<b>65,334</b>	<b>146,953</b>	<b>2,370,210</b>

**Loan Liability**

<b>Current Portion</b>	146,953
<b>Non-Current Portion</b>	2,370,210
<b>Total</b>	<b>2,517,163</b>

**SSL Debtors Receiveable**

<b>Current Portion</b>	17,288
<b>Non-Current Portion</b>	9,045
<b>Total</b>	<b>26,333</b>

**SHIRE OF BEVERLEY  
LOAN SCHEDULE  
Forecast 2021/22**

Description	Program	Principal	Loans Raised	Guarantee Fee	Interest	Capital Repayment	Principal
		01.07.2021	Forecast 2021/22	Forecast 2021/22	Forecast 2021/22	Forecast 2021/22	Forecast 30.06.2022
Loan 112 - Frail Aged Lodge	9 - Housing	0	0	0	0	0	0
Loan 117 - Bowling Greens (SSL)	11 - Recreation	9,045	0	77	279	9,045	0
Loan 118 - Recreation Centre	11 - Recreation	698,712	0	4,708	32,155	47,103	651,609
Loan 119 - Storm Water Dams	10 - Community Amenities	0	0	0	0	0	0
Loan 120 - Community Centre	11 - Recreation	671,468	0	4,550	23,103	45,904	625,564
Loan 121 - Youth Activity Area	11 - Recreation	140,985	0	1,073	4,336	9,266	131,719
Loan 122 - Main Street Redevelopment	12 - Transport	500,000	0	3,454	13,900	27,320	472,680
Loan 123 - Swimming Pool Stage 1	11 - Recreation	350,000	0	2,417	9,730	19,124	330,876
<b>TOTAL</b>		<b>2,370,210</b>	<b>0</b>	<b>16,279</b>	<b>83,503</b>	<b>157,762</b>	<b>2,212,448</b>

**Loan Liability**

<b>Current Portion</b>	157,762
<b>Non-Current Portion</b>	2,212,448
<b>Total</b>	<b>2,370,210</b>

**SSL Debtors Receiveable**

<b>Current Portion</b>	9,045
<b>Non-Current Portion</b>	0
<b>Total</b>	<b>9,045</b>

**SHIRE OF BEVERLEY  
LOAN SCHEDULE  
Forecast 2022/23**

Description	Program	Principal	Loans Raised	Guarantee Fee	Interest	Capital Repayment	Principal
		01.07.2022	Forecast 2022/23	Forecast 2022/23	Forecast 2022/23	Forecast 2022/23	Forecast 30.06.2023
Loan 112 - Frail Aged Lodge	9 - Housing	0	0	0	0	0	0
Loan 117 - Bowling Greens (SSL)	11 - Recreation	0	0	0	0	0	0
Loan 118 - Recreation Centre	11 - Recreation	651,609	0	4,423	29,925	49,334	602,275
Loan 119 - Storm Water Dams	10 - Community Amenities	0	0	0	0	0	0
Loan 120 - Community Centre	11 - Recreation	625,564	0	4,224	21,482	47,525	578,039
Loan 121 - Youth Activity Area	11 - Recreation	131,719	0	1,007	4,078	9,524	122,195
Loan 122 - Main Street Redevelopment	12 - Transport	472,680	0	3,251	13,140	28,079	444,601
Loan 123 - Swimming Pool Stage 1	11 - Recreation	330,876	0	2,275	9,198	19,655	311,221
Loan 124 - Swimming Pool Stage 2	11 - Recreation	0	350,000	0	0	0	350,000
<b>TOTAL</b>		<b>2,212,448</b>	<b>350,000</b>	<b>15,180</b>	<b>77,823</b>	<b>154,117</b>	<b>2,408,331</b>

<b>Loan Liability</b>	
<b>Current Portion</b>	154,117
<b>Non-Current Portion</b>	2,408,331
<b>Total</b>	<u>2,562,448</u>

<b>SSL Debtors Receiveable</b>	
<b>Current Portion</b>	0
<b>Non-Current Portion</b>	0
<b>Total</b>	<u>0</u>

**SHIRE OF BEVERLEY  
LOAN SCHEDULE  
Forecast 2023/24**

Description	Program	Principal	Loans Raised	Guarantee Fee	Interest	Capital Repayment	Principal
		01.07.2023	Forecast 2023/24	Forecast 2023/24	Forecast 2023/24	Forecast 2023/24	Forecast 30.06.2024
Loan 112 - Frail Aged Lodge	9 - Housing	0	0	0	0	0	0
Loan 117 - Bowling Greens (SSL)	11 - Recreation	0	0	0	0	0	0
Loan 118 - Recreation Centre	11 - Recreation	602,275	0	4,135	14,903	25,536	576,739
Loan 119 - Storm Water Dams	10 - Community Amenities	0	0	0	0	0	0
Loan 120 - Community Centre	11 - Recreation	578,039	0	3,896	19,805	49,203	528,836
Loan 121 - Youth Activity Area	11 - Recreation	122,195	0	940	3,814	9,788	112,407
Loan 122 - Main Street Redevelopment	12 - Transport	444,601	0	3,052	12,360	28,860	415,741
Loan 123 - Swimming Pool Stage 1	11 - Recreation	311,221	0	2,137	8,652	20,202	291,019
Loan 124 - Swimming Pool Stage 2	11 - Recreation	350,000	0	2,417	9,730	19,124	330,876
Loan 125 - Avon River Park Redevelopment	11 - Recreation	0	150,000	0	0	0	150,000
<b>TOTAL</b>		<b>2,408,331</b>	<b>150,000</b>	<b>16,577</b>	<b>69,264</b>	<b>152,713</b>	<b>2,405,618</b>

<b>Loan Liability</b>	
<b>Current Portion</b>	152,713
<b>Non-Current Portion</b>	2,405,618
<b>Total</b>	<u>2,558,331</u>

<b>SSL Debtors Receiveable</b>	
<b>Current Portion</b>	0
<b>Non-Current Portion</b>	0
<b>Total</b>	<u>0</u>

**SHIRE OF BEVERLEY**  
**LOAN SCHEDULE**  
**Forecast 2024/25**

Description	Program	Principal	Loans Raised	Guarantee Fee	Interest	Capital Repayment	Principal
		01.07.2024	Forecast 2024/25	Forecast 2024/25	Forecast 2024/25	Forecast 2024/25	Forecast 30.06.2025
Loan 112 - Frail Aged Lodge	9 - Housing	0	0	0	0	0	0
Loan 117 - Bowling Greens (SSL)	11 - Recreation	0	0	0	0	0	0
Loan 118 - Recreation Centre	11 - Recreation	576,739	0	3,809	38,638	80,249	496,490
Loan 119 - Storm Water Dams	10 - Community Amenities	0	0	0	0	0	0
Loan 120 - Community Centre	11 - Recreation	528,836	0	3,538	18,067	50,940	477,896
Loan 121 - Youth Activity Area	11 - Recreation	112,407	0	873	3,542	10,061	102,346
Loan 122 - Main Street Redevelopment	12 - Transport	415,741	0	2,848	11,558	29,662	386,079
Loan 123 - Swimming Pool Stage 1	11 - Recreation	291,019	0	1,994	8,090	20,763	270,256
Loan 124 - Swimming Pool Stage 2	11 - Recreation	330,876	0	2,275	9,198	19,655	311,221
Loan 125 - Avon River Park Redevelopment	11 - Recreation	150,000	0	1,036	4,170	8,196	141,804
<b>TOTAL</b>		<b>2,405,618</b>	<b>0</b>	<b>16,373</b>	<b>93,263</b>	<b>219,526</b>	<b>2,186,092</b>

<b>Loan Liability</b>	
<b>Current Portion</b>	219,526
<b>Non-Current Portion</b>	2,186,092
<b>Total</b>	<u>2,405,618</u>

<b>SSL Debtors Receiveable</b>	
<b>Current Portion</b>	0
<b>Non-Current Portion</b>	0
<b>Total</b>	<u>0</u>

**SHIRE OF BEVERLEY**  
**LOAN SCHEDULE**  
**Forecast 2025/26**

Description	Program	Principal	Loans Raised	Guarantee Fee	Interest	Capital Repayment	Principal
		01.07.2025	Forecast 2025/26	Forecast 2025/26	Forecast 2025/26	Forecast 2025/26	Forecast 30.06.2026
Loan 112 - Frail Aged Lodge	9 - Housing	0	0	0	0	0	0
Loan 117 - Bowling Greens (SSL)	11 - Recreation	0	0	0	0	0	0
Loan 118 - Recreation Centre	11 - Recreation	496,490	0	3,481	22,580	56,678	439,812
Loan 119 - Storm Water Dams	10 - Community Amenities	0	0	0	0	0	0
Loan 120 - Community Centre	11 - Recreation	477,896	0	3,174	16,269	52,739	425,157
Loan 121 - Youth Activity Area	11 - Recreation	102,346	0	800	3,262	10,340	92,006
Loan 122 - Main Street Redevelopment	12 - Transport	386,079	0	2,646	10,733	30,487	355,592
Loan 123 - Swimming Pool Stage 1	11 - Recreation	270,256	0	1,852	7,513	21,341	248,915
Loan 124 - Swimming Pool Stage 2	11 - Recreation	311,221	0	2,137	8,652	20,202	291,019
Loan 125 - Avon River Park Redevelopment	11 - Recreation	141,804	0	975	3,942	8,424	133,380
<b>TOTAL</b>		<b>2,186,092</b>	<b>0</b>	<b>15,065</b>	<b>72,951</b>	<b>200,211</b>	<b>1,985,881</b>

<b>Loan Liability</b>	
<b>Current Portion</b>	200,211
<b>Non-Current Portion</b>	1,985,881
<b>Total</b>	<u>2,186,092</u>

<b>SSL Debtors Receiveable</b>	
<b>Current Portion</b>	0
<b>Non-Current Portion</b>	0
<b>Total</b>	<u>0</u>

**SHIRE OF BEVERLEY  
LOAN SCHEDULE  
Forecast 2026/27**

Description	Program	Principal	Loans Raised	Guarantee Fee	Interest	Capital Repayment	Principal
		01.07.2025	Forecast 2026/27	Forecast 2026/27	Forecast 2026/27	Forecast 2026/27	Forecast 30.06.2027
Loan 112 - Frail Aged Lodge	9 - Housing	0	0	0	0	0	0
Loan 117 - Bowling Greens (SSL)	11 - Recreation	0	0	0	0	0	0
Loan 118 - Recreation Centre	11 - Recreation	439,812	0	3,137	19,897	59,362	380,450
Loan 119 - Storm Water Dams	10 - Community Amenities	0	0	0	0	0	0
Loan 120 - Community Centre	11 - Recreation	425,157	0	2,798	14,407	54,601	370,556
Loan 121 - Youth Activity Area	11 - Recreation	92,006	0	727	2,975	10,628	81,378
Loan 122 - Main Street Redevelopment	12 - Transport	355,592	0	2,424	9,885	31,334	324,258
Loan 123 - Swimming Pool Stage 1	11 - Recreation	248,915	0	1,697	6,920	21,934	226,981
Loan 124 - Swimming Pool Stage 2	11 - Recreation	291,019	0	1,994	8,090	20,763	270,256
Loan 125 - Avon River Park Redevelopment	11 - Recreation	133,380	0	916	3,708	8,658	124,722
<b>TOTAL</b>		<b>1,985,881</b>	<b>0</b>	<b>13,693</b>	<b>65,882</b>	<b>207,280</b>	<b>1,778,601</b>

<b>Loan Liability</b>	
<b>Current Portion</b>	207,280
<b>Non-Current Portion</b>	1,778,601
<b>Total</b>	<u>1,985,881</u>

<b>SSL Debtors Receiveable</b>	
<b>Current Portion</b>	0
<b>Non-Current Portion</b>	0
<b>Total</b>	<u>0</u>

**SHIRE OF BEVERLEY**  
**LOAN SCHEDULE**  
**Forecast 2027/28**

Description	Program	Principal	Loans Raised	Guarantee Fee	Interest	Capital Repayment	Principal
		01.07.2027	Forecast 2027/28	Forecast 2027/28	Forecast 2027/28	Forecast 2027/28	Forecast 30.06.2028
Loan 112 - Frail Aged Lodge	9 - Housing	0	0	0	0	0	0
Loan 117 - Bowling Greens (SSL)	11 - Recreation	0	0	0	0	0	0
Loan 118 - Recreation Centre	11 - Recreation	380,450	0	2,784	17,086	62,172	318,278
Loan 119 - Storm Water Dams	10 - Community Amenities	0	0	0	0	0	0
Loan 120 - Community Centre	11 - Recreation	370,556	0	2,416	12,479	56,528	314,028
Loan 121 - Youth Activity Area	11 - Recreation	81,378	0	652	2,679	10,923	70,455
Loan 122 - Main Street Redevelopment	12 - Transport	324,258	0	2,204	9,014	32,205	292,053
Loan 123 - Swimming Pool Stage 1	11 - Recreation	226,981	0	1,543	6,310	22,544	204,437
Loan 124 - Swimming Pool Stage 2	11 - Recreation	270,256	0	1,852	7,513	21,341	248,915
Loan 125 - Avon River Park Redevelopment	11 - Recreation	124,722	0	854	3,467	8,899	115,823
<b>TOTAL</b>		<b>1,778,601</b>	<b>0</b>	<b>12,305</b>	<b>58,548</b>	<b>214,612</b>	<b>1,563,989</b>

<b>Loan Liability</b>	
<b>Current Portion</b>	214,612
<b>Non-Current Portion</b>	1,563,989
<b>Total</b>	<u>1,778,601</u>

<b>SSL Debtors Receiveable</b>	
<b>Current Portion</b>	0
<b>Non-Current Portion</b>	0
<b>Total</b>	<u>0</u>

**SHIRE OF BEVERLEY  
LOAN SCHEDULE  
Forecast 2028/29**

Description	Program	Principal	Loans Raised	Guarantee Fee	Interest	Capital Repayment	Principal
		01.07.2028	Forecast 2028/29	Forecast 2028/29	Forecast 2028/29	Forecast 2028/29	Forecast 30.06.2029
Loan 112 - Frail Aged Lodge	9 - Housing	0	0	0	0	0	0
Loan 117 - Bowling Greens (SSL)	11 - Recreation	0	0	0	0	0	0
Loan 118 - Recreation Centre	11 - Recreation	318,278	0	2,400	7,448	32,182	286,096
Loan 119 - Storm Water Dams	10 - Community Amenities	0	0	0	0	0	0
Loan 120 - Community Centre	11 - Recreation	314,028	0	2,007	10,483	58,524	255,504
Loan 121 - Youth Activity Area	11 - Recreation	70,455	0	576	2,376	11,227	59,228
Loan 122 - Main Street Redevelopment	12 - Transport	292,053	0	1,976	8,119	33,100	258,953
Loan 123 - Swimming Pool Stage 1	11 - Recreation	204,437	0	1,383	5,683	23,170	181,267
Loan 124 - Swimming Pool Stage 2	11 - Recreation	248,915	0	1,697	6,920	21,934	226,981
Loan 125 - Avon River Park Redevelopment	11 - Recreation	115,823	0	794	3,220	9,146	106,677
Loan 126 - Rec Ground Redevelopment	11 - Recreation	0	125,000	0	0	0	125,000
Loan 127 - Depot Relocation	12 - Transport	0	133,000	0	0	0	133,000
<b>TOTAL</b>		<b>1,563,989</b>	<b>258,000</b>	<b>10,833</b>	<b>44,249</b>	<b>189,283</b>	<b>1,632,706</b>

<b>Loan Liability</b>	
<b>Current Portion</b>	189,283
<b>Non-Current Portion</b>	1,632,706
<b>Total</b>	<b>1,821,989</b>

<b>SSL Debtors Receiveable</b>	
<b>Current Portion</b>	0
<b>Non-Current Portion</b>	0
<b>Total</b>	<b>0</b>

