



25 February 2020

ORDINARY MEETING

MINUTES

CONTENTS

1. OPENING	1
2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE	1
2.1 Members Present.....	1
2.2 Staff In Attendance	1
2.3 Observers And Visitors	1
2.4 Apologies and Approved Leave of Absence	1
2.5 Applications for Leave of Absence	1
3. DECLARATIONS OF INTEREST	1
3.1 Interests of Impartiality	1
4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	1
5. PUBLIC QUESTION TIME	1
6. CONDOLENCES	2
7. CONFIRMATION OF MINUTES	3
7.1 Minutes Of The Ordinary Council Meeting Held 17 December 2019	3
7.2 Minutes Of The Audit and Risk Committee Meeting Held 11 February 2020...	4
7.3 Minutes Of The Local Emergency Management Committee Meeting Held 18 February 2020.....	5
8. TECHNICAL SERVICES	6
9. PLANNING SERVICES	7
9.1 Proposed Relocated Second-Hand Dwelling & New Outbuilding – 14 Railway Street	7
9.2 Development Application: Animal Husbandry – Intensive (Poultry Farm – Egg Production) – 121, Lot 1000 Mann Road, Beverley	11
Change in Order of Business	29
12.2 Avondale Agricultural Museum Collection Policy	30
12.3 Avondale – Request for C30 International Truck by Matthews Family	37
Resumption in Order of Business.....	48
9.3 Proposed Amendment to Building Envelope – Lot 894 on DP67034 Kokendin Road, Beverley	48
9.4 Bushfire Management Plan – De Lisle Street Industrial Estate – Proposed Subdivision.....	50
9.5 Proposed Extractive Industries Local Law	53
10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES	56
11. FINANCE	57
11.1 Monthly Financial Report – December 2019	57
11.2 Monthly Financial Report – January 2020	71
11.3 Accounts Paid by Authority – December 2019.....	85
11.4 Accounts Paid by Authority – January 2020.....	96
11.5 Agreement for Disbursement of SEAVROC Funds	106
11.6 Standpipe Charge Review	108
11.7 2019 Financial Management Systems and Procedures Review	111
11.8 Community Grants	115
11.9 2018-19 Audit Report – Significant Adverse Trend	119

12. ADMINISTRATION	123
12.1 Policy Manual – Amendment to C009 – Flag Pole.....	123
12.4 Use of the Common Seal.....	126
12.5 Kinetic Sculpture.....	128
12.6 2019 Compliance Audit Return.....	130
12.7 2019 Public Liability Risk Assessment Unsupervised Gym Member Access	144
12.8 Appointment of Acting Chief Executive Officer.....	146
12.9 Temporary Closure of Avondale Agricultural Machinery Museum.....	148
12.10 Local Government House Trust – Deed of Variation	151
13. NEW BUSINESS ARISING BY ORDER OF THE MEETING	154
14. CLOSURE	154

1. OPENING

The Chairperson declared the meeting open at 3:05pm.

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 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

Mr Justin Mann Observe Item 9.2 (from 3.05pm – 3.11pm)
Mrs Kelly Mann Observe Item 9.2 (from 3.05pm – 3.11pm)
Mr John Hawke Observe Item 12.2 and 12.3 (from 3.05pm – 3.39pm)

2.4 Apologies and Approved Leave of Absence

Mr SK Marshall Deputy Chief Executive Officer

2.5 Applications for Leave of Absence

M1/0220

Moved Cr White

Seconded Cr Brown

That Cr Gogol's request for Leave of Absence for the 28 April 2020 Ordinary Council meeting be approved.

CARRIED 9/0

3. DECLARATIONS OF INTEREST

3.1 Interests of Impartiality

Cr Martin – Item 11.8 – Agricultural Society Committee Member
Cr Seed – Item 11.8 – Agricultural Society Committee Member

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. CONDOLENCES

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

COLEMAN	Norma Christina	24 December 2019
FOSTER	Phillip	1 January 2020
PETCHELL	Beryl Dorothy	3 January 2020
YOUNG	John William (Crow)	21 February 2020

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 17 December 2019

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 17 December 2019 be confirmed.

COUNCIL RESOLUTION

M2/0220

Moved Cr Brown

Seconded Cr White

That the Minutes of the Ordinary Council Meeting held Tuesday 17 December 2019 be confirmed.

CARRIED 9/0

7.2 Minutes Of The Audit and Risk Committee Meeting Held 11 February 2020

Minutes under separate cover.

Please refer to Agenda Items: 11.7, 11.9, 12.6 and 12.7

OFFICER'S RECOMMENDATION

1. That the Minutes of the Audit and Risk Committee Meeting held Tuesday 11 February 2020 be received.
2. That Council set a date of Wednesday 4 March 2020 to hold the next Audit and Risk Committee Meeting to discuss the outstanding Budget Review item.

COUNCIL RESOLUTION

M3/0220

Moved Cr Martin

Seconded Cr McLaughlin

1. That the Minutes of the Audit and Risk Committee Meeting held Tuesday 11 February 2020 be received.
2. That Council set a date of Wednesday 4 March 2020 to hold the next Audit and Risk Committee Meeting to discuss the outstanding Budget Review item.

CARRIED 9/0

**7.3 Minutes Of The Local Emergency Management Committee Meeting Held
18 February 2020**

Minutes under separate cover.

OFFICER'S RECOMMENDATION

That the minutes of the Local Emergency Management Committee Meeting held Tuesday 18 February 2020 be received.

COUNCIL RESOLUTION

M4/0220

Moved Cr Gogol

Seconded Cr McLaughlin

That the minutes of the Local Emergency Management Committee Meeting held Tuesday 18 February 2020 be received.

CARRIED 9/0

8. TECHNICAL SERVICES

Nil

9. PLANNING SERVICES

9.1 Proposed Relocated Second-Hand Dwelling & New Outbuilding – 14 Railway Street

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 11 February 2020
APPLICANT: Robert & Suzanne Wright
FILE REFERENCE: RAI 51252
AUTHOR: B.S. de Beer, Manager: Planning & Development Services
ATTACHMENTS: Locality Map, Site Plan, Building Surveyors Report, BAL Report, Shed Plan and Application Letter (under separate cover)

SUMMARY

An application has been received to develop a Relocated Second-Hand Dwelling and a new Outbuilding at 14 (Lot 100) Railway Street, Beverley. It will be recommended the application be approved.

BACKGROUND

The applicant is proposing to obtain planning approval to relocate and develop a Second-Hand Dwelling and a new Outbuilding at 14 (Lot 100) Railway Street.

The subject property is zoned 'Residential R10/25' in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3), is 1,313 m² in extent, and vacant.

The subject land is affected by Bushfire Prone Vegetation. It is *not* located within the Flood Fringe Area of the Avon River.

COMMENT

(Kindly consider this section by referring to the attached Locality Map, and other documentation).

A Relocated *Second-Hand Dwelling* is a 'D' use in Zoning Table 3 of LPS 3 in the *Residential Zone*, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

Development of Relocated Second-Hand Dwellings is guided by Council's Local Planning Policy - *Relocated Second-Hand Dwellings & Repurposed Dwellings* (Council's Policy). The objective of the Policy is to ensure that the development of a relocated second-hand dwelling is undertaken to an approved standard which pays regard to local amenity and aesthetics.

To address any possible amenity and aesthetic concerns, should Council resolve approve the application, it will be recommended the dwelling be finished to an acceptable standard as a condition of planning approval. To ensure the dwelling is finished within an acceptable timeframe it will be recommended a bond, in compliance with Council's Policy, is also imposed as a condition of approval.

Council's Policy requires an inspection by the Shire's Building Surveyor of the dwelling prior to relocation into the Shire. The dwelling was inspected *In Situ* and a

favourable report has been received and is included as an attachment to this report, accompanied by photographs of the transportable dwelling.

The subject property is affected by Bushfire Prone Vegetation. As part of the planning application a Bushfire Attack Level (BAL) Assessment was submitted – attached hereto. This shows the site to have a BAL 12.5 rating. Should Council resolve to approve the application building construction adherence to AS3959 for a BAL rating of 12.5 will be recommended as a condition of planning approval.

The proposal complies with the siting and other requirements of LPS 3 and the Residential Design Codes.

The proposed Outbuilding will be constructed of new materials in Colourbond cladding in accordance with Council's Outbuilding Policy. The following departures are however requested from the policy (see enclosed letter):

- Proposed maximum area of outbuilding is 120m². Maximum area as prescribed by Outbuilding Policy is 75m².
- Proposed wall height of 3.64m instead of 3m as prescribed by the Policy;
- Proposed Roof height at the apex of 4.56m instead of 4m as prescribed by the Policy;
- The applicant requests that the Outbuilding be constructed prior to the relocation of the dwelling so as to enable them to have storage space for furniture, etc.

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

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

It is the opinion that the proposed siting of the Outbuilding at the subject property is such that it will not have any negative impact on the amenity of the surrounding area. It is considered that the proposed development will be in pace with the character of the area.

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

Given the above site specific considerations and the size of the property it is not anticipated that the granting of Planning Approval for this application will create an undesirable precedent. Furthermore, granting permission to have the construction of the Outbuilding commence before relocation of the dwelling is deemed appropriate and practical under the circumstances.

The proposal complies with other aspects of the outbuilding policy.

The recommended conditions of planning approval are consistent with Council's Policy and are anticipated to address any matters of concern. It will be recommended the application be approved.

CONSULTATION

No consultation was deemed required.

STATUTORY ENVIRONMENT

The proposal is to be considered in terms of the Shire of Beverley's Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

The application complies with Council's Policy on *Relocated Second-Hand Dwellings & Repurposed Dwellings*.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M5/0220

Moved Cr Martin

Seconded Cr Pepper

That Council grant Planning Approval for a Relocated Second-hand Dwelling and new Outbuilding at 14 (Lot 100) Railway Street, Beverley subject to the following conditions and advice notes:

Conditions:

- 1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by the Manager: Planning & Development Services.**
- 2. The building construction standard shall adhere to Australian Standard AS3959 for a determined Bushfire Attack Level of 12.5 (refer to Advice Note 5).**
- 3. Prior to the issue of a Building Permit, a bond of \$5,000 is to be lodged with the Shire of Beverley to ensure all works, including clearing the site of debris, and connecting plumbing and water, are completed to the satisfaction of the Shire Building Surveyor and comply with the relevant provisions of the Building Codes of Australia.**
- 4. All works are to be completed within 12 months from the date of this determination.**
- 5. Prior to occupation, the exterior of the dwelling is to be finished to an acceptable standard which is in harmony with the amenity of the area to the satisfaction of the Shire.**
- 6. The Outbuilding shall not be used for human habitation, commercial or industrial purposes.**

Advice Notes:

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

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

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

Note 4: With regard to Condition 3, in compliance with Council's Relocated Second-Hand Dwellings Policy, the \$5,000 bond is to be lodged with the Shire. Bank or other guarantees are not acceptable.

Note 5: Australian Standard AS3959 Sections 3 & 5 apply.

Note 6: If the Outbuilding is to be used for the collection of rainwater for human consumption, all cladding and other material associated with water collection shall comply with Australian Standard 4020 (Products for use in contact with drinking water).

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.

CARRIED 9/0

9.2 Development Application: Animal Husbandry – Intensive (Poultry Farm – Egg Production) – 121, Lot 1000 Mann Road, Beverley

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 13 February 2020
APPLICANT: Kelly Mann – on behalf of The Barracks Pastoral Company
FILE REFERENCE: MAN 51329
AUTHOR: B.S. de Beer, Manager: Planning & Development Services
ATTACHMENTS: Locality Map and Development Application (under separate cover)

SUMMARY

An application has been submitted by Kelly Mann on behalf of The Barracks Pastoral Company to establish a poultry farm for egg production on 121 (Lot 100) Mann Road, Beverley. The application will be recommended for approval.

BACKGROUND

The applicant proposes to diversify their existing broad acre farming operations on the subject lot to include pastured free-range hens producing eggs.

Application Site Details

The subject site, 121 (Lot 1000) Mann Road, is 750 Hectares in extent, Zoned 'Rural' in terms of the Shire of Beverley Local Planning Scheme No 3 (LPS 3), and contains existing farming related infrastructure, homestead and outbuildings.

The proposed development site for the egg production venture is contained within a demarcated area within the above lot.

Proposal

The applicant submits the intention is to initially establish four mobile homes (coops) that house up to 600 hens each. The coops will be moved around the property through a structured timeline. This will be expanded to up to 4,000 hens, which is the subject of this Development Application.

The applicant submits that the coops include a state-of-the-art laying system to keep the eggs clean to avoid having to wash them. The coops will be moved weekly so the hens have access to fresh pasture. The hens live in small flocks in the mobile shed giving them room to move and forage. The intention is to keep the stocking rate to no more than 50 hens per hectare.

Applicant submits that pastured eggs are different to normal free range fixed shed systems. The proposed coops are low density mobile outdoor pastured systems that have minimal odour impact due to the low stocking densities in small flocks and outdoor nature of the production system. Moving the coops weekly reduces the risk of disease, odour and water contamination.

Please refer to the attached Development Application documentation for a full description of the proposal.

COMMENT

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

The proposed Land Use is considered to fit the definition of 'Animal Husbandry – Intensive' in terms of Table – 3 Zoning Table of LPS 3.

LPS 3 defines 'Animal Husbandry – Intensive' as follows:

means premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) or other livestock in feedlots, sheds or rotational pens.

In LPS 3 Table – 3 Zoning Table 'Animal Husbandry – Intensive' is identified as an 'A' use in the 'Rural' zone. An 'A' use means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions.

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':

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.*

It is submitted that the proposed land use will align with these objectives of LPS 3 as it is considered an intensive agricultural pursuit that, if well managed, will strengthen the regional agri-economic base and is therefore deemed entirely compatible with the objectives of the 'Rural' zone.

Section 67(m) of the Regulations:

'the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.'

As mentioned above it is the opinion of Author that the proposed use will be compatible with the objectives of the 'Rural' zone. Being located within a broad acre farming setting it is considered to be entirely compatible with the existing surrounding agricultural land uses.

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.'*

Applicant submitted a comprehensive application that address a number of issues including environmental impacts and proposed mitigation measures. Shire Planner is satisfied that all relevant matters have been satisfactorily addressed. Should Council resolve to approve the application, it will be recommended that adherence to a revised Management Plan, to be submitted, be made a condition of planning approval.

Section 67(o) of the Regulations:

'the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource.'

The submitted Nutrient Management Plan includes a statement pertaining to maintenance of ground cover and the proposed monitoring thereof. The subject site is not located within a *Public Drinking Water Source Protection Area* pursuant to Clause 46 of LPS 3. The applicant nevertheless proposes to have grazing areas sufficiently set back from waterways and performing water quality monitoring.

Should Council resolve to approve the application, it will be recommended that adherence to a revised Management Plan, including a Nutrient Management Plan & Waste Management Plan be made a condition of planning approval.

Section 67(s) of the Regulations:

'the adequacy of -

- (i) the proposed means of access to and egress from the site; and*
- (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles.'*

&

Section 67(t) of the Regulations:

'the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety.'

The means of access to and from the subject site is via Mann Road. A marginal increase in Agricultural related traffic will result on this section of road as a result of this operation. As a result of the size of the subject lot (750 Ha), no adverse impacts are anticipated with loading, unloading, manoeuvring or parking in this regard.

Section 67(y) of the Regulations:

'any submissions received on the application.'

The application was duly advertised to landowners considered to be affected by the proposal, as well as selected Government Departments. More details on the contents of the submissions are discussed below.

Advertising

In compliance with Clause 64 of the Deemed Provisions the application was advertised. Please refer to the Schedule of Submissions on the following pages 14 – 25.

	Respondent	Summary of Submission	Applicant's comments	Planner's comments
1	Michael Steele Lot 109 Little Hill Road	No objection to proposal.	Noted.	Noted.
2	Evert Grul 911 York-Williams Road	No objection to proposal.	Noted.	Noted.
3	Zoe Wilkinson 36 Little Hill Road	No objection to proposal.	Noted.	Noted.
4	Andrew Holmes Lot 1005 York- Williams Road	No objection to proposal.	Noted.	Noted.
5	Joanne Davis Lot 845 Lennard Road	No objection to proposal. Comment on proposal: Just a note regarding the maps. They still show lot 188 as being part of the property where egg production will take place. This property is owned now by another party. This is important as lot 188 has a benefit on our land. Whereas the Mann property does not. We would not like to see traffic increase due to this project. Otherwise wish them all the best of luck.	Noted.	Noted. Respondent misinterpreted the submission and maps. It is not the intention of the applicant to develop on the mentioned lot 188. Proposed development will be contained within the boundaries of 121 (lot 1000) Mann Road only, as shown in blue on pages 5, 6, 9 & 10 of the Development Application Documentation.
6	Jamie Seed Lot 1 on plan D020697	No objection to proposal. I support the venture, good for the area. Also it will keep all the foxes busy.	Noted.	Noted.
7	Department of Primary Industries and	The Department of Primary Industries and Regional Development (DPIRD) does not object to the proposed pastured egg farming development at the abovementioned	Noted.	Noted.

	Respondent	Summary of Submission	Applicant's comments	Planner's comments
	Regional Development (DPIRD)	<p>location, but would like to make the following comments for consideration:</p> <ul style="list-style-type: none"> - The applicant stated that at no stage will the chickens be at a stocking rate that exceeds 50 chickens/ha. This is achievable as the paddocks identified for the chickens are large enough to ensure that the stocking rate will be below the 50 chickens/ha target. - The applicant prepared a Nutrient Management Plan (NMP) that addressed the following elements: <ul style="list-style-type: none"> • Maintenance of 50% ground cover • Mobile infrastructure relocation (weekly) and manure management • No return period of at least 3 months and associated pasture management • Disposal of dead birds • Soil test records and farm management details. Soils will be tested every two years. - DPIRD assessed the NMP and found that it does address all aspects of the proposed operation. - The current soil nutrient levels of the identified paddocks are high and it is therefore important to do the regular soil tests as set out in the NMP to ensure there is no further increase in nutrients. DPIRD expects that no additional fertiliser will be required in the paddocks identified for the pastured chicken operation. - The 50m setback of grazing areas from waterways should be adhered to at all times. 		Should Council resolve to approve the application, it will be recommended that appropriately framed Conditions of Planning Approval be imposed to address all matters of concern as highlighted by DPIRD.

	Respondent	Summary of Submission	Applicant's comments	Planner's comments
8	Paul & Annette Broun 871 (Lot 25) Waterhatch Road	<p>Comment on proposal. Prepared in consultation with Robert Atkins B.Sc. (Hons), former Director Environmental Regulation.</p> <p>Barracks Farm (Lot 1000) shares a boundary with the southern edge of our property Waterhatch. Waterhatch is located immediately downstream from Barracks Farm. The primary concern regarding the proposal is the protection of the water quality of the Dale River. The Dale River, including the residual pools over summer, is the only source of water for stock in the paddocks at the south-east of Waterhatch with previous water boring indicating the groundwater is too salty. Any threat to water quality of the Dale River and the resulting loss of this amenity will impact directly the viability of grazing stock in these southern paddocks and therefore the value and profitability of our farming enterprise.</p> <p>It is considered that the buffers between the proposed intensive farming system and the Dale River and tributary intermittent creeks are inadequate and do not meet approved guidelines and policies.</p> <p>Table 1, p15 (Environmental Code of Practice (2004)) specifies that water course buffers should be maintained at a minimum of 200m as opposed to the 50m outlined in the proposal.</p> <p>The following policies and guidelines have been applied to the assessment of the proposal.</p> <ul style="list-style-type: none"> • State Planning Policy 2.5 Rural Planning; • Poultry Farms – Fact Sheet; WA Planning Commission; 	<p>Thank you for providing feedback from Paul & Annette Broun in regards to our Development Application – Animal Husbandry. We have been able to clarify further information in regards to the Development Application requirements with both the Department of Water and Environmental Regulation (DWER) and Department of Primary Industries and Regional Development, Sustainability and Biosecurity Department to update our Management Plan to address the concerns raised.</p> <p>All buffer zone requirements as outlined in our discussions with the Department of Water and Environmental Regulations have been updated and will be adhered to at all times and are indicated on the Updated Property Map:</p> <ul style="list-style-type: none"> •Wells & Bores: 100m buffer •Tributaries: 100m buffer •Dale River: 200m buffer •Dams: No DWER requirement but our internal management will be 50m buffer with a vermin exclusion fence around them •Dwellings: 300m buffer •Burial Pits: 50m buffer to waterways and 100m buffer from water supply bores with a vermin exclusion fence around them. 	<p>Noted.</p> <p>Should Council resolve to approve the application, it will be recommended that appropriately framed Conditions of Planning Approval be imposed to address all matters of concern as highlighted by the respondent including the requirement to submit an updated Management Plan indicating the new buffers from water courses, etc.</p>


	Respondent	Summary of Submission	Applicant's comments	Planner's comments
		<ul style="list-style-type: none"> Environmental Code of Practice for Poultry Farms in Western Australia (2004); <p>The proposal states that the waterways buffer is 50m. The Environmental Code of Practice for Poultry Farms in Western Australia (2004) recommends 50m for poultry sheds where all manure is contained and managed offsite or within sealed areas to prevent leaching, however, this is not an appropriate buffer for free to range enterprises where a 200m vegetated buffer is recommended between the end of the roaming area to any wetland or waterway. When manure is deposited directly onto soil, nutrients not absorbed by vegetation will run off or leach into groundwater, wetlands or waterways.</p> <p>The property plan (page 30 of the application) indicates both a 50m and 200m buffer along the Dale River and despite acknowledgement of the latter distance to the river, it is planned that only a 50m buffer will be observed for free to range roaming purposes. Additionally, only 50m buffers along the two other waterways flowing through the coop area into the Dale River have been identified. The proposed buffer zones appear to only consider the distance from the centre of the waterway and not the edge of the natural riparian zone as is defined in the Code of Practice.</p> <p>The proposal states that "Conservation riparian buffer zones are planted alongside water courses". Riparian vegetation must include a perennial herb and shrub layer. The Dale River generally has very little riparian herb and shrub layer beneath the outlying trees and contains mostly annual grasses as shown in Figure 1. This is a concern because particularly during episodic storm events, runoff and eroded</p>	<p>We wrote our Water Management Plan (below) in 2018 with the purpose to provide us with a formal document to assist our farming business with planning, developing, distributing and managing the optimum use of water resources on our property. We view and utilise this Water Management Plan as a means to provide information about our current water uses and plan for our future water efficiency</p>	


	Respondent	Summary of Submission	Applicant's comments	Planner's comments
		<p>soil, including any chicken manure on the soil surface, will flow towards the Dale River with the surrounding riparian zone doing little to stop the flow of waste nutrients. Figure 2 depicts the runoff of loose soil particles and organic materials that occurred at Waterhatch during one such storm event in 2011. This represents a significant risk to the water quality of the Dale River and residual summer pools as the increased disposition of nutrient rich chicken manure can foul the water and trigger algal blooms. Additionally, the proposal does not define a procedure for management or composition of the 50m buffers outlining how they will be utilised in order to prevent nutrient and waste run off.</p>	<p>improvements, sustainability and goals to strive towards. Increasing riparian vegetation is a plan that we are working towards on our property.</p> <p>Due to our commitment to the environment and future sustainability on all areas of our property we have engaged with Wheatbelt NRM on two projects at the moment in regards to managing our waterways and improving soil health.</p> <p>Project 1 In 2019 we were one of eight farms in WA selected for the Wheatbelt NRMs Optimising fodder options in mixed farming project. This is a four-year project to demonstrate how ground cover options can be maximised for soil health and productivity gains. We have started the consultation process to develop plan which seeks to increase ground cover over the summer period where feed gaps occur. Using forage shrubs, summer cropping and pasture options to maintain ground cover is an important intervention to minimise erosion and increase soil carbon and overall soil health. Anameka Fodder Shrubs have been purchased for planting in July 2020 with initial site selection options looking around the two tributaries in the centre of the Property Lot as there is currently minimal to no vegetation in those areas.</p> <p>Project 2 Supporting and protecting the Dale River Waterways. Last year Wheatbelt NRM visited</p>	

	Respondent	Summary of Submission	Applicant's comments	Planner's comments
			<p>our property to inspect the Dale River and Talbot Brook waterway. They have gauged community interest in undertaking management activities, which will help protect the waterway for future generations. The aim of the identified activities is on minimising the flow of sedimentation and nutrient loads downstream. The assessment process, by nature, provides the opportunity to identify the current condition of the waterway, threats and the associated management actions that they may benefit from. Wheatbelt NRM in this project will provide support to manage the waterway and can include some of the below management options:</p> <ul style="list-style-type: none"> •A Plan to help guide management of our waterway – map and associated overview of activities •Provision of seedlings for infill planting •Support to help manage feral animals – rabbits, foxes & cats •Artificial habitat structures for native wildlife (i.e. bat boxes or insect hotels) <p>Working on these projects with Wheatbelt NRM will allow us access to their resources and the wealth of knowledge of staff to assist with ongoing management and assessment of our Pastured Egg Project on our property and ensuring sustainability for the future. Being proactive with the management and assessment of all soil and water health is our</p>	

	Respondent	Summary of Submission	Applicant's comments	Planner's comments
			<p>whole property priority and having engaged with Wheatbelt NRM.</p> <p>Protecting our waterways and soil health now and into the future is our primary focus in every practice we do within our property. Our own livestock (sheep) utilise the Dale River for drinking, so maintaining the water quality is paramount at all times. We strive in everything we do on our property to make sure all environmental and sustainable practices are adopted.</p> <p style="text-align: center;"><u>Water Management Plan</u> <u>THE BARRACKS PASTORAL CO</u></p> <p>Definition – Is the planning, developing, distributing and managing the optimum use of water resources. A good Management of water resources will help farmers to cut costs while maintaining or improving the productivity of the land and reduce the risk of pollution.</p> <p>Water sourcing – Water is gathered into rain water tanks off of the roofs of sheds and housing. This water is then used in the spray application on the farm. This eliminates the need to draw the water from the table allowing for the accumulation and deposition of rainwater for reuse. The harvested water can be used for drinking as well if the storage is a tank that can be accessed and cleaned when needed.</p> <p>Water usage – Water is used in a responsible manner and not wasted. Water is stored in separate tanks around the property. A good management of water resources will help to cut costs while maintaining or improving the productivity of the land and reduce the risk of pollution.</p> <p>Awareness of the farms characteristics (including surroundings water courses. The level of water stress, availability and quality of water resources, soil type) will then be the basis of the selection for the best location for crop production.</p> <p>Rotational cropping will also assist in the management of the water usage.</p> <p>Chemical applications use water harvested from rain water tanks, no drawing from the water table or town supply is used.</p> <p>Due to the salinity of water throughout the crop/wheat belt growing region, No irrigation is used for crops.</p> <p>Riparian vegetation – Conservation riparian buffer zones are planted alongside watercourses. There is frequent extension of existing buffers to gain more efficiency in intercepting overland flow and reducing the transport of nutrients, pesticides and agrochemicals. Farming on the contour creates small ridges that slow runoff water. Rotational grazing is practiced to allow for revegetation, assisting in the filtering of runoff water.</p>	

	Respondent	Summary of Submission	Applicant's comments	Planner's comments
		<p>The proposal states that because of the mobility of the coop sheds there will be no build-up of manure waste. A calculation using the assumptions of 4000 chickens producing 400g of dry manure/chicken/week (pg 59, Environmental Code of Practice, 2004) over a non-growing season November to mid-April, equates to the production of approximately 37 tonnes of chicken manure. During these summer months it is unlikely that much of the manure will be utilised by vegetation or the soil due to the high heat, low rainfall conditions, averaging around 80mm of rain over 15.7 rainfall events during the five-and-a-half-month period (Bureau of Meteorology). Therefore, despite the coop sheds being moved regularly there is still the potential for a substantial quantity of high nutrient manure, loosely deposited onto dry, grazed terrain, to be washed into the Dale River in the event of a storm.</p>	<p>The data mentioned of 400g of dry manure/chicken/week is tabled on layer shed-barn/free to range litter, there is no data provided specifically to pastured raised chickens. In Australia free range egg producers can run a maximum of 10,000 hens per hectare of land in order to be accredited as "free range", that is the equivalent of one hen per square metre. This Development Application is for 50 hens per hectare. Running 50 hens per hectare allows manure quantities to be diluted over a large area and by the coops being mobile, the manure is not concentrated in a small confined space.</p> <p>With the revised buffer zones to water ways, new site locations, updated management practices in relation to washdown, soil testing regimes, two ongoing projects with Wheatbelt NRM, maintenance of ground cover, no return periods of 3 months and our nutrient management plan through the Decipher program we believe the potential for a substantial quantity of high nutrient manure to be washed into the Dale River in the event of a storm is minimal.</p> <p>This has been updated on advice from the Department of Water and Environmental</p>	

	Respondent	Summary of Submission	Applicant's comments	Planner's comments
		<p>There is also concern over the mortality management policy outlined in the proposal. The open incineration of deceased birds in pits during the summer months poses a substantial risk of starting a bushfire and is a contradiction to the Shire of Beverley 'Prohibited Burning Period' (which is generally from 1 November to mid-February and is often extended due to circumstances).</p> <p>In conclusion we would like to summarise that our primary concern as to the proposal is the protection of the water quality of the Dale River for stock water in the southern paddocks of Waterhatch as it is imperative for the viability of the farm. Therefore, it is respectfully requested that the recommendation of a 200m buffer as outlined above be implemented to all water courses and that the free to range roaming areas be located outside these buffers. Beyond this we have no objection to the diversification by Barracks Farm to free to range egg production.</p>  <p>Figure 1: Example of Dale River riparian zone December 2019, similar to the site of roaming area; no perennial understory</p>	<p>Regulation (DWER) and Department of Primary Industries and Regional Development, Sustainability and Biosecurity Department.</p> <p>The waste disposal on site for any chook mortalities (shown on Property Map) will be done through the use of burial pits. These pits meet the Department of Water and Environmental Regulation of a minimum buffer zones of 50m to waterways and 100m from water supply bores. As part of the Environmental Code of Practice for Poultry Farms in Western Australia if groundwater was to be encountered during the construction of burial pits, they would not be used and a 3m buffer distance would be observed. The Department of Primary Industries and Regional Development (DPIRD), Sustainability and Biosecurity Department recommendations will be followed with burial pits made at 1.5m deep with lime sand and straw at the bottom before covering over with soil. The addition of organic matter speeds up the decomposition process. The soil in this area identified has clay subsoil which is most suitable for burial pits and sits higher in the topography which are the DPIRD recommendations. Burial pits will also be GPS recorded on our maps and in our farm management record system. The burial pits will also be fenced off with vermin exclusion fencing.</p>	

	Respondent	Summary of Submission	Applicant's comments	Planner's comments
		 <p data-bbox="376 735 965 799">Figure 2: Wash from a high rainfall event May 2011, Waterhatch</p>	<p data-bbox="1126 248 1684 600">We hope that seeing the updates made within the Application and Management Plan in particular the revised buffer zones will alleviate concerns of the non-protection of water quality of the Dale River for stock water. Protecting our waterways and soil health now and into the future is our primary focus in every practice we do within our property. Our own livestock (sheep) utilise the Dale River for drinking, so maintaining the water quality is paramount.</p> <p data-bbox="1126 639 1684 911">We have been farming neighbours with Paul & Annette with a great relationship for a long time. We appreciate the time and effort they have gone to in providing a response to our Development Application and would be more than happy to catch up with them in person to go through details of the proposal at any time if they would like to.</p>	

Respondent	Summary of Submission	Applicant's Comments	Planners Comments
<p>Department of Water & Environmental Regulation (DWER)</p>	<p>Thank you for providing the development application for the Department of Water and Environmental Regulation (Department) to consider. The Department has identified that the proposed poultry farm (egg production) will impact on water resource values and management. The Department therefore objects to the proposal in its current form.</p> <p>Departmental mapping shows that the Dale River and several drains and tributaries run through the proposed poultry farm area. The Dale River is a significant waterway that drains into the Avon River. Based on the limited information provided the Department is unable to determine the impact that this proposal may have on waterways.</p> <p><u>Waterways</u></p> <p>The Department has determined that the information supplied is lacking critical information and would request the following be addressed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed site location appears to be located within waterway buffer zones. <input type="checkbox"/> Precise mapping for exact shed locations. <input type="checkbox"/> Information regarding how poultry will be kept from entering buffer zones. <p>The Department acknowledges that the tributaries/drains running east/west through the proposed site are ephemeral, however they flow directly to the Dale River which confluences with the Avon River. As a result it is import to ensure that setbacks for sheds and grazing areas are kept at a minimum 200m from waterways as per <i>the Environmental Code of Practice for Poultry Farms in Western Australia</i> (Page 44), particularly for the northern drain as it has no vegetation along the flow path.</p>	<p>I have been able to follow this up further with direct discussions on the phone and through email with the Department of Primary Industries and Regional Development, Sustainability and Biosecurity Department to update our Management Plan to address the concerns raised.</p> <p>With the revised buffer zones to water ways, new site locations, updated management practices in relation to washdown, soil testing regimes, two ongoing projects with Wheatbelt NRM, maintenance of ground cover, no return periods of 3 months and our nutrient management plan through the Decipher program we believe the potential for a substantial quantity of high nutrient manure to be washed into the Dale River in the event of a storm is minimal.</p>	<p>The submission is noted.</p> <p>The following email was received from the Department of Water & Environmental Regulation on 13 February 2020:</p> <p><i>'We have received the updated information regarding the poultry farm at 121 Mann Road. The Department is satisfied that the additional information provided has addressed our concerns.</i></p> <p><i>'Please let us know if you would like us to formally assess the application again with the new information or if you are satisfied that we are happy with the changes made to the management plan.</i></p> <p><i>'Feel free to contact me if you have any questions or queries regarding this.</i></p> <p><i>'Corey Boivin Natural Resource Management Officer Planning Advice Section.'</i></p> <p>Should Council resolve to approve the application, it will be recommended that appropriately framed Conditions of Planning Approval be imposed to address all matters of concern as highlighted by the Department of Water</p>

	<p><u>Code of Practice</u> It appears that the application has not considered the <i>Environmental Code of Practice for Poultry Farms in Western Australia</i> (Code of Practice). While the Department does not regulate the operation of poultry farms, it notes that various aspects of the proposed operation are not in line with the Code of Practice;</p> <ul style="list-style-type: none"> <input type="checkbox"/> The proposed management of dead chickens, i.e. the burying and incinerating. The code of practices states carcasses should be removed to approved landfill, rendering plant or incineration plant, depending on the location of the operation (page 29). The Department could consider the burying of carcasses however incinerating on site is not supported. Further information would also need to be provided on these procedures and the location of the proposed burial pits. <input type="checkbox"/> No information is provided as to where the carcasses will be stored, i.e. will they be stored on a hardstand, bunded area before they are buried? Will containers of carcasses for removal to landfill be stored close to the property entrance so pick up vehicles do not need to enter the property (Page 29)? <input type="checkbox"/> The applicant has not supplied information regarding wash down water. Code of Practices states any wash down occurring near significant waterways (Dale River) should be directed to a sump or depression vegetated with biofilter grasses (Page 27). <p>The Department would request more information regarding the above points be supplied to adequately address the Code of Practice and potential environmental impacts before approval is considered.</p>	<p>This has been updated on advice from the Department of Water and Environmental Regulation (DWER) and Department of Primary Industries and Regional Development, Sustainability and Biosecurity Department. The waste disposal on site for any chook mortalities (shown on Property Map) will be done through the use of burial pits. These pits meet the Department of Water and Environmental Regulation of a minimum buffer zones of 50m to waterways and 100m from water supply bores. As part of the Environmental Code of Practice for Poultry Farms in Western Australia if groundwater was to be encountered during the construction of burial pits, they would not be used and a 3m buffer distance would be observed. The Department of Primary Industries and Regional Development (DPIRD), Sustainability and Biosecurity Department recommendations will be followed with burial pits made at 1.5m deep with lime sand and straw at the bottom before covering over with soil. The addition of organic matter speeds up the decomposition process. The soil in this area identified has clay subsoil which is most suitable for burial pits and sits higher in the topography which are the DPIRD recommendations. Burial pits will also be GPS recorded on our maps and in our farm management record system. The burial pits will also be fenced off with vermin exclusion fencing.</p>	<p>and Environmental Regulation including the requirement to submit an updated Management Plan indicating the new buffers from water courses, mortality management protocols, etc.</p>
--	--	--	--

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.

Strategic Community Plan

Goal 5 – Existing business can grow in Beverley and new businesses are attracted.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M6/0220

Moved Cr Seed

Seconded Cr Martin

That Council resolve to grant planning approval for Animal Husbandry – Intensive (Poultry Farm – Egg Production) on 121 (Lot 1000) Mann 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. Prior to commencement of operations, a revised Management Plan with updated mapping and operational areas shall be submitted to the satisfaction of the Shire.**
- 3. The operation of the facility must adhere to the approved Management Plan at all times (inclusive of the Water Management Plan, Waste Management Plan, Complaints Handling Procedure, Nutrient Management Plan, Mortality Management and Animal Welfare), to the satisfaction of the Shire.**
- 4. No more than 4,000 poultry may be kept on the site at any one time. All poultry must be kept within the defined areas as shown on the endorsed plan.**
- 5. The stocking rate shall not exceed 50 hens per hectare.**
- 6. On request, the operator of the facility shall submit the following reports to the Shire:**
 - Ground Cover Report – Frequency: Annually**
 - Soil Sample Report – Frequency: Every two years**

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, where applicable.
- Note 5:** The applicant is advised that the facility must be managed in accordance with the approved plans so that the amenity of the area is not detrimentally affected, through the:
- Processes carried out on the land;
 - Transportation of livestock, materials, goods or commodities to or from the land;
 - The emission of odour, dust, noise, artificial light, wastewater or waste products; or
 - The presence of vermin.
- Note 6:** The applicant is advised that if the Shire determines that the amenity of the existing nearby residents is adversely affected by the emission of an unreasonable level of odour, dust or noise from the site, the operator could be requested to immediately and to the satisfaction of the Shire take action to prevent those emissions, which may include adjusting stocking density, greater separation distances between the poultry and residents, or any other actions reasonably required to rectify the unreasonable emissions.
- Note 7:** The applicant is advised that the waste produced from the use must not discharge beyond the boundaries of the subject land or directly into waterways.
- Note 8:** 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.

CARRIED 9/0

3.11pm – Mr Justin Mann and Mrs Kelly Mann left the meeting and did not return.

Change in Order of Business

COUNCIL RESOLUTION

M7/0220

Moved Cr McLaughlin

Seconded Cr Lawlor

That Council bring forward Items 12.2 and 12.3 to be heard for Mr John Hawke who was waiting in the public gallery. The order to be resumed at 9.3 and follow in sequential order.

CARRIED 9/0

12.2 Avondale Agricultural Museum Collection Policy

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 13 February 2020
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0156
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Avondale Motor Museum Collection Policy

SUMMARY

Council to consider the recommendation to adopt the Avondale Agricultural Museum at Avondale Farm, Collection Policy.

BACKGROUND

The Avondale Agricultural Museum Collection is located at Avondale Farm.

The original Avondale Agricultural Museum Collection was comprised of items donated by farmers from around the State for the sesquicentenary celebrations in 1979. The exhibition concentrated on items of technological significance, much of which was restored by the Department of Agriculture's workshop. The collection was specifically put together to represent the historical equipment of all the processes in agricultural production and therefore tells the story of the development of farming in the Western Australian Wheatbelt.

The Shire of Beverley took over the collection from the Agriculture Department in 2009, at the same time management of the property was transferred to the National Trust.

COMMENT

A collection policy guides the decision-making process the Museum Collection. It is essentially a set of principles that guide collecting, loans, deaccessioning, collection care and access.

The collection policy demonstrates to funding bodies and potential sponsors and partners that a logical and strategic approach to collection development has been implemented.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Goal 2 – Community infrastructure of significance, economic value and history adds value to our identity.

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

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M8/0220

Moved Cr Brown

Seconded Cr Seed

That the Avondale Agricultural Museum Collection Policy be adopted and reviewed annually as part of the Shire of Beverley Policy Manual.

CARRIED 9/0

Attachment 12.2

3.16 Avondale Agricultural Museum Collection Policy

Policy Type:	Community	Policy No:	C017
Date Adopted:		Date Last Reviewed:	

Legal (Parent):	Legal (Subsidiary):
1.	1.

ADOPTED POLICY	
Title:	AVONDALE AGRICULTURAL MUSEUM COLLECTION POLICY
Objective:	To provide guidelines on the development and management of the collection.

Background

The Avondale Agricultural Museum Collection is located at Avondale Farm, in the Shire of Beverley. Avondale farm is a 710ha property, located 6km west of the Town of Beverley on Waterhatch Road. The property comprises 520ha arable farming land and 190ha non arable land comprising a bush reserve (53.5ha), rocky grazing, treed water courses and a built heritage precinct.

Avondale farm was one of the earliest pastoral properties developed in the Beverley district in the 1830's. Avondale Farm is valued for its role in agricultural research and education. Established as a State Farm in 1919, Avondale Farm was held by the Agriculture Department of WA as a venue for agricultural research from 1924 until the 1990's and subsequently as a public education site until 2009, when the National Trust took over the management of the property.

The original Avondale Agricultural Museum Collection was comprised of items donated by farmers from around the State for the sesquicentenary celebrations in 1979. The exhibition concentrated on items of technological significance, much of which was restored by the Department of Agriculture's workshop. The collection was specifically put together to represent the historical equipment of all the processes in agricultural production and therefore tells the story of the development of farming in the Western Australian Wheatbelt.

The original museum building was constructed to house the donated farm machinery. The building was extended in the early 2000's to house the growing collection that represents some of Western Australia agricultural machinery dating back to the 1850's

The Shire of Beverley took over the collection from the Agriculture Department in 2009, at the same time management of the property was transferred to the National Trust.

Statement Of Purpose Or Mission Statement

The purpose of the Avondale Agricultural Museum Collection is to tell the story of the mechanisation and innovation in farming in the Western Australian Wheatbelt region from the early 1850's to 1979.

The Museum aims to provide an educational and tourism experience that is complementary to the interpretation of 'Avondale Farm' which tells the story of the development of Agriculture in WA, intertwining early European settlement, the culture and traditions of the Ballardong Aboriginal people and the natural environment.

Attachment 12.2

The Museum will incorporate objects, history and stories associated with the development of Agriculture in Western Australia, the history of Avondale Farm and the significant contribution made to Agricultural from the research carried out at Avondale.

Purpose And Scope Of The Collection Policy

The collection policy will be the guiding document for the development and management of the collection.

The policy will guide the formation of a management structure, museum funding, a review of the existing collection and subsequent inclusion of items into the Avondale Agricultural Museum collection.

The collection management policy will guide the procedures by which the museum is managed and funded. The procedures developed to implement these policies will be outlined in a separate document.

Museum Management

The Shire of Beverley owns and is responsible for the Avondale Agriculture Museum Collection.

Museum governance, future planning and funding will be the responsibility of the Shire of Beverley.

The Shire of Beverley will be responsible for the operations of the Museum in accordance with the policies and procedures of the Museum.

What The Museum Will Collect

The key theme of the Avondale Agricultural Museum Collection is to tell the story of the mechanisation and innovation in farming in the Western Australian Wheatbelt region. The collection was put together to represent the historical equipment of all the processes in agricultural production and therefore is representative of a class of artefacts important to the development of farming in the Wheatbelt of WA.

The Museum will incorporate objects, history and stories associated with the development of Agriculture in Western Australia, the history of Avondale farm and the significant contribution made to Agricultural research at Avondale.

Contributing significantly to the value of the Museum Collection are the operational vehicles. A large number of the tractors and vehicles are operational, enabling demonstrations of farm practices and differentiating the collection from similar collections throughout WA.

The environs in which the Museum is located at Avondale also adds value to the museum collection and is another differentiating feature. Avondale Farm was an Agricultural research facility which made a significant contribution to agricultural research in the State and is still a working farm.

The collection dates from the 1850's to 1979.

The types of objects to be collected include agricultural machinery, agricultural implements, operating manuals for historical machinery, photographs and written and oral histories.

The objects will reflect the development of Agriculture in WA and could include

- equipment used in agricultural research;
- vehicles and machinery in working order or able to be restored to working order for the purpose of demonstrations;
- historical equipment that contributes to the processes in agricultural production; and
- objects important to the development of farming in the south of WA

The collection is available for viewing at Avondale Farm, 505 Waterhatch Road Beverley. Opening hours are determined by the Shire in consultation with the National Trust (WA) who manage Avondale Farm. Access may be provided for special events by arrangement. Access to Museum records will be provided by appointment only.

Temporary exhibitions may be installed and objects used in demonstrations at special events.

How the Museum Will Collect

Attachment 12.2

Method of Acquisition

The Museum will acquire objects for the permanent collection by donation, bequest, purchase or transfer.

All decisions regarding the acquisition of objects for the museum will be made by the Acquisition Committee.

The museum will not accept conditional donations.

Loans will be considered on a case by case basis, and would normally only be considered where the object is rare and adds significant value to the current museum collection or it would enhance a temporary exhibition or event display. Decisions on items to acquire by loan will be made by the Acquisition committee.

Acquisition Committee

The Acquisition committee will be full Council for the Shire of Beverley. All recommendations made by the committee will be documented and retained in the Shire of Beverley Office.

Acquisition Criteria

The Committee will consider the following criteria before approving acquisition of an object:

- **Relevance**
The museum only collects objects that relate to the museum's purpose and key collecting areas
- **Significance**
Priority is given to objects which are significant for their historic, aesthetic, scientific/research or social/spiritual value.
- **Provenance and Documentation**
Priority will be given to objects from Avondale Farm and surrounding Wheatbelt Shires and where the history of the object is known and associated documentation and support material can be provided. Items can be obtained from other areas where it enhances the understanding of the key themes within the collection.
- **Condition, intactness, integrity**
The condition of the object must be taken into consideration when acquiring material. Badly damaged material will not normally be accepted into the collection.
- **Interpretive Potential**
Objects that tell a story that adds to the interpretation of museum themes will be prioritised.
- **Rarity**
Objects may be prioritised if they are rare examples of a particular kind of object
- **Representativeness**
Objects may be prioritised if they are an excellent representative example of a particular kind of object
- **Duplications**
Objects that duplicate items already in the collection will not be accepted unless they are of superior condition and/or historic value. In such a case the duplicate may be considered for deaccessioning.
- **Legal Requirements**
The museum only accept objects where the donor/vendor has legal title to the object
- **Resource Implications**
The museum will consider its responsibility in relation to items that have highly specialised conservation, storage and display needs and the ability of personnel to care for these items, including the financial resources required to safely house such items.

Attachment 12.2

Legal / Ethical Obligations

Aboriginal Artefacts

Should objects that are traditional Aboriginal objects be offered to the museum for inclusion in its collection the Shire will comply with the Aboriginal Heritage Act 1972.

The Shire acknowledges that it has a mandatory obligations under the Aboriginal Heritage Act 1972 (WA) to provide notice in writing to the Minister of Aboriginal Affairs in relation to any object in its custody that may be classified as Aboriginal cultural material. The Shire shall give a description of that object and the manner in which it came to be in its custody or under its control.

Prohibited Weapons And Firearms

Should objects that could be considered to be prohibited or controlled weapons be offered to the Museum for inclusion in its collection, the Shire will comply with the Weapons Act 1999 and the Weapons Regulations 1999. Such weapons could include historical swords, blunt ceremonial swords, bayonets, batons, cat o'nine tails, and concealed weapons, firearms including longarms, pistols and handguns.

Storage & Conservation

The Museum aims to achieve high standards of collection care and storage based on the National Standards for Museum and Galleries v1.5.

Objects will be stored and conserved in accordance with the Collection Policy Procedures Manual.

Deaccessioning And Disposal Procedures

Criteria For Deaccessioning

Deaccessioning is the administrative process of removing an item from the collection.