**SHIRE OF BEVERLEY**  
**LOAN SCHEDULE**  
**Forecast 2029/30**

Description	Program	Principal	Loans Raised	Guarantee Fee	Interest	Capital Repayment	Principal
		01.07.2029	Forecast 2029/30	Forecast 2029/30	Forecast 2029/30	Forecast 2029/30	Forecast 30.06.2030
Loan 112 - Frail Aged Lodge	9 - Housing	0	0	0	0	0	0
Loan 117 - Bowling Greens (SSL)	11 - Recreation	0	0	0	0	0	0
Loan 118 - Recreation Centre	11 - Recreation	286,096	0	2,005	12,619	66,640	219,456
Loan 119 - Storm Water Dams	10 - Community Amenities	0	0	0	0	0	0
Loan 120 - Community Centre	11 - Recreation	255,504	0	1,591	8,417	60,591	194,913
Loan 121 - Youth Activity Area	11 - Recreation	59,228	0	495	2,064	11,539	47,689
Loan 122 - Main Street Redevelopment	12 - Transport	258,953	0	1,747	7,199	34,021	224,932
Loan 123 - Swimming Pool Stage 1	11 - Recreation	181,267	0	1,223	5,039	23,814	157,453
Loan 124 - Swimming Pool Stage 2	11 - Recreation	226,981	0	1,543	6,310	22,544	204,437
Loan 125 - Avon River Park Redevelopment	11 - Recreation	106,677	0	727	2,966	9,400	97,277
Loan 126 - Rec Ground Redevelopment	11 - Recreation	125,000	0	863	3,475	6,830	118,170
Loan 127 - Depot Relocation	12 - Transport	133,000	0	919	3,697	7,267	125,733
<b>TOTAL</b>		<b>1,632,706</b>	<b>0</b>	<b>11,113</b>	<b>51,786</b>	<b>242,646</b>	<b>1,390,060</b>

<b>Loan Liability</b>	
<b>Current Portion</b>	242,646
<b>Non-Current Portion</b>	1,390,060
<b>Total</b>	<b>1,632,706</b>

<b>SSL Debtors Receiveable</b>	
<b>Current Portion</b>	0
<b>Non-Current Portion</b>	0
<b>Total</b>	<b>0</b>

## APPENDIX 3

**SHIRE OF BEVERLEY  
RESERVE FUNDS  
10 YEAR LONG TERM FINANCIAL PLAN**

Account Description	BUDGET 2019/20	FORECAST 2020/21	FORECAST 2021/22	FORECAST 2022/23	FORECAST 2023/24	FORECAST 2024/25	FORECAST 2025/26	FORECAST 2026/27	FORECAST 2027/28	FORECAST 2028/29	FORECAST 2029/30
<b>702000 Annual Leave Reserve</b>											
Opening Balance	136,589	139,321	142,107	144,949	147,848	150,805	153,821	156,897	160,035	163,236	166,501
Transfer To											
- Interest	2,732	2,786	2,842	2,899	2,957	3,016	3,076	3,138	3,201	3,265	3,330
Transfer (From)											
- Nil	0	0	0	0	0	0	0	0	0	0	0
<b>Closing Balance</b>	<b>139,321</b>	<b>142,107</b>	<b>144,949</b>	<b>147,848</b>	<b>150,805</b>	<b>153,821</b>	<b>156,897</b>	<b>160,035</b>	<b>163,236</b>	<b>166,501</b>	<b>169,831</b>
<b>703000 Avon River Development Reserve</b>											
Opening Balance	25,383	25,891	26,409	26,937	27,476	28,026	28,587	29,159	29,742	30,337	30,944
Transfer To											
- Interest	508	518	528	539	550	561	572	583	595	607	619
Transfer (From)											
- Planning Contribution	0	0	0	0	0	0	0	0	0	0	0
<b>Closing Balance</b>	<b>25,891</b>	<b>26,409</b>	<b>26,937</b>	<b>27,476</b>	<b>28,026</b>	<b>28,587</b>	<b>29,159</b>	<b>29,742</b>	<b>30,337</b>	<b>30,944</b>	<b>31,563</b>
<b>704000 Building Reserve</b>											
Opening Balance	352,638	259,691	364,885	522,183	682,627	751,279	600,305	637,311	550,057	586,058	(2,221)
Transfer To											
- Interest	7,053	5,194	7,298	10,444	13,652	15,026	12,006	12,746	11,001	11,721	(44)
- Sale of Residential Housing		0	0	0	0	300,000	0	300,000	0	0	0
- Future Expenditure Contribution		100,000	150,000	150,000	150,000	100,000	100,000	100,000	100,000	100,000	100,000
Transfer (From)											
- Capital Project Contribution	(100,000)	0	0	0	(95,000)	(566,000)	(75,000)	(500,000)	(75,000)	(700,000)	(75,000)
<b>Closing Balance</b>	<b>259,691</b>	<b>364,885</b>	<b>522,183</b>	<b>682,627</b>	<b>751,279</b>	<b>600,305</b>	<b>637,311</b>	<b>550,057</b>	<b>586,058</b>	<b>(2,221)</b>	<b>22,735</b>
<b>705000 Community Bus Reserve</b>											
Opening Balance	36,075	37,964	0	0	0	0	0	0	0	0	0
Transfer To											
- Interest	722	759	0	0	0	0	0	0	0	0	0
- Community Bus Surplus (GL Acc 140750 - 140701)	1,167										
Transfer (From)											
- Capital Project Contribution	0	(38,723)	0	0	0	0	0	0	0	0	0
<b>Closing Balance</b>	<b>37,964</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>706000 Cropping Committee Reserve</b>											
Opening Balance	134,138	54,549	73,368	92,563	112,142	32,113	50,483	69,221	88,333	107,828	127,713
Transfer To											
- Interest	2,683	1,091	1,467	1,851	2,243	642	1,010	1,384	1,767	2,157	2,554
- Cropping Lease Surplus (GL Acc 110351 - 110304)	37,728	37,728	37,728	37,728	37,728	37,728	37,728	37,728	37,728	37,728	37,728
Transfer (From)											
- Community Grants Contribution	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
- Capital Project Contribution	(100,000)	0	0	0	(100,000)	0	0	0	0	0	0
<b>Closing Balance</b>	<b>54,549</b>	<b>73,368</b>	<b>92,563</b>	<b>112,142</b>	<b>32,113</b>	<b>50,483</b>	<b>69,221</b>	<b>88,333</b>	<b>107,828</b>	<b>127,713</b>	<b>147,995</b>

**SHIRE OF BEVERLEY  
RESERVE FUNDS  
10 YEAR LONG TERM FINANCIAL PLAN**

Account Description	BUDGET 2019/20	FORECAST 2020/21	FORECAST 2021/22	FORECAST 2022/23	FORECAST 2023/24	FORECAST 2024/25	FORECAST 2025/26	FORECAST 2026/27	FORECAST 2027/28	FORECAST 2028/29	FORECAST 2029/30
<b>707000 Emergency Services Reserve</b>											
Opening Balance	126,292	8,818	8,994	9,174	9,357	9,544	9,735	9,930	10,129	10,332	10,539
Transfer To											
- Interest	2,526	176	180	183	187	191	195	199	203	207	211
Transfer (From)											
- Capital Project Contribution	(120,000)	0	0	0	0	0	0	0	0	0	0
<b>Closing Balance</b>	<b>8,818</b>	<b>8,994</b>	<b>9,174</b>	<b>9,357</b>	<b>9,544</b>	<b>9,735</b>	<b>9,930</b>	<b>10,129</b>	<b>10,332</b>	<b>10,539</b>	<b>10,750</b>
<b>708000 LSL and Gratuity Reserve</b>											
Opening Balance	43,301	0	0	0	0	0	0	0	0	0	0
Transfer To											
- Interest	866	0	0	0	0	0	0	0	0	0	0
Transfer (From)											
- LSL Recoup	(44,167)	0	0	0	0	0	0	0	0	0	0
<b>Closing Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>709000 Office Equipment Replacement Reserve</b>											
Opening Balance	94	94	20,096	40,498	61,308	82,534	4,185	4,269	4,354	4,441	4,530
Transfer To											
- Interest	0	2	402	810	1,226	1,651	84	85	87	89	91
- Future Expenditure Contribution		20,000	20,000	20,000	20,000	20,000	0	0	0	0	0
Transfer (From)											
- Capital Project Contribution	0	0	0	0	0	(100,000)	0	0	0	0	0
<b>Closing Balance</b>	<b>94</b>	<b>20,096</b>	<b>40,498</b>	<b>61,308</b>	<b>82,534</b>	<b>4,185</b>	<b>4,269</b>	<b>4,354</b>	<b>4,441</b>	<b>4,530</b>	<b>4,621</b>
<b>710000 Plant Replacement Reserve</b>											
Opening Balance	488,156	247,919	107,877	210,035	19,236	119,621	222,013	31,453	132,082	234,724	44,419
Transfer To											
- Interest	9,763	4,958	2,158	4,201	385	2,392	4,440	629	2,642	4,695	888
- Future Expenditure Contribution	50,000	100,000	100,000	50,000	100,000	100,000	50,000	100,000	100,000	50,000	50,000
Transfer (From)											
- Capital Project Contribution	(300,000)	(245,000)	0	(245,000)	0	0	(245,000)	0	0	(245,000)	(160,000)
<b>Closing Balance</b>	<b>247,919</b>	<b>107,877</b>	<b>210,035</b>	<b>19,236</b>	<b>119,621</b>	<b>222,013</b>	<b>31,453</b>	<b>132,082</b>	<b>234,724</b>	<b>44,419</b>	<b>(64,693)</b>
<b>711000 Recreation Ground Reserve</b>											
Opening Balance	419,843	433,240	146,905	254,843	14,940	120,239	177,644	236,197	295,921	356,839	293,976
Transfer To											
- Interest	8,397	8,665	2,938	5,097	299	2,405	3,553	4,724	5,918	7,137	5,879
- Storm Water Dams Infrastructure Renewal	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
- Future Expenditure Contribution	0	50,000	100,000	100,000	100,000	50,000	50,000	50,000	50,000	50,000	50,000
Transfer (From)											
- Capital Project Contribution	0	(350,000)	0	(350,000)	0	0	0	0	0	(125,000)	0
<b>Closing Balance</b>	<b>433,240</b>	<b>146,905</b>	<b>254,843</b>	<b>14,940</b>	<b>120,239</b>	<b>177,644</b>	<b>236,197</b>	<b>295,921</b>	<b>356,839</b>	<b>293,976</b>	<b>354,855</b>

**SHIRE OF BEVERLEY  
RESERVE FUNDS  
10 YEAR LONG TERM FINANCIAL PLAN**

Account Description	BUDGET 2019/20	FORECAST 2020/21	FORECAST 2021/22	FORECAST 2022/23	FORECAST 2023/24	FORECAST 2024/25	FORECAST 2025/26	FORECAST 2026/27	FORECAST 2027/28	FORECAST 2028/29	FORECAST 2029/30
<b>712000 Road Construction Reserve</b>											
Opening Balance	495,740	354,955	72,174	123,618	176,090	229,612	284,204	289,888	295,686	301,600	307,632
Transfer To											
- Interest	9,915	7,099	1,444	2,472	3,522	4,592	5,684	5,798	5,914	6,032	6,153
- Future Expenditure Contribution	0	0	50,000	50,000	50,000	50,000	0	0	0	0	0
Transfer (From)											
- Capital Project Contribution	(150,700)	(289,880.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Closing Balance</b>	<b>354,955</b>	<b>72,174</b>	<b>123,618</b>	<b>176,090</b>	<b>229,612</b>	<b>284,204</b>	<b>289,888</b>	<b>295,686</b>	<b>301,600</b>	<b>307,632</b>	<b>313,785</b>
<b>713000 Airfield Emergency Lighting Reserve</b>											
Opening Balance	39,240	40,025	40,826	41,643	42,476	43,326	44,193	45,077	45,979	46,899	47,837
Transfer To											
- Interest	785	801	817	833	850	867	884	902	920	938	957
Transfer (From)											
- Capital Project Contribution	0	0	0	0	0	0	0	0	0	0	0
<b>Closing Balance</b>	<b>40,025</b>	<b>40,826</b>	<b>41,643</b>	<b>42,476</b>	<b>43,326</b>	<b>44,193</b>	<b>45,077</b>	<b>45,979</b>	<b>46,899</b>	<b>47,837</b>	<b>48,794</b>
<b>714000 Senior's Housing Reserve</b>											
Opening Balance	75,379	97,230	118,485	139,130	161,224	182,651	223,361	269,393	315,118	360,486	407,786
Transfer To											
- Interest	1,508	1,945	2,370	2,783	3,224	3,653	4,467	5,388	6,302	7,210	8,156
- HRV Operating Surplus (GL Acc 090250 - 090200)	40,343	39,310	38,275	39,311	38,203	37,057	41,565	40,337	39,066	40,090	38,728
Transfer (From)											
- Capital Project Contribution	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	0	0	0	0	0	0
<b>Closing Balance</b>	<b>97,230</b>	<b>118,485</b>	<b>139,130</b>	<b>161,224</b>	<b>182,651</b>	<b>223,361</b>	<b>269,393</b>	<b>315,118</b>	<b>360,486</b>	<b>407,786</b>	<b>454,670</b>
<b>715000 Mainstreet Redevelopment Reserve</b>											
Opening Balance	306,000	206,000	0	0	0	0	0	0	0	0	0
Transfer To											
- Interest	0	4,120	0	0	0	0	0	0	0	0	0
Transfer (From)											
- Capital Project Contribution	(100,000)	(210,120)	0	0	0	0	0	0	0	0	0
<b>Closing Balance</b>	<b>206,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>716000 Avondale Machinery Museum Reserve</b>											
Opening Balance	60,000	40,000	0	0	0	0	0	0	0	0	0
Transfer To											
- Interest	0	800	0	0	0	0	0	0	0	0	0
Transfer (From)											
- Capital Project Contribution	(20,000)	(40,800)	0	0	0	0	0	0	0	0	0
<b>Closing Balance</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL RESERVES</b>	<b>1,945,697</b>	<b>1,122,126</b>	<b>1,605,573</b>	<b>1,454,724</b>	<b>1,749,750</b>	<b>1,798,531</b>	<b>1,778,795</b>	<b>1,927,436</b>	<b>2,202,780</b>	<b>1,439,656</b>	<b>1,494,906</b>

**SHIRE OF BEVERLEY  
RESERVE FUNDS  
10 YEAR LONG TERM FINANCIAL PLAN**

Account Description	BUDGET 2019/20	FORECAST 2020/21	FORECAST 2021/22	FORECAST 2022/23	FORECAST 2023/24	FORECAST 2024/25	FORECAST 2025/26	FORECAST 2026/27	FORECAST 2027/28	FORECAST 2028/29	FORECAST 2029/30
<b><u>RESERVE SUMMARY</u></b>											
<b>Opening Balance</b>	2,738,868	1,945,697	1,122,126	1,605,573	1,454,724	1,749,750	1,798,531	1,778,795	1,927,436	2,202,780	1,439,656
<b>Transfer To</b>		390,952	523,447	484,151	530,026	734,781	320,264	668,641	370,344	326,876	310,250
- Interest	47,458										
- Operating Transfers	134,238										
<b>Transfer (From)</b>		(1,214,523)	(40,000)	(635,000)	(235,000)	(686,000)	(340,000)	(520,000)	(95,000)	(1,090,000)	(255,000)
- Project Funds	(974,867)										
<b>Closing Balance</b>	<b>1,945,697</b>	<b>1,122,126</b>	<b>1,605,573</b>	<b>1,454,724</b>	<b>1,749,750</b>	<b>1,798,531</b>	<b>1,778,795</b>	<b>1,927,436</b>	<b>2,202,780</b>	<b>1,439,656</b>	<b>1,494,906</b>