An object can be deaccessioned from the Museum's collection if

- It does not comply with the current collection policy of the Museum.
- It is damaged beyond repair.
- The conservation and storage costs for it are beyond the means of the museum.
- It is a lesser quality duplicate of an object the museum already owns and it is not required for changeover, education or other purposes.
- It lacks any supporting information to enable proper identification or to establish its relevance to the collection.
- It has disputed ownership and a substantiated request for the return of the object to its original owner is received

Deaccession Procedures

To formally de-accession an object from the Museum collection the following procedure should be followed:

- The object identified for removal from the collection must come before the Acquisition Committee for consideration with close reference to the criteria stated above (8.1)
- The object identified above for deaccession must be held for a twelve month 'cooling off' period before it is finally disposed of.
- Staff, volunteers, committee members and their families are prohibited from purchasing, or otherwise obtaining, a deaccessioned object, except by public auction or open tender process.
- Any funds acquired from the sale of the de-accessioned item should be used for acquisition or care of the collections.

Attachment 12.2

Disposal Procedures

Once a decision has been made by the Acquisition committee to deaccession an object, the object should be removed from the collection in the following priority order:

1. Returned to the donor or family. If after a thorough search this is impossible, the object should be;
2. Transferred to another appropriate institution;
3. Sold by public auction or open tender process, where appropriate;
4. Used as an education/interpretive tool;
5. Destroyed or recycled if appropriate

Winding-Up Procedures

In the event that the Museum is to be wound up, a resolution of the Beverley Shire Council is required.

The museum will be wound up in accordance with the National Standards for Australian Museums and Galleries v1.5 (in particular A1.1.3 and A1.1.4) or the equivalent standards at the time.

The Shire of Beverley disposal of assets policy will also apply.

LOANS

Loan Procedures

The Museum will consider the lending and borrowing of objects if by doing so it assists the Museum in meeting its purpose. The lending and borrowing of objects will be considered on a case by case basis, and would normally only be considered where the object is rare and adds significant value to the current museum collection or it would enhance a temporary exhibition or event display.

Decisions on items to acquire by loan will be made by the Acquisition committee who will consider the following

- Permanent and long term loans will not be accepted by the Museum.
- The Museum will loan and borrow material to help meet its purpose.
- The Museum holds separate forms for inward and outward loans
- The maximum loan period is 12 months.

The procedure for inward and outward loans is contained within the Collection Procedures manual.

Oral History Policy

Oral histories form an important part of the Avondale Agricultural Machinery Museum. When collecting oral histories

- An Oral History Agreement is signed by the person interviewed, which clearly states the purpose and intended uses of the interviews and what copyright provisions apply.
- The Museum abides by the Guidelines of Ethical Practise of the Oral History Association of Australia.

Oral histories will be collected, used and made available to the public in accordance to the procedures outlines in the Collection Procedures Manual.

Access

The collection is accessible to the public through regular opening hours and by appointments. Use of the Museum for special events is by arrangement with the MSC, with approval from the Shire of Beverley.

The collection records are accessible for research purposes by appointment.

Review Your Collection Policy

The museum collection policy will be reviewed annually as part of the Shire of Beverley Policy Manual annual review.

12.3 Avondale – Request for C30 International Truck by Matthews Family

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 18 February 2020
APPLICANT: Mr Geoff Matthews
FILE REFERENCE: ADM 0554
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Correspondence, Registration of Donation, Significance Assessment

SUMMARY

Council to consider the request to deaccession the C30 International Truck from the Avondale Agricultural Museum and return it to the donor family, Matthews of Brookton.

BACKGROUND

Mr Geoff Matthews has made repeated request of Council for the return of the International C30 Truck from the Avondale Agricultural Museum.

The matter has been raised in Council on previous occasions. In August 2018 Council declined the request through the August Council briefing. Council found as the item was donated, it now belonged to the Avondale Museum and an item should only be returned after meeting an agreed formal deaccessioning criteria and disposal procedure, contained within a collection policy.

The Collection Management Policy is recommended for adoption in agenda item 12.2.

COMMENT

The Avondale Agricultural Museum Collection policy allows an object to be removed from the collection if:

- It does not comply with the current collection policy of the Museum.
- It is damaged beyond repair.
- The conservation and storage costs for it are beyond the means of the museum.
- It is a lesser quality duplicate of an object the museum already owns and it is not required for changeover, education or other purposes.
- It lacks any supporting information to enable proper identification or to establish its relevance to the collection.
- It has disputed ownership and a substantiated request for the return of the object to its original owner is received.

Once a decision has been made by the Acquisition Committee to deaccession an object, the object should be removed from the collection in the following priority order:

1. Returned to the donor or family. If after a thorough search this is impossible, the object should be;
2. Transferred to another appropriate institution;
3. Sold by public auction or open tender process, where appropriate;

4. Used as an education/interpretive tool;
5. Destroyed or recycled if appropriate.

The C30 International Truck should be considered for deaccession if any of the above criteria have been met.

Attached is the registration of donation, the letter to the Matthews family thanking them for their donation, the significance assessment and a letter from Mr John Hawke outlining the work undertaken by volunteers to date.

Upon reviewing the documentation, management do not believe the C30 International Truck meets the criteria for deaccession, however Council as the Acquisition Committee must make the determination.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

Strategic Community Plan

Goal 2 – Community infrastructure of significance, economic value and history adds value to our identity.

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

POLICY IMPLICATIONS

Draft Avondale Agricultural Museum Collection Policy

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

Council acting as the Acquisition Committee for the Avondale Machinery Museum are to determine if the C30 International Truck meets deaccession criteria to return the truck as requested by Mr Geoff Matthews.

COUNCIL RESOLUTION

M9/0220

Moved Cr Martin

Seconded Cr White

That Council as the Acquisition Committee find the C30 International Truck has been registered as a donated item and does not meet the deaccession criteria to be removed from the Avondale Machinery Museum, therefore declining the Matthews Family request to have it returned.

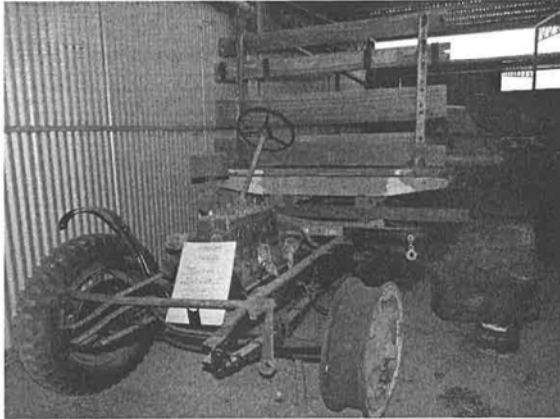
CARRIED 9/0

3.38pm – Mr John Hawke left the meeting and did not return.

Attachment 12.3

Avondale Discovery Farm Collection Significance Assessment

Name: International Truck
Theme: 1920-45
Location: Machinery Museum



Bill Matthews still lives in Corrigen

Historical Notes

Donated by Matthews family, Brookton
1935

Significance

Assessment and Comparative Criteria	High					Low
Aesthetic Significance	1	2	3	4	5	
Historic Significance	1	2	3	4	5	
Social/ Spiritual Significance	1	2	3	4	5	
Science/Research	1	2	3	4	5	
Rarity value	1	2	3	4	5	
Condition	1	2	3	4	5	
Representativeness	1	2	3	4	5	
Interpretative Potential	1	2	3	4	5	
National Significance	State Significance			Local Significance ✓		

Attachment 12.3



**Western Australian
Department of Agriculture**

BARON-HAY COURT,
South Perth 6151,
Western Australia.
Telephone (09) 368 3333. Telegrams AGDEP Perth. Telex AA 93304
FAX 368 1205

Please address all letters to the Director-General of Agriculture, quoting our reference number to your correspondence.

DONOR FORM - AVONDALE HISTORICAL MUSEUM

Thank you for offering the article described below to the Museum. Its value will be much greater if you can provide as much information as possible about it. If you are in doubt please write 'unknown'.

BRIEF DESCRIPTION OF ARTICLE/S: INTERNATIONAL C30 TRUCK
BO 309

NAME OF PREVIOUS OWNER: MATTHEWS FAMILY

ADDRESS: BROOKTON POST CODE: 6306

DETAILS:

- (a) Who made the article? INTERNATIONAL USA
- (b) When? 1935
(Give approximate date, e.g. '1800-1900' if exact date unknown)
- (c) Where was the article used? COLLIE 1935-1938
BROOKTON 1938-1979
- (d) Any other information _____

I, the undersigned, hereby acknowledge, without any right of revocation, the previous donation of the object or objects described in the Article Description above, to the Chief Executive Officer of the Department of Agriculture, a body corporate under the Agriculture Act 1988, for the purpose, at its discretion, of exhibition.

PRINT NAME: JOHN MATTHEWS

SIGNED: [Signature] WITNESS: [Signature]

DATE: 16.10.97 ADDRESS: Brookton

Box 40 Brookton 6306

Attachment 12.3

The Matthews Family
c/- John Matthews
P O Box 40
Brookton WA 6304

Dear All

1935 INTERNATIONAL TRUCK

I would like to thank you, on behalf of Agriculture WA, for donating the above truck. It really is in excellent condition and a substantial addition to our collection at Avondale.

We are at present re-arranging the displays in the Machinery Museum and will shortly be able to house the truck permanently with the rest of our display. I hope you will have the opportunity to come to our Harvest Festival on Sunday 23 November and see your truck in place.

I attach a copy of the donation form, for your records.

Thank you once again for your generosity.

Yours sincerely

Dina Barrett-Lennard
TECHNICAL OFFICER

5 November 1997

New Telephone No. (08) 9646 1004
New Fax No. (08) 9646 1002

copy

Attachment 12.3

**1935 INTERNATIONAL
MODEL C30**

Donated to Avondale Discovery Farm by
the **Matthews Family** of Brookton

Brief History:

Purchased in 1935 by a produce merchant in Collie,
WA who sold it three years later.

Purchased by the Matthews family of Brookton in
1938 for £245.

This truck was used as a farm truck by the
Matthews family from 1938 until 1979 (last service
record) it could carry 50 bags of wheat per load,
and did a total of over 300,000 miles in its useful
lifetime.

During WWII years (1941-1946) it had a gas
producer attached, and did 106,000 miles on gas.

From 1979 to 1997 it was housed in a farm shed in
Brookton, until it was donated to Avondale on 16
October 1997.

Museum of Inter-

Attachment 12.3

15th February 2020

John Hawke
2867 Westdale Road
Beverley, 6304, WA

Volunteer @ Avondale Discovery Farm Collection

Dear Shire Councillors,

I am writing regarding the International C30 Truck donated to the Avondale Discovery Farm Collection in 1997. I understand that the family would like the truck returned as they feel that no progress has been made on its restoration. I believe that progress is going ahead successfully on the truck and I wish to address its history of works, the resources and time needed to complete the project and the trucks significance to the Avondale Collection.

The history of the works completed on the to date are:

- From 1997 – 2012 the truck was on display in its original unrestored condition. On the donation paperwork there is no mention of restoration or a time frame.
- 2012 -2020 It was decided to get the truck operational as it was currently not running. The plan was to restore the truck to running condition but keep it in its original patina. Unfortunately, somehow the Matthew family collected the guards and had them restored and painted to new condition which then made a simple restoration into a large and expensive renovation, which was never the groups original intention.
- Therefore, the group had to re-evaluate the original restoration plan and work toward a more intensive, timely and expensive restoration.
- This then involved removing the body and front panels to allow access to the engine and gear box. Engine was removed, chassis was painted, break lines were repaired
- New cab was made using the template of the original due to white ant damage. This took a lot of time and skill to re-create the cab as old timber in the required sizes was difficult to source. This was completed myself as a fully qualified cabinet maker and was honestly a labour of love as the templated were one offs and neither matched.
- All panels have been sandblasted. New running boards, valance, battery box have been handmade buy a local steel fabricator.
- Tail shaft bearings have been replaced, starter motor rebuild, water pump rebuild, brake booster rebuilt, and the electrics have been started and are underway in preparation in starting the motor (which all the volunteers have worked so hard towards achieving).
- As the current rims and body panels were rusted or damaged beyond repair, replacement parts have been sourced from Denmark and Nungarin. This involved much searching, phone call and favours to locate these rare and specific items. Huge thanks to the Denmark Men's Shed who helped find the rims for the truck.



The resources needed to complete the project are:

- Complete the electrical works – wire purchased already and labour
- Refit the timber handmade cab – time and labour
- Finalise the body panels for fitting and painting – paint is purchased, labour and patience
- Source and purchase six tyres
- Finalise starting the motor – labour
- Replace the fuel system (new fuel lines) – purchase new fuel lines and labour

I believe that this project can be completed over the next two years, as 80% has already been completed.

Attachment 12.3

The significance of the International C30 truck to the Avondale Discovery Farm Collection is that it currently holds a High Historical Significance and is recognised as having local significance as per the Avondale Discovery Farm Significance Assessment. It is also one of only two vehicles in the whole collection that was fitted with a gas producer. As it was built during the depression, the cab is extremely unique as it demonstrates the use of recycling found materials to create the current cab. Finally, the truck is the only vehicle in our collection from the 1930 time period and is invaluable to Avondale Discover Farm Collection.

In summary, I would personally be devastated if all the labour, money, time, skills, community help and significant history of this vehicle were taken from the Avondale Discovery Farm Collection. I feel that we can complete the project and have made fantastic progress considering we meet once a month and are a volunteer community group.

I look forward to continuing my work in this project and hearing that you support keeping the C30 International Truck in our museum.

Your Sincerely

John Hawke
Volunteer Avondale Discovery Farm Collection

Attachment 12.3



SHIRE OF BEVERLEY
BEVERLEY, WESTERN AUSTRALIA 6304

File Ref: ADM 0156
Enquiries: CEO

Mr Geoff Matthews
PO Box 56
BROOKTON WA 6306

Dear Geoff

Thank you for your letter and email regarding the International C30 Truck and the request to take back ownership. The matter was discussed by Council at its briefing session on Tuesday 28 August 2018 and also included a visit to Avondale to view the truck on 14 August 2018.

Council concluded that it cannot return the donated International C30 truck without reference to a formal deaccession and disposal policy and procedure. Returning the truck or any item without formal protocols may diminish the overall significance of the collection and will set a precedent that Council does not wish to adopt.

The Shire acknowledges there has been limited activity at Avondale following the transfer of management of the property to the National Trust of Australia (WA) and the transfer of the Agricultural Machinery collection to the Shire of Beverley in 2009. In 2017, the Shire and the Trust reaffirmed its commitment to the property and are actively working towards repurposing and reactivating the place. The Agricultural Museum Collection remains an important collection at Avondale and continues to be valued by the Beverley and surrounding communities.

There are currently interim arrangements in place for Avondale, with a goal to reactive Avondale by March 2020. In the meantime, the Avondale Executive Liaison Officer is developing policies and procedures for the collection that adheres to the guiding principles of the National Standards for Museums and Galleries.

For your reference, I have attached the relevant section from the draft Collection policy. This policy is yet to be formally adopted but I hope it is useful in helping you understand the rationale for Council's decision.

While I know this is not the outcome you were hoping for, I trust you will understand Council's decision. Please do not hesitate to contact me if you have any further queries.

Yours sincerely



Stephen Gollan
Chief Executive Officer

4 September 2018

Attachment 12.3

From: Geoff Matthews
Sent: Monday, 10 September 2018 3:44 PM
To: Stephen Gollan;
Subject: Re: International C30 Truck

Dear Stephen,

Thank you for your email re the C30 International truck -- part restored at Avon Dale . My 87 year old brother Bill Matthews who paid money towards it's restoration thought the truck was to be returned to Coondee so did I--- as it is my truck -- our late brother John Matthews apparently arranged with some now deceased Avon Dale volunteers to restore it --- at their invitation too ! I had driven the truck to John's farm just South of Brookton many years ago as he intended to have it restored for the Matthews family . The truck sat in John's farm shed for some time --- then we were told it was at Avon Dale being restored -- but was to be returned home to Coondee [the original Matthews farm now owned by my son Justin] -- at West Brookton . As I own the truck & have "super 8 movie " of our old Dad sweeping off the tray & driving it around our sheds ready to go to John's farm for restoration we all feel aggrieved . While our family understand the Beverley Council's situation regarding this matter -- we wish to work with Council to resolve an apparent misunderstanding . Stephen how do we proceed down the Disputed Ownership path ? We all look forward to an amicable outcome .

Best Regards-- Geoff

Attachment 12.3

Sent: Tuesday, 17 April 2018 4:03 PM
Subject: Matthews International Truck.



Shire Council,
Beverley. W.A.

Please note ...Matthews International Truck..ex Avon Research Station.

Dear Sir,

" Facts become memories , and memories can fade away.

Some 20 years ago, my brother, John Matthews, late of Brookton W.A. Bequeathed to Avon Research Station Museum,, on behalf of the Matthews Family, our retired International Truck: on the proviso it would be restored, to it's former glory.

Professionally the work was commenced with promising results....however In latter times work ceased and it remains in limbo...with a similar state of Premises ownership, it seems, on enquiry.

One Mr. Alan Parson's of Bunbury, recently visited the museum,and has established that the same truck was earlier , owned by his family..in Collie. Aware of the truck's combined history ..Mr. Parson's and myself , Bill Matthews,contributed, financially, to the restoration of mudguards on Said truck...but find work has ceased again.

With a Centenary event of the Brookton farm, from whence the truck came, pending ,the Matthews family has assured finance and desire readily available to., 'go it alone ' and finalise the job.

This would be with a view to returning the vehicle to it's old home place COONDEE to enhance a permanent display of like , aged pieces for Posterity.

We fully appreciate the situation of the original agreement, and the Excellent work done so far , but the seemingly uncertain future in Beverley Leads us to question , "is there any way the bequest could be reversed,and The Matthews Family could reclaim the vehicle?"

We have no documentation of the original arrangement...so must rely upon Your Committee to guide us from here on.

Yours, in anticipation of an early reply ,

Resumption in Order of Business

From this point forward the meeting resumed in sequential order.

9.3 Proposed Amendment to Building Envelope – Lot 894 on DP67034 Kokendin Road, Beverley

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 13 February 2020
APPLICANT: Stacy & Jodi Bishop
FILE REFERENCE: KOK 51646
AUTHOR: B.S. de Beer, Manager: Planning & Development Services
ATTACHMENTS: Application Letter, Locality Map, Existing Building Envelope Plan, Restrictive Covenant, Proposed Building Envelope Plan (under separate cover)

SUMMARY

An application has been received to change the location of the building envelope at Lot 894 Kokendin Road, Beverley. It will be recommended the application be approved.

BACKGROUND

The applicant is proposing to amend the location of the building envelope on the abovementioned lot from its current location to the rear of the lot (please refer to existing building envelope plan & new building envelope plan, attached hereto).

The subject property is zoned '*Rural*' in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS3), is 80ha in extent and vacant.

There is a restrictive covenant on the lot (see attached) which requires Council's consent for an amendment to the Building Envelope.

COMMENT

As per the application letter, the existing building envelope encroaches on good quality cropping land. Should the building envelope be relocated it would be beneficial to the agricultural potential of this *Rural* zoned block and is therefore supported.

CONSULTATION

No consultation was deemed required.

STATUTORY ENVIRONMENT

The proposal is to be considered in terms of the restrictive covenant as attached hereto.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Goal 3 – To have land available for domestic and commercial growth

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENTS

Simple Majority

OFFICERS RECOMMENDATION & COUNCIL RESOLUTION

M10/0220

Moved Cr Pepper

Seconded Cr Brown

That Council grant approval for an amendment to the building envelope at Lot 894 on Deposited Plan 67034 Kokendin Road, Beverley subject to the following condition and advice note:

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 the Manager: Planning & Development Services.**

Advice Notes:

Note 1: 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.

CARRIED 9/0

9.4 Bushfire Management Plan – De Lisle Street Industrial Estate – Proposed Subdivision

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 14 February 2020
APPLICANT: Robert Fenn - DevelopmentWA
FILE REFERENCE: ADM
AUTHOR: B. S. de Beer, Manager: Planning & Development Services
ATTACHMENTS: Draft Bushfire Management Plan (under separate cover)

SUMMARY

A request has been received from *DevelopmentWA* (previously *LandCorp*) to consider and approve a Bushfire Management Plan (BMP) prepared in anticipation of a proposed subdivision at the De Lisle Street Industrial area (lots 504 & 9001). It will be recommended Council approve the Bushfire Management Plan.

BACKGROUND

The applicant (Robert Fenn – *DevelopmentWA*), requested the following via email:

As part of an upcoming subdivision application for the expansion of Lot 504 DeLisle Street, DevelopmentWA has had to prepare a Bushfire Management Plan, as the land is declared to be Bushfire Prone (see map below).

The Shire will be required to implement the BMP through your Bushfire Notice and development approvals, and I attach a copy of the final report for the approval of the Shire of Beverley.

The recommendations in the report do not substantially impact the future development of the industrial estate.



COMMENT

The BMP Consultant performed an assessment against the following Bushfire Protection Criteria:

Element 1: Location

Element 2. Siting and Design of Development

Element 3: Vehicular Access, &

Element 4: Water

The BMP concludes that all relevant acceptable solutions are, or can be met.

It is considered that the Bushfire Management Plan as submitted provides the required information to address State Planning Policy No. 3.7: *Planning in Bushfire Prone Areas* and the associated *Guidelines for Planning in Bushfire Prone Areas*, and is therefore in order for the purpose of the intended subdivision and subsequent consideration of development applications. It will be recommended for approval.

CONSULTATION

Consultation was had with Shire's Community Emergency Services Manager who commented as follows:

I have no specific comments to make other than the obvious that removing fuel loadings by clearing land for development lowers the bushfire propagation potential for that particular site and thus lowers the risk to the properties surrounding it.

STATUTORY ENVIRONMENT

The proposal was considered against State Planning Policy 3.7 - *Planning in Bushfire Prone Areas*, and the supporting *Guidelines for Planning in Bushfire Prone Areas*.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Goal 11 – We aim to protect and preserve our natural environment.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENTS

Simple Majority

OFFICERS RECOMMENDATION & COUNCIL RESOLUTION

M11/0220

Moved Cr Gogol

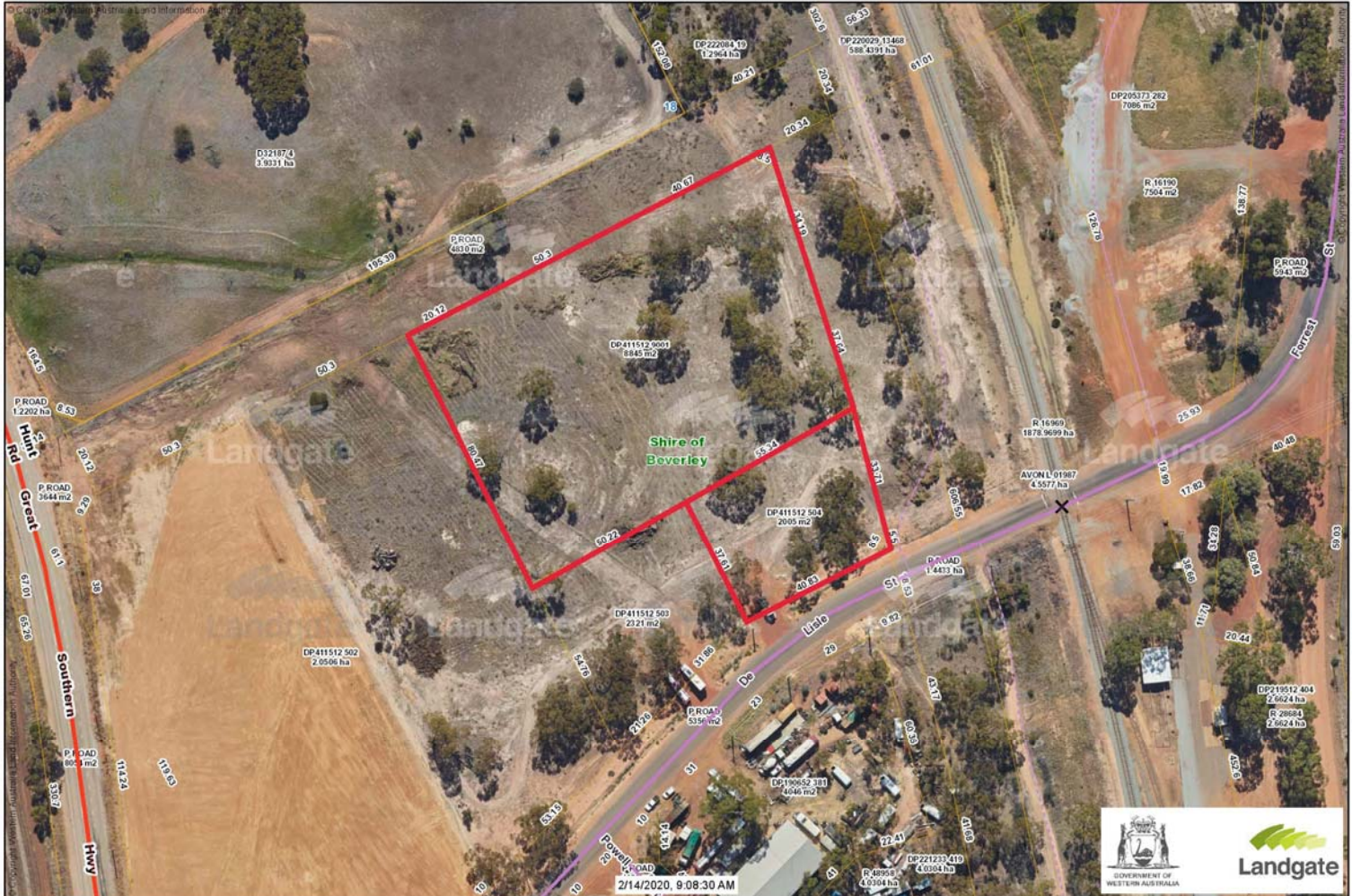
Seconded Cr White

That Council approve the Bushfire Management Plan as received from DevelopmentWA for the proposed subdivision of Lot 504 & Lot 9001 De Lisle Street, Beverley.

CARRIED 9/0

Attachment 9.4

LOT 504 & 9001 DE LISLE STREET



© Copyright, Western Australia Land Information Authority. No part of this document or any content appearing on it may be reproduced or published without the prior written permission of Landgate.
Disclaimer: The accuracy and completeness of the information on this document is not guaranteed and is supplied by Landgate 'as is' with no representation or warranty as to its reliability, accuracy, completeness, or fitness for purpose. Please refer to original documentation for all legal purposes.

9.5 Proposed Extractive Industries Local Law

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 17 February 2020
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0135
AUTHOR: B. S. de Beer, Manager: Planning & Development Services
ATTACHMENTS: Proposed Extractive Industries Local Law (under separate cover)

SUMMARY

A draft Extractive Industries Local Law is presented for Council's consideration in order to progress to adoption and public notification as required by the relevant legislation.

BACKGROUND

The Shire of Beverley Extractive Industries Local Law Model By-Law No 9 was published in the Government Gazette on 16 December 1963. The existing local law is considered out of date and in need of replacement.

The proposed Extractive Industries Local Law 2020 will replace the existing local law and allow Council to regulate extractive industries through an application and licensing system where conditions can be imposed.

The local law will:

1. apply throughout the district;
2. apply to every excavation activity, except where expressly exempted;
3. not apply to the extraction of minerals under the *Mining Act 1978*;
4. not apply to an extractive industry on Crown Land;
5. will not apply to an extractive industry on a lot by an owner or occupier where the material extracted is not sold and used solely on that lot or an adjacent lot owned or occupied by the person carrying out the extractive industry; and
6. allow the Shire to grant an authorisation, with conditions, for the carrying out of an extractive industry where the extraction is carried out solely for the benefit of a local community or sporting organisation.

COMMENT

In making a new local law, the Shire must comply with the provisions of section 3.12 of the *Local Government Act 1995* (Act).

The *Local Government (Functions and General) Regulations (Regulation 3)* states that for the purpose of Section 3.12(2) of the Act, the person presiding at a council meeting is to give notice of the purpose of the local law by ensuring that the purpose and effect of the proposed local law is included in the agenda for that purpose and the minutes of the meeting of the council include the purpose and effect of the proposed local law.

The purpose of the proposed Extractive Industries Local Law 2020 is to establish requirements and conditions with which extractive industry proposals, within the district, must comply with.

The effect of the proposed Extractive Industries Local Law 2020 is to provide for the regulation, control and management of extractive industry proposals.

For Council's information and clarification, in the Shire of Beverley Local Planning Scheme No. 3, an *Industry - Extractive* is an 'A' use in the 'Rural' zone in Zoning Table 3, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions.

An Extractive Industry licence can therefore only be issued once Planning Approval has been granted for an Extractive Industries land use.

CONSULTATION

As required by section 3.12 the *Local Government Act 1995*, an advertisement is to be placed, in a state-wide newspaper, inviting the public to comment on the proposed local law, with submissions being open for a period of not less than 6 weeks (42 days).

The advertisement will be placed once Council has resolved its intent to make the local law.

In addition, copies of the proposed Extractive Industries local law 2020, (gazettal copy), must be sent to the relevant Minister for comment.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 3.12(2) of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations (Regulation 3)* which states that for the purpose of Section 3.12(2) of the *Local Government Act* the person presiding at a council meeting is to give notice of the purpose of the local law by ensuring that the purpose and effect of the proposed local law is included in the agenda for that purpose and the minutes of the meeting of the council include the purpose and effect of the proposed local law.

FINANCIAL IMPLICATIONS

Advertising costs associated with state-wide advertising.

STRATEGIC IMPLICATIONS

Strategic Community Plan

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

POLICY IMPLICATIONS

There are no policy implications relative to this application.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M12/0220

Moved Cr Gogol

Seconded Cr White

That Council -

- 1. adopt the proposed Shire of Beverley Extractive Industries Local Law 2020, as contained in the Attachment for advertising purposes;**
- 2. pursuant to section 3.12 of the Local Government Act 1995, give Statewide public notice that it intends to make the Shire of Beverley Extractive Industries Local Law 2020, as contained in the Attachment;**
 - (a) the purpose of which is to establish requirements and conditions which extractive industry proposals, within the district, must comply with; and**
 - (b) the effect is to provide for the regulation, control and management of extractive industry proposals.; and**
- 3. Instruct the CEO to send a copy of the proposed local law to the Minister for Local Government, Sport and Cultural Industries for comment.**

CARRIED 8/1

Cr Davis voted against the motion.

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report – December 2019

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 20 January 2020
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: December 2019 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 31 December 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 December 2019 has 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 2019/20 Budget.

STRATEGIC IMPLICATIONS

Strategic Community Plan

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

POLICY IMPLICATIONS

AF004 – Investing Surplus Funds

VOTING REQUIREMENTS

Simple Majority

OFFICERS RECOMMENDATION & COUNCIL RESOLUTION

M13/0220

Moved Cr Martin

Seconded Cr White

That the monthly financial report for the month ending 31 December 2019 be accepted and material variances be noted.

CARRIED 9/0

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

Description	Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Notes To Material Variances
Operating Revenue					
General Purpose Funding	3,296,127.00	3,031,098.00	3,049,134.69	18,036.69	Rates discount expense lower than expected \$16,876.
Governance	26,100.00	25,000.00	27,700.45	2,700.45	
Law, Order & Public Safety	210,156.00	59,999.00	59,290.21	(708.79)	
Health	100.00	0.00	363.64	363.64	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	117,192.00	65,334.00	66,055.65	721.65	
Community Amenities	207,073.00	201,059.00	203,713.82	2,654.82	
Recreation & Culture	642,701.00	204,512.00	214,437.32	9,925.32	
Transport	1,663,712.00	466,150.00	465,161.16	(988.84)	
Economic Activities	208,929.00	54,188.00	55,806.27	1,618.27	
Other Property & Services	43,100.00	19,496.00	23,354.33	3,858.33	
Total Operating Revenue	6,415,190.00	4,126,836.00	4,165,017.54	38,181.54	
Operating Expenditure					
General Purpose Funding	(182,995.00)	(67,908.00)	(67,249.90)	658.10	
Governance	(274,300.00)	(158,013.00)	(157,831.03)	181.97	
Law, Order & Public Safety	(392,971.00)	(213,224.00)	(215,558.03)	(2,334.03)	
Health	(170,695.00)	(73,801.00)	(72,067.55)	1,733.45	
Education & Welfare	(92,513.00)	(41,506.00)	(38,149.49)	3,356.51	
Housing	(212,325.00)	(106,592.00)	(96,767.69)	9,824.31	
Community Amenities	(676,208.00)	(312,470.00)	(308,033.30)	4,436.70	
Recreation & Culture	(1,575,216.00)	(761,853.00)	(759,057.31)	2,795.69	
Transport	(2,558,918.00)	(1,343,166.00)	(1,348,064.93)	(4,898.93)	
Economic Activities	(558,586.00)	(218,310.00)	(214,208.79)	4,101.21	
Other Property & Services	(15,064.00)	30,127.00	79,638.91	49,511.91	Timing variance between POC & PWOH costs incurred and reallocated.
Total Operating Expenditure	(6,709,791.00)	(3,266,716.00)	(3,197,349.11)	69,366.89	
Net Operating	(294,601.00)	860,120.00	967,668.43	107,548.43	
Capital Income					
Self Supporting Loan - Principal Repayment	16,270.00	8,012.00	8,011.93	(0.07)	
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	
Total Capital Income	511,270.00	49,012.00	50,439.20	1,427.20	

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

Description	Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Notes To Material Variances
Operating Revenue					
Capital Expenditure					
Land and Buildings	(979,000.00)	(250,000.00)	(262,066.69)	(12,066.69)	Community Bus Shed Deposit (\$10,051) project unbudgeted but reimbursable from insurance cover.
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)	(404,859.00)	(475,728.75)	(70,869.75)	Morbinning Road failure repair including engineer expense (\$66,107).
Other Infrastructure	(259,067.00)	(64,000.00)	(64,591.75)	(591.75)	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(153,429.00)	(86,441.00)	(86,441.03)	(0.03)	
Total Capital Expenditure	(4,700,218.00)	(862,300.00)	(941,034.59)	(78,734.59)	
Net Capital	(4,188,948.00)	(813,288.00)	(890,595.39)	(77,307.39)	
Adjustments					
Depreciation Written Back	2,306,734.00	1,157,320.00	1,163,078.84	5,758.84	
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	
Add Funding From					
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	
Total Adjustments	4,483,549.00	2,890,964.00	2,898,378.47	7,414.47	
CLOSING SURPLUS/(DEFICIT)	0.00	2,937,796.00	2,975,451.51	37,655.51	

**SHIRE OF BEVERLEY
STATEMENT OF NET CURRENT ASSETS
FOR THE PERIOD ENDING
31 December 2019**

Description	YTD Actual 2018/19	YTD Actual 2019/20
Current Assets		
Cash at Bank	1,079,949.68	361,596.57
Cash - Unrestricted Investments	1,000,000.00	2,214,603.86
Cash - Restricted Reserves	2,372,868.36	2,372,868.36
Cash on Hand	300.00	300.00
Accounts Receivable	390,058.46	709,898.34
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	16,270.62	8,258.69
Inventory - Fuel	12,501.60	14,034.97
Total Current Assets	4,871,948.72	5,681,560.79
Current Liabilities		
Accounts Payable	(595,620.53)	(162,437.18)
Loan Liability - Current	(153,428.91)	(66,987.88)
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
Total Current Liabilities	(1,091,484.49)	(571,860.11)
Adjustments		
Less Restricted Reserves	(2,372,868.36)	(2,372,868.36)
Less Self Supporting Loan Income	(16,270.62)	(8,258.69)
Add Leave Reserves - Cash Backed	179,890.00	179,890.00
Add Loan Principal Expense	153,428.91	66,987.88
Total Adjustments	(2,055,820.07)	(2,134,249.17)
NET CURRENT ASSETS	1,724,644.16	2,975,451.51

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

Description	Actual 2018/19	YTD Actual 2019/20	Movement
Current Assets			
Cash and Cash Equivalents	4,453,118.04	4,949,368.79	496,250.75
Accounts Receivable	390,058.46	709,898.34	319,839.88
Contract Asset - Current	0.00	0.00	0.00
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	16,270.62	8,258.69	(8,011.93)
Inventory	12,501.60	14,034.97	1,533.37
Total Current Assets	4,871,948.72	5,681,560.79	809,612.07
Current Liabilities			
Accounts Payable	(595,620.53)	(162,437.18)	433,183.35
Contract Liability - Current	0.00	0.00	0.00
Loan Liability - Current	(153,428.91)	(66,987.88)	86,441.03
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
Total Current Liabilities	(1,091,484.49)	(571,860.11)	519,624.38
Non-Current Assets			
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	21,132,521.29	(73,518.02)
Plant and Equipment	2,028,750.39	1,893,059.15	(135,691.24)
Furniture and Equipment	125,771.39	117,944.13	(7,827.26)
Infrastructure	60,219,210.22	60,074,678.72	(144,531.50)
Self Supporting Loan - Non Current	42,541.50	42,541.50	0.00
Total Non-Current Assets	83,780,654.91	83,419,086.89	(361,568.02)
Non-Current Liabilities			
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
LSL Liability - Non Current	(25,790.41)	(25,790.41)	0.00
Total Non Current Liabilities	(1,542,953.51)	(1,542,953.51)	0.00

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

Description	Actual 2018/19	YTD Actual 2019/20	Movement
Net Assets	86,018,165.63	86,985,834.06	967,668.43
Equity			
Accumulated Surplus	(43,643,767.95)	(44,611,436.38)	(967,668.43)
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
Total Equity	(86,018,165.63)	(86,985,834.06)	(967,668.43)

SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE & TYPE FOR THE PERIOD ENDING 31 December 2019		
Description	Budget 2019/20	YTD Actual 2019/20
Income		
Rates	2,669,880.00	2,810,875.73
Operating Grants, Subsidies and Contributions	2,271,419.00	660,483.08
Profit On Asset Disposal	12,000.00	0.00
Service Charges	0.00	0.00
Fees & Charges	523,761.00	391,172.28
Interest Earnings	103,888.00	26,114.73
Other Revenue	60,500.00	60,905.51
Non-Operating Grants, Subsidies and Contributions	9,238,188.00	218,116.56
Total Income by Nature & Type	14,879,636.00	4,167,667.89
Expenditure		
Employee Costs	(2,134,739.00)	(997,631.87)
Materials & Contracts	(1,840,463.00)	(781,900.38)
Utilities	(208,638.00)	(100,462.19)
Depreciation On Non-Current Assets	(1,691,589.00)	(1,163,078.84)
Interest Expenses	(34,504.00)	(39,164.71)
Insurance Expenses	(168,227.00)	(195,149.52)
Other Expenditure	(81,975.00)	(64,729.56)
Loss On Asset Disposal	(8,000.00)	(10,655.47)
Loss on Revaluation of Non-Current Assets	0.00	0.00
Total Expenditure by Nature & Type	(6,168,135.00)	(3,352,772.54)
Allocations		
Reallocation Codes Expenditure	421,192.00	152,773.08
Reallocation Codes Income	0.00	0.00
Total Allocations	421,192.00	152,773.08
Net Operating by Nature & Type	9,132,693.00	967,668.43

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

Job #	Job Description	YTD Actual 2019/20
	Rural Road Maintenance	
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)	1,859.47
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	0.00
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	5,681.04
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	11,118.17
RR008	Barrington Rd (RoadID: 13) (Maintenance)	3,722.25
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)	1,874.64
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	1,150.71
RR017	Bremner Rd (RoadID: 6) (Maintenance)	2,400.84
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	3,447.60
RR019	Bushhill Road (RoadID: 183) (Maintenance)	90.00
RR020	Butchers Rd (RoadID: 20) (Maintenance)	5,761.79
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)	715.65
RR029	Corberding Rd (RoadID: 43) (Maintenance)	3,376.89
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)	6,768.86
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	6,665.14
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	16,089.30
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	3,184.65
RR036	Drapers Rd (RoadID: 79) (Maintenance)	646.93

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

Job #	Job Description	YTD Actual 2019/20
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	0.00
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	52,636.70
RR039	Ewert Rd (RoadID: 27) (Maintenance)	17,969.34
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	336.87
RR041	Fishers Rd (RoadID: 75) (Maintenance)	4,161.97
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)	1,346.53
RR045	Heals Rd (RoadID: 95) (Maintenance)	348.34
RR046	Hills Rd (RoadID: 76) (Maintenance)	612.83
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	4,087.99
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	0.00
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	861.94
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)	5,034.20
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	16,100.79
RR060	Lennard Rd (RoadID: 58) (Maintenance)	2,704.41
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	0.00
RR062	Luptons Rd (RoadID: 22) (Maintenance)	6,230.04
RR063	Maitland Rd (RoadID: 39) (Maintenance)	16,024.55
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)	3,079.08
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)	6,170.36

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

Job #	Job Description	YTD Actual 2019/20
RR075	Murrays Rd (RoadID: 71) (Maintenance)	1,870.14
RR076	Negus Rd (RoadID: 50) (Maintenance)	696.64
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	2,647.24
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)	1,220.19
RR082	Pike Rd (RoadID: 45) (Maintenance)	2,366.32
RR083	Potts Rd (RoadID: 14) (Maintenance)	2,399.71
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	3,243.39
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	1,883.20
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	2,119.71
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)	2,796.43
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	1,268.93
RR095	Simmons Rd (RoadID: 101) (Maintenance)	3,377.21
RR096	Sims Rd (RoadID: 155) (Maintenance)	539.11
RR097	Ski Rd (RoadID: 83) (Maintenance)	1,984.13
RR098	Smith Rd (RoadID: 72) (Maintenance)	4,305.28
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	1,464.20
RR100	Spavens Rd (RoadID: 44) (Maintenance)	323.46
RR101	Springhill Rd (RoadID: 23) (Maintenance)	5,443.91
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	1,009.18
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	1,077.48
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	3,785.07
RR105	Thomas Rd (RoadID: 31) (Maintenance)	1,270.74
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	3,927.74
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

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

Job #	Job Description	YTD Actual 2019/20
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	7,713.91
RR114	Westdale Rd (RoadID: 166) (Maintenance)	3,571.24
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	404.34
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)	6,423.82
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	4,433.19
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR777	Contract Road Side Spraying	24,340.91
RR888	Tree Lopping - Rural Roads (Maintenance)	40,062.00
RR999	Rural Roads Various (Maintenance)	31,418.05
WANDRRA	Disaster Recovery Works	0.00
Sub Total	Rural Road Maintenance	475,496.28
	Town Street Maintenance	
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)	694.83
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)	380.54
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	376.37
TS011	Delisle St (RoadID: 120) (Maintenance)	200.63
TS012	Dempster St (RoadID: 111) (Maintenance)	85.82
TS013	Duffield St (RoadID: 160) (Maintenance)	1,190.76
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)	7,797.02
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)	4,651.41

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

Job #	Job Description	YTD Actual 2019/20
TS022	Harper St (RoadID: 109) (Maintenance)	829.38
TS023	Hope St (RoadID: 115) (Maintenance)	185.39
TS024	Hopkin St (RoadID: 128) (Maintenance)	0.00
TS025	Horley St (RoadID: 127) (Maintenance)	1,002.92
TS026	Hunt Rd (Maintenance)	1,431.73
TS027	Husking St (RoadID: 117) (Maintenance)	0.00
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	599.90
TS030	Langsford St (RoadID: 152) (Maintenance)	519.47
TS031	Lennard St (RoadID: 113) (Maintenance)	194.36
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00
TS033	Lukin St (RoadID: 104) (Maintenance)	2,665.90
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)	1,897.03
TS040	Railway Pde (RoadID: 147) (Maintenance)	588.71
TS041	Railway St (RoadID: 146) (Maintenance)	6,802.85
TS042	Richardson St (RoadID: 124) (Maintenance)	149.44
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)	4,494.95
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)	2,490.85
Sub Total	Town Streets Maintenance	46,327.08
Total	Road Maintenance	521,823.36

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 31 December 2019						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
3027830	Reserve Funds Bendigo					
	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
3152801	Term Deposit Bendigo	405,300.33		3 mnths	1.85%	15/04/2020
3194294	Term Deposit Bendigo	304,363.32		3 mnths	1.65%	28/04/2020
312599	Term Deposit Bendigo	303,698.63		6 mnths	1.62%	24/03/2020
3103193	Term Deposit Bendigo	300,000.00		4 mnths	1.65%	3/01/2020
3103195	Term Deposit Bendigo	300,000.00		5 mnths	1.65%	3/02/2020
3103197	Term Deposit Bendigo	300,000.00		6 mnths	1.65%	3/03/2020
9145-40222	ANZ Term Deposit	301,241.58	2,214,603.86	3 mnths	1.45%	2/04/2020
	Total		4,587,472.22			

11.2 Monthly Financial Report – January 2020

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 14 February 2020
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: January 2020 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 31 January 2020.

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 January 2020 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 2019/20 Budget.

STRATEGIC IMPLICATIONS

Strategic Community Plan

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

POLICY IMPLICATIONS

AF004 – Investing Surplus Funds

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M14/0220

Moved Cr Lawlor

Seconded Cr McLaughlin

That the monthly financial report for the month ending 31 January 2020 be accepted and material variances be noted.