## APPENDIX 4

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
1	1 - LAND PURCHASE																							
		Housing Land Acquisition	\$ 75,000		(\$ 75,000)	\$ 0					*													*
	Funding	- Building Reserve		(\$ 75,000)						*														
2		Housing Land Acquisition	\$ 75,000		(\$ 75,000)	\$ 0							*											*
	Funding	- Building Reserve		(\$ 75,000)								*												
3		Housing Land Acquisition	\$ 75,000		(\$ 75,000)	\$ 0									*									*
	Funding	- Building Reserve		(\$ 75,000)											*									
4		Housing Land Acquisition	\$ 75,000		(\$ 75,000)	\$ 0											*							*
	Funding	- Building Reserve		(\$ 75,000)													*							
	TOTAL - 1. LAND PURCHASES:		\$ 300,000	(\$ 300,000)	(\$ 300,000)	\$ 0																		

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
	<b>2 - NON-SPECIALISED BUILDINGS</b>																							
5		59 Smith St - Paint	\$ 15,000			\$ 15,000						*										*		
6		59 Smith St - Carpet	\$ 15,000			\$ 15,000							*									*		
7		6 Barnsley St - Paint	\$ 15,000			\$ 15,000				*												*		
8		6 Barnsley St - Carpet	\$ 15,000			\$ 15,000					*											*		
9		59 Smith St - Bathroom Refurb	\$ 20,000		(\$ 20,000)	\$ 0	*															*		
	Funding	- Building Reserve		(\$ 20,000)			*																	
10		6 Barnsley St - Bathroom Refurb	\$ 10,000			\$ 10,000		*														*		
11		59 Smith St - Solar Power	\$ 13,500			\$ 13,500	*																	*
12		6 Barnsley St - Solar Power	\$ 13,500			\$ 13,500	*																	*
13		6 Barnsley St - Patio & Paving	\$ 20,000		(\$ 20,000)	\$ 0					*											*		
	Funding	- Building Reserve		(\$ 20,000)							*													
14		Hunt Rd Village - Unit 7 Refurb	\$ 20,000		(\$ 20,000)	\$ 0	*															*		
	Funding	- Seniors Housing Reserve		(\$ 20,000)			*																	
15		Hunt Rd Village - Unit 1 Refurb	\$ 20,000		(\$ 20,000)	\$ 0		*														*		
	Funding	- Seniors Housing Reserve		(\$ 20,000)				*																
16		Hunt Rd Village - Unit 2 Refurb	\$ 20,000		(\$ 20,000)	\$ 0			*													*		
	Funding	- Seniors Housing Reserve		(\$ 20,000)					*															
17		Hunt Rd Village - Unit 3 Refurb	\$ 20,000		(\$ 20,000)	\$ 0				*												*		
	Funding	- Seniors Housing Reserve		(\$ 20,000)						*														
18		Hunt Rd Village - Unit 4 Refurb	\$ 20,000		(\$ 20,000)	\$ 0					*											*		
	Funding	- Seniors Housing Reserve		(\$ 20,000)							*													
19		Residential Housing	\$ 300,000		(\$ 300,000)	\$ 0						*												*
	Funding	- Building Reserve		(\$ 300,000)								*												
20		Residential Housing	\$ 300,000		(\$ 300,000)	\$ 0								*										*
	Funding	- Building Reserve		(\$ 300,000)									*											
21		Residential Housing	\$ 300,000		(\$ 300,000)	\$ 0										*								*
	Funding	- Building Reserve		(\$ 300,000)												*								
22		Residential Housing	\$ 300,000		(\$ 300,000)	\$ 0											*							*
	Funding	- Building Reserve		(\$ 300,000)													*							
	<b>TOTAL - 2. NON-SPECIALISED BUILDINGS:</b>		<b>\$ 1,437,000</b>	<b>(\$ 1,340,000)</b>	<b>(\$ 1,340,000)</b>	<b>\$ 97,000</b>																		

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
		<b>3 - SPECIALISED BUILDINGS</b>																						
23		Old Fire Station Roof Refurb	\$ 3,000		\$ 0	\$ 3,000				*												*		
24		50 Dawson St Roof Refurb	\$ 3,000		\$ 0	\$ 3,000	*															*		
25		Old Court House Roof Replacement	\$ 70,000		\$ 0	\$ 70,000		*														*		
26		Rec Ground Play Area	\$ 40,000		(\$ 40,000)	\$ 0	*																	*
	Funding	- Cropping Committee Reserve		(\$ 40,000)			*																	
27		Swimming Pool Redevelopment - Stage 1	\$ 2,000,000		(\$ 2,000,000)	\$ 0		*														*		
	Funding	- Grant Funding		(\$ 1,300,000)				*																
	Funding	- Recreation Reserve		(\$ 350,000)				*																
	Funding	- Loan		(\$ 350,000)				*																
28		Swimming Pool Redevelopment - Stage 2	\$ 2,000,000		(\$ 2,000,000)	\$ 0				*												*		
	Funding	- Grant Funding		(\$ 1,300,000)					*															
	Funding	- Recreation Reserve		(\$ 350,000)					*															
	Funding	- Loan		(\$ 350,000)					*															
29		Recreation Grounds Redevelopment	\$ 500,000		(\$ 500,000)	\$ 0										*						*		
	Funding	- Grant Funding		(\$ 250,000)												*								
	Funding	- Recreation Reserve		(\$ 125,000)												*								
	Funding	- Loan		(\$ 125,000)												*								
30		Youth Activity Precinct	\$ 1,000,000		(\$ 1,000,000)	\$ 0	*																	*
	Funding	- Grant Funding		(\$ 667,000)			*																	
	Funding	- Recreation Reserve		(\$ 168,000)			*																	
	Funding	- Loan		(\$ 165,000)			*																	
31		Caravan Park Extension	\$ 350,000		(\$ 350,000)	\$ 0											*						*	
	Funding	- Building Reserve		(\$ 350,000)													*							
32		Avon River Park Redevelopment	\$ 500,000		(\$ 500,000)	\$ 0					*											*		
	Funding	- Grant Funding		(\$ 250,000)						*														
	Funding	- Loan		(\$ 150,000)						*														
	Funding	- Cropping Committee Reserve		(\$ 100,000)						*														
33		Aged Housing Development - Stage 1	\$ 800,000		(\$ 800,000)	\$ 0						*												*
	Funding	- Building Reserve		(\$ 266,000)							*													
	Funding	- Grant Funding		(\$ 534,000)							*													
34		Aged Housing Development - Stage 2	\$ 600,000		(\$ 600,000)	\$ 0							*											*
	Funding	- Building Reserve		(\$ 200,000)								*												
	Funding	- Grant Funding		(\$ 400,000)								*												
35		Aged Housing Development - Stage 3	\$ 600,000		(\$ 600,000)	\$ 0										*								*
	Funding	- Building Reserve		(\$ 200,000)												*								
	Funding	- Grant Funding		(\$ 400,000)												*								

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
36		Old School Building Refurbishment	\$ 300,000		(\$ 300,000)	\$ 0	*																*	
	Funding	- Building Reserve		(\$ 150,000)			*																	
	Funding	- Grant Funding		(\$ 150,000)			*																	
37		Depot Relocation	\$ 1,000,000		(\$ 1,000,000)	\$ 0										*						*		
	Funding	- Grant Funding		(\$ 667,000)												*								
	Funding	- Building Reserve		(\$ 200,000)												*								
	Funding	- Loan		(\$ 133,000)												*								
	TOTAL - 3. SPECIALISED BUILDINGS:		\$ 9,766,000	(\$ 9,690,000)	(\$ 9,690,000)	\$ 76,000																		

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
	4 - PLANT & EQUIPMENT																							
38		Plant Replacement - 2019/20	\$ 498,000		(\$ 160,000)	\$ 338,000	*															*		
	Funding	- Plant Replacement Reserve		(\$ 160,000)			*															*		
39		Plant Replacement - 2020/21	\$ 377,000		(\$ 245,000)	\$ 132,000		*														*		
	Funding	- Plant Replacement Reserve		(\$ 245,000)				*														*		
40		Plant Replacement - 2021/22	\$ 316,000			\$ 316,000			*													*		
41		Plant Replacement - 2022/23	\$ 287,000		(\$ 245,000)	\$ 42,000				*												*		
	Funding	- Plant Replacement Reserve		(\$ 245,000)						*												*		
42		Plant Replacement - 2023/24	\$ 327,000			\$ 327,000					*											*		
43		Plant Replacement - 2024/25	\$ 30,000			\$ 30,000						*										*		
44		Plant Replacement - 2025/26	\$ 251,000		(\$ 245,000)	\$ 6,000							*									*		
	Funding	- Plant Replacement Reserve		(\$ 245,000)									*									*		
45		Plant Replacement - 2026/27	\$ 320,000			\$ 320,000								*								*		
46		Plant Replacement - 2027/28	\$ 180,000			\$ 180,000									*							*		
47		Plant Replacement - 2028/29	\$ 299,000		(\$ 245,000)	\$ 54,000										*						*		
	Funding	- Plant Replacement Reserve		(\$ 245,000)												*						*		
48		Plant Replacement - 2029/30	\$ 490,000		(\$ 160,000)	\$ 330,000											*					*		
	Funding	- Plant Replacement Reserve		(\$ 160,000)													*					*		
49		Mobile Generator 30kVa	\$ 50,000			\$ 50,000	*																	*
	TOTAL - 4. PLANT & EQUIPMENT:		\$ 3,425,000	(\$ 1,300,000)	(\$ 1,300,000)	\$ 2,125,000																		

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	<u>NETT</u> COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
	<b>5 - FURNITURE &amp; EQUIPMENT</b>																							
50		Financial Management System	\$ 100,000		(\$ 100,000)	\$ 0						*											*	
	Funding	- Office Equipment Replacement Reserve		(\$ 100,000)								*												
	<b>TOTAL - 5. FURNITURE &amp; EQUIPMENT:</b>		<b>\$ 100,000</b>	<b>(\$ 100,000)</b>	<b>(\$ 100,000)</b>	<b>\$ 0</b>																		

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
		<b>6 - ROAD CONSTRUCTION</b>																						
51		Mainstreet Redevelopment	\$ 3,000,000		(\$ 3,000,000)	\$ 0		*														*		
	Funding	- Grant Funding		(\$ 2,000,000)				*																
	Funding	- Loan		(\$ 500,000)				*																
	Funding	- Road Reserve		(\$ 500,000)				*																
52		Road Program - 2019/20	\$ 1,100,000		(\$ 562,900)	\$ 537,100	*															*		
	Funding	- Regional Road Group Funding		(\$ 320,000)			*																	
	Funding	- Roads To Recovery Funding		(\$ 242,900)			*																	
53		Road Program - 2020/21	\$ 1,100,000		(\$ 562,900)	\$ 537,100		*														*		
	Funding	- Regional Road Group Funding		(\$ 320,000)				*																
	Funding	- Roads To Recovery Funding		(\$ 242,900)				*																
54		Road Program - 2021/22	\$ 1,100,000		(\$ 562,900)	\$ 537,100			*													*		
	Funding	- Regional Road Group Funding		(\$ 320,000)					*															
	Funding	- Roads To Recovery Funding		(\$ 242,900)					*															
55		Road Program - 2022/23	\$ 1,100,000		(\$ 562,900)	\$ 537,100				*												*		
	Funding	- Regional Road Group Funding		(\$ 320,000)						*														
	Funding	- Roads To Recovery Funding		(\$ 242,900)						*														
56		Road Program - 2023/24	\$ 1,100,000		(\$ 562,900)	\$ 537,100					*											*		
	Funding	- Regional Road Group Funding		(\$ 320,000)							*													
	Funding	- Roads To Recovery Funding		(\$ 242,900)							*													
57		Road Program - 2024/25	\$ 1,100,000		(\$ 562,900)	\$ 537,100						*										*		
	Funding	- Regional Road Group Funding		(\$ 320,000)								*												
	Funding	- Roads To Recovery Funding		(\$ 242,900)								*												
58		Road Program - 2025/26	\$ 1,100,000		(\$ 562,900)	\$ 537,100							*									*		
	Funding	- Regional Road Group Funding		(\$ 320,000)									*											
	Funding	- Roads To Recovery Funding		(\$ 242,900)									*											
59		Road Program - 2026/27	\$ 1,100,000		(\$ 562,900)	\$ 537,100								*								*		
	Funding	- Regional Road Group Funding		(\$ 320,000)										*										
	Funding	- Roads To Recovery Funding		(\$ 242,900)										*										
60		Road Program - 2027/28	\$ 1,100,000		(\$ 562,900)	\$ 537,100									*							*		
	Funding	- Regional Road Group Funding		(\$ 320,000)											*									
	Funding	- Roads To Recovery Funding		(\$ 242,900)											*									
61		Road Program - 2028/29	\$ 1,100,000		(\$ 562,900)	\$ 537,100										*						*		
	Funding	- Regional Road Group Funding		(\$ 320,000)												*								
	Funding	- Roads To Recovery Funding		(\$ 242,900)												*								

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	<u>NETT</u> COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
62		Road Program - 2029/30	\$ 1,100,000		(\$ 562,900)	\$ 537,100											*					*		
	Funding	- Regional Road Group Funding		(\$ 320,000)													*							
	Funding	- Roads To Recovery Funding		(\$ 242,900)													*							
	TOTAL - 6. ROAD CONSTRUCTION:		\$ 15,100,000	(\$ 9,191,900)	(\$ 9,191,900)	\$ 5,908,100																		

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	<u>NETT</u> COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
		<b>7 - BRIDGE CONSTRUCTION</b>																						
62		Second River Crossing	\$ 1,500,000		(\$ 1,500,000)	\$ 0										*								*
	Funding	- Grant Funding		(\$ 1,500,000)												*								
63		Qualandry Crossing	\$ 1,500,000		(\$ 1,500,000)	\$ 0			*													*		
	Funding	- Grant Funding		(\$ 1,500,000)					*															
64		Kokeby Bridge	\$ 3,000,000		(\$ 3,000,000)	\$ 0					*											*		
	Funding	- Grant Funding		(\$ 3,000,000)							*													
65		Waterhatch Rd Narrow Bridge	\$ 1,900,000		(\$ 1,900,000)	\$ 0	*																*	
	Funding	- Grant Funding		(\$ 1,900,000)			*																	
66		York Williams Rd Narrow Bridge	\$ 1,900,000		(\$ 1,900,000)	\$ 0							*										*	
	Funding	- Grant Funding		(\$ 1,900,000)									*											
		<b>TOTAL - 7. BRIDGE CONSTRUCTION:</b>	<b>\$ 9,800,000</b>	<b>(\$ 9,800,000)</b>	<b>(\$ 9,800,000)</b>	<b>\$ 0</b>																		

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
	<b>8 - FOOTPATH CONSTRUCTION</b>																							
67	FC2001	Footpath Renewal - 2019/20	\$ 100,000		\$ 0	\$ 100,000	*															*		
68	FC2101	Footpath Renewal - 2020/21	\$ 100,000		\$ 0	\$ 100,000		*														*		
69	FC2201	Footpath Renewal - 2021/22	\$ 0		\$ 0	\$ 0			*													*		
70	FC2301	Footpath Renewal - 2022/23	\$ 200,000		\$ 0	\$ 200,000				*												*		
71	FC2401	Footpath Renewal - 2023/24	\$ 0		\$ 0	\$ 0					*											*		
72	FC2501	Footpath Renewal - 2024/25	\$ 100,000		\$ 0	\$ 100,000						*										*		
73	FC2601	Footpath Renewal - 2025/26	\$ 200,000		\$ 0	\$ 200,000							*									*		
74		Walk Trails	\$ 25,000		\$ 0	\$ 25,000	*																	*
	<b>TOTAL - 8. FOOTPATH CONSTRUCTION:</b>		<b>\$ 725,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 725,000</b>																		

Item	CODES	DETAILS	TOTAL COST	FUNDING SPLIT	TOTAL FUNDING	NETT COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	RENEWAL	UPGRADE	NEW
75	<b>9 - DRAINAGE CONSTRUCTION</b>																							
		Forrest/Bartram St Drainage - 2028/29	\$ 300,000		(\$ 300,000)	\$ 0										*							*	
	Funding	- Grant Funding		(\$ 300,000)												*								
	TOTAL - 9. DRAINAGE CONSTRUCTION:		\$ 300,000	(\$ 300,000)	(\$ 300,000)	\$ 0																		
TOTALS:-			\$ 40,953,000	(\$ 32,021,900)	(\$ 32,021,900)	\$ 8,931,100																		



# **Shire of Beverley Code of Conduct**

**For Council Members,  
Committee Members and  
Employees**



## **PREAMBLE**

The ~~Model~~ **Shire of Beverley** Code of Conduct provides Council Members, Committee Members and employees in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Model Code is complementary to the principles adopted in the Local Government Act and Regulations which incorporates four fundamental aims to result in :-

- (a) better decision-making by local governments;*
- (b) greater community participation in the decisions and affairs of local governments;*
- (c) greater accountability of local governments to their communities; and*
- (d) more efficient and effective local government.*

The Code provides a guide and a basis of expectations for Council Members, Committee Members and employees. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

## **STATUTORY ENVIRONMENT**

The ~~Model~~ **Shire of Beverley** Code of Conduct observes statutory requirements of the **Local Government Act 1995** (S 5.103 – Codes of Conduct) and **Local Government (Administration) Regulations 1996** (Regs 34B and 34C).