CARRIED 9/0

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
31 January 2020**

Description	Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Notes To Material Variances
Operating Revenue					
General Purpose Funding	3,296,127.00	3,058,907.00	3,076,905.06	17,998.06	Rates discount expense lower than expected \$16,876.
Governance	26,100.00	25,000.00	27,700.45	2,700.45	
Law, Order & Public Safety	210,156.00	94,999.00	95,991.56	992.56	
Health	100.00	0.00	363.64	363.64	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	117,192.00	73,249.00	76,847.65	3,598.65	
Community Amenities	207,073.00	202,004.00	206,986.35	4,982.35	
Recreation & Culture	642,701.00	224,855.00	230,381.05	5,526.05	
Transport	1,663,712.00	469,191.00	470,946.35	1,755.35	
Economic Activities	208,929.00	65,661.00	64,757.50	(903.50)	
Other Property & Services	43,100.00	22,162.00	23,381.45	1,219.45	
Total Operating Revenue	6,415,190.00	4,236,028.00	4,274,261.06	38,233.06	
Operating Expenditure					
General Purpose Funding	(182,995.00)	(80,773.00)	(79,831.64)	941.36	
Governance	(274,300.00)	(157,149.00)	(159,964.16)	(2,815.16)	
Law, Order & Public Safety	(392,971.00)	(224,989.00)	(247,230.43)	(22,241.43)	18/19 Fire Mitigation works expense (\$16,032) unbudgeted.
Health	(170,695.00)	(86,770.00)	(83,519.37)	3,250.63	
Education & Welfare	(92,513.00)	(44,657.00)	(44,658.28)	(1.28)	
Housing	(212,325.00)	(121,267.00)	(112,201.64)	9,065.36	
Community Amenities	(676,208.00)	(363,800.00)	(362,716.90)	1,083.10	
Recreation & Culture	(1,575,216.00)	(871,578.00)	(864,855.88)	6,722.12	
Transport	(2,558,918.00)	(1,495,245.00)	(1,502,614.54)	(7,369.54)	
Economic Activities	(558,586.00)	(247,087.00)	(239,782.07)	7,304.93	
Other Property & Services	(15,064.00)	19,341.00	38,846.17	19,505.17	Timing variance between POC & PWOH costs incurred and reallocated.
Total Operating Expenditure	(6,709,791.00)	(3,673,974.00)	(3,658,528.74)	15,445.26	
Net Operating	(294,601.00)	562,054.00	615,732.32	53,678.32	
Capital Income					
Self Supporting Loan - Principal Repayment	16,270.00	8,012.00	8,011.93	(0.07)	
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	

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
31 January 2020**

Description	Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Notes To Material Variances
Total Capital Income	511,270.00	49,012.00	50,439.20	1,427.20	
Capital Expenditure					
Land and Buildings	(979,000.00)	(264,000.00)	(286,776.46)	(22,776.46)	Community Bus Shed Deposit (\$18,847) project unbudgeted but reimbursable from insurance cover. Cornerstone final superintendent charges (\$4,990) unbudgeted.
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)	(510,423.00)	(584,617.27)	(74,194.27)	Morbinning Road failure repair including engineer expense (\$66,107). Mann Street (\$2,394) additional internal labour and plant expense.
Other Infrastructure	(259,067.00)	(219,067.00)	(218,259.92)	807.08	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(153,429.00)	(86,441.00)	(86,441.03)	(0.03)	
Total Capital Expenditure	(4,700,218.00)	(1,136,931.00)	(1,228,301.05)	(91,370.05)	
Net Capital	(4,188,948.00)	(1,087,919.00)	(1,177,861.85)	(89,942.85)	
Adjustments					
Depreciation Written Back	2,306,734.00	1,349,540.00	1,358,093.76	8,553.76	
Movement in Leave Reserve Cash Balance	0.00	0.00	1,826.00	1,826.00	
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	
Add Funding From					
Transfer (To)/From Reserves	427,171.00	(24,087.00)	(24,086.24)	0.76	
Opening Surplus/(Deficit)	1,724,644.00	1,724,644.00	1,724,644.16	0.16	
Total Adjustments	4,483,549.00	3,059,097.00	3,071,133.15	12,036.15	
CLOSING SURPLUS/(DEFICIT)	0.00	2,533,232.00	2,509,003.62	(24,228.38)	

**SHIRE OF BEVERLEY
STATEMENT OF NET CURRENT ASSETS
FOR THE PERIOD ENDING
31 January 2020**

Description	YTD Actual 2018/19	YTD Actual 2019/20
Current Assets		
Cash at Bank	1,079,949.68	238,213.52
Cash - Unrestricted Investments	1,000,000.00	2,216,258.38
Cash - Restricted Reserves	2,372,868.36	2,396,954.60
Cash on Hand	300.00	300.00
Accounts Receivable	390,058.46	629,027.77
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	16,270.62	8,258.69
Inventory - Fuel	12,501.60	12,406.68
Total Current Assets	4,871,948.72	5,501,419.64
Current Liabilities		
Accounts Payable	(595,620.53)	(426,483.68)
Loan Liability - Current	(153,428.91)	(66,987.88)
Annual Leave Liability - Current	(184,119.46)	(184,119.46)
LSL Liability - Current	(158,315.59)	(158,315.59)
Doubtful Debts	0.00	0.00
Total Current Liabilities	(1,091,484.49)	(835,906.61)
Adjustments		
Less Restricted Reserves	(2,372,868.36)	(2,396,954.60)
Less Self Supporting Loan Income	(16,270.62)	(8,258.69)
Add Leave Reserves - Cash Backed	179,890.00	181,716.00
Add Loan Principal Expense	153,428.91	66,987.88
Total Adjustments	(2,055,820.07)	(2,156,509.41)
NET CURRENT ASSETS	1,724,644.16	2,509,003.62

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING
31 January 2020**

Description	Actual 2018/19	YTD Actual 2019/20	Movement
Current Assets			
Cash and Cash Equivalents	4,453,118.04	4,851,726.50	398,608.46
Accounts Receivable	390,058.46	629,027.77	238,969.31
Contract Asset - Current	0.00	0.00	0.00
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	16,270.62	8,258.69	(8,011.93)
Inventory	12,501.60	12,406.68	(94.92)
Total Current Assets	4,871,948.72	5,501,419.64	629,470.92
Current Liabilities			
Accounts Payable	(595,620.53)	(426,483.68)	169,136.85
Contract Liability - Current	0.00	0.00	0.00
Loan Liability - Current	(153,428.91)	(66,987.88)	86,441.03
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
Total Current Liabilities	(1,091,484.49)	(835,906.61)	255,577.88
Non-Current Assets			
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	21,100,598.53	(105,440.78)
Plant and Equipment	2,028,750.39	1,870,137.48	(158,612.91)
Furniture and Equipment	125,771.39	116,625.41	(9,145.98)
Infrastructure	60,219,210.22	60,223,093.41	3,883.19
Self Supporting Loan - Non Current	42,541.50	42,541.50	0.00
Total Non-Current Assets	83,780,654.91	83,511,338.43	(269,316.48)
Non-Current Liabilities			
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
LSL Liability - Non Current	(25,790.41)	(25,790.41)	0.00
Total Non Current Liabilities	(1,542,953.51)	(1,542,953.51)	0.00
Net Assets	86,018,165.63	86,633,897.95	615,732.32

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING
31 January 2020**

Description	Actual 2018/19	YTD Actual 2019/20	Movement
Equity			
Accumulated Surplus	(43,643,767.95)	(44,235,414.03)	(591,646.08)
Reserves - Cash Backed	(2,372,868.36)	(2,396,954.60)	(24,086.24)
Reserve - Revaluations	(40,001,529.32)	(40,001,529.32)	0.00
Total Equity	(86,018,165.63)	(86,633,897.95)	(615,732.32)

SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE & TYPE FOR THE PERIOD ENDING 31 January 2020		
Description	Budget 2019/20	YTD Actual 2019/20
Income		
Rates	2,669,880.00	2,810,988.04
Operating Grants, Subsidies and Contributions	2,271,419.00	715,760.44
Profit On Asset Disposal	12,000.00	0.00
Service Charges	0.00	0.00
Fees & Charges	523,761.00	416,038.06
Interest Earnings	103,888.00	52,757.79
Other Revenue	60,500.00	63,198.70
Non-Operating Grants, Subsidies and Contributions	9,238,188.00	218,168.38
Total Income by Nature & Type	14,879,636.00	4,276,911.41
Expenditure		
Employee Costs	(2,134,739.00)	(1,148,936.34)
Materials & Contracts	(1,840,463.00)	(907,028.43)
Utilities	(208,638.00)	(116,001.54)
Depreciation On Non-Current Assets	(1,691,589.00)	(1,358,093.76)
Interest Expenses	(34,504.00)	(39,164.71)
Insurance Expenses	(168,227.00)	(195,149.52)
Other Expenditure	(81,975.00)	(66,981.14)
Loss On Asset Disposal	(8,000.00)	(10,655.47)
Loss on Revaluation of Non-Current Assets	0.00	0.00
Total Expenditure by Nature & Type	(6,168,135.00)	(3,842,010.91)
Allocations		
Reallocation Codes Expenditure	421,192.00	180,831.82
Reallocation Codes Income	0.00	0.00
Total Allocations	421,192.00	180,831.82
Net Operating by Nature & Type	9,132,693.00	615,732.32

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
31 January 2020**

Job #	Job Description	YTD Actual 2019/20
	Rural Road Maintenance	
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)	1,859.47
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	0.00
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	5,681.04
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	11,297.06
RR008	Barrington Rd (RoadID: 13) (Maintenance)	3,722.25
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)	4,637.35
RR013	Beringer Rd (RoadID: 29) (Maintenance)	9,297.12
RR014	Bethany Rd (RoadID: 148) (Maintenance)	3,155.82
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	1,350.24
RR017	Bremner Rd (RoadID: 6) (Maintenance)	2,400.84
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	3,447.60
RR019	Bushhill Road (RoadID: 183) (Maintenance)	90.00
RR020	Butchers Rd (RoadID: 20) (Maintenance)	5,761.79
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)	1,588.56
RR028	Cookes Rd (RoadID: 61) (Maintenance)	715.65
RR029	Corberding Rd (RoadID: 43) (Maintenance)	3,580.89
RR030	County Peak Rd (RoadID: 96) (Maintenance)	266.70
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	37,146.26
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	6,768.86
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	6,665.14
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	16,089.30
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	4,288.26
RR036	Drapers Rd (RoadID: 79) (Maintenance)	646.93

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
31 January 2020**

Job #	Job Description	YTD Actual 2019/20
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	0.00
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	52,636.70
RR039	Ewert Rd (RoadID: 27) (Maintenance)	19,125.34
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	336.87
RR041	Fishers Rd (RoadID: 75) (Maintenance)	4,161.97
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)	1,346.53
RR045	Heals Rd (RoadID: 95) (Maintenance)	348.34
RR046	Hills Rd (RoadID: 76) (Maintenance)	612.83
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	4,087.99
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	0.00
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	886.51
RR050	Jas Rd (Maintenance)	0.00
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	665.93
RR052	Jones Rd (RoadID: 48) (Maintenance)	1,284.65
RR053	K1 Rd (RoadID: 85) (Maintenance)	3,777.12
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	96.81
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	1,085.61
RR057	Kilpatrick's Rd (RoadID: 74) (Maintenance)	1,147.10
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	5,034.20
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	16,279.55
RR060	Lennard Rd (RoadID: 58) (Maintenance)	2,704.41
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	0.00
RR062	Luptons Rd (RoadID: 22) (Maintenance)	6,230.04
RR063	Maitland Rd (RoadID: 39) (Maintenance)	17,248.55
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	1,247.70
RR065	Manns Rd (RoadID: 59) (Maintenance)	9,694.23
RR066	Manuels Rd (RoadID: 37) (Maintenance)	0.00
RR067	Mawson Rd (RoadID: 100) (Maintenance)	3,254.11
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	441.83
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	833.00
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)	8,843.45

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
31 January 2020**

Job #	Job Description	YTD Actual 2019/20
RR075	Murrays Rd (RoadID: 71) (Maintenance)	1,870.14
RR076	Negus Rd (RoadID: 50) (Maintenance)	965.82
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	4,793.78
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	3,359.94
RR079	Patten Rd (RoadID: 53) (Maintenance)	742.67
RR080	Petchells Rd (RoadID: 38) (Maintenance)	581.82
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	1,220.19
RR082	Pike Rd (RoadID: 45) (Maintenance)	2,366.32
RR083	Potts Rd (RoadID: 14) (Maintenance)	4,853.33
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	3,243.39
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	1,883.20
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	2,119.71
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)	2,796.43
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	1,268.93
RR095	Simmons Rd (RoadID: 101) (Maintenance)	3,377.21
RR096	Sims Rd (RoadID: 155) (Maintenance)	539.11
RR097	Ski Rd (RoadID: 83) (Maintenance)	1,984.13
RR098	Smith Rd (RoadID: 72) (Maintenance)	4,747.28
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	1,464.20
RR100	Spavens Rd (RoadID: 44) (Maintenance)	323.46
RR101	Springhill Rd (RoadID: 23) (Maintenance)	5,443.91
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	1,009.18
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	1,077.48
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	3,785.07
RR105	Thomas Rd (RoadID: 31) (Maintenance)	1,270.74
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	4,142.08
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

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
31 January 2020**

Job #	Job Description	YTD Actual 2019/20
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	7,936.16
RR114	Westdale Rd (RoadID: 166) (Maintenance)	4,454.10
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	404.34
RR116	Woods Rd (RoadID: 68) (Maintenance)	1,293.49
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	1,993.84
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	768.59
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	6,423.82
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	4,561.93
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR777	Contract Road Side Spraying	24,340.91
RR888	Tree Lopping - Rural Roads (Maintenance)	40,062.00
RR999	Rural Roads Various (Maintenance)	36,105.16
WANDRRA	Disaster Recovery Works	0.00
Sub Total	Rural Road Maintenance	504,213.07
	Town Street Maintenance	
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)	694.83
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)	380.54
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	376.37
TS011	Delisle St (RoadID: 120) (Maintenance)	200.63
TS012	Dempster St (RoadID: 111) (Maintenance)	85.82
TS013	Duffield St (RoadID: 160) (Maintenance)	1,190.76
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)	8,659.84
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)	4,651.41

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
FOR THE PERIOD ENDING
31 January 2020**

Job #	Job Description	YTD Actual 2019/20
TS022	Harper St (RoadID: 109) (Maintenance)	829.38
TS023	Hope St (RoadID: 115) (Maintenance)	185.39
TS024	Hopkin St (RoadID: 128) (Maintenance)	0.00
TS025	Horley St (RoadID: 127) (Maintenance)	1,002.92
TS026	Hunt Rd (Maintenance)	1,431.73
TS027	Husking St (RoadID: 117) (Maintenance)	0.00
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	599.90
TS030	Langsford St (RoadID: 152) (Maintenance)	519.47
TS031	Lennard St (RoadID: 113) (Maintenance)	194.36
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00
TS033	Lukin St (RoadID: 104) (Maintenance)	2,665.90
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)	1,914.03
TS040	Railway Pde (RoadID: 147) (Maintenance)	588.71
TS041	Railway St (RoadID: 146) (Maintenance)	6,805.30
TS042	Richardson St (RoadID: 124) (Maintenance)	149.44
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)	4,774.30
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)	2,490.85
Sub Total	Town Streets Maintenance	47,488.70
Total	Road Maintenance	551,701.77

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 31 January 2020						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
3027830	Reserve Funds Bendigo					
	Long Service Leave	43,740.51				
	Office Equipment	95.16				
	Airfield Emergency	39,638.10				
	Plant	493,110.86				
	Bush Fire Fighters	127,574.61				
	Building	356,217.46				
	Recreation Ground	424,104.42				
	Cropping Committee	135,500.11				
	Avon River Development	25,640.73				
	Annual Leave	137,975.49				
	Community Bus	36,441.05				
	Road Construction	500,771.96				
	Senior Housing	76,144.15	2,396,954.60	6 mnths	1.60%	29/06/2020
3152801	Term Deposit Bendigo	405,300.33		3 mnths	1.85%	15/04/2020
3194294	Term Deposit Bendigo	304,363.32		3 mnths	1.65%	28/04/2020
312599	Term Deposit Bendigo	303,698.63		6 mnths	1.62%	24/03/2020
3236190	Term Deposit Bendigo	301,654.52		4 mnths	1.50%	4/05/2020
3103195	Term Deposit Bendigo	300,000.00		5 mnths	1.65%	3/02/2020
3103197	Term Deposit Bendigo	300,000.00		6 mnths	1.65%	3/03/2020
9145-40222	ANZ Term Deposit	301,241.58	2,216,258.38	3 mnths	1.45%	2/04/2020
	Total		4,613,212.98			

11.3 Accounts Paid by Authority – December 2019

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 31 January 2020
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: December 2019 – List of Accounts

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

The following list represents accounts paid by authority for the month ending 31 December 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

Strategic Community Plan

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

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 & COUNCIL RESOLUTION

M15/0220

Moved Cr Martin

Seconded Cr Brown

That the List of Accounts as presented, be received:

December 2019:

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

Cheque vouchers

06 December 19	1753-1753	(1)	\$	954.38	(authorised by CEO S Gollan and DCEO S Marshall)
13 December 19	1754-1754	(1)	\$	74.00	(authorised by CEO S Gollan and DCEO S Marshall)
16 December 19	1755-1756	(2)	\$	2,976.64	(authorised by CEO S Gollan and DCEO S Marshall)
23 December 19	1757-1757	(1)	\$	19,545.91	(authorised by CEO S Gollan and Cr D White)

Total of cheque vouchers for December 2019 incl \$ 23,550.93

previously paid

EFT vouchers

06 December 19	EFT 5324-5342	(19)	\$	92,656.89	(authorised by CEO S Gollan and DCEO S Marshall)
11 December 19	EFT 1-40	(40)	\$	54,257.87	(authorised by CEO S Gollan and DCEO S Marshall)
13 December 19	EFT 5343-5349	(7)	\$	14,753.06	(authorised by CEO S Gollan and DCEO S Marshall)
16 December 19	EFT 5350-5358	(9)	\$	69,025.89	(authorised by CEO S Gollan and DCEO S Marshall)
23 December 19	EFT 1-41	(41)	\$	53,565.48	(authorised by CEO S Gollan and Cr D White)
23 December 19	EFT 5359-5414	(56)	\$	375,248.81	(authorised by CEO S Gollan and Cr D White)

Total of EFT vouchers for December 2019 incl \$ 659,508.00 previously paid.

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

Cheque vouchers

13 December 19	1511-1511	(1)	\$	50.00	(authorised by CEO S Gollan and DCEO S Marshall)
----------------	-----------	-----	----	-------	--

Total of cheque vouchers for December 2019 incl \$ 50.00 previously paid.

EFT vouchers

Nil vouchers

Total of EFT vouchers for December 2019 incl \$ 0.00 previously paid.

(3) Direct Debit Payments totalling \$ 80,984.34 previously paid.

(4) Credit Card Payments totalling \$ 1,617.69 previously paid.