## **RULES OF CONDUCT**

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the **Local Government Act 1995** and **Local Government (Rules of Conduct) Regulations 2007**.

## 1. ROLES

### 1.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.

The Role of Council Members as set out in S 2.10 of the *Local Government Act 1995* follows :

*"A Councillor —*

- (a) Represents the interests of electors, ratepayers and residents of the district;*
- (b) provides leadership and guidance to the community in the district;*
- (c) facilitates communication between the community and the council;*
- (d) participates in the local government's decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a Councillor by this Act or any other written law."*

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

### 1.2 Role of Employees

The role of employees is determined by the functions of the CEO as set out in S 5.41 of the *Local Government Act 1995* : -

*"The CEO's functions are to —*

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*

*(i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.”*

### **1.3 Role of Council**

The Role of the Council is in accordance with S 2.7 of the *Local Government Act 1995*:

*“(1) The council —*

- (a) governs the local government’s affairs; and*
- (b) is responsible for the performance of the local government’s functions.*

*(2) Without limiting subsection (1), the council is to —*

- (a) oversee the allocation of the local government’s finances and resources; and*
- (b) determine the local government’s policies.”*

### **1.4 Principles affecting the employment of employees by the Shire**

The following principles, set out in section 5.40 of the *Act*, apply to the employment of the Shire’s employees:

- (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) employees are to be treated fairly and consistently; and*
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by the Shire on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) such other principles, not inconsistent with this Division, as may be prescribed.*

### **1.5 Relationships between Council Members and Employees**

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and employees have a mutual respect and co-operate with each other to achieve the Council’s corporate goals and implement the Council’s strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following –

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising employees in a way that casts aspersions on their professional competence and credibility.

## **2. CONFLICT AND DISCLOSURE OF INTEREST**

### **2.1 Conflict of Interest**

- (a) Council Members, Committee Members and employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Council Members, Committee Members and employees will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government district or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Council Members, Committee Members and employees who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Employees will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

### **2.2 Financial Interest**

Council Members, Committee Members and employees will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

### **2.3 Disclosure of Interest**

#### *Definition :*

*In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 -*

*"interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

(a) A person who is an employee and who has an interest in any matter to be discussed at a Council or Committee meeting attended by the person is required to disclose the nature of the interest -

- (i) in a written notice given to the CEO before the meeting; or
- (ii) at the meeting immediately before the matter is discussed.

(b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter -

- (i) in a written notice given to the CEO before the meeting; or
- (ii) at the time the advice is given.

(c) A requirement described under items (a) and (b) exclude an interest referred to in Section 5.60 of the Local Government Act 1995.

(d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -

- (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
- (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

(e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then -

- (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.

(f) If -

- (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
- (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
- (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

### **3. PERSONAL BENEFIT**

#### **3.1 Use of Confidential Information**

Council Members, Committee Members and employees shall not use confidential information to gain improper advantage for themselves or another person or body in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Council.

Due discretion shall be exercised by all those who have access to confidential or sensitive information. Every matter dealt with by, or brought before, a meeting sitting behind closed doors, shall be treated as strictly confidential, and shall not without the authority of the Council be disclosed to any person other than the Council members and/or employees of the **City Shire** (and in the case of employees only so far as may be necessary for the performance of their duties) prior to the discussion of the matter at a meeting of the Council held with open doors.

Nothing in this section prevents a Council member or officer from disclosing confidential information:

- to a legal practitioner for the purpose of obtaining legal advice; or
- if the disclosure is permitted by law.

#### **3.2 Intellectual Property**

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

#### **3.3 Improper or Undue Influence**

Council Members and employees will not take advantage of their position to improperly influence other Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Council Members, Committee Members and employees shall not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body. Similarly, Council members, committee members and employees shall not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

### 3.4 Gifts - Employees

#### *Definitions :*

*In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 -*

*“activity involving a local government discretion” means an activity -*

- (a) that cannot be undertaken without an authorisation from the local government;*
- or*
- (b) by way of a commercial dealing with the local government;*

*“gift” has the meaning given to that term in S 5.82(4) except that it does not include -*

- (a) a gift from a relative as defined in S 5.74(1); or*
- (b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

*“notifiable gift”, in relation to a person who is an employee, means -*

- (a) a gift worth between \$50 and \$300; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

*“prohibited gift”, in relation to a person who is an employee, means -*

- (a) a gift worth \$300 or more; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

(a) A person who is an employee is to refrain from accepting a prohibited gift from a person who -

- (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

(b) A person who is an employee and who accepts a notifiable gift from a person who -

- (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion, is to notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.

(c) The notification of the acceptance of a notifiable gift must be in writing and include -

- (i) the name of the person who gave the gift; and
- (ii) the date on which the gift was accepted; and
- (iii) a description, and the estimated value, of the gift; and
- (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and

- (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition)

—

- (1) a description; and
- (2) the estimated value; and
- (3) the date of acceptance,

of each other gift accepted within the 6 month period.

(d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).

(e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the *Local Government Act*) or an electoral gift (to which other disclosure provisions apply).

(f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

#### **4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND EMPLOYEES**

##### **4.1 Personal Behaviour**

(a) Council Members, Committee Members and employees will:

- (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
- (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
- (i) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (ii) always act in accordance with their obligation of fidelity to the Local Government.

(b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

#### **4.2 Honesty and Integrity**

Council Members, Committee Members and employees will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

#### **4.3 Personal Communications and Social Media**

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- (b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Local Government, its Council Members, employees or contractors, which breach this Code of Conduct.
- (c) Council Member comments which become public and breach the *Local Government (Rules of Conduct) Regulations 2007* may constitute a breach of the *Local Government Act 1995* and may be referred for investigation.
- (d) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

#### **4.4 Performance of Duties**

- (a) While on duty, employees will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council members and committee members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

#### **4.5 Compliance with Lawful Orders**

- (a) Council Members, Committee Members and employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution can not be achieved, with the Chief Executive Officer.
- (b) Council Members, Committee Members and employees will give effect to the lawful decisions and policies of the Local Government, whether or not they agree with or approve of them.

#### **4.6 Administrative and Management Practices**

Council Members, Committee Members and employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

#### **4.7 Corporate Obligations**

##### **(a) Standard of Dress**

Council Members, Committee Members and employees are expected to comply with neat and responsible dress standards at all times. Accordingly –

- (i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
- (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual employees.

##### **(b) Communication and Public Relations**

- (i) All aspects of communication by employees (including verbal, written or personal), involving the Local Governments activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
- (ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
  - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
  - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
  - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
  - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
- (iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

#### **4.8 Appointments to Committees**

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members :

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

## **5. DEALING WITH COUNCIL PROPERTY**

### **5.1 Use of Local Government Resources**

Council Members and employees will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Council employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

### **5.2 Travelling and Sustenance Expenses**

Council Members, Committee Members and employees will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy, awards and the provisions of the Local Government Act.

### **5.3 Access to Information**

- (a) Employees will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

## **Adoption and Review**

Code of Conduct Review: Annually

Date of Original Adoption: 17 December 2013

Last Amended: 23 August 2016

Last Reviewed: 23 October 2018



# **RECORD KEEPING PLAN**

**2019**

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## Introduction

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This document is presented to the State Records Commission in accordance with Section 28 of the *State Records Act 2000* (the Act). Section 28 (5) of that Act requires that no more than 5 years must elapse between approval of a government organisation's Recordkeeping Plan and a review of it.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organisations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Recordkeeping Plans* comprises six recordkeeping principles each of which contains minimum compliance requirements.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Shire of Beverley and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organisation, including information regarding the organisation's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organisation.

The objectives of the Shire of Beverley RKP are to ensure:

- Compliance with Section 28 of the *State Records Act 2000*;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the Local Government's records.

In accordance with Section 17 of the Act, the Shire of Beverley and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all of the Shire of Beverley's:

- Employees;
- Contractors;
- Organisations performing outsourced services on behalf of the Shire of Beverley; and
- Elected members.

**NOTE:** *The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:*

***"In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.***

***This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.***

***Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."***

*Local Governments are to address the management of elected members government records in accordance with this policy, in their Recordkeeping Plans.*

This Recordkeeping Plan supersedes the 2014 Recordkeeping Plan and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning "any record of information however recorded" and includes:

- (a) Any thing on which there is writing or Braille;
  - (b) a map, plan, diagram or graph;
  - (c) a drawing, pictorial or graphic work, or photograph;
  - (d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
  - (e) any thing from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
  - (f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically."
- (State Records Act, 2000)*

# 1. Principle One: Proper and Adequate Records

---

*Government organisations ensure that records are created and kept which properly and adequately record the performance of the organisation's functions and which are consistent with any written law to which the organisation is subject when performing its functions.*

## 1.1 Historical Background

The Shire of Beverley, formerly the Beverley Roads Board, was formed on 22 February 1871. The eastern boundary stretched to the South Australian border but shrunk dramatically in 1895, and after a further six changes it has remained relatively the same size since 1923.

Two other Local Governments, the Beverley Municipal Council and the East Beverley Road Board were amalgamated into the Beverley Roads Board.

In 1961 the Local Government Act was proclaimed and the roads Board became the Shire of Beverley.

The Council has nine elected members including the President and Deputy President, both elected by the Council.

The Shire of Beverley has essential relationships with the following organisations:

- The State Government – in particular the Department of Transport; Department of Local Government, Sport and Communities; and the Department of Planning and Infrastructure and the Health Department.
- Neighbouring Local Authorities – Shire's of York, Brookton, Pingelly and Quairading.

## 1.2 Strategic Focus and Main Business Activity

Council's strategic focus is to maintain public facilities and services within the Shire of Beverley.

The Shire of Beverley will ensure that records are created and kept which properly and adequately record:

- The performance of the Shire's role and function;
- The Shire's compliance with any written law to which the Shire is subject;
- The administration of any piece of legislation to which the Shire is either partly or wholly requested to administer; and
- To maintain and enhance the development of the Shire.

The general function of a local government is to provide for the good government of people living and working within the district and includes legislative and regulative powers and responsibilities. The main role of the Shire of Beverley includes but is not limited to:

- The maintenance and improvement of Council controlled public roads within the Shire;
- The provision and maintenance of recreational facilities, parks and reserves for the enjoyment of residents and visitors within the Shire;
- The assistance of the provision of suitable medical facilities within the Shire; and
- The removal and disposal of refuse within the Beverley townsite and maintenance of the Beverley refuse site within the conditions of the associated license requirements.

## 1.3 Functions, including those outsourced

See *Appendix 1* – Functions of the Shire of Beverley.

## 1.4 Major Stakeholders

The Shire of Beverley recognises employees, residents, ratepayers, the community and elected members as its major stakeholders.

The Shire of Beverley also recognises and supports the activities of those groups that also provide services to residents along with Federal and State agencies.

### **1.5 Enabling Legislation**

The Shire of Beverley is established under the *Local Government Act 1995*.

### **1.6 Legislation and Regulations Administered by the Shire of Beverley**

Refer to Appendix 2.

### **1.7 Other Legislation Affecting the Shire of Beverley**

Refer to Appendix 3.

### **1.8 Major Government Policy and/or Industry Standards**

Refer to Appendix 4.

## **2. Principle Two: Policies and Procedures**

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*Government organisations ensure that recordkeeping programs are supported by policy and procedures.*

### **2.1 Records Management Systems**

*The Shire of Beverley uses a manual paper based Records Management System based on the Keywords for Councils document management system.*

*Keywords for Councils was fully implemented in January 2011.*

*Corporate records are registered in an incoming/outgoing mail register (Excel based Spreadsheet). The corporate file register is also updated and maintained using Excel.*

*Financial data is captured using IT Vision Synergy Soft. Financial data is saved to a central server which is backed up continually and hosted offsite by Focus Networks.*

*Currently there is no plan to move to a fully digital system. This will be considered in the future when a business need is realised.*

### **2.2 Records Management Policy and Procedures**

The creation and management of records is coordinated by the Shire of Beverley's *Executive Assistant*.

For the recordkeeping policy and procedures of the Shire of Beverley please refer to Appendix 5.

Table 2.1

<b>Recordkeeping Activities for the management of hard copy records and covered in the Shire of Beverley's Policies and Procedures</b>	<b>YES</b>	<b>NO</b>
<b>Correspondence capture and control</b> – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions.  Include specific provisions for capture and control of Elected Members' correspondence.	✓	
<b>Digitization</b> – including categories of records digitized; disposal of source records; digitization specifications. See <i>General disposal authority for source records</i> ; <b>NB:</b> <i>This procedure is only required where the organisation intends to dispose of source records prior to the expiration of the approved minimum retention period after digitising.</i>		x
<b>Mail distribution</b> – including frequency, tracking mechanisms and security measures.	✓	
<b>File creation and closure</b> – including assigned responsibility and procedures for both physical and automated file creation.	✓	
<b>Access to corporate records</b> – procedures for access to and security of corporate records.	✓	
<b>Authorised disposal of temporary records and transfer of State archives to the State Records Office (SRO)</b> – any assigned responsibilities.	✓	
<b>Electronic records management</b> – including the organisation's approach and methodology for the capture and management of its electronic records (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).		x
<b>Email management</b> – including the capture, retention and authorised disposal of email messages to ensure accountability. Should indicate whether the organisation is utilising a document management system or hard copy records system (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc.)		x
<b>Website management</b> – i) including guidelines to determine which is the complete and accurate record, particularly in regard to the purpose of the site (e.g. whether informational/transactional).  ii) Responsibility for the website and strategies implemented for the management of the website over time, including capture of periodic snapshots of the site and mechanisms for recording website amendments.	✓	
<b>Metadata management</b> – including authority for the capture and control of metadata.		x
<b>System/s management</b> – including any delegations of authority for the control and security of systems utilised by the organisation (e.g. provision of access to systems through individual logins and passwords, protection of servers etc).	✓	

<b>Recordkeeping Activities for the management of hard copy records and covered in the Shire of Beverley's Policies and Procedures</b>	<b>YES</b>	<b>NO</b>
<b>Migration strategy</b> – strategies planned or in place for migrating information and records over time (e.g. through upgrades in hardware and software applications, and any assigned responsibilities) for long-term retention and access. <i>See Public Records Policy: 8 – Policy for the ongoing management of electronic records designated as having archival value.</i>		x

### **2.3 Certification of Policies and Procedures**

The reviewed Record Keeping policy was adopted on \_\_\_\_ 2019.

The Record Keeping Procedures have been formally certified by the Chief Executive Officer.

Please refer to Appendix 5.

### **2.4 Evaluation of Policies and Procedures**

The recordkeeping policies and procedures for the Shire of Beverley cover all categories identified in Principle 2 of SRC Standard 2 and are assessed as operating efficiently and effectively across the Shire of Beverley.

See Appendix 5.

### 3. Principle Three: Language Control

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*Government organisations ensure that appropriate controls are in place to identify and name government records.*

#### 3.1 Keyword for Councils Thesaurus Implemented

The Shire of Beverley has adopted and implemented the Keyword for Councils thesaurus for the titling of all its records.

#### 3.2 Assessment of its Effectiveness

The *thesaurus* operates well within the Shire of Beverley. It covers both administrative and functional activities of the Shire of Beverley, is available for use by all staff and information can be filed and found without difficulty. This tool will be adjusted to reflect changes to the functions and activities of the Shire of Beverley as may occur from time to time.

#### 3.3 File Plan – Property/Reserve/Road Files

The Shire of Beverley implemented a Property Filing System based on using the first 3 letters of the property road name. If multiple names have the same three letters, each is given a numerical prefix. Each file is then followed by its assessment number for the property to which it refers – this is obtained by using Synergy Soft Rates Module.

Reserve files are coded by the first 3 letters of its road name, then its reserve number.

Road Works files (road maintenance) uses a 'WO' (Works), then its road prefix.

## 4. Principle Four: Preservation

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*Government organisations ensure that records are protected and preserved*

*A Disaster Recovery Plan has not been adopted by the Shire of Beverley. It is envisaged that a Plan will be created in the 2015/16 financial year.*

### 4.1 Assessment of the Risks

#### 4.1.1 On Site Storage

The Shire of Beverley has its current and active records located in onsite storage at 136 Vincent Street Beverley. The storage facility includes:

- *Metal shelving,*
- *Fire retardant safe,*
- *Secure premises, and*
- *Fire detection system.*

The main disaster threatening records stored onsite comes from *fire*. With the storage conditions as described here the risk is assessed as medium.

#### 4.1.2 Offsite Storage

The Shire of Beverley has its non-current, inactive and archival records located in an offsite storage facility at Zircodata.

*Archived records are stored in a warehouse facility including the following:*

- Secure/confidential records management storage: AS 4390-6-1996;
- Firefighting equipment: AS 2444-1995;
- Emergency control and procedures for buildings: AS3745-1995;
- Automatic smoke/heat detectors: AS 1851-51981;
- Smoke and thermal detectors strategically positioned;
- Fire extinguishers and water hose reels located to DFES standards;
- 24-hour direct linked electronic fire detection system;
- 24-hour electronic motion sensor security system;
- Physical security monitor system;
- Dust protection;
- Termite and pest protection;
- Restricted personnel access via key card;
- National police clearance on all staff.

The main disaster threatening records stored at the offsite records storage facility comes from *fire*.

With the storage conditions as described here the risk is assessed as *low*.

#### 4.1.3 Storage of Archives

*See 4.1.2.*

#### 4.1.4 Storage of Backups

Electronic backups is stored off site at Focus Networks.

#### 4.1.5 Quantity of Records

The Shire of Beverley has custody of:

11 metres of temporary records stored onsite, in Strong Room; and

40 metres of archive/disposable records are stored offsite, with Zircodata.

#### **4.1.6 Security and Access**

Onsite records are stored in a lockable, fire proof safe and are considered secure.

Offsite storage with Zircodata is considered secure.

#### **4.2 Assessment of the Impacts of Disasters**

As stated previously, the risk of a disaster occurring to the records of the Shire of Beverley has been assessed as medium. The impact of a disaster on the organisation's records has therefore been assessed as medium. There are sufficient strategies in place to ensure that business activities of the organisation are not unduly affected in the event of the more likely disaster occurring.

#### **4.3 Strategies in Place for Prevention and Response**

The following strategies have been implemented by the Shire of Beverley in order to reduce the risk of disaster and for quick response should a disaster occur:

- Evacuation Procedure and Evacuation Floor Plans have been posted around Shire Office – see *Appendix 9*.
- Smoke detectors and fire extinguishers are positioned around Shire Administration Building – see *Appendix 9*.
- Exits are clearly marked using illuminated Exit signs – see *Appendix 9*.
- All Vital Records have been moved to strongroom, which is centralised and near exit for quick removal.
- Electronic Backups are stored offsite.
- Firewalls are in place whereby only authorised Internet Protocol (IP) addresses are able to remotely access Council's database. This will prevent hackers from entering the system.
- Backup of computer systems are carried out daily and kept offsite.
- Inward and Outward correspondence is electronically recorded and backed up so, if necessary these records could be used to gain hardcopies from authors to recreate correspondence.
- Vital Records Program (see 4.3.1) including:
  - Identify and move into strongroom – a centralised area, near exit for quick removal.
  - Electronic storage and backup (i.e. scanning)
- Strongroom door will remain closed during office hours.
- Training/Emergency 'drills' for emergency procedures.

The following strategies will be implemented by the Shire of Beverley in order to reduce the risk of disaster and for quick response should a disaster occur:

- Development of a Records Disaster Recovery Plan, where strategies would be in place to recover records in the event of a disaster, including:
  - Vital records being stored in a centralised location for easy removal or recovery.
  - A Register of Vital Records, listing where vital records are stored in hardcopy and electronically and how they would be recovered after a disaster.
  - Coordinating the salvaging and documenting of damaged records, along with planning an alternative work area.

#### **4.3.1 Vital Records Program**

Vital records are recognised as records that would be of utmost importance to recover, in the event of a disaster, to re-establish all business transactions of the Shire of Beverley. As such, vital records must be securely and correctly stored for their preservation.

A vital records program is being developed for the Shire of Beverley, including:

- Identifying all Vital records that are stored in different areas and moving them to a more secure and centralised location – in strongroom, within Shire Administration Building.
- Scanning of Vital records, so they are stored and backed-up electronically.
- A Register of Vital Records, listing vital records, how they are stored (hardcopy/electronically) and how they would be recovered after a disaster.
- The Vital Records Program would become part of the Records Disaster Recovery Plan, where strategies would be in place to recover records in the event of a disaster.

Vital records have been identified as:

- Leases from and to Council;
- Licenses held by Council;
- Agreements (Contracts);
- Guarantees/Warranties;
- Planning Agreements (Town Planning Scheme);
- Occupation Agreements;
- Vesting orders;
- Council Minutes;
- Cemetery Records
- Payroll Records;
- General Ledgers;
- Rates Books; and
- Deeds / Titles.

Vital records in hard copy are stored in a locked, fire resistant strong room. These records have been copied and the copies are placed on the relevant files and are used for all normal business activities.

#### **4.3.2 Back-up Procedures for Electronic Records**

A back-up of the electronic records of the Shire of Beverley is undertaken daily on the network server and is retained offsite.

Back-ups are retained in accordance with the Local Government Retention and Disposal Schedule.

#### **4.3.3 Security**

The following security measures are in place at the Shire of Beverley to ensure the security of its records, both hard copy and electronic, and authorised access to them:

- Hard copy records are stored in a strongroom, accessible by all staff during office hours. Three Staff members hold keys for opening/locking the room.
- Personnel and Workers Compensation hard copy records are kept in locked filing cabinet, only accessible by Senior Management and Payroll Officer.

## 5. Principle Five: Retention and Disposal

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*Government organisations ensure that records are retained and disposed of in accordance with an approved disposal authority.*

### 5.1 General Disposal Authority for Local Government Records

The Shire of Beverley uses the General Disposal Authority for Local Government Records, produced by the State Records Office, for the retention and disposal of its records.

### 5.1 Restricted Access Archives

The Shire of Beverley does not have any State archives to which it intends to restrict access when they are transferred to the SRO.

### 5.2 Archives not Transferred to the SRO

The Shire of Beverley stores its own archives for the State Records Office as there is no available storage offered.

State archives will be kept in accordance with State Records Commission requirements – Directions for keeping hardcopy State archives awaiting transfer to the State Records Office.

### 5.3 Disposal Program Implemented

The Shire of Beverley has implemented the General Disposal Authority for Local Government Records and conducts a regular disposal program on an annual basis.

Please refer to Appendix 5 for disposal procedures and sample destruction authority.

### 5.4 Authorisation for Disposal of Records

Before any temporary records are destroyed or State archives are transferred to the SRO, a list of those records due for destruction or transfer is reviewed by the CEO and authorised for destruction or transfer.

Please refer to Appendix 5 for disposal procedures and sample destruction authority.

## 6. Principle Six: Compliance

*Government organisations ensure their employees comply with the record keeping plan.*

### 6.1 Staff Training, Information Sessions

The Shire of Beverley has implemented the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan:

- Records Management procedures are covered with staff through a staff induction process. Following induction, Staff are provided with on the job training through interaction with the system and their peers.

**Table 6.1**

Activities to ensure staff awareness and compliance	YES	NO
Presentations on various aspects of the Local Government's recordkeeping program are conducted. These are delivered to all staff on a regular basis.	✓	
In-house recordkeeping training sessions for staff are conducted.	✓	
From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organisation whenever practicable.	✓	
Staff information sessions are conducted on a regular basis for staff as required.	✓	
The Local Government provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		x
The Local Government's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		x
The Local Government's Induction Program for new employees includes an introduction to the Local Government's recordkeeping system and program, and information on their recordkeeping responsibilities.	✓	

Coverage of the training/information sessions as detailed here extends to all staff. However, records management staff are offered more frequent and more specialised training where required.

See Appendix 5 for further training information.

## **6.2 Performance Indicators in Place**

Performance indicators are in place to measure the efficiency and effectiveness of the Shire of Beverley's recordkeeping systems.

## **6.3 Agency's Evaluation**

The Keywords for Council referencing system was implemented and applied to electronic in January 2018. An end of month evaluation of 10 random records is in place to evaluate the electronic filing system. A quarterly audit of the hard copy files is in place to review filing accuracy and retrieval efficiency.

## **6.4 Annual Report**

An excerpt from the Shire of Beverley's latest Annual Report is attached, demonstrating the organisation's compliance with the *State Records Act 2000*, its Recordkeeping Plan and the training provided for staff. Please refer to Appendix 7.

## **6.5 Identified Areas for Improvement**

Several areas of improvement have been identified as follows:

- Electronic Records Management – The Shire of Beverley's treatment of emails from staff and Councillors requires further improvement.
- Digitisation – The Shire of Beverley's electronic recording keeping system is still in early stages, being applied to the treatment of hard copy documents. Once this system matures consideration will be given to moving over to a digital system.
- Records Management Software – Currently the Shire of Beverley utilises Microsoft software to manual capture inward and outward correspondence. In the future it is envisaged that purpose built records management software be procured to streamline this process and increase efficiencies.

## 7. SRC Standard 6: Outsourced Functions

*The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organisations with persons to perform any aspect of record keeping for the organisation.*

*State organisations may enter into contracts or other arrangements whereby an individual or an organisation is to perform a function or service for the State organisation, or act as the State organisation's agent to deliver services to clients, or for the State organisation's own use. The general term 'outsourcing' is used for such arrangements.*

*Contractual arrangements should provide that the contractor create and maintain records that meet the State organisation's legislative, business and accountability requirements.*

### 7.1 Outsourced Functions Identified

The following functions are outsourced by the Shire of Beverley:

Name	Activity	Description
Market Creations (via WALGA)	Information Technology	Assist with Council's website and internet security.
IT Vision	Financial	Service Agreement –use of financial and rates software functions and backup.
AMD Chartered Accountants	Financial	Service Agreement – Audit services and accounting advice.
Focus Networks	Information Technology	Assist with computer hardware systems, backup and electronic data storage.
McLeods Barristers & Solicitors	Legal Matters	Provide legal services.
Avon Waste	Waste Management	Provide service of waste removal.
WA Contract Ranger Services	Ranger Services	Assist in enforcement of Ranger duties.
AMPAC Debt Collection Services	Financial	Provide service of debt collection.

Various consultants/agencies are also used for regular services or as needed.

- Engineers;
- Roadworks (paving, tree lopping, sealing, monitoring);
- Telstra, Western Power, Water Corporation;
- Construction Companies;
- Suppliers of machinery/vehicles and their warranties and repairs;
- Risk Management, Town Planning, Records Consultants.

## **7.2 Recordkeeping Issues included in Contracts**

Items 7.2.1 to 7.2.7 are addressed in the Shire of Beverley's contract process as follows:

Shire of Beverley: Records Compliance

The State Records Act 2000 requires that the Shire maintains and disposes of all records in the prescribed manner.

'Outsourced Agencies' refers to where, by contract or some other binding arrangement, an individual or an organisation acts as the Local Government's agent and accepts responsibility for providing or delivering a service to its clients or performing a function on its behalf.

The Shire of Beverley's Outsourced Agencies must comply with the following responsibilities:

**PLANNING** – The Shire of Beverley will create and manage adequate records used by the Outsourced Agent.

**OWNERSHIP** – All records remain the property of the Shire of Beverley.

**CONTROL** – Any records created by the Outsourced Agent, electronic or hard copy, must be retained and received by the Shire of Beverley to be included/recorded within the recordkeeping system. Any records used by the Outsourced Agent must be copied in order to maintain and uphold the security of original documents.

**DISPOSAL** – The Outsourced Agent has no authority to dispose of any records whatsoever.

**ACCESS** – Outsourced Agents are not authorised to access records without assistance from authorised Shire of Beverley staff. Information contained in records used by the Outsourced Agent is to be treated as confidential.

**CUSTODY** – Records, used by the Outsourced Agent must not be released to any other party and must be kept in secure storage.

**CONTRACT COMPLETION** - Records, used by the Outsourced Agent must be returned to the Shire of Beverley immediately following completion of contract.

### **7.2.1 Planning**

The Shire of Beverley includes the creation and management of proper and adequate records of the performance of the outsourced functions detailed above, in the contract planning process for the outsourced functions.

### **7.2.2 Ownership**

The Shire of Beverley will ensure that the ownership of Local Government records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract(s) / agreement(s).

### **7.2.3 Control**

The Shire of Beverley will ensure that the contractor(s) / agent(s) creates and controls records in electronic or hard copy format, in accordance with Recordkeeping standards, policies, procedures and guidelines stipulated by the Shire of Beverley.

#### **7.2.4 Disposal**

The disposal of all Local Government records which are the product of or are involved in any contract(s) / agreement(s) with the Shire of Beverley and contractor(s) / agent(s) will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office.

#### **7.2.5 Access**

Conditions for the provision of access to any Local Government records produced in the course of the contract(s) / agreement(s) have been agreed between the Shire of Beverley and the contractor(s) / agent(s).

#### **7.2.6 Custody**

Custody arrangements between the Shire of Beverley and the contractor(s) / agent(s) for Local Government records stored on and off site by the contractor(s) / agent(s) are specified in the contract(s) / agreement(s).

#### **7.2.7 Contract Completion**

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the contract(s) / agreement(s) are specified in the contract(s) / agreement(s).