CARRIED 9/0

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1753	06-Dec-2019	Water Corporation	Water use - Balkuling Rd Standpipe & Town Hall Trade Waste Permit	(954.38)	(954.38)
Cheque #	1754	13-Dec-2019	Origin Energy Retail Ltd	2020 Cylinder Rental x 2: 45kg LP Gas cylinders (Expiry: 27 Nov 2020)	(74.00)	(74.00)
Cheque #	1755	16-Dec-2019	ATO - Australian Tax Office	2019-11 Nov BAS Obligation	(1,070.00)	
Cheque #	1756	16-Dec-2019	Telstra	2019-12 Dec Telephone Accounts	(1,906.64)	(2,976.64)
Cheque #	1757	23-Dec-2019	Water Corporation	2019-12 Dec Water Accounts	(19,545.91)	(19,545.91)
EFT Pymt	EFT 5324	06-Dec-2019	AAA Asphalt Surfaces	Various Rds: 1T Cold mix	(434.50)	
EFT Pymt	EFT 5325	06-Dec-2019	Avon Waste	2,024 Bin Collection FE 22 Nov 19 inc Recycling Bins & 3 x Recycling Collections	(4,622.45)	
EFT Pymt	EFT 5326	06-Dec-2019	BOC Limited	2019-11 Nov Cylinder Rental: Medical oxygen C size	(5.90)	
EFT Pymt	EFT 5327	06-Dec-2019	Beverley Dome Fuel & Hire (BDF)	4,000 L Diesel @ \$1.4042/L GST incl	(5,616.80)	
EFT Pymt	EFT 5328	06-Dec-2019	C & D Cutri	Various bridges: Preventative maintenance	(32,406.00)	
EFT Pymt	EFT 5329	06-Dec-2019	Country Copiers Northam	Copier iR8595: 1 pk x P1 saddleback staples	(92.40)	
EFT Pymt	EFT 5330	06-Dec-2019	Eds Sheds Solutions	AS11053 (LBS1905) Westdale Fire Shed: Erection of	(8,660.00)	
EFT Pymt	EFT 5331	06-Dec-2019	Game On Contracting P/L	RRG 2001 - Westdale Rd: Water carting 14 - 21 Jan 2019	(17,490.00)	
EFT Pymt	EFT 5332	06-Dec-2019	Michael Wilson	2019-12 Dec: Photocopying & Delivery of the Blarney, Edition 422	(250.00)	
EFT Pymt	EFT 5333	06-Dec-2019	Midalia Steel Northam	Depot: 11.90m Colourbond trim deck	(143.61)	
EFT Pymt	EFT 5334	06-Dec-2019	Northam Betta Home Living	Councillors: 9 x Tablets with keyboard & carry case	(3,960.00)	
EFT Pymt	EFT 5335	06-Dec-2019	PCS - Perfect Computer Solutions	2019-11 Nov Medical Computer Support	(255.00)	
EFT Pymt	EFT 5336	06-Dec-2019	Remote Industrial Training Services P/L	Various Bldgs: Sep-Oct 2019 Test & Tag of RCDs, Exit Lights & Equipment	(4,035.90)	
EFT Pymt	EFT 5337	06-Dec-2019	Shire of Kellerberrin	LG Professionals Conference Dinner - 7 Nov 2019: CEO apportion	(75.00)	
EFT Pymt	EFT 5338	06-Dec-2019	Shire of Koorda	Co-contribution to Wheatbelt Secondary Freight Network - Stage 1 Priority Works	(6,600.00)	
EFT Pymt	EFT 5339	06-Dec-2019	Allison Leigh Bowman	Reimbursement - DoT Trellis Training 18 - 22 Nov 2019: Refreshments	(98.10)	
EFT Pymt	EFT 5340	06-Dec-2019	Synergy	2019-12 Dec Self read accts, Cpark & Street Lights: 25 Aug - 24 Nov 19 adjusted	(5,663.54)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5341	06-Dec-2019	Toll Ipec P/L (Courier Aust)	Freight Charges: 05 - 22 Nov 2019	(102.69)	
EFT Pymt	EFT 5342	06-Dec-2019	WALGA - WA Loc Gov Assoc	Oct 2019 Electoral advertising programme	(2,145.00)	(92,656.89)
EFT Pymt	EFT 5343	13-Dec-2019	Avon Express	2019-11 Nov Freight Charges	(330.00)	
EFT Pymt	EFT 5344	13-Dec-2019	BSL - Department of Mines, Industry Regulations and Safety (DMIRS)	2019-11 Nov 19 Collections x 4 (Lics 19/20: 14, 15, 16, 17)	(453.33)	
EFT Pymt	EFT 5345	13-Dec-2019	Dalene Nicola Davies	Heroic Bike Ride - 13 Oct 2019: Catering for Afternoon Tea (funds to be donated to the Youth Park)	(2,000.00)	
EFT Pymt	EFT 5346	13-Dec-2019	JR & A Hersey P/L	Protective Equipment: Anti fog googles	(234.43)	
EFT Pymt	EFT 5347	13-Dec-2019	Phoenix Shed Assembly	AS11055 (LBN2003) Community Bus Shed: Deposit	(11,056.80)	
EFT Pymt	EFT 5348	13-Dec-2019	Staff - David Arthur Rattue	Reimbursement: 5L water jug	(24.00)	
EFT Pymt	EFT 5349	13-Dec-2019	WA Contract Ranger Services	Ranger Services: 22 - 29 Nov 2019	(654.50)	(14,753.06)
EFT Pymt	EFT 5350	16-Dec-2019	Amor Kare Moulton	2019 Christmas Party - 19 Dec 2019: Catering for 70	(2,100.00)	
EFT Pymt	EFT 5351	16-Dec-2019	Australia Post	2019-11 Nov Postage	(434.33)	
EFT Pymt	EFT 5352	16-Dec-2019	Beverley Country Kitchen (BCK)	Fire on Williamson Rd 11-12 Dec 2019: Catering	(1,532.70)	
EFT Pymt	EFT 5353	16-Dec-2019	Beverley Electrical Services (BES)	Firefighting: Portable mobile booster for use on firegrounds	(1,525.54)	
EFT Pymt	EFT 5354	16-Dec-2019	Bradley Peter Jovanovic	Rates refund (withdrawal) for Ass 51187 - L8274 Jacobs Well Rd Morbinning 6304	(1,500.00)	
EFT Pymt	EFT 5355	16-Dec-2019	CAS - Contract Aquatic Services	2 of 5 install of Contract Management for 2019/20 swim year	(14,608.00)	
EFT Pymt	EFT 5356	16-Dec-2019	OTS Electrical - Oceanic Technology Services P/L	AS11021 (LBS2002) Lighting Towers Maintenance	(12,578.50)	
EFT Pymt	EFT 5357	16-Dec-2019	Unique Strokes WA	AS11011 (LBS2003) - Rlwy Stn Painting External & Internal: Final payment	(17,480.00)	
EFT Pymt	EFT 5358	16-Dec-2019	WA Treasury Corporation	Loans 117 & 119 (Bowling Club & Stormwater collection): Dec 2019 repayments	(17,266.82)	(69,025.89)
EFT Pymt	EFT 5359	23-Dec-2019	AAA Asphalt Surfaces	Various Rds: 1T bulkabag Coldmix	(1,303.50)	
EFT Pymt	EFT 5360	23-Dec-2019	AITS Specialists P/L	2019-11 Nov Fuel Tax Credits	(273.79)	
EFT Pymt	EFT 5361	23-Dec-2019	ASB Marketing P/L	Councillors and Staff: Name Badges & Desk plates	(179.30)	
EFT Pymt	EFT 5362	23-Dec-2019	Afgri Equipment Aust P/L	BE001 (PGRD04): Parts	(54.08)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5363	23-Dec-2019	Avon Trading Pty Ltd	2019-11 Nov Hardware Purchases	(1,075.39)	
EFT Pymt	EFT 5364	23-Dec-2019	Avon Waste	2,024 Bin Collection FE 06 Dec 19 inc Recycling Bins & 3 x Recycling Collections	(4,622.45)	
EFT Pymt	EFT 5365	23-Dec-2019	Baileys Fertilisers	Rec Grnd - Oval: Fertiliser	(1,405.25)	
EFT Pymt	EFT 5366	23-Dec-2019	Beverley Community Resource Centre (Bev CRC)	2019-12 Dec (Ed 422): Blarney Compilation for Production	(1,000.00)	
EFT Pymt	EFT 5367	23-Dec-2019	Beverley Country Kitchen (BCK)	Council Meet - 17 Dec 2019: Catering	(450.00)	
EFT Pymt	EFT 5368	23-Dec-2019	Beverley Dome Fuel & Hire (BDF)	8,000 L Diesel @ \$1.4136/L GST incl	(11,308.80)	
EFT Pymt	EFT 5369	23-Dec-2019	Beverley Golf Club	Community Grant: Power to Workshop Shed	(1,485.00)	
EFT Pymt	EFT 5370	23-Dec-2019	Beverley Post News and Gifts (BPNG)	2019-11 Nov Newspaper subscriptions & Stationery purchases	(73.49)	
EFT Pymt	EFT 5371	23-Dec-2019	Beverley Supermarket & Liquor (IGA)	2019-11 Nov Purchases	(2,277.49)	
EFT Pymt	EFT 5372	23-Dec-2019	Beverley Tyre Service (BTS)	2019-11 Nov Tyre Purchases	(209.00)	
EFT Pymt	EFT 5373	23-Dec-2019	Bunnings Building Supplies P/L	Various: Hardware supplies	(476.00)	
EFT Pymt	EFT 5374	23-Dec-2019	Colas WA P/L	RRG2001 - Westdale Rd: Bitumen sealing work	(34,547.98)	
EFT Pymt	EFT 5375	23-Dec-2019	Country Copiers Northam	Copy Charges - IRA 8595: 05 Nov - 18 Dec 2019	(320.66)	
EFT Pymt	EFT 5376	23-Dec-2019	Countryside Pest Control	Avondale Machinery Museum: Spider control	(363.00)	
EFT Pymt	EFT 5377	23-Dec-2019	DORMAKABA Australia P/L	2019/20 Bi Annual Service of Automatic Front Doors - November 2019	(132.00)	
EFT Pymt	EFT 5378	23-Dec-2019	Dawsons Concrete & Reinforcing	FC2001 (Footpath Renewal): Forrest St - progress payment 2	(44,244.40)	
EFT Pymt	EFT 5379	23-Dec-2019	Dept of Fire & Emergency Services (DFES)	2019/20 ESL (Option B) 2nd Quarterly Payment	(35,803.88)	
EFT Pymt	EFT 5380	23-Dec-2019	Desert Telephone & Power Services	FC2001 - Footpath Renewal (Forrest St): Telstra pit extension	(660.00)	
EFT Pymt	EFT 5381	23-Dec-2019	Filters Plus	BE028 (PTRK02): Parts	(36.96)	
EFT Pymt	EFT 5382	23-Dec-2019	Focus Networks	Computer Support - Additional Charges: Oct 2019	(572.00)	
EFT Pymt	EFT 5383	23-Dec-2019	Frederick Symmons	Rates refund (sale of property) for Ass 560 - 4 Forrest Street, Beverley 6304	(155.24)	
EFT Pymt	EFT 5384	23-Dec-2019	Garrards P/L	Mosquito Control: Chemical product	(689.55)	
EFT Pymt	EFT 5385	23-Dec-2019	Grants Empire	Consultancy re Vincent Street Streetscape Project Application: Payment 2 of 2	(1,980.00)	
EFT Pymt	EFT 5386	23-Dec-2019	Guildford Garden Machinery	PSP99 (Sundry Plant): Repairs	(248.00)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5387	23-Dec-2019	Hanson Construction Materials Pty Ltd	RRG2001 - Westdale Rd: 171.06 T 10mm washed granite	(7,289.56)	
EFT Pymt	EFT 5388	23-Dec-2019	JR & A Hersey P/L	Various: Supplies	(1,044.50)	
EFT Pymt	EFT 5389	23-Dec-2019	Jason Signmakers	Various roads & Refuse site: Signage	(839.91)	
EFT Pymt	EFT 5390	23-Dec-2019	Kathryn Joyce Badger	Rates refund (credit balance) for Ass 33 - 94 Vincent Street, Beverley 6304	(500.00)	
EFT Pymt	EFT 5391	23-Dec-2019	Kilma WA Pty Ltd	Rates refund (o/pymt) for Ass 51671 - 126 Vincent Street, Beverley 6304	(247.24)	
EFT Pymt	EFT 5392	23-Dec-2019	Landgate	Valuation Fees (Rural UV Interim Shd): 17 Aug - 28 Oct 19 x 2 values	(151.61)	
EFT Pymt	EFT 5393	23-Dec-2019	Little Eco Hill	AS11053 (LBS1905) Westdale Fire Shed: Groundworks for the Entry & Exit	(726.00)	
EFT Pymt	EFT 5394	23-Dec-2019	Malcolm James McCallum	Rates refund (o/pymt) for Ass 1556 - L103 Steve Edwards Drive Bally Bally 6304	(85.30)	
EFT Pymt	EFT 5395	23-Dec-2019	McNaughtans P/L	Various plant: Locks	(360.93)	
EFT Pymt	EFT 5396	23-Dec-2019	Napa Parts - Midland (Division of GPC Asia Pacific P/L)	BE016 (PUTE08): Parts	(558.25)	
EFT Pymt	EFT 5397	23-Dec-2019	Officeworks Ltd	2019-12 Dec: Paper & Stationery Order	(1,642.88)	
EFT Pymt	EFT 5398	23-Dec-2019	Practical Products P/L	Town Hall: Kitchen supplies	(308.00)	
EFT Pymt	EFT 5399	23-Dec-2019	RA-AN Enterprises	MUN2007 - Morbinning Rd: Equipment hire for drainage	(4,180.00)	
EFT Pymt	EFT 5400	23-Dec-2019	Remote Industrial Training Services P/L	Various blgs & plant: Sep & Oct 2019 Test & tag of Fire Extinguishers & Equipment	(1,018.60)	
EFT Pymt	EFT 5401	23-Dec-2019	Road Seal (WA) Pty Ltd	MUN2007 - Morbinning Rd: Sealing of road	(17,969.60)	
EFT Pymt	EFT 5402	23-Dec-2019	Shazmac Plumbing	Bally Bally Hall: Installation of new toilets	(371.00)	
EFT Pymt	EFT 5403	23-Dec-2019	Staff - Stefan de Beer	Reimbursements: Nov to Dec 2019 Landline & Internet costs	(81.41)	
EFT Pymt	EFT 5404	23-Dec-2019	Synergy	Various x 4, Power use: Nov - Dec 2019	(3,400.26)	
EFT Pymt	EFT 5405	23-Dec-2019	The Two J Group P/L t/a Millers Home Improvements WA	Vincent St Paving: Repairs	(6,820.00)	
EFT Pymt	EFT 5406	23-Dec-2019	Total Eden P/L	Admin Bldg: Front garden retic	(441.53)	
EFT Pymt	EFT 5407	23-Dec-2019	Total Tools Midland	Minor Plant Purchases: Demolition Hammer	(1,149.00)	
EFT Pymt	EFT 5408	23-Dec-2019	Truckline, Specialist Wholesalers P/L ta	BE021 (PLDR05): Parts	(51.11)	
EFT Pymt	EFT 5409	23-Dec-2019	Turn It Up Electrical (TIU)	30A Dawson St: Wiring for replacement cooktop & oven	(99.18)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5410	23-Dec-2019	WA Contract Ranger Services	Ranger Services: 05 - 17 Dec 2019 (incl Firebreak Inspections)	(794.75)	
EFT Pymt	EFT 5411	23-Dec-2019	WA Treasury Corporation	Loan 118 (New Sporting Complex) - DEB 13 of 33 Repayment : Dec 2019	(39,629.21)	
EFT Pymt	EFT 5412	23-Dec-2019	Western Stabilisers P/L	RRG2001 - Westdale Rd & MUN2007 Morbinning Rd: Stabilisation	(137,168.47)	
EFT Pymt	EFT 5413	23-Dec-2019	Workhouse Advertising P/L	2018/19 Annual Report: Prep for publication	(2,310.00)	
EFT Pymt	EFT 5414	23-Dec-2019	ZircoData Pty Ltd	2019-11 Nov: Storage of Archives 138 x A1 Storage Boxes (Std Ctn)	(63.30)	(375,248.81)
Direct Debit	DD 2488.01	10-Dec-2019	Shadforth Portfolio Service - Super	Superannuation contributions	(827.72)	
Direct Debit	DD 2488.02	10-Dec-2019	UniSuper	Superannuation contributions	(203.63)	
Direct Debit	DD 2488.03	10-Dec-2019	WA Super	Superannuation contributions	(6,662.02)	
Direct Debit	DD 2488.04	10-Dec-2019	Australian Super	Superannuation contributions	(731.51)	
Direct Debit	DD 2488.05	10-Dec-2019	Superwrap - Personal Super Plan	Superannuation contributions	(58.71)	
Direct Debit	DD 2488.06	10-Dec-2019	BT Super For Life	Superannuation contributions	(358.99)	
Direct Debit	DD 2488.07	10-Dec-2019	MLC MasterKey Personal Super	Superannuation contributions	(64.58)	
Direct Debit	DD 2488.08	10-Dec-2019	Sunsuper Superannuation Fund	Superannuation contributions	(111.81)	
Direct Debit	DD 2488.09	10-Dec-2019	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(229.07)	
Direct Debit	DD 2488.10	10-Dec-2019	Cbus Super Fund	Superannuation contributions	(202.54)	(9,450.58)
Direct Debit	DD 2507.01	24-Dec-2019	Shadforth Portfolio Service - Super	Superannuation contributions	(827.72)	
Direct Debit	DD 2507.02	24-Dec-2019	AMP Lifetime Super	Superannuation contributions	(74.25)	
Direct Debit	DD 2507.03	24-Dec-2019	UniSuper	Superannuation contributions	(207.46)	
Direct Debit	DD 2507.04	24-Dec-2019	WA Super	Superannuation contributions	(6,693.87)	
Direct Debit	DD 2507.05	24-Dec-2019	Australian Super	Superannuation contributions	(687.28)	
Direct Debit	DD 2507.06	24-Dec-2019	Superwrap - Personal Super Plan	Superannuation contributions	(11.74)	
Direct Debit	DD 2507.07	24-Dec-2019	BT Super For Life	Superannuation contributions	(358.99)	
Direct Debit	DD 2507.08	24-Dec-2019	MLC MasterKey Personal Super	Superannuation contributions	(33.76)	
Direct Debit	DD 2507.09	24-Dec-2019	Sunsuper Superannuation Fund	Superannuation contributions	(111.81)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	DD 2507.10	24-Dec-2019	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(235.92)	
Direct Debit	DD 2507.11	24-Dec-2019	Cbus Super Fund	Superannuation contributions	(202.54)	(9,445.34)
Direct Debit	52	02-Dec-2019	8 - ANZ Transactive	ANZ Transactive Merchant Fee	(2.54)	
Direct Debit	52	03-Dec-2019	7 - CBA Merchant Fee	CBA Merchant Fee	(309.92)	
Direct Debit	52	05-Dec-2019	12 - ANZ BPAY	ANZ - BPAY Txn Fees	(78.38)	
Direct Debit	52	05-Dec-2019	8 - ANZ Transactive	ANZ Transactive Bpay	(87.20)	
Direct Debit	52	05-Dec-2019	8 - ANZ Transactive	ANZ Transactive	(77.00)	(555.04)
Direct Debit	52	02-Dec-2019	3 - Payments for DoT	Payments for DoT	(773.90)	
Direct Debit	52	03-Dec-2019	3 - Payments for DoT	Payments for DoT	(2,640.95)	
Direct Debit	52	04-Dec-2019	3 - Payments for DoT	Payments for DoT	(3,837.60)	
Direct Debit	52	05-Dec-2019	3 - Payments for DoT	Payments for DoT	(1,976.65)	
Direct Debit	52	06-Dec-2019	3 - Payments for DoT	Payments for DoT	(3,189.10)	
Direct Debit	52	09-Dec-2019	3 - Payments for DoT	Payments for DoT	(6,278.00)	
Direct Debit	52	09-Dec-2019	3 - Payments for DoT	Payments for DoT	(450.00)	
Direct Debit	52	09-Dec-2019	3 - Payments for DoT	Payments for DoT	6,278.00	
Direct Debit	52	09-Dec-2019	3 - Payments for DoT	Payments for DoT	450.00	
Direct Debit	52	09-Dec-2019	3 - Payments for DoT	Payments for DoT	(6,728.00)	
Direct Debit	52	10-Dec-2019	3 - Payments for DoT	Payments for DoT	(6,518.85)	
Direct Debit	52	11-Dec-2019	3 - Payments for DoT	Payments for DoT	(2,111.30)	
Direct Debit	52	12-Dec-2019	3 - Payments for DoT	Payments for DoT	(1,480.85)	
Direct Debit	52	13-Dec-2019	3 - Payments for DoT	Payments for DoT	(2,936.65)	
Direct Debit	52	16-Dec-2019	3 - Payments for DoT	Payments for DoT	(4,093.80)	
Direct Debit	52	17-Dec-2019	3 - Payments for DoT	Payments for DoT	(9,518.20)	
Direct Debit	52	18-Dec-2019	3 - Payments for DoT	Payments for DoT	(1,864.65)	
Direct Debit	52	19-Dec-2019	3 - Payments for DoT	Payments for DoT	(3,397.60)	
Direct Debit	52	20-Dec-2019	3 - Payments for DoT	Payments for DoT	(5,433.05)	
Direct Debit	52	23-Dec-2019	3 - Payments for DoT	Payments for DoT	(1,708.60)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	52	24-Dec-2019	3 - Payments for DoT	Payments for DoT	(1,795.20)	
Direct Debit	52	27-Dec-2019	3 - Payments for DoT	Payments for DoT	(406.30)	(60,411.25)
Direct Debit	EFT 5323	02-Dec-2019	Exetel P/L	2019-11 Nov: 2nd NBN service SMB NBN 50/20 unlimited - 0861471366	(70.00)	(70.00)
Direct Debit	EFT 5416	31-Dec-2019	Ixom Operations P/L [Chemicals Aust Operations P/L (nee Orica)]	2019-11 Nov: 2 x Chlorine gas 70kg cylinders & Nov 2019 Cylinder rental	(1,052.13)	(1,052.13)
Direct Debit	EFT 5415	27-Dec-2019	Credit Card - Shire of Beverley	Nov 2019 Credit Card Purchases	(1,671.69)	(1,671.69)
PAYMENTS RAISED IN CURRENT MONTH					(657,891.61)	(657,891.61)
WAGES & SALARIES						
EFT Pymt		12-Dec-2019	Wages & Salaries	FE - 10 Dec 2019	(54,257.87)	
EFT Pymt		23-Feb-2019	Wages & Salaries	FE - 24 Dec 2019	(53,565.48)	
WAGES & SALARIES					(107,823.35)	(107,823.35)
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT						
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT					0.00	0.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					0.00	0.00
TRANSFERS to TRUST						
TRANSFERS to TRUST					0.00	0.00
OTHER AMENDMENTS/GENERAL JOURNALS						
OTHER AMENDMENTS/GENERAL JOURNALS					0.00	0.00
INVESTMENTS						
INVESTMENTS					0.00	0.00
TOTAL EXPENDITURE for MUNICIPAL ACCOUNT						(765,714.96)

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT						
Credit card	20010006671	07-Nov-2019	Northam Betta Home Living	CEO: 11.6 notebook	478.00	
Credit card	295640	08-Nov-2019	Crown Towers	LG Professionals Conference 07 - 08 Nov 2019: CEO S Gollan	732.69	
Credit card	1524257	25-Nov-2019	Statewide Bearings	Sundry Plant: Parts	53.00	
Credit card	1-2276763851137	27-Nov-2019	Telstra Online	Payroll Obligation Mobile: Recharge	70.00	
Credit card	1978190	28-Nov-2019	Hares & Forbes	Minor plant purchase: Pallet jack	330.00	1,663.69
AVONDALE PURCHASES (Machinery Shed Museum)						
Credit card	2180/00253162	13-Nov-2019	Bunnings	Parts (10L demineralised water Klearwave)	8.00	8.00
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT					1,671.69	1,671.69
TRUST ACCOUNT DETAILS						
PAYMENTS RAISED IN CURRENT MONTH						
Cheque #	1511	13-Dec-2019	Colleen Dallas Garnett	Refund of Gym Key Bond (Rec 21770)	(50.00)	
PAYMENTS RAISED IN CURRENT MONTH					(50.00)	(50.00)
PAYMENTS UNPRESENTED IN CURRENT BANK #						
Cheque #	1511	13-Dec-2019	Colleen Dallas Garnett	Refund of Gym Key Bond (Rec 21770)	50.00	
PAYMENTS UNPRESENTED IN CURRENT BANK #					50.00	50.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
Cheque #	1510	28-Nov-2019	Mr Brian Sims	Refund of Bonds - Hall Hire, Booking 23 Nov 2019 (Rec 23762)	(200.00)	
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					(200.00)	(200.00)
OTHER AMENDMENTS/GENERAL JOURNALS						
OTHER AMENDMENTS/GENERAL JOURNALS					0.00	0.00
TOTAL EXPENDITURE for TRUST ACCOUNT						(200.00)

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
TOTAL EXPENDITURE as reconciled to the DECEMBER 2019 BANK STATEMENTS						
				Municipal Account Expenditure		(765,714.96)
				Trust Account Expenditure		(200.00)
				TOTAL EXPENDITURE for DECEMBER 2019		(765,914.96)

11.4 Accounts Paid by Authority – January 2020

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 18 February 2020
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: January 2020 – List of Accounts

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

The following list represents accounts paid by authority for the month ending 31 January 2020.

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

Strategic Community Plan

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

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 & COUNCIL RESOLUTION

M16/0220

Moved Cr White

Seconded Cr McLaughlin

That the List of Accounts as presented, be received:

January 2020:

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

Cheque vouchers

17 January 20 1758-1760 (3) \$ 25,627.34 (authorised by CEO S Gollan and DCEO S Marshall)

Total of cheque vouchers for January 2020 incl \$ 25,627.34 previously paid

EFT vouchers

07 January 20 EFT 1-39 (39) \$ 53,213.93 (authorised by CEO S Gollan and DCEO S Marshall)

17 January 20 EFT 5418-5459 (42) \$ 85,380.22 (authorised by CEO S Gollan and DCEO S Marshall)

22 January 20 EFT 1-40 (40) \$ 55,438.68 (authorised by CEO S Gollan and DCEO S Marshall)

23 January 20 EFT 5461-5478 (18) \$ 50,161.99 (authorised by CEO S Gollan and DCEO S Marshall)

30 January 20 EFT 5480-5496 (17) \$ 65,318.86 (authorised by CEO S Gollan and DCEO S Marshall)

Total of EFT vouchers for January 2020 incl \$ 309,513.68 previously paid.

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

Cheque vouchers

13 January 20 1512-1512 (1) \$ 30.00 (authorised by CEO S Gollan and DCEO S Marshall)

Total of cheque vouchers for January 2020 incl \$ 30.00 previously paid.

EFT vouchers

21 January 20 EFT 5460-5460 (1) \$ 200.00 (authorised by DCEO S Marshall and Cr D White)

Total of EFT vouchers for January 2020 incl \$ 200.00 previously paid.

(3) Direct Debit Payments totalling \$ 69,243.51 previously paid.

(4) Credit Card Payments totalling \$1,138.16 previously paid.

CARRIED 9/0

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1758	17-Jan-2020	ATO - Australian Tax Office	2019-12 Dec BAS Obligation (incl FBT contribution)	(22,331.00)	
Cheque #	1759	17-Jan-2020	Telstra	2020-01 Jan Telephone Accounts	(3,251.74)	
Cheque #	1760	17-Jan-2020	Water Corporation	Water use - Mens Shed (Vincent St) - Service Fees: Jan - Feb 20	(44.60)	(25,627.34)
EFT Pymt	EFT 5418	17-Jan-2020	AITs Specialists P/L	2019-12 Dec Fuel Tax Credits	(219.23)	
EFT Pymt	EFT 5419	17-Jan-2020	AMD Chartered Accountants	Financial Management Systems Review	(7,460.64)	
EFT Pymt	EFT 5420	17-Jan-2020	ASB Marketing P/L	Uniforms: Admin Staff	(401.28)	
EFT Pymt	EFT 5421	17-Jan-2020	Afgri Equipment Aust P/L	BE036 (PLDR03): Repairs	(2,902.78)	
EFT Pymt	EFT 5422	17-Jan-2020	Australia Post	2019-12 Dec Postage	(377.34)	
EFT Pymt	EFT 5423	17-Jan-2020	Avon Express	2019-12 Dec Freight Charges	(286.00)	
EFT Pymt	EFT 5424	17-Jan-2020	Avon Waste	4,048 Bin Collection ME 03 Jan 20 inc Recycling Bins & 3 x Recycling Collections	(9,244.90)	
EFT Pymt	EFT 5425	17-Jan-2020	BOC Limited	2019-12 Dec Cylinder Rental: Medical oxygen C size	(6.09)	
EFT Pymt	EFT 5426	17-Jan-2020	BSL - Department of Mines, Industry Regulations and Safety (DMIRS)	2019-12 Dec 19 Collections x 1 (Lics 19/20: 18)	(386.74)	
EFT Pymt	EFT 5427	17-Jan-2020	Bev Community Resource Centre (Bev CRC)	Cleaning, Building, Library Services & Visitors Centre Management Fees (Oct - Dec 2019)	(12,162.93)	
EFT Pymt	EFT 5428	17-Jan-2020	Bev Football Club	Community Grant: Wireless sound system	(2,984.00)	
EFT Pymt	EFT 5429	17-Jan-2020	Bev Post News and Gifts (BPNG)	2019-12 Dec Newspaper subscriptions & Stationery Purchases	(76.23)	
EFT Pymt	EFT 5430	17-Jan-2020	Bev Supermarket & Liquor (IGA)	2019-12 Dec Purchases	(1,715.14)	
EFT Pymt	EFT 5431	17-Jan-2020	Bev Tyre Service (BTS)	2019-12 Dec Tyre Purchases	(605.50)	
EFT Pymt	EFT 5432	17-Jan-2020	Bunnings Building Supplies P/L	Caravan Park & Town Hall: LED globes	(190.00)	
EFT Pymt	EFT 5433	17-Jan-2020	Claudia Holschuh	Rates refund (overpayment) for Ass 51182 - L2553 York Williams Rd, Dale 6304	(103.66)	
EFT Pymt	EFT 5434	17-Jan-2020	Country Copiers Northam	New printer: Kyocera 2235DN & toner	(315.81)	
REJECTED	EFT 5435	17-Jan-2020	Covs Northam	PSP99 (Sundry Plant): Parts	(30.83)	
EFT Pymt	EFT 5436	17-Jan-2020	Daniel John David Fleay	Rates refund (overpayment) for Ass 1231 - L125 Westdale Rd, Beverley 6304	(117.18)	
EFT Pymt	EFT 5437	17-Jan-2020	Darryl Brian Sims	Rates refund (overpayment) for Ass 291 - 630 Potts Rd, Beverley 6304	(863.54)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5438	17-Jan-2020	David Alexander John Fleay	Rates refund (overpayment) for Ass 51491 - 4396 Talbot West Rd, Talbot West 6304	(1,173.26)	
EFT Pymt	EFT 5439	17-Jan-2020	Focus Networks	2019-12 Dec Computer Support, Purchase of new pc & upgrade of software	(6,317.27)	
EFT Pymt	EFT 5440	17-Jan-2020	Frontline Fire & Rescue	ESL Fire Fighting Equipment: Fire fighting foam & Fire fighting clothing	(5,649.05)	
EFT Pymt	EFT 5441	17-Jan-2020	Hanson Construction Materials Pty Ltd	MUN2007 - Morbinning Rd: 7mm & 10mm washed single granite	(2,980.47)	
EFT Pymt	EFT 5442	17-Jan-2020	IT Vision	Purchase Order Module: Adjustment to display costings	(247.50)	
EFT Pymt	EFT 5443	17-Jan-2020	Jason Signmakers	Various: Guide posts & various signage	(3,184.50)	
EFT Pymt	EFT 5444	17-Jan-2020	Kimberley Leonard Boulton	Onsite Archiving & Keyword Training: 06 - 10 Jan 2020	(2,490.47)	
EFT Pymt	EFT 5445	17-Jan-2020	Kleenheat Gas	59 Smith St: 2019/20 Cylinder Rental - 2 x 45kg VAP	(79.20)	
EFT Pymt	EFT 5446	17-Jan-2020	LGIS Risk Management	2019/20 Regional Risk Coordination Programme - 1st Instalment	(4,247.10)	
EFT Pymt	EFT 5447	17-Jan-2020	Landgate	Valuation Fees (GRV Chargeable - Min charge): 02 - 29 Nov 19 x 1 value	(67.85)	
EFT Pymt	EFT 5448	17-Jan-2020	McIntosh & Son - REDCLIFFE	BE030 (PBH02): Parts	(368.83)	
EFT Pymt	EFT 5449	17-Jan-2020	Michael Wilson	2020-01 Jan: Photocopying & Delivery of the Blarney, Edition 423	(250.00)	
EFT Pymt	EFT 5450	17-Jan-2020	Officeworks Ltd	Rates PC replacement: Cabling	(93.95)	
EFT Pymt	EFT 5451	17-Jan-2020	PCS - Perfect Computer Solutions	Bev Med Practice: 2019-12 Dec Daily Monitoring, Mngment & Resolution of Disaster Recovery Options	(85.00)	
EFT Pymt	EFT 5452	17-Jan-2020	Phoenix Shed Assembly	AS11055 (LBN2003) Community Bus Shed: 2nd payment	(9,674.70)	
EFT Pymt	EFT 5453	17-Jan-2020	Royal Life Saving Society WA Inc	Nov 2019 - Swimming Pool Safety Inspection	(241.23)	
EFT Pymt	EFT 5454	17-Jan-2020	Shazmac Plumbing	Cstone Bldg: Repairs to Backflow preventor	(548.00)	
EFT Pymt	EFT 5455	17-Jan-2020	TQuip	PSP99 (Sundry Plant): Parts	(143.50)	
EFT Pymt	EFT 5456	17-Jan-2020	Toll Ipec P/L (Courier Aust)	Freight Charges: 12 - 13 Dec 2019	(98.95)	
EFT Pymt	EFT 5457	17-Jan-2020	Unique Strokes WA	AS11011 (LBS2003) - Rlwy Stn Painting External & Internal: Fence painting	(1,100.00)	
EFT Pymt	EFT 5458	17-Jan-2020	WA Treasury Corporation	Guarantee Fee on Loans 117, 118, 119 & 120 to 31 Dec 2019	(5,703.57)	
EFT Pymt	EFT 5459	17-Jan-2020	Wandu Electrical Services	Refund of credit balance of Debtor 4734	(186.00)	(85,380.22)