## APPENDIX 1 – Functions

Functions of the Local Government			
<i>Function</i>	<i>Brief Description of LG Function</i>	<i>Performed by the LG  Tick If Yes</i>	<i>Performed by an External Agency Tick If Yes</i>
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.	✓	
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.	✓	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	✓	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.	✓	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG.	✓	
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.	✓	
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).	✓	
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	✓	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.	✓	✓
Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		✓
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.		✓
Financial Management	The function of managing the LG's financial resources.	✓	
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for elected members.	✓	
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.	✓	
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.	✓	
Information Management	The function of managing the <b>LG's</b> information resources, including the storage, retrieval, archives, processing and communications of all information in any format.	✓	
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG.	✓	
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	✓	
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	✓	

<b>Functions of the Local Government</b>			
<b>Function</b>	<b>Brief Description of LG Function</b>	<b>Performed by the LG  Tick If Yes</b>	<b>Performed by an External Agency Tick If Yes</b>
Legal Services	The function of providing legal services to the LG.		✓
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG.	✓	
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.	✓	
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications.	✓	
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.	✓	
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.	✓	
Recreation & Cultural Services	The function of LG in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	✓	
Risk Management	The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel.	✓	
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.	✓	
Sewerage & Drainage	The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.	✓	✓
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.	✓	
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction.	✓	
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers.		✓

## APPENDIX 2 – Legislation and Regulations

<b>Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government</b>	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Agriculture and Related Resources Protection Act 1976	
Building Regulations 2012	✓
Bush Fires Act 1954	✓
Bush Fire Regulations	✓
Caravan Parks and Camping Grounds Act 1995	✓
Caravan Parks and Camping Grounds Regulations 1997	✓
Dangerous Goods Safety Act 2004	✓
Cat Act 2011	✓
Cat Regulations 2012	✓
Disability Services Act 1993	✓
Dog Act 1976	✓
Dog Regulations 2013	✓
Environmental Protection Act 1986	✓
Environmental Protection (Noise) Regulations 1997	✓
Food Act 2008	✓
Food Regulations 2009	✓
Hairdressing Establishment Regulations 1972	✓
Health Act 1911	✓
Health Regulations	✓
Heritage of Western Australia Act 1990	✓
Land Administration Act 1997	✓
Litter Act 1979	✓
Liquor Control Act 1988	✓
Local Government Act 1995	✓
Local Government (Miscellaneous Provisions) Act 1960	✓
Local Government Grants Act 1978	✓
Local Government Regulations	✓
Main Roads Act 1930	✓
Parks and Reserves Act 1895	✓
Planning and Development Act 2005	✓
Radiation Safety Act 1975	
Radiation Safety Regulations	
Rates and Charges (Rebates and Deferments) Act 1992	✓
Rights in Water and Irrigation Act 1914	
Residential Design Codes of WA 2010	✓
Road Traffic Act 1974	✓

<b>Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government</b>	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Strata Titles Act 1985	
Telecommunications Act (Commonwealth) 1997	
Telecommunications (Low Impact Facilities) Determination 1997	
Transfer of Land Act 1893	
Valuation of Land Act 1978	
Waterways Conservation Act 1976	✓
<b>Local Laws of the Shire of Beverley</b>	
Beverley Pioneer Memorial Pool	✓
Beverley Town Hall and Buildings	✓
Building By-Laws throughout District	✓
Bush Fires	✓
Control of Vehicles	✓
Dogs	✓
Extractive Industries	✓
Fencing	✓
Hawkers and Stalls	✓
Health – Model Series “A”	✓
Old Refrigerators and Cabinets No 8	✓
Pest Plants	✓
Petrol Pumps	✓
Poisonous Plants	✓
Prevention of Damage to Streets No 1	✓
Prohibited area for keeping of pigs	✓
Public Cemeteries	✓
Removal and Disposal of Obstructing Animals or Vehicles No 7	✓
Removal of Refuse, Rubbish or Other Materials	✓
Removal of Verandahs	✓
Signs, Hoardings and Bill Posting	✓
Stables	✓
Standing Orders	✓
Storage of Inflammable Liquids	✓
Street Lawns and Gardens No 11	✓
Town Planning – Limiting the Height of Obstructions at Corners, Streets,	✓
Roads or Rights of Way	✓
Trading in Public Places	✓

## APPENDIX 3 – Other Legislation and Regulations

Other Legislation and Regulations affecting the functions and operations of the Local Government	
<i>Other Legislation and Regulations</i>	<i>Tick If Yes</i>
Building Services (Registration) Act 2011	✓
Criminal Code 1913	✓
Electronic Transactions Act 2011	✓
Equal Opportunity Act 1984	✓
Evidence Act 1906	✓
Freedom of Information Act 1992	✓
Freedom of Information Regulations 1993	✓
Industrial Awards	✓
Industrial Relations Acts (State and Federal)	✓
Interpretation Act 1984	✓
Limitation Act 1935, 2005	✓
Occupational Safety and Health Act 1984	✓
Occupational Safety & Health Regulations 1996	✓
Parliamentary Commissioner Act 1971	✓
State Records Act 2000	✓
State Records (Consequential Provisions) Act 2000	✓
State Records Commission Principles & Standards 2002	✓
Swan and Canning River Management Act 2006	✓
Workers Compensation and Injury Management Act 1981	✓

## APPENDIX 4 – Government and Industry Standards

Government & Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government	
<i>Government &amp; Industry Standards and Codes of Practice</i>	<i>Tick if Yes</i>
Australian Accounting Standards	✓
Australian Records Management Standard ISO/AS 15489-2002 Parts 1 & 2	✓
General Disposal Authority for Local Government Records	✓
National Competition Policy	✓
Keywords for Councils Records Management System	✓

## APPENDIX 5 – Policy and Procedures

### 8.1 Records Management

<b>Policy Type:</b>	Record Keeping	<b>Policy No:</b>	<b>RK001</b>
<b>Date Adopted:</b>	September 2014	<b>Date Last Reviewed:</b>	27 August 2019

<b>Legal (Parent):</b> 1. State Records Act 2000	<b>Legal (Subsidiary):</b> 1.
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ADOPTED POLICY	
<b>Title:</b>	<b>RECORDS MANAGEMENT</b>
<b>Objective:</b>	<b>To ensure recordkeeping meets the State Records Act 2000.</b>

#### Policy

The Records Officer is responsible for amending the current Shire of Beverley Record Keeping Plan as it becomes due. The Record Keeping Plan will meet the standards set in the State Records Act 2000.

The Shire of Beverley Record Keeping Plan includes: Mail Management, Document Management, File Management, Information Access, Monitoring, Retention and Disposal, Archiving and Records training. Please refer to the Shire of Beverley Record Keeping Plan for relevant procedures.



# **Shire of Beverley**

## **Corporate Record**

### **Keeping Procedures**

# Record Keeping Procedures Handbook

The Record Keeping Handbook has been developed especially for administration staff to help them understand their roles and responsibilities for the making and keeping of proper and adequate government records, and to define the principles that underpin the Shire's Record Keeping function. It establishes a framework for the reliable and systematic management of Shire records in accordance with legislative requirements and best practice standards.

This procedures manual applies to all government records created or received by the Shire of Beverley employee, Councillor, or an organisation performing outsourced services on behalf of the Shire of Beverley, regardless of their physical format, storage location or date of creation.

## CERTIFICATION



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Steve Gollan  
Chief Executive Officer

Date: November 2019

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## Definitions

**Disposal** – refers to the removal of records from the organisation once they have reached the inactive phase, and their subsequent destruction, or permanent retention as State archives.

**Disposal Authority** – the document authorizing the disposal of records. This may take the form of a Retention and Disposal Authority or Schedule, an Ad Hoc Disposal Authority or a Disposal List, which has been approved. The State Records Commission is the authorizing.

**Elected Members** – The members of the elected Councils of Local Government.

**Ephemeral Records** – are records which have no continuing value to the organisation and generally are only needed for a few hours or a few days. They may not need to be placed within the official record keeping system.

**File Titling System** – is a listing or an outline of file titles in the use in the organisation, regardless of format.

**General Disposal Authority** – a document designed to provide consistency throughout the government organisations in disposal activities and decisions. It covers records common to all State organisations such as Human Resource Management and Financial and Accounting. The General Disposal Authority for Local Government covers records common to Local Governments and may eliminate the necessity for each to prepare its own Schedule.

**Government organisation** – is an organisation listed in Schedule 1 or Schedule 3 of the State Records Act 2000.

**Government organisation employee** – means

- a) A person, who whether or not an employee, alone or with other governs, controls or manages a government organisation;
- b) A person who, under the *Public Sector Management Act 1994*, is a public service officer of a government organisation; or
- c) A person who is engaged by a government organisation, whether under a contract for services or otherwise.

**Government Record** – is a record created or received by a government organisation or a government employee or contractor in the course of the work for the organisation.

**List of authorised headings** – A list of authorized headings, sometimes known as a list of indexable headings or a thesaurus, is a simple alphabetical listing of terms derived, initially, from terms in the classification scheme. The meaning of the term must be prescribed, and relationships between terms shown. It must allow control of the terminology used to name records, by establishing the terms acceptable to and use in the natural language of the organisation.

**Local Government** – means a Local Government, including a regional Local Government, established under the Local Government Act 1995.

**Record** – means any record of information however recorded and includes:

- a) Anything on which there is writing or Braille;
- b) A map, plan, diagram or graph;
- c) A drawing, pictorial or graphic work, or photograph;
- d) Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;

- e) Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- f) Anything on which information has been stored or recorded, either mechanically, magnetically, or electronically

**State archive** – is a State record that is to be retained permanently.

**State record** – is a parliamentary record or government record.

# **Mail Management**

## **INCOMING CORRESPONDENCE**

Incoming mail is the responsibility of the Administration Officer. In the absence of an Administration Officer, it will then become the responsibility of the Executive Assistant.

All mail is to be date stamped, allocated a file reference and distributed to the appropriate officer. File references are sourced from Keywords for Councils. All mail is then to be recorded in the Incoming Mail Register. Details of registration should include:

- Method of delivery (mail, email, facsimile, hand delivered etc)
- Originator (senders name)
- Originating organisation
- Topic/subject of the item
- To whom the item is passed to for action
- A file or Reference Number (sourced from the Shire of Beverley Document Management System).

Correspondence marked private, confidential, himself/herself etc, will also be opened by the Records Officer.

Other incoming correspondence that does not come via mail should be entered into the Incoming Mail Register as it arrives.

## **COURIER AND HAND DELIVERED MAIL**

Courier and hand delivered mail needs to be recorded in the Incoming and Outgoing Registers like any other correspondence. If there is a consignment note attached, a receiver's copy must be kept and given to the Accounts department.

## **INVOICES AND BANK STATEMENTS**

All invoices and bank statements are stamped with the date and payment authorisation and forwarded to the Senior Administration Officer for processing.

## **EMAILS**

Emails received by staff members that have continuing value to the Shire of Beverley are assigned a file number and printed. This hard copy is then incorporated into the Shire of Beverley Record Keeping System.

Emails of continuing value and considered local government records are also entered into the inwards/outwards correspondence register and given a file number.

The Administration Officer will be responsible for the registering of the emails.

## **FACSIMILES**

Facsimiles received/sent to/ from the Shire of Beverley that are of continuing value to the Shire (ie, considered Local Government records) are allocated a file number and recorded in the inwards/outwards correspondence register. The Administration Officer will be responsible for the registering of all outgoing faxes.

## **ELECTED MEMBERS CORRESPONDENCE**

Correspondence received for Elected Members by the Shire of Beverley will be treated the same as any other item of mail.

## **LIBRARY, POOL AND DEPOT CORRESPONDENCE**

Correspondence addressed to the Library, Pool or Depot should first come through the Shire of Beverley's Administration Office, where it will be treated the same as all other incoming mail.

## **MAIL ITEMS NOT REGISTERED**

Correspondence items that have no continuing value to the Shire of Beverley, eg junk mail, personal mail, do not need to be included in the mail registration process.

## **OUTGOING MAIL**

The Chief Executive Officer should sign all outgoing mail. If outgoing correspondence does not have the signature of the Chief Executive Officer or an Elected member, the Chief Executive Officer must approve the item before it is sent.

All outwards correspondence should have photocopies. The copy is for filing in the Shire of Beverley's Record Keeping System and should be attached to any original documents the correspondence is in response to. All outgoing mail should also have a file reference, sourced from Keywords for Councils.

All outgoing correspondence is to be placed in the outgoing mail tray unenveloped for registration by the Records Officer in the Outgoing Correspondence Register. Registration should include the following information:-

- Date sent
- Name of Sender
- Name of Recipient
- Method of delivery (mail, email, facsimile, courier etc)
- File reference of item

## **IDENTIFYING AND HANDLING SUSPICIOUS MAIL ITEMS**

All chemicals and other dangerous materials received by the Shire of Beverley are received at the Shire depot and are accompanied with the relevant Material Safety Data Sheets (MSDS). Depot staff are inducted in safe receipt and handling of these materials.

Although highly unlikely, the possibility of the Shire of Beverley receiving a potentially dangerous unmarked item in the mail is a reality. If staff members have any reason to be concerned about a package or item, they should immediately notify their direct supervisor.

## **WEBSITE**

The Shire of Beverley website was revamped in 2014 by Market Creations, Geraldton. Market Creations also host the website.

The Executive Assistance is responsible for updating the Shire of Beverley website and, when required, liaise with Market Creations to enhance the website.

Market Creations manage the backup of the website as follows:

- Daily snapshots occur at approx. 10pm each night and are kept for 5 weeks.
- Weekly snapshots occur at approx. 8pm each Saturday and are kept for 52 weeks.
- Backups are stored in Geraldton and replicated off-site to Perth

# **Document Management**

## **ATTACHING DOCUMENTS/FOLIOS TO FILES**

When attaching documents/folios to files, all documents should be secure and clearly labeled with a file reference/number. Staples should be avoided as they can damage documents and cause a lot of wear and tear on documents that may need to be archived at a later date. Plastic paper clips should be used where possible or document wallets for large folios. There should be no 'post its' or other adhesive notes attached to the documents. Documents/folios that are stored in document wallets should be neatly arranged and secure, with no pages caught against others causing them to fold over, or pages sticking out of the document holder.

Documents and files should be filed in ascending chronological order i.e most recent documents at the front of the file. Care should be taken when filing that documents are neatly inserted into files and paper clips holding groups of documents together are not dislodged due to rough handling.

Documents that are being incorporated into the Shire of Beverley's Record Keeping System should be the original copy.

## **FILE NOTES**

All employees of the Shire of Beverley are encouraged to use file notes when necessary to ensure the accuracy of the corporate memory of the Shire of Beverley. They help to ensure that effective accountable practices maintained within the Shire and ensure the completeness of public records.

File notes can be used to record information such as telephone conversations, personal observations or to keep a record of an informal meeting that may have taken place.

File notes should include a file reference and be incorporated into the Record Keeping System.

## **TRANSFERRING DOCUMENTS/FOLIOS BETWEEN FILES**

Individual items are not to be removed from files. Some instances may occur, however where a particular item will need to be included in more than one file. The original documents/folio should remain in the original file. Copies can be taken and should be clearly marked as such. It is also useful to attach a file note to the copied documents that clearly indicates where the original document is located (i.e provides a file reference for the original documents and the relevant attachments).

## **File Management**

The Shire of Beverley recognises that all records/files are corporate assets and belong to the Shire of Beverley – not individual employees.

### **CLOSING FILES**

Files cannot be closed by anyone except the Compliance and Records Officer or Executive Assistant. The closure of a file must be recorded in the File Register, along with any other relevant details relating to the closure of the file.

Additional files are to be created when an existing file becomes too large (approx 200 folios). The new file is to have reference to the preceding file and the word *Volume* added to the file reference. A form as detailed (attached document) is to be inserted in the file to indicate that no further documents are to be placed on the file and that there is now a new volume.

### **CREATING NEW FILES**

The Records Officer or Executive Assistant are the only officers with the authority to create new files. This means that a staff member cannot go and create their own file just because they think it is a good idea to have a separate file to house a particular project they are working on.

The creation of new files must be recorded in the file register.

### **FILE MAINTENANCE**

Filing is to be carried out on a regular basis, preferably weekly, to keep the Record Keeping System in efficient order. This also helps to prevent a build up of filing that makes the task harder and more time consuming.

File maintenance should be incorporated into the Administration routine, and carried out with care, to ensure the right items are going into the right file.

Items are to be filed in ascending chronological order i.e most recent documents at the front of the file. All documents are to be securely attached (staples should be avoided) and clearly marked with a file reference.

The Executive Assistant will monitor the condition of the record keeping system and report any concerns to the Chief Executive Officer or Deputy on an as needs basis. Any concerns of staff regarding the condition of files should be directed to the Executive Assistant.

Staff members who sign a file out in the filing System are responsible for that file until it is signed back in. Staff who have a file from the Shire's Record Keeping System are to ensure that it is kept in excellent condition, that the documents are kept in proper order and neatly secured in the file. Any concerns they may have are to be directed to the Compliance and Records Officer.