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5461	23-Jan-2020	Afgri Equipment Aust P/L	BE036 (PLDR03): Parts	(553.32)	
EFT Pymt	EFT 5462	23-Jan-2020	Avon Trading Pty Ltd	2019-12 Dec Hardware Purchases (Maintenance Officer)	(10.53)	
EFT Pymt	EFT 5463	23-Jan-2020	Avon Valley Windscreens	BE000 (PUTE12): Repairs	(429.00)	
EFT Pymt	EFT 5464	23-Jan-2020	Bev Community Resource Centre (Bev CRC)	2020-01 Jan (Ed 423): Blarney Compilation for Production & Aust Day Pool Celebration posters	(1,042.00)	
EFT Pymt	EFT 5465	23-Jan-2020	Chemdry Betta Finish	Admin Bldg & Rec Centre: Carpet & chair cleaning	(2,542.00)	
EFT Pymt	EFT 5466	23-Jan-2020	Correring P/L	Gravel Royalties: Jul - Dec 2019	(448.80)	
EFT Pymt	EFT 5467	23-Jan-2020	Covs Northam	PSP99 (Sundry Plant): Parts	(30.83)	
EFT Pymt	EFT 5468	23-Jan-2020	Dept of Planning, Lands & Heritage	Lease M252204 - Res Avon 28804, Kokeby East Rd & Lease M355805 - Res L27959 Bethany Rd: Jan - Jun 2020	(3,712.50)	
EFT Pymt	EFT 5469	23-Jan-2020	EA Strange & Co	Gravel Royalties: Jul - Dec 2019	(12,601.60)	
EFT Pymt	EFT 5470	23-Jan-2020	FD & SR Aynsley & Co	Gravel Royalties: Jul - Dec 2019	(739.20)	
EFT Pymt	EFT 5471	23-Jan-2020	Fleet Fitness (O'Shaughnessy Family Trust)	2020-01 Jan: Servicing of Gym Equipment	(91.30)	
EFT Pymt	EFT 5472	23-Jan-2020	Guildford Garden Machinery	Minor Plant Purchase: Fertiliser spreader	(899.00)	
EFT Pymt	EFT 5473	23-Jan-2020	Kimberley Leonard Boulton	Onsite Archiving: 13 - 21 Jan 2020	(3,429.73)	
EFT Pymt	EFT 5474	23-Jan-2020	Lynette Joy Isaacs	Rates refund (rebate applied) for Ass 379 - 94 Harper St, Beverley 6304	(40.00)	
EFT Pymt	EFT 5475	23-Jan-2020	RA-AN Enterprises	Gravel Royalties: Jul - Dec 2019	(10,893.30)	
EFT Pymt	EFT 5476	23-Jan-2020	Shacks Holden	BE1 (PSDN14): 12,000km service & replace windscreen	(1,210.00)	
EFT Pymt	EFT 5477	23-Jan-2020	Synergy	2020-01 Jan Electricity Accounts	(11,425.58)	
EFT Pymt	EFT 5478	23-Jan-2020	ZircoData Pty Ltd	2019-12 Dec: Storage of Archives 138 x A1 Storage Boxes (Std Ctn)	(63.30)	(50,161.99)
EFT Pymt	EFT 5480	30-Jan-2020	Afgri Equipment Aust P/L	BE029 (PGRD05): Supplies & BE036 (PLDR03): Parts	(259.28)	
EFT Pymt	EFT 5481	30-Jan-2020	Asset Infrastructure Management P/L	10% Progress pymt: Updating RAMM dbase & developing Roads & Path capital works programme	(4,752.00)	
EFT Pymt	EFT 5482	30-Jan-2020	Avon Trading Pty Ltd	2019-12 Dec Hardware purchases (Manager of Works)	(871.27)	
EFT Pymt	EFT 5483	30-Jan-2020	BT Equipment P/L ta Tutt Bryant Equipment	BE026 (PROL02): Parts	(156.12)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5484	30-Jan-2020	Bev Dome Fuel & Hire (BDF)	8,004 L Diesel @ \$1.3889/L GST incl	(11,116.75)	
EFT Pymt	EFT 5485	30-Jan-2020	Bunnings Building Supplies P/L	Dale West BFB Shed: Keyless entrance lock	(215.64)	
EFT Pymt	EFT 5486	30-Jan-2020	Caravan Industry Association WA (Inc)	2020 Perth Caravan & Camping Show: 40% site fees (final invoice)	(1,398.82)	
EFT Pymt	EFT 5487	30-Jan-2020	Dawsons Concrete & Reinforcing	FC2001 (Footpath Renewal): Smith St - final payment	(27,497.00)	
EFT Pymt	EFT 5488	30-Jan-2020	Fleet Fitness (O'Shaughnessy Family Trust)	Purchasing new gym equipment	(11,000.00)	
EFT Pymt	EFT 5489	30-Jan-2020	Focus Networks	2020-01 Jan Computer Support	(3,461.59)	
EFT Pymt	EFT 5490	30-Jan-2020	JSF Brushes	Road broom (PSP03): Parts	(2,112.00)	
EFT Pymt	EFT 5491	30-Jan-2020	Kimberley Leonard Boulton	Onsite Archiving: 23 Jan 2020	(664.13)	
EFT Pymt	EFT 5492	30-Jan-2020	Mandurah Tile & Stone Co	AS12009 (LBN2001) 59 Smith St - Bathroom Refurb: Supplies	(706.00)	
EFT Pymt	EFT 5493	30-Jan-2020	Staff - Daryle E Burton	Reimbursement for fuel for Narrogin trip, 23 Jan 2020	(50.00)	
EFT Pymt	EFT 5494	30-Jan-2020	Toll Ipec P/L (Courier Aust)	Freight Charges: 27 Dec 2019	(62.76)	
EFT Pymt	EFT 5495	30-Jan-2020	WA Contract Ranger Services	Ranger Services: 09, 14 Jan 2020	(748.00)	
EFT Pymt	EFT 5496	30-Jan-2020	Wren Oil	Refuse Site: Disposal of Waste Oil - 4,300 L	(247.50)	(65,318.86)
Direct Debit	DD 2513.01	07-Jan-2020	Shadforth Portfolio Service - Super	Superannuation contributions	(827.72)	
Direct Debit	DD 2513.02	07-Jan-2020	WA Super	Superannuation contributions	(6,736.12)	
Direct Debit	DD 2513.03	07-Jan-2020	Australian Super	Superannuation contributions	(692.33)	
Direct Debit	DD 2513.04	07-Jan-2020	BT Super For Life	Superannuation contributions	(358.99)	
Direct Debit	DD 2513.05	07-Jan-2020	REST	Superannuation contributions	(46.59)	
Direct Debit	DD 2513.06	07-Jan-2020	Sunsuper Superannuation Fund	Superannuation contributions	(111.81)	
Direct Debit	DD 2513.07	07-Jan-2020	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(235.91)	
Direct Debit	DD 2513.08	07-Jan-2020	Cbus Super Fund	Superannuation contributions	(202.54)	
Direct Debit	DD 2513.09	07-Jan-2020	UniSuper	Superannuation contributions	(216.86)	(9,428.87)
Direct Debit	DD 2531.01	21-Jan-2020	Shadforth Portfolio Service - Super	Superannuation contributions	(827.72)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	DD 2531.02	21-Jan-2020	UniSuper	Superannuation contributions	(201.76)	
Direct Debit	DD 2531.03	21-Jan-2020	WA Super	Superannuation contributions	(6,812.41)	
Direct Debit	DD 2531.04	21-Jan-2020	Australian Super	Superannuation contributions	(687.28)	
Direct Debit	DD 2531.05	21-Jan-2020	BT Super For Life	Superannuation contributions	(358.99)	
Direct Debit	DD 2531.06	21-Jan-2020	REST	Superannuation contributions	(23.29)	
Direct Debit	DD 2531.07	21-Jan-2020	Sunsuper Superannuation Fund	Superannuation contributions	(177.03)	
Direct Debit	DD 2531.08	21-Jan-2020	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(229.07)	
Direct Debit	DD 2531.09	21-Jan-2020	Cbus Super Fund	Superannuation contributions	(202.54)	
Direct Debit	DD 2531.10	21-Jan-2020	AMP Lifetime Super	Superannuation contributions	(65.59)	(9,585.68)
Direct Debit	53	02-Jan-2020	8 - ANZ Transactive	ANZ Transactive Merchant Fee	(6.47)	(6.47)
Direct Debit	53	03-Jan-2020	7 - CBA Merchant Fee	CBA Merchant Fee	(215.92)	(215.92)
Direct Debit	53	06-Jan-2020	12 - ANZ - BPay	ANZ - BPay	(77.00)	(77.00)
Direct Debit	53	06-Jan-2020	12 - ANZ - BPay	ANZ - BPay	(39.60)	(39.60)
Direct Debit	53	06-Jan-2020	8 - ANZ Transactive	ANZ Transactive Merchant Fee	(70.40)	(70.40)
Direct Debit	53	06-Jan-2020	3 - Payments for DoT	Payments for DoT	(2,648.50)	
Direct Debit	53	07-Jan-2020	3 - Payments for DoT	Payments for DoT	(3,598.90)	
Direct Debit	53	08-Jan-2020	3 - Payments for DoT	Payments for DoT	(6,967.60)	
Direct Debit	53	09-Jan-2020	3 - Payments for DoT	Payments for DoT	(3,279.50)	
Direct Debit	53	10-Jan-2020	3 - Payments for DoT	Payments for DoT	(1,825.95)	
Direct Debit	53	13-Jan-2020	3 - Payments for DoT	Payments for DoT	(3,211.70)	
Direct Debit	53	14-Jan-2020	3 - Payments for DoT	Payments for DoT	(5,054.50)	
Direct Debit	53	15-Jan-2020	3 - Payments for DoT	Payments for DoT	(1,562.85)	
Direct Debit	53	16-Jan-2020	3 - Payments for DoT	Payments for DoT	(1,275.55)	
Direct Debit	53	17-Jan-2020	3 - Payments for DoT	Payments for DoT	(849.05)	
Direct Debit	53	20-Jan-2020	3 - Payments for DoT	Payments for DoT	(1,850.65)	
Direct Debit	53	21-Jan-2020	3 - Payments for DoT	Payments for DoT	(2,215.05)	
Direct Debit	53	22-Jan-2020	3 - Payments for DoT	Payments for DoT	(3,172.80)	

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	53	23-Jan-2020	3 - Payments for DoT	Payments for DoT	(1,471.05)	
Direct Debit	53	24-Jan-2020	3 - Payments for DoT	Payments for DoT	(2,153.35)	
Direct Debit	53	28-Jan-2020	3 - Payments for DoT	Payments for DoT	(892.60)	
Direct Debit	53	29-Jan-2020	3 - Payments for DoT	Payments for DoT	(2,206.60)	
Direct Debit	53	30-Jan-2020	3 - Payments for DoT	Payments for DoT	(3,545.65)	
Direct Debit	53	31-Jan-2020	3 - Payments for DoT	Payments for DoT	(1,883.15)	
Direct Debit	53	31-Jan-2020	3 - Payments for DoT	Payments for DoT - Wrong posting period used	1,883.15	
Direct Debit	53	31-Jan-2020	3 - Payments for DoT	Payments for DoT	(1,883.15)	(49,665.00)
Direct Debit	EFT 5417	03-Jan-2020	Exetel P/L	2019-12 Dec: 2nd NBN service SMB NBN 50/20 unlimited - 0861471366	(70.00)	(70.00)
Direct Debit	EFT 5497	31-Jan-2020	Ixom Operations P/L [Chemicals Aust Operations P/L (nee Orica)]	2019-12 Dec: 2 x Chlorine gas 70kg Cylinder Rental	(84.57)	(84.57)
Direct Debit	EFT 5479	23-Jan-2020	Credit Card - Shire of Bev	Dec 2019 Credit Card Purchases	(1,138.16)	(1,138.16)
PAYMENTS RAISED IN CURRENT MONTH					(296,870.08)	(296,870.08)
WAGES & SALARIES						
EFT Pymt		08-Jan-2020	Wages & Salaries	FE - 07 Jan 2020	(53,213.93)	
EFT Pymt		22-Jan-2020	Wages & Salaries	FE - 21 Jan 2020	(55,438.68)	
WAGES & SALARIES					(108,652.61)	(108,652.61)
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT						
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT					0.00	0.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					0.00	0.00
TRANSFERS to TRUST						
TRANSFERS to TRUST					0.00	0.00

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS	
OTHER AMENDMENTS/GENERAL JOURNALS							
					OTHER AMENDMENTS/GENERAL JOURNALS	0.00	0.00
INVESTMENTS							
					INVESTMENTS	0.00	0.00
TOTAL EXPENDITURE for MUNICIPAL ACCOUNT						(405,522.69)	
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT							
Credit card	18898163	28-Nov-2019	Coates Hire	Coates Hire - Admin Garden Beds: Rotary hoe hire	165.44		
Credit card	01881112031 9132019	03-Dec-2019	CPP #6 - Cultural Centre	Parking for WALGA Presidents' Christmas Function, 03 Dec 2019 - 2 attendees	12.12		
Credit card	TABLE#40	10-Dec-2019	Mundaring Hotel	Plant Purchase Meeting, 10 Dec 2019: Refreshments x 4	162.50		
Credit card	22060105730 6	13-Dec-2019	Godfreys Kelmscott	Vacuum Cleaner	399.00		
Credit card	BE020/DEC1 9	17-Dec-2019	DoT	BE020 (PUTE10) - Vehicle registration to 31 Mar 2020	116.10		
Credit card	BE016/DEC1 9	17-Dec-2019	DoT	BE016 (PUTE08) - Vehicle registration to 31 Mar 2020	109.10		
Credit card	BE037/DEC1 9	17-Dec-2019	DoT	BE037 (PTRK05) - Vehicle registration to 31 Mar 2020	109.10		
Credit card	BE030/DEC1 9	17-Dec-2019	DoT	BE030 (PBH02) - Vehicle registration to 31 Mar 2020	32.40		
Credit card	BE036/DEC1 9	17-Dec-2019	DoT	BE036 (PLDR03) - Vehicle registration to 31 Mar 2020	32.40	1,138.16	
AVONDALE PURCHASES (Machinery Shed Museum)							
						0.00	
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT					1,138.16	1,138.16	
TRUST ACCOUNT DETAILS							
PAYMENTS RAISED IN CURRENT MONTH							

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 5460	21-Jan-2020	Erica Mae Murray	Refund of Bonds - Hall Hire, Booking 19 Dec 2019 (Rec 24141)	(200.00)	
Cheque #	1512	23-Jan-2020	Dennis James Cox	Refund of Gym Key Bond (Rec QB 3562)	(30.00)	
PAYMENTS RAISED IN CURRENT MONTH					(230.00)	(230.00)
PAYMENTS UNPRESENTED IN CURRENT BANK #						
Cheque #	1512	23-Jan-2020	Dennis James Cox	Refund of Gym Key Bond (Rec QB 3562)	30.00	
PAYMENTS UNPRESENTED IN CURRENT BANK #					30.00	30.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
Cheque #	1511	13-Dec-2019	Colleen Dallas Garnett	Refund of Gym Key Bond (Rec 21770)	(50.00)	
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					(50.00)	(50.00)
OTHER AMENDMENTS/GENERAL JOURNALS						
OTHER AMENDMENTS/GENERAL JOURNALS					0.00	0.00
TOTAL EXPENDITURE for TRUST ACCOUNT						(250.00)
TOTAL EXPENDITURE as reconciled to the JANUARY 2020 BANK STATEMENTS						
Municipal Account Expenditure						(405,522.69)
Trust Account Expenditure						(250.00)
TOTAL EXPENDITURE for JANUARY 2020						(405,772.69)

11.5 Agreement for Disbursement of SEAVROC Funds

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 6 January 2020
APPLICANT: N/A
FILE REFERENCE: ADM 0242
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Agreement for Distribution of SEAVROC Funds

SUMMARY

Council to consider the approval of the proposed agreement for disbursement of remaining funds held by the Shire of York on behalf of member Councils of the South East Avon Voluntary Regional Organisation of Councils (SEAVROC).

BACKGROUND

SEAVROC was initiated in 2006 by the Shires of Beverley, Brookton, Cunderdin, Quairading and York and was later joined by the Shire of Tammin. Significant funding was sought from various sources including the Department of Local Government to deliver collaborative projects across the region.

In 2014, the Shires of Cunderdin, Quairading and Tammin withdrew their membership from SEAVROC and the group soon after disbanded, prior to all the projects being completed and funds fully expended.

At the 9 July 2019 Corporate Strategy Committee Meeting it was requested that the Chief Executive Officer contact Dominic Carbone to enquire and initiate distribution of any remaining SEAVROC funds. Dominic Carbone advised that SEAVROC funds were being held by the Shire of York on behalf of member Councils.

COMMENT

Representatives from the Shires involved with SEAVROC met during Local Government Week 2019 and agreed in principle, to dispersing the funds equally between all local governments that were at some stage members of SEAVROC.

This was conditioned upon:

1. An agreement being prepared which is presented to each of the local governments involved, for consideration and approval by each Council.
2. The Shire President and Chief Executive Officer of each local government signing the agreement.
3. Each local government being provided with a copy of the agreement when signed by every representative.
4. A copy being sent to the Department of Local Government, Sport and Communities for information.

The current balance of unspent SEAVROC funds held by the Shire of York in the Tied Funds Reserve 40 comprises of:

Awareness Training Grant	\$11,373.55
--------------------------	-------------

You're Welcome Grant	\$11,602.69
Connecting Local Governments	\$44,054.00
Business Case Funds	\$13,117.00
Workforce Plan	\$18,185.00
Zero Waste Plan	\$ 6,118.76
Total	\$104,451.00

The attached agreement outlines the obligations and responsibilities of each Council with regard to payment of the funds. Accordingly the Shire of York will relinquish responsibility for the funds and the associated liability.

It is further recommended that the costs for preparing the agreement by McLeods be deducted from the funds prior to distribution.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

It is expected that the Shire of Beverley's portion of the remaining funds will be approximately \$15,000 - \$17,000 after the costs for preparation of the agreement are shared equally by the six shires and deducted from the remaining SEAVROC funds.

STRATEGIC IMPLICATIONS

Strategic Community Plan

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

POLICY IMPLICATIONS

Use of the Common Seal

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M17/0220

Moved Cr Pepper

Seconded Cr Brown

That Council:

- 1. Accepts the agreement as prepared by McLeods as an instrument for the disbursement of the remaining SEAVROC funds.**
- 2. Authorises the Shire President and the Chief Executive Officer to sign the agreement and apply the common seal on behalf of the Shire of Beverley.**
- 3. Returns the signed agreement to the Shire of York, with appreciation.**
- 4. Agrees the Shire of York to forward a copy of the signed agreement to the Department of Local Government, Sport and Cultural Industries for information purposes.**

CARRIED 9/0

11.6 Standpipe Charge Review

SUBMISSION TO: Ordinary Council Meeting
REPORT DATE: 7 January 2020
APPLICANT: N/A
FILE REFERENCE: ADM 0275 & ADM 0196
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Standpipe Water Supply Charge Review (Confidential-Under Separate Cover)

SUMMARY

Council to consider increasing the Standpipe Water charge to cover an increase in Water Corporation water supply charges.

BACKGROUND

Council set a charge of \$8.35 per 1,000L (1kL) in the 2019/20 Budget to reflect an increase in standpipe water supply charges. This charge was based on advice from Water Corporation distributed material, however the charge is insufficient to cover current standpipe costs.

Council also set an administration charge of \$5.00 per invoice to make the charge more transparent and equitable across all water users and to cover the cost of staff time in collating data and processing invoices.

COMMENT

For the provision of the standpipe service to be cost neutral, a charge of \$9.270 per kL would be required.

Currently Council is charged on average \$7.601 per kL with service charges on average being \$0.811 per kL and average maintenance costs (based on previous 4 years) being \$0.858 per kL (based on first four months of standpipe usage in 2019/20).

A contribution to future capital renewal should also be factored into the kL charge. Allowing for this, a charge of \$9.350 per kL, an increase of \$1.00 per kL on the adopted charge, will be recommended and any surplus generated from the provision of standpipe water be transferred to the Building Reserve for future asset renewal as required.

Also, the Standpipe Access Card fee was inadvertently omitted from the 2019/20 schedule of fees and charges. It will be recommended that a charge of \$20 per card be imposed to cover the cost of supply and setup.

STATUTORY ENVIRONMENT

Section 6.16 of the Local Government Act provides that:

(1) a local government may impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

(2) A fee or charge may be imposed for the following

- a. Providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government
- b. Supplying a service or carrying out work at the request of a person
- c. Subject to section 5.94, providing information from local government records;
- d. Receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorization or certificate;
- e. Supplying goods;
- f. Such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be –

- a. Imposed (by absolute majority) during a financial year; and
- b. Amended (by absolute majority) from time to time during a financial year.

Section 6.17 further provides:

(1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors –

- a. The cost to the local government of providing the service or goods;
- b. The importance of the service or goods to the community; and
- c. The price at which the service or goods could be provided by an alternative provider.

(2) A high fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.

(3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service –

- a. Under section 5.96;
- b. Under section 6.16 (2) (d); or
- c. Prescribed under section 6.16 (2) (f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service

(4) Regulations may –

- a. Prohibit the imposition of a fee or charge in prescribed circumstances; or
- b. Limit the amount of a fee or charge in prescribed circumstances.

Regulation 2 of the Local Government (Financial Management) Regulations (2) provides that the CEO is to –

- (a) ensure that the resources of the local government are effectively and efficiently managed;
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and

Section 6.19 of the Local Government Act provides that if a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of –

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

FINANCIAL IMPLICATIONS

Cost recovery of Standpipe service provision.