### **FILE MOVEMENT MONITORING**

Files are not to leave the administration building. Files should not be lent to other agencies.

The File Register is in place to keep a record of all file movement throughout the Shire of Beverley.

### **RECORDS INDEXING**

All correspondence, incoming and outgoing should be indexed with a file number.

All other documents/records such as reports, minutes etc are to be allocated a file reference that is to be sourced from the Shire's Document Management System. If a staff member is unsure of how to allocate a file reference to a particular document, they should approach the Records Officer.

## **Systems Management**

The Shire of Beverley recognises the importance of maintaining robust, accessible information regarding Financial, Rates and Personnel records of the organisation.

### **FINANCIAL RECORDS**

Financial Records are produced by various staff members in varying degrees of frequency.

Financial records are generated daily, weekly, monthly and annually through the operation of cash receipting, debtors control and creditors control as well as grant funding and monthly and annual reporting and audit requirements under the Local Government Act 1995.

Depending on work roles, various staff are responsible for the creation of financial records where the Deputy CEO oversees the general management of the Shire of Beverley's financial systems.

- Cash Receipting – Customer Service Officer;
- Debtors Control – Finance Officer;
- Creditors Control – Senior Administration Officer;
- General Journals – Senior Administration Officer;
- Grant Funding – Deputy CEO;
- Annual and Interim Audits – Deputy CEO;
- Monthly Reporting – Senior Administration Officer; and
- Annual Reporting and Budget – Deputy CEO.

The Shire of Beverley uses IT Vision Synergy software to capture financial data. Backups of the IT Vision database are carried out off site by the Shire of Beverley's IT support providers; Focus Networks.

### **RATES RECORDS**

The Shire of Beverley uses IT Vision Synergy Soft Rates Module management system.

The Rates Officer is responsible for updating and maintaining rate records.

### **ASSET RECORDS**

The Shire of Beverley utilises Asset Infrastructure Management to update its various Asset Registers.

The Senior Administration Officer is responsible for updating and maintaining asset records.

### **PERSONNEL RECORDS**

The Shire of Beverley utilises IT Vision Synergy Soft to manage the payroll functions and is backed up along with the financial data as above.

The Human Resources Officer is responsible for updating and maintaining personnel records.

Personal data such as name, address, banking details, pay rates, tax file numbers and superannuation details are captured in this system.

Leave entitlements are updated and maintained manually using Excel.

All confidential hardcopy personnel records are stored in a locked filing cabinet located in the HR Office.

## **METADATA MANAGEMENT**

Metadata is currently recorded through the data input requirements of the Shire of Beverley's financial management system and through it's corporate records register.

Staff inputting data are responsible to ensure accuracy of data being entered.

## **SYSTEM MIGRATION**

In the event of changing financial management or operating systems the Shire of Beverley's IT support providers, Focus Networks, will be utilised to assist in the process in cooperation with the new system providers.

The overall management of the migration process will be managed by the Deputy CEO.

## **Information Access**

### **CONSULTANTS ACCESS TO INFORMATION**

Consultants' access to information is restricted to their area of expertise, and access should be with the guidance of a Shire of Beverley staff member.

Files should also be signed in and out of the File Register.

### **ELECTED MEMBERS ACCESS TO INFORMATION**

The Shire will ensure records will be created which properly and adequately record the performance of member functions arising from their participation in the decision making process of council and the various committees of council.

This requirement will be met through the creation and retention of records of meetings of the Council and the Committees of Councils and other communications and transactions of elected members which constitutes evidence affecting the accountability of the Council and the discharge of Council Business.

All elected members are required to ensure any documents meeting the above criteria are passed to council to be registered as part of council's correspondence registration process into the current registration system.

If an elected member wishes to access a file, permission must be given by the Chief Executive Officer, or in their absence, the Deputy Chief Executive Officer, in accordance with the Local Government Act 1995.

### **FREEDOM OF INFORMATION APPLICATION PROCESSING**

The Freedom of Information Act 1992 provides the right to apply for documents held by the Shire of Beverley and to enable the public to ensure that personal information in documents accurate, complete, up to date and not misleading.

The following documents are available for inspection, free of charge. Members of the public may download the documents for the Shire of Beverley website.

Document

Strategic Community Plan

Council Agenda

Council Minutes

Policy Manual

Annual Financial Statements

The following documents are available for a fee as per the Fees and Charges Schedule:

Planning Applications (by consent)

Planning Application Register

Building Application Register

Register of Elected Members and Management

Financial Interests

Register of Delegations

Requests for other information not included above, will be considered in accordance with the Freedom of Information Act 1992.

Access applications have to:

- Be in writing;
- Give enough information so that the documents requested can be identified;
- Give an Australian address to which notices can be sent; and
- Be lodged at the Shire of Beverley with any application fee payable.

Applications and enquiries should be addressed to the Chief Executive Officer;

Applications will be acknowledged in writing and applicants will be notified of the decision within 45 days.

### **STAFF ACCESS TO CONFIDENTIAL INFORMATION**

Staff may need access information from the Record Keeping System in order to carry out their day to day duties. Staff have access to information contained within the Record Keeping System that is relevant to the tasks they are carrying out at the time. If staff require access to confidential information, eg personnel files, they will need to notify the Records Officer or the Chief Executive Officer.

Personnel files are located in the Payroll office in locked filing cabinet. These files contain all information relating to an employee and include:

- Job application
- Letter of offer/appointment and conditions of employment
- Letter of acceptance
- Letters of commendation/reprimand
- Training/courses attended
- Copies of training course certificate
- Any Council decision relating to the individual staff member
- Performance Appraisal documentation
- Letter of resignation
- Pre-employment medical
- Superannuation details
- Applications for leave

Access to personnel files is restricted to the following:

- Chief Executive Officer
- Payroll Officer
- Records Officer

Subject matter in personnel files is confidential.

Staff access to other confidential information is limited to the Chief Executive Officer and Compliance and Records Officer. Any other access is dependant on the type of information involved, and the Chief Executive Officer must approve access to that information.

# **Monitoring**

## **RECORD KEEPING AUDITS**

The Shire of Beverley will perform Record Keeping Audits on a regular basis.

Each month an internal record keeping audit of Shire of Beverley electronic records will be conducted by the Executive Assistant.

Each year an internal record keeping audit of Shire of Beverley records will be conducted. The audits will examine the extent to which record keeping procedures and utilising the Record Keeping System are being done. The satisfactory completion of audit action items will be verified by the Deputy Chief Executive Officer.

## **RECORD KEEPING PERFORMANCE INDICATORS**

- Maximum of three (3) documents filed in wrong location following audit.
- Archiving for previous financial year to be completed no later than 31 December.
- Disposal of relevant documents to be completed no later than 31 December.

# **Retention and Disposal**

## **RECORD DISPOSAL – ELECTRONIC FILES/NON PAPER FILES**

The Shire of Beverley largely relies on a hard copy records system so the need to keep electronic records for archiving is unlikely.

Authority for destruction of records at the Shire of Beverley lies with the Chief Executive Officer.

## **RECORD DISPOSAL – PAPER FILES**

Once paper records have reached their inactive phase, they will be either destroyed or retained as permanent archives. This is to be determined by following the General Disposal Authority for Local Government Records.

Records created before 1920 are not to be disposed of by the Shire of Beverley. Records created before 1920 need to be referred to the State Records Office for further appraisal.

## **RECORD DISPOSAL AUTHORISATION**

This is the document authorising the disposal of records. It is in the form of a General Disposal Authority for Local Government Records from 2010

## **RECORDS DESTRUCTION**

When public records are rescheduled for destruction it must be done completely so that no information is retrievable. Pulping or shredding are acceptable methods of destruction. Burning or burying public records are not acceptable methods of destruction.

Reformatting or degaussing the hard drive is the only way to properly destroy electronic records. The delete button itself will not properly destroy electronic records.

**Record Destruction Authority**

The following have been assessed according to the Local Government General Disposal Authority and, according to that authorised schedule are programmed for destruction. Please read through the list of records tabled below and, pending your approval, **sign at the conclusion of the table** to signify your approval for these records to be destroyed.

[illegible]

Recommended for Approval:

Name anna Robson

Name.....  
Rohson

Signed \_\_\_\_\_

Date 12.2.14

Chief Executive Officer

Name Simon Wkshu

Signed \_\_\_\_\_

Date 12.2.14

FORM - RK01

# **Archiving**

## **ARCHIVING RECORDS**

Appraisal is the process of determining which records are to be retained as archives and which will be destroyed. Archival records are records deemed to have permanent value to the Shire of Beverley and the State. The Administration value, Legal value, Financial value and Historical value of records will all be taken into account into the appraisal process.

Some examples of records that should be considered for permanent retention as archives include:

- Records documenting the establishment of an agency
- Agendas, minutes and reports of the Shire of Beverley
- Committee agenda, minutes and reports
- Files relating to internal policy
- Reports on other major projects
- Reports on projects of importance to the community
- Records documenting Shire input into the drafting of legislation
- Legal opinions which set precedents for Shire policy
- Selected personal files
- Major organisation and function charts
- Financial records up to the early part of the twentieth century, which show how money was obtained, allotted, controlled and spent.

## **ACCESS TO ARCHIVES**

Access to the archival records is restricted to the Chief Executive Officer and Deputy Chief Executive Officer. Any access to the archival records stored onsite needs to be recorded in the file register.

## **HANDLING ARCHIVES**

The utmost care should be taken when handling archival records.

Items that require frequent reproduction should have a separate copy kept specifically for producing copies. Photographs should have an access copy (photographic print, negative or photocopy) from which additional copies can be created. This ensures that no item is damaged due to cumulative exposure to heat and light from frequent copying. Copies for reproduction should be clearly marked as such.

Food and drink are not to be consumed in archival storage areas. Hands should be clean and free of foodstuffs, hand creams etc. If weather is particularly hot and skin is prone to perspiration, clean white cotton gloves should be used to handle documents.

Pages should be turned carefully, using whole hand or both hands if necessary. Aids that can damage or deteriorate the documents, such as wet or licked fingers and rubber stalls must NOT be used when handling archives.

## **ENVIRONMENTAL CONTROL**

Storage areas for archival records should be clean, dry and located away from environmental risk areas such as flood plains and industrial risk areas such as fuel depots.

Storage areas will be regularly assessed to check for signs of mould, insects or pollutants. Records should be stored away from direct sunlight and ultraviolet light sources.

The Maintenance Officer will regularly monitor and assess the storage area, taking all these factors and any others that may arise during the course of the inspections and report any findings to the Chief Executive Officer.

## **SECURITY AND DISASTER MEASURES**

Archives are to be stored in secure premises. Disaster Recovery Plans will be in place as per the Record Keeping Plan and drills will be conducted to test the efficiency of the Disaster Recovery Plan on an annual basis.

## **VITAL RECORDS**

All Vital documents are to be kept in a locked secure place, and they are to be kept secured at all times as well a copy preferably electronic should be made of each document. These records include:

- Leases from and to Council
- Licenses held by Council
- Agreements (Contracts)
- Guarantees/Warranties
- Planning Agreements (Town Planning Scheme)
- Occupation Agreements
- Vesting orders
- Council Minutes
- Cemetery Records
- Payroll Records
- General Ledgers
- Rates Books
- Deeds / Titles

A number is to be allocated to each Vital document and a register of the numbered documents is to be maintained by the Compliance Records Officer. This register is to be updated regularly. A record of borrowing's of Vital documents is to be maintained by the Records Officer and this record shall contain such information as date and time document was removed and replaced, purpose for removal and shall provide for the borrower's signature.

# **TRAINING**

## **RECORD KEEPING AWARENESS RAISING**

The Shire of Beverley recognises all employees are obliged to comply with record keeping procedures as outlined in this procedure manual and also in the Shire's Record Keeping Plan in accordance with the State Records Act 2000.

Record Keeping Training will be provided for all staff to ensure they are aware of their record keeping roles and responsibilities. Induction sessions will be conducted for all staff who use, create or collect records during their employment at the Shire of Beverley.

## **RECORDS STAFF INDUCTION**

Staff will be provided with basic record keeping information which will include the following:-

- Why do we need to keep records
- Record keeping policy intent and objectives
- Staff record keeping responsibilities
- How to create full and accurate records; and
- How to use the Record Keeping System (including hands on training)

Staff will also be provided with a copy of the Shire of Beverley Record Keeping Procedures.

At the conclusion of each induction session the participants are required to indicate on the induction check-list that they have been provided with the information.

To Remain on File

This file has been closed on:

\_\_\_\_\_

Correspondence

from / to: \_\_\_\_\_ (date of last correspondence)

Next Volume

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## **APPENDIX 6 – RKP Review**

### **State Records Office of Western Australia**

#### **Recordkeeping Plan Review Report**

## **PART A**

### **BACKGROUND**

Section 28 of the *State Records Act 2000*(the Act) requires that

“no more than 5 years is to elapse between the approval of a government organisation’s record keeping plan and a review of it or between one review and another”

and that a report of this review must be submitted to the State Records Commission.

### **PURPOSE**

The purpose of the review is to enable government organisations to comply with section 28 of the Act and to ensure that their recordkeeping systems are continually evaluated and improved in order to meet compliance requirements and continuing business needs.

### **INSTRUCTIONS**

1. The organisation’s existing approved Recordkeeping Plan (RKP) is to be revisited to establish three main objectives, namely whether recordkeeping practices within the organisation:
  - are still meeting the organisation’s business and legislative requirements; or
  - have changed since the RKP was approved; or
  - require improvement or need to be documented differently.

## PART B – CEO CERTIFICATION

Assessment of the items above will form the basis of the review and determine the following:

- Tick as appropriate
- a) The RKP accurately reflects current recordkeeping practices within the organisation and therefore, **no amendment to the RKP is required** N
- OR**
- b) The review identifies that the organisation's business or functions or practices have changed and therefore, **an amendment to the RKP is required** Y
- AND / OR**
- c) The review identifies that the recordkeeping processes and practices described in the RKP have changed and therefore, **an amendment to the RKP is required** Y

If items (b) and / or (c) indicate that an amendment to the RKP is required, please provide the date that the amended RKP will be submitted to the State Records Office:

**AMENDED RKP SUBMISSION DATE: November 2019**

I acknowledge my responsibility for the preparation of this Recordkeeping Plan review report (under the terms of the *State Records Act 2000*).

I confirm, to the best of my knowledge and belief, the following:

1. The current approved Recordkeeping Plan of this organisation has been reviewed to determine its level of compliance with State Records Commission Standard 2: Recordkeeping Plans and Standard 6: Outsourcing.
2. The information provided about the Review is complete and accurate.

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*Signature of CEO or principal officer of the organisation*

***Please complete PARTS B and C and submit to the State Archivist for referral to the State Records Commission.***

State Archivist and Executive Director State Records  
Alexander Library Building  
Perth Cultural Centre  
PERTH WA 6000

## PART C

### PURPOSE

This documentation with the accompanying Part B is to be completed by all state and local government organisations when reviewing Recordkeeping Plans (RKPs).

The documentation is to form the basis of the REPORT and must be completed as part of the assessment of the organisation's approved RKP to ensure that all aspects of the review are documented.

### INSTRUCTIONS

Questions in Part C relate to the information provided in the organisation's approved RKP. The questions address the compliance requirements of SRC Standard Two and SRC Standard Six.

You are required to:

1. Tick the appropriate yes/no box for each question;
2. Answer **ALL** questions;
3. Only use N/A (Not Applicable) where appropriate;
4. Add an appropriate **Maturity Rating**(1-4) for each item(refer to the Recordkeeping Maturity Model for further information on Maturity Ratings);
5. Where responses identify that the organisation's circumstances or recordkeeping practices have changed, provide:
  - 5.1. a brief explanation of the change; and
  - 5.2. an outline of actions planned to address the requirement, if any.

**SRC Standard Two**  
**Principle 1 – Proper and Adequate Records**

*Government organisations ensure that records are created and kept which properly and adequately record the performance of the organisation's functions and which are consistent with any written law to which the organisation is subject when performing its functions.*

**Compare the information provided in the approved Recordkeeping Plan against the current situation.**

No	Section	Compliance Requirement	Yes	No
1.1	Historical Background	Has anything relevant to the organisation's history changed?		N
1.2	Mission Statement	Has the mission statement changed?	Y	
1.3	Strategic Focus	Has the strategic focus changed?	Y	
1.4	Business Activities	Have the business activities or functions changed?	Y	
1.5	Outsourced Functions	See question 7.1		
1.6	Major Stakeholders	Are there any changes to major stakeholders?		N
1.7	Enabling Legislation	Has the enabling legislation changed?		N
1.8	Other Legislation	Are there any changes to (major) legislation administered by or affecting the functions and operations of the organisation?		N
1.9	Major Government Policy and/or Industry standards	Are there any other government policy or industry standards imposed on or adopted by the organisation?	Y	

**If you have answered 'YES' to any of the above, please briefly explain in the table below:**

Section	Explanatory Notes	Planned Actions
1.2 to 1.4	Updated Strategic Community Plan	Update RKP 2019
1.9	Some changes to be completed in conjunction with the DCEO	Will be reflected where relevant

**SRC Standard Two**  
**Principle 2 – Policies and Procedures**

*Government organisations ensure that recordkeeping programs are supported by policy and procedures.*

**Compare the information provided in the approved Recordkeeping Plan against current recordkeeping practices.**

No	Section	Compliance Requirement	Yes	No	Maturity Rating
2.1	Recordkeeping Systems	Are all recordkeeping systems that create and keep records described in the RKP?	Yes		2
2.2		Are all business systems that create and keep records described in the RKP?	Yes		
2.3	Policies and Procedures	Do the policy(ies) and procedures for recordkeeping included in the RKP reflect current practice?	Yes		2
2.4		Are recordkeeping policies and procedures approved by the CEO/Executive?	Yes		
2.5		Are recordkeeping policies and procedures disseminated to all staff?	Yes		

**If you have answered 'NO' to any of the above, please briefly explain in the table below:**

Section/Activity	Explanatory Notes	Planned Actions

**SRC Standard Two**  
**Principle 2 – Policies and Procedures**

Identify whether policies and procedures covering the listed recordkeeping activities are in use within the organisation and provide the last review date.

(See Appendix A for information on Maturity Ratings)

<b>No</b>	<b>Recordkeeping Activity</b>	<b>Policy</b> yes / no	<b>Procedure</b> yes / no	<b>Date Reviewed</b>	<b>Maturity Rating</b>
<b>2.6</b>	Registration of correspondence/records created and received by the organisation	Y	Y	Aug 2019	2
<b>2.7</b>	Digitisation/scanning source records (if applicable)	N/A	N/A	Aug 2019	2
<b>2.8</b>	Distribution of correspondence/files		Y	Aug 2019	2
<b>2.9</b>	File management, including creation and closure of files		Y	Aug 2019	2
<b>2.10</b>	Access to corporate records		Y	Aug 2019	2
<b>2.11</b>	Disposal of records		Y	Aug 2019	2
<b>2.12</b>	Electronic records management, including email		Y	Aug 2019	2
<b>2.13</b>	Website management		Y	Aug 2019	2
<b>2.14</b>	Metadata management		Y	Aug 2019	2
<b>2.15</b>	Systems management		Y	Aug 2019	2
<b>2.16</b>	Migration strategy		Y	Aug 2019	2

**If you have answered 'NO' to any of the above, please briefly explain in the table below:**

<b>Section/Activity</b>	<b>Explanatory Notes</b>	<b>Planned Actions</b>

**SRC Standard Two**  
**Principle 3 – Language Control**

*Government organisations ensure that appropriate controls are in place to identify and name government records.*

**Compare the information provided in the approved Recordkeeping Plan against current recordkeeping practices.**

No	Section	Compliance Requirement	Yes	No	Maturity Rating
3.1	Controlled language / Thesaurus / Business Classification scheme (BCS) / File List (or File Plan)	Has the efficiency and effectiveness of the Thesaurus / BCS been evaluated in the last five (5) years?	Y		3
3.2		Do file titling methods described in the RKP reflect current practices?	Y		
3.3		Is the Thesaurus / BCS still useful within the organisation?	Y		

**If you have answered 'NO' to any of the above, please briefly explain in the table below:**

Section	Explanatory Notes	Planned Actions

**SRC Standard Two**  
**Principle 4 – Preservation**

*Government organisations ensure that records are protected and preserved.*

**Compare the information provided in the approved Recordkeeping Plan against current recordkeeping practices.**

No	Section	Compliance Requirement	Yes	No	Maturity Rating
4.1	Records Disaster Recovery Plan (RDRP)	Is a RDRP, or similar, approved and implemented throughout the organisation for hard copy AND electronic information?		N	1
4.2	Assessment of Risks to Records	Have onsite records storage areas at <b>all locations/offices</b> been assessed for risks?	Y		2
4.3		Have <b>all</b> offsite records storage areas been assessed for risks?	Y		
4.4		Have the mechanisms for security of, and access to, records been assessed for risks?	Y		
4.5		Have <b>all</b> storage areas used for <b>archival records</b> been assessed against the <a href="#">Directions for keeping hardcopy State archives awaiting transfer to the SRO?</a>			3
4.6		Has the storage location for backup tapes (or equivalent) changed?	Y		
4.7		Is there an accurate measurement of the volume of <b>archival records</b> held by the organisation (in linear metres)? 112lm	Y		
4.7.1		If yes to 4.7, what is the volume?			
4.8	Strategies for prevention of disasters and loss of records	Have vital records been identified and listed in a register?		N	1
4.9		Are there strategies in place to protect vital records?		N	1
4.10		Are backup procedures documented and still effective?		N	1
4.11		Are there strategies in place for recovery of electronic information/records?	Y		2
4.12		Are there strategies in place for recovery of hard copy information/records?		N	2

**If you have answered 'NO' to any of the above, please briefly explain in the table below:**

Section	Explanatory Notes	Planned Actions
4.1	Nothing currently effectively in place.	Will be written and tested by September 2014
4.2 to 4.6	A full assessment is required as part of RDRP planning	Will be completed by September 2014
4.8 to 4.12	Commitments were made but have not been completed	This work will be completed by September 2014

**SRC Standard Two**

## Principle 5 – Retention and Disposal

*Government organisations ensure that records are retained and disposed of in accordance with an approved disposal authority.*

**Compare the information provided in the approved RKP against current recordkeeping practices.**

No	Section	Compliance Requirement	Yes	No	Maturity Rating
5.1	Retention and Disposal Schedules (State government only, except where an SDA applies)	Is the organisation's approved Retention and Disposal Schedule/s (R&D) for functional records still relevant?	N/A		
5.2	Sector Disposal Authority (State government only, if applicable)	Is the Sector Disposal Authority (SDA) relevant to the organisation's business sector used to dispose of functional records within the organisation?	N/A		
5.3	General Disposal Authorities (GDAs) (State government only)	Is the GDA for Administrative Records used to dispose of administrative records within the organisation?	N/A		
5.4		Is the GDA for Financial and Accounting Records used to dispose of finance records within the organisation?	N/A		
5.5		Is the GDA for Human Resource Management Records used to dispose of HR records within the organisation?	N/A		
5.6	General Disposal Authority for Local Government Records (local government only)	Is the GDA for Local Government Records used to dispose of records within the organisation?	Yes		4
5.7	General Disposal Authority for Source Records (GDASR)	Is the GDASR used to dispose of source records within the organisation?	N/A		
5.8		Was the GDASR implemented <b>after</b> the RKP was approved? (if applicable)	N/A		
5.9		Has a compliance and risk assessment been completed? (if applicable)	N/A		
5.10		Are policy and procedures in place which meet <b>all</b> requirements of the GDASR? (if applicable)	N/A		
5.11	Disposal Program	Are time-expired records destroyed in a secure manner?	Y	4	
5.12		Has a regular records disposal program been implemented?	Y	4	
5.13	Evaluation of the R&D (State government only)	Has the R&D been reviewed?	N/A		
5.14		Does the R&D cover <b>all</b> categories of records created by the organisation (where not covered by the GDAs)?	N/A		
5.15		Are the disposal decisions in the R&D still appropriate for <b>all</b> record categories?	N/A		
5.16		Have any new record categories been identified?	N/A		

**If you have answered 'NO' to any of the above, please briefly explain in the table below:**

Section	Explanatory Notes	Planned Actions

**SRC Standard Two**  
**Principle 6 – Compliance**

*Government organisations ensure their employees comply with the record keeping plan.*

**Compare the information provided in the approved RKP against current recordkeeping practices.**

No	Section	Compliance Requirement	Yes	No	Maturity Rating
6.1	Staff Training and Awareness	Is in-house records management training conducted by the organisation?	Y		3
6.2		Is external records management training offered to staff?	Y		
6.3		Are staff updated about recordkeeping matters?	Y		
6.4		Are recordkeeping responsibilities included in induction programs for all new staff?	Y		
6.5		Do records management training and/or induction programs include temporary staff, contractors, casual staff etc?	Y		
6.6	Performance Indicators	Have performance indicators to measure the efficiency and effectiveness of recordkeeping programs and systems been developed?	Y		2
6.7	Evaluation of Recordkeeping Programs/Systems	Has the efficiency and effectiveness of recordkeeping programs and systems been evaluated in the last five (5) years?	Y		3
6.8		Have results of the evaluation been reported to the CEO/Executive?	Y		3
6.9	Annual Report	Are statements addressing recordkeeping compliance requirements included in the organisation's annual report each year?	Y		3
6.10		Do annual report compliance statements cover <b>all</b> aspects of SRC Standard Two, Principle 6?	Y		

**If you have answered 'NO' to any of the above, please briefly explain in the table below:**

Section	Explanatory Notes	Planned Actions
6.1 to 6.10	The shire has undertaken and continues to undertake training of all staff to make sure appropriate skills are in place and passed on where appropriate.	The plan is for training to continue on an as required basis for Staff and new Councillors.

## SRC Standard Six: Outsourcing

*The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organisations with persons to perform any aspect of record keeping for the organisation.*

*State organisations may enter into contracts or other arrangements whereby an individual or an organisation is to perform a **function or service** for the State organisation, or act as the State organisation's agent to deliver services to clients, or for the State organisation's own use. The general term 'outsourcing' is used for such arrangements.*

*Contractual arrangements should provide that the contractor create and maintain records that meet the State organisation's legislative, business and accountability requirements.*

**Compare the information provided in the approved RKP against current recordkeeping practices.**

No	Section	Compliance Requirement	Yes	No	Maturity Rating
7.1	Outsourced Functions	Does your organisation outsource any functions? Eg, Computing Services; Project Management; Road Building; Waste Management; Legal Services; Environmental Management etc.	Yes		
7.2	Recordkeeping Issues Included in Contracts (if applicable)	Are recordkeeping requirements included in <b>all</b> contracts for outsourced functions?	N/A		
7.3		Are recordkeeping requirements included in new contracts when the organisation is <b>planning</b> to outsource a function?	N/A		
7.4		Do contract clauses address <b>ownership</b> and <b>use</b> of State records created and received by the contractor?	N/A		
7.5		Do contract clauses require the contractor to <b>create and control</b> records, regardless of format, in accordance with the organisation's RKP?	N/A		
7.6		Do contract clauses require the contractor to <b>retain and dispose</b> of State records in accordance with an approved disposal authority?	N/A		
7.7		Do contract clauses address the organisation's requirements to <b>access</b> State records held by the contractor?	N/A		
7.8		Do contract clauses address <b>custody</b> arrangements, including provision of adequate storage and security for State records stored on and offsite by the contractor?	N/A		
7.9		Do contract clauses address arrangements for custody, ownership, disposal and transfer of State records on <b>contract completion</b> ?	N/A		

If you have answered 'NO' to any of the above, please briefly explain in the table below:

Section	Explanatory Notes	Planned Actions
71 to 7.9	The shire does not currently outsource any tasks which require shire records to be kept off site by contractors	No action to be taken at this time and if this changes appropriate clauses will be included in the contract arrangements

## **APPENDIX 7 – Annual Report Extract**

**Excerpt from the Shire of Beverley's 2018-19 Annual Report page 18 (copy available from [www.beverley.wa.gov.au](http://www.beverley.wa.gov.au)):**

### **RECORD KEEPING PLAN**

The State Records Act 2000 requires that the Shire maintains and disposes of all records in the prescribed manner.

Principal 6 - Compliance: Government Organisations ensure their employees comply with the Record Keeping Plan.

#### **Rationale**

An Organisation and its employees must comply with the Organisation's Record Keeping Plan. Organisations should develop and implement strategies for ensuring that each employee is aware of the compliance responsibilities.

#### **Minimum Compliance Requirements**

The Record Keeping Plan is to provide evidence to adduce that:

1. The efficiency and effectiveness of the organisation's record keeping system is evaluated not less than once every 5 years.
2. The Organisation conducts a record keeping program.
3. The efficiency and effectiveness of the record keeping training program is reviewed from time to time.
4. The Organisation's induction program addresses employee roles and responsibilities in regards to their compliance with the Organisation's Record Keeping Plan.

The Shire of Beverley has complied with items 1 to 4.

## APPENDIX 8 – Induction Checklist

Record management procedures are covered with new staff when discussing Council Policies (see tick box below).

### Induction Checklist

---

Employee Name .....

Position .....

Department .....

Date Commenced ...../...../..... Supervisor .....

**\*It may be evident that not all items will be applicable to a new employee. When the items which are applicable have been explained they should have a tick placed in the box. If not applicable a dash should be shown.**

#### **1. General**

Conditions of Employment & Job Specification ☐

Medical Examination ☐

Hours of Duty ☐

Pay Rates ☐

Allowance ☐

Superannuation ☐

Occupational Superannuation ☐

Overtime ☐

Time in Lieu ☐

Council Policies ☐

Liability in Workplace ☐

#### **2. Leave Entitlements**

Annual Leave ☐

Personal/Sick Leave ☐

Leave Without Pay ☐

Compassionate Leave ☐

Other Types of Leave ☐

Public Holidays ☐

**3. Contract of Employment**

Terminations ☐

Absence of Duty ☐

Workers Compensation ☐

Other Employment ☐

Employee's Work Performance ☐

Training ☐

**4. General Information**

Councillors ☐

Council Meetings ☐

Reports for Meetings (if applicable) ☐

Principal Council Officers ☐

Offices and Depot ☐

Library ☐

Halls ☐

- 5. General Office Procedures**
  - Telephone Calls ☐
  - Office Equipment ☐
  - Correspondence/Copying/Filing ☐
  - Training Courses ☐
  - General Welfare – Facilities/Security/Confidentiality ☐
  - Unions ☐
- 6. Safety**
  - Reporting Injuries ☐
  - Reporting Unsafe Conditions, Work Practices ☐
  - Clothing, Footwear, Equipment ☐
  - Vehicles, Plant ☐
  - Practical Jokes ☐
  - Working Area ☐
  - Electrical Equipment ☐
  - Intoxicating Liquor or Prohibited Drugs ☐
  - First Aid Kits ☐
  - Evacuation Process ☐
- 7. Voluntary Code of Conduct Principles**
  - ☐
- 8. Management and Operational Structures**
  - ☐

# EVACUATION PLAN

In the case of fire or other emergency, please follow the instructions given by the senior staff member. Make your way to the nearest exit as shown on the floor/building plan.

Please assemble at the water fountain in front of the pre-primary building to allow staff to account for all visitors to the building.

## **ADMINISTRATION BUILDING**

In the case of fire or other emergency, the following procedures are to be followed where practicable;

- The most senior staff member is to telephone the emergency service required, and take control of the situation
- Ensure all staff and visitors to the building are aware of the danger
- If possible
  - turn off all machines
  - turn off mains power switch
- Walk to exits
- Muster at fountain
- Account for all staff and visitors

*Last updated 27/10/03*