STRATEGIC IMPLICATIONS

Strategic Community Plan

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

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M18/0220

Moved Cr White

Seconded Cr Martin

That:

- 1. the Standpipe Water Supply charge be increased to \$9.350 per kL, applicable from 1 March 2020;**
- 2. a Standpipe Access Card fee of \$20 per card be imposed, applicable from 1 March 2020;**
- 3. any surplus funds generated from the provision of standpipe water supply be transferred to the Building Reserve for future asset renewal.**
- 4. the intention to impose the increased Standpipe Water Supply charge be advertised in the Beverley Bulletin, on the Shire of Beverley Website, on the Shire of Beverley Facebook page and in the March 2020 edition of the Beverley Blarney.**

CARRIED BY ABSOLUTE MAJORITY 9/0

11.7 2019 Financial Management Systems and Procedures Review

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 12 February 2020
APPLICANT: N/A
FILE REFERENCE: ADM 0291
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2019 Financial Management Systems Review
(Under Separate Cover)

SUMMARY

As recommended by the Audit and Risk Committee, Council to receive the 2019 Financial Management Systems and Procedures Review as prepared by AMD Chartered Accountants.

BACKGROUND

The Chief Executive Officer is required to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government not less than every three financial years and report to Council the results of those reviews. The last review was undertaken by AMD Chartered Accountants in October 2016.

COMMENT

To comply with the requirements of the Regulations, AMD Chartered Accountants was commissioned to undertake the review again and report on Council's financial management systems and procedures in November 2019.

The financial management review provides the Chief Executive Officer and the Council with an independent assessment of the appropriateness and effectiveness of the Shire's financial management systems.

The review procedures undertaken included documentation, analysis and testing of financial internal controls. The Shire's financial records were examined to ascertain the level of effectiveness of the financial systems including the following: -

- Collection of money;
- Custody and security of money;
- Maintenance and security of financial records;
- Accounting for municipal or trust transactions;
- Authorisation for incurring liabilities and making payments;
- Maintenance of payroll, stock control and costing records; and
- Preparation of budgets, budget reviews, accounts and reports required by the Act or the Regulations.

A summary of the Review's findings are as follows:

The following tables provide a summary of the findings raised in this report:

	Significant Risk	Moderate Risk	Minor Risk
Number of new issues reported	-	3	5

For details on the review rating criteria, please refer to Section 9.

Ref	Issue	Risk Rating
2. Collection of money		
We have no findings to raise in respect to the collection of money.		
3. Custody and security of money		
We have no findings to raise in respect to the custody and security of money.		
4. Maintenance and security of financial records		
4.2.1	IT Policies Recommend further enhancement to Council's existing IT policies.	Moderate
4.2.2	Key Security and Register No documented procedure in respect to access of motor vehicle machinery and building keys at the Depot. Key cabinet at the Shire Depot was unlocked during the onsite visit. Currently no key register is maintained at the Shire Depot. Key cabinet at the Admin Office remains unlocked throughout the day.	Moderate
5. Accounting for municipal or trust transactions		
We have no findings to raise in respect to the accounting for municipal or trust transactions.		
6. Authorisation for incurring liabilities and making payments		
6.2.1	Post Tender Performance Evaluation No formal post tender / service contract performance evaluation process for major contracts and services.	Moderate
7. Maintenance of payroll, stock control and costing records		
7.2.1	Arrangement and Maintenance of Consumable Stocks The recording and enhancing security of consumable stocks is recommended.	Minor
7.2.2	Depot Security Depot gates and sheds remain unlocked and easily accessible to anyone.	Minor
7.2.3	Staff Performance Reviews Inquiries indicated staff performance reviews are not performed for works team members, other than gardening staff.	Minor
7.2.4	Fuel Usage Currently there is no overall analysis of fuel usage completed.	Minor
8. Preparation of budget, budget reviews, accounts and reports required by Regulations		
8.2.1	Audit Committee Audit Committee meetings are currently not being held quarterly per best practice guidelines.	Minor

Management's comments relating to the Review's findings are included in the full report (attached under separate cover).

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.10, Financial Management Regulations
Regulations may provide for —

- (a) The security and banking of money received by a local government; and
- (b) The keeping of financial records by a local government; and
- (c) The management by a local government of its assets, liabilities and revenue; and
- (d) The general management of, and the authorisation of payments out of —
 - (i) The municipal fund; and
 - (ii) The trust fund,
of a local government.

Local Government (Financial Management) Regulations 1996
Section 5 CEO's duties as to financial management

- (1) Efficient systems and procedures are to be established by the CEO of a local government —
 - (a) For the proper collection of all money owing to the local government; and
 - (b) For the safe custody and security of all money collected or held by the local government; and
 - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and
 - (d) To ensure proper accounting for municipal or trust —
 - (i) Revenue received or receivable; and
 - (ii) Expenses paid or payable; and
 - (iii) Assets and liabilities; and
 - (e) To ensure proper authorisation for the incurring of liabilities and the making of payments; and
 - (f) For the maintenance of payroll, stock control and costing records; and
 - (g) To assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.

- (2) The CEO is to —
 - (a) Ensure that the resources of the local government are effectively and efficiently managed; and
 - (b) Assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
 - (c) Undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

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

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

AUDIT & RISK COMMITTEE'S RECOMMENDATION & COUNCIL RESOLUTION

M19/0220

Moved Cr Martin

Seconded Cr Gogol

That Council receive the 2019 Financial Management Systems and Procedures Review completed by AMD Chartered Accountants.

CARRIED 9/0

Prior to any discussion of item 11.8 Cr Seed and Cr Martin declared an interest of impartiality given they are Committee Members of the Beverley Agricultural Society.

11.8 Community Grants

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 13 February 2020
APPLICANT: Various Applicants
FILE REFERENCE: ADM 0428
AUTHOR: S.P Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider awarding various grants as recommended by the Community Grants Working Group.

BACKGROUND

At the July 2013 Council meeting, it was agreed to set up a Community Grants scheme to assist Individuals, Not for Profit and Incorporated local organisations in the development of their respective interests. Council have two rounds of applications being July and January each financial year. Personal Development Grants for individuals are open year round.

At the 11 February 2020 Audit and Risk Committee meeting it was established that a Grants Working Group comprising of the Chief Executive Officer, Shire President and Audit and Risk Chairman would review and recommend the applications.

COMMENT

The second round of Community Grants for 2019/20 financial year was advertised in the January 2020 edition of the Beverley Blarney and on the Shire of Beverley website. Applications opened on 2nd January and closed on 31st January 2020. A total of 7 applications were received, three being for Major Grants, three for minor Grants and one Personal Development Grant. The working group determined that all applications met the eligibility and compliance criteria. Along with meeting the compliance criteria, when considering the funding amount, the areas of membership base, benefit of the grant and area of interest are considered.

After the first round of Grants were awarded in August 2019 there is now \$10,000 remaining for Minor Grants and \$3,531.00 for Major Grants. It is recommended by the Working Group that the balances be pooled together to assist as many groups as possible. Council has previously done this in several other January rounds.

The Community Grants this round was oversubscribed. The Working Group have chosen to awards funds to all applicants, however the awarded amounts may not necessarily be the amount requested by each applicant.

The table on the following page outlines the Grant Applications, the activities groups wish to use the money for, the amount they requested and the amount recommended with reasoning by the working group.

Club/Group	Members	Activity	Amount Requested	Amount Recommended	Reasoning
MINOR FUNDING (No matching funding required)					
Beverley Garden and Tree Society	25 (declined on previous years)	Minor Category: Environment Total Project Cost: \$382.00 Project as described by Applicant: External Plumbing Project – The installation of a second tap and hose fittings on the Southern wall will facilitate hand watering of the gardens in the grounds of the Dead Finish Museum.	\$382.00	\$382.00	Project will assist volunteers who regularly maintain the garden beds and bird baths, in turn making a garden area for locals and visitors to enjoy. Assists in maintaining a Shire Asset.
Beverley Agricultural Society	155 Remains steady	Minor Category: Tourism Total Project Cost: \$971.22 Project as described by Applicant: to purchase rubber cable protector to be used around the show grounds and at other events to eliminate risk or trips and falls.	\$971.22	\$971.22	Supports largest event in Beverley. Ag Society willing to lend to other events. Addresses safety issues.
Beverley Early Years Network	20 Newly formed group	Minor Category: Early Years (0 – 4 years) Total Project Cost: \$1700.00 Project as described by Applicant: Beverley Toy Library – New Toy and Storage Container Project to support families and encourage togetherness, social interaction and quality time spent with children.	\$1000.00	\$1000.00	Enhances the functionality of the toy store in the Cornerstone. Encourages new members to join, visit the library and attend Storytime. Assists with keeping membership costs lower. Council in support of Early Years Network from previous presentations in 2018.
PERSONAL DEVELOPMENT GRANT					
Kasey Ashworth	N/A	Category: Sport and Recreation Total Cost: \$1805.00 Representation: School Netball Tour to Queensland. Benefits: to work within a Team Environment and extend skills and abilities.	\$200.00	\$200.00	All criteria met. Demonstrated fund raising and personal contribution.

Club/Group	Members	Activity	Amount Requested	Amount Recommended	Reasoning
MAJOR FUNDING (50:50 Matching Funds)					
BORMSA	81	<p>Major Category: Sport and Recreation Total Project Cost: \$10,500.00</p> <p>Project as described by Applicant: To build a new toilet facility that has the ability to cater for disability access and is family friendly. It will replace the two old trailer mounted chemical toilets that have holes in the roof and do not cater for the needs of members and spectators.</p>	\$5000.00	\$4000.00	<p>Enhances member and spectator experience. May help to assist increase member and visitor numbers.</p> <p>Reduced \$ amount due to oversubscription of grant round.</p>
Beverley CRC	63	<p>Major Category: Minor Infrastructure / Equipment / Development Total Project Cost: \$8000.00</p> <p>Project as described by Applicant – Beverley Community Garden Stage 1. To build a welcoming garden where citizens of all abilities and ages will build friendships. It will promote health, well-being, sustainability and focus on people, sustainable gardens, learning, teaching and healthy food choices.</p>	\$4000.00	\$4000.00	<p>Promotes healthy living, getting outdoors, and community participation.</p> <p>Requested \$ amount agreed as heavily supported by the Community and various organisations.</p>
Beverley P & C	86	<p>Major Category: Education and Training Total Project Cost: \$14,052.80</p> <p>Project as described by Applicant – STEAM (Science, Technology, Engineering, Arts, Mathematics) Implementation Project. STEAM is a project based way of teaching that encourages students in Years 1 – 6 to find problems, issues and puzzles that need solving and to then use the skills that they have been taught to create solutions.</p>	\$5000.00	\$4000.00	<p>Enhances education for students.</p> <p>Assist with skills for the changing employment landscape.</p> <p>Contributes to Councils desire to assist Beverley youth.</p> <p>Reduced \$ amount due to oversubscription of grant round</p>

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Community Grant Program

2019/20 Total Major Grants \$10,000.00 – Available funding balance: \$3,531.00

2019/20 Total Minor Grants \$10,000.00 – Available funding balance: \$10,000.00

2019/20 Total Personal Development Grants \$1,200.00 – Available funding balance: \$1,200.00

\$822.22 Unbudgeted expense

STRATEGIC IMPLICATIONS

Strategic Community Plan

Goal 7 - Increase all forms of club participation

Goal 8 – Beverley continues to be an inclusive, friendly and caring community

Goal 9 – We have a safe and healthy community

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

POLICY IMPLICATIONS

Community Grant Policy

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M20/0220

Moved Cr McLaughlin

Seconded Cr Brown

That Council award the following Community Grants under the second round of submissions for the 2019/20 financial year:

1. Beverley Garden and Tree Society	\$ 382.00
2. Beverley Agricultural Society	\$ 971.22
3. Beverley Early Years Network	\$1,000.00
4. BORMSA	\$4,000.00
5. Beverley P & C	\$4,000.00
6. Beverley CRC	\$4,000.00
7. Kasey Ashworth	\$ 200.00

CARRIED BY ABSOLUTE MAJORITY 9/0

11.9 2018-19 Audit Report – Significant Adverse Trend

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 12 February 2020
APPLICANT: N/A
FILE REFERENCE: ADM 0455
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2018/19 Audit Report

SUMMARY

Council to endorse this report regarding the significant adverse finding reported in the 2018/19 Audit Report relating to Council's Operating Surplus ratio for that year as recommended by the Audit and Risk Committee.

BACKGROUND

In the 2018/19 Audit Report, Council's Auditors, AMD Chartered Accountants, reported a significant adverse trend in the financial position of the Shire of Beverley being:

Operating surplus ratio as reported in Note 19 of the financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSSC) standard of zero for the current year (2017:0.11, 2018: 0.16 and 2019: -0.20).

As a result, under Section 7.12A(1) – (4) of the Local Government Act 1995, Council is required to respond to this significant finding, via the Audit and Risk Committee, and forward the response to the Minister for Local Government.

COMMENT

The Operating Surplus Ratio is calculated using the following formula:

$$\frac{\text{Operating Revenue minus Operating Expenditure}}{\text{Own Source Operating Revenue}}$$

Operating Revenue includes Rates, Operating Grants, Subsidies and Contributions, Fees and Charges, Interest Earnings, Profit on Asset Disposal and Other Revenue.

Operating Expenditure includes Employee Costs, Materials and Contracts, Utility Charges, Depreciation on Non Current Assets, Interest Expenses, Insurance Expenses, Loss on Asset Disposal and Other Expenditure.

Own Source Operating Revenue includes Rates, Fees and Charges, Interest Earnings, Reimbursements, Profit on Asset Disposal and Other Revenue.

Depreciation is a significant factor in the calculation of this ratio and has negatively affected the ratio since the addition of bridge, drainage, footpath and parks and ovals infrastructure assets were brought to account in 2017/18.

Following recognition of these asset classes, Councils operating depreciation expense increased from \$1,854,567 in 2017/18 to \$2,452,839 in 2018/19 or an increase in operating expenditure of \$598,272. Further there was a significant reduction in Council's Operating Grants, Subsidies and Contributions which fell from \$3,022,275 in 2017/18 to \$1,683,236 in 2018/19 reflecting a fall in operating revenue of \$1,339,039 relating to Disaster Relief funding.

Consequently, Council's Operating Surplus Ratio for 2018/19 calculated as follows:

$$\frac{(\$833,232)}{\$4,158,387} = (0.20)$$

It is the opinion of Staff that the Operating Surplus Ratio is a slightly flawed measure of operational performance given the variations in depreciation (due the revaluation of Assets undertaken up to every five years) and fluctuating advanced payments of operating grant funding. Also depreciation is more closely linked to Council's Capital Asset Renewal program rather than Council's Operations.

Taking this into account, for example, if the non-cash depreciation expense, loss on disposal expense and profit on disposal revenue were left out of the calculation, Council's Operating Surplus Ratio would be:

$$\frac{\$1,680,251}{\$4,158,387} = 0.40$$

To improve the ratio, Council could look at increasing Rates and Fees and Charges by a higher percentage than the 2.5% increases that have been applied each year over the three subsequent financial years. However, justifying significant rate increases to satisfy a ratio benchmark may not be overly palatable to the Community.

It is proposed that the Operating Surplus Ratio be monitored over the next two financial years (2019/20 and 2020/21) to determine if the trend has plateaued or is improving and examine operating expenses to identify any cost savings where possible during that time. Further, Council continue to operate on a balance Budget basis and that the overall cash position is continued to be effectively monitored and managed.

The expectation is that the Operating Surplus Ratio position shouldn't worsen over this time.

At its 11 February 2020 meeting, the Audit and Risk Committee resolved to endorse this report and forward it to the Department of Local Government.

STATUTORY ENVIRONMENT

Section 7.12A of the Local Government Act 1995 provides the following:

7.12A. Duties of local government with respect to audits

- (1) A local government is to do everything in its power to —
 - (a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and

- (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
 - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to —
 - (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
 - (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

Section 7.9 of the Local Government Act 1995 provides the following:

7.9. Audit to be conducted

- (1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —
 - (a) the mayor or president; and
 - (b) the CEO of the local government; and
 - (c) the Minister.
- (2) Without limiting the generality of subsection (1), where the auditor considers that —
 - (a) there is any error or deficiency in an account or financial report submitted for audit; or
 - (b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorised by law; or
 - (c) there is a matter arising from the examination of the accounts and annual financial report that needs to be addressed by the local government, details of that error, deficiency, misapplication or matter, are to be included in the report by the auditor.
- (3) The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —
 - (a) prepare a report thereon; and

(b) forward a copy of that report to the Minister, and that direction has effect according to its terms.

(4) If the Minister considers it appropriate to do so, the Minister is to forward a copy of the report referred to in subsection (3), or part of that report, to the CEO of the local government to be dealt with under section 7.12A.

FINANCIAL IMPLICATIONS

Future Budgets

STRATEGIC IMPLICATIONS

Consideration for future operations and Rate increases.

Strategic Community Plan

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

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

AUDIT & RISK COMMITTEE'S RECOMMENDATION & COUNCIL RESOLUTION M21/0220

Moved Cr Gogol

Seconded Cr Martin

That Council:

- 1. endorse this report in response to the Significant Adverse Trend regarding Council's Operating Surplus Ratio reported in the 2018/19 Audit Report;**
- 2. forward this report to the Minister of Local Government as required under section 7.12A of the Local Government Act 1995; and**
- 3. monitor the Operating Surplus Ratio trend over the next two financial years (2020/21 and 2021/22) to determine if the trend has plateaued or improved.**

CARRIED 9/0

12. ADMINISTRATION

12.1 Policy Manual – Amendment to C009 – Flag Pole

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 17 January 2020
APPLICANT: N/A
FILE REFERENCE: ADM 0468
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Policy C009

SUMMARY

Council to consider amending Policy C009 – Flag Pole to account for the new flag poles installed at the Shire Office.

BACKGROUND

Council previously adopted a policy in September 2014 for the use of its flag poles located at the Shire Office and Town Hall.

Previously the single pole at the Shire Office was used to fly the Shire Flag during office hours which also indicates to the public when the office is open.

The Town Hall was used to fly the Australian Flag as directed by various Government offices at times such as ANZAC Day and National Day's of mourning. The Shire also has a local tradition of flying the Australian Flag at half-mast as a mark of respect to a resident who has passed away.

COMMENT

As Council has installed three new flag poles, the Flag policy now needs to be amended.

The single pole will continue to be used to fly the Shire Flag.

The three new poles will fly the Australian Flag, Western Australian State Flag and the Aboriginal Flag daily, Monday to Friday during Shire office hours. The flags will fly in the listed order from left to right as you are looking at the Shire Building from Vincent Street. These flags will follow all protocol as directed by the Department of Premier and Cabinet.

The pole on the Town Hall will continue to be used as a memorial pole, however the Australian Flag will be replaced by the Shire Flag. The Australian Flag should not be flown at half-mast at night and if it is to be flown at night, should be illuminated and only at full height.

The single Shire Flag pole will still be used even if a memorial flag is being flown at half-mast on the Town Hall.

STATUTORY ENVIRONMENT

Australian National Flag Protocols – Department of Premier and Cabinet

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

Goal 8 – Beverley continues to be an inclusive, friendly and caring community

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

POLICY IMPLICATIONS

C009 - Amendment

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M22/0220

Moved Cr Brown

Seconded Cr Pepper

That Council adopt the amended policy C009 – Flag Poles.

CARRIED 8/1

Cr Gogol voted against the motion

Attachment 12.1

3.9 Flag Poles

Policy Type:	Community	Policy No:	C009
Date Adopted:	September 2014	Date Last Reviewed:	27 August 2019

Legal (Parent): 1.	Legal (Subsidiary): 1.
------------------------------	----------------------------------

ADOPTED POLICY	
Title:	FLAG POLES
Objective:	To establish guidelines for the flying of flags.

Policy

The **single** flag pole outside the Shire of Beverley Office is dedicated to flying the Shire Flag Monday – Friday during office hours.

The three grouped flag poles will fly the Australian Flag, the Western Australian State Flag and the Aboriginal Flag. These three flags will follow all protocol as directed by the Department of Prime Minister and Cabinet.

~~The flag pole on the Town Hall is reserved for flying the Australian Flag as instructed by the Department of Local Government.~~

The Shire of Beverley will fly the ~~Australian Flag~~ **Shire Flag** at Half Mast on the Town Hall to recognise residents and former residents of Beverley who have passed away. The flag will fly continually from time of notification to the the time of burial, cremation or memorial when it will be taken down. The notification ~~can only~~ **must** come from a family member of the deceased. The single flag pole at the Shire Office will continue to have the Shire Flag flown even if the Town Hall flag is at half-mast.

12.4 Use of the Common Seal

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 18 February 2020
APPLICANT: N/A
FILE REFERENCE: ADM 0265
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to endorse the use of the Common Seal.

BACKGROUND

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

COMMENT

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

1. Lease Agreement, Childcare Room, Cornerstone Building between Shire of Beverley and Fun2BKids (M de Beer and J Copping).
2. Agreement for Services between Shire of Beverley and Avon Waste.

STATUTORY ENVIRONMENT

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

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

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

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

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

POLICY IMPLICATIONS

Delegation EO-D010

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M23/0220

Moved Cr Seed

Seconded Cr Brown

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

- 1. Lease Agreement, Childcare Room, Cornerstone Building between Shire of Beverley and Fun2BKids (M de Beer and J Copping).**
- 2. Agreement for Services between Shire of Beverley and Avon Waste.**

CARRIED 9/0

12.5 Kinetic Sculpture

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 18 February 2020
APPLICANT: N/A
FILE REFERENCE: ADM 0274
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider the location of the Kinetic Sculpture.

BACKGROUND

The idea of a Kinetic Sculpture came about in 2017-18 looking for something that would give Beverley a point of difference from our neighbours.

The Economic and Community Strategy (ECS) Committee at its 9 April 2019 meeting discussed a kinetic sculpture after viewing several videos at previous meetings. Locations given consideration: the side of the Great Southern Highway within the Hunt Road Village lot; within the dam at the Information Bay on Hunt Road; the garden of the Old CRC building; the station arts carpark and within the rose garden at Apex Park. It was recommended by the ECS Committee that Council commission Mr Grant Hobbs to design and construct a Kinetic Sculpture and that it be placed in the Beverley Station Arts carpark.

However, at the 30 April 2019 Ordinary Council Meeting, Council agreed on the design and construction of the Kinetic Sculpture but deferred a decision on the location of the sculpture to allow further thought time.

At the 14 May Corporate Strategy meeting it was documented: Further to the 30 April 2019 Ordinary Council Meeting, both Cr Pepper and Cr Ridgway have spoken to Grant Hobbs and passed on the idea of locating the kinetic sculpture in the dam at the Information Bay. Grant Hobbs liked the suggestion and has since met with Manager of Works, Steve Vincent and Shire Planner, Stefan de Beer who have reviewed the location and checked the ability to put it in the dam. All believe it to be suitable, gaining the eye of passing traffic and making it a difficult location should anyone want to try and take the copper home.

Outcome: Consensus that proposed dam location is acceptable.

At the 13 August 2019 ECS Committee Meeting it was advised that the Kinetic Sculpture was ready but would have to wait until summer to be installed in the dam. The Committee decided that it should be temporarily installed in the lawn at the Old School building to be on display for the Beverley Agricultural Show which was on 24 August 2019.

COMMENT

After installation, the kinetic sculpture was met with favourable reception from the public and its popularity has grown. In hindsight it may have been prudent to let the community know by way an interpretation board at the sculpture itself that the old

school lawn was only ever a temporary location and was built at height for the Information Bay dam. It would seem some of the community who are unhappy with the move to the dam are unaware of the history.

Councillors were asked to gauge the public and consider the final location for the February Council meeting.

Shire staff need to know now while the dam is dry and conditions suitable if the kinetic sculpture is to be moved or not.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

2019/20 Budget

STRATEGIC IMPLICATIONS

Strategic Community Plan

Goal 2 – Community infrastructure of significance, economic value and history adds value to our identity.

Goal 4 – Vincent Street is activated and aesthetically improved.

Goal 6 – Beverley has a unique identity in the region and is well visited.

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

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council select the final location of the Kinetic Sculpture and advise the community.

COUNCIL RESOLUTION

M24/0220

Moved Cr Seed

Seconded Cr McLaughlin

That Council keep the Kinetic Sculpture in its existing location and inform the Community via the Beverley Blarney in the Council Report.

CARRIED 7/2

12.6 2019 Compliance Audit Return

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 13 February 2020
APPLICANT: N/A
FILE REFERENCE: ADM 0237
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: 2019 Compliance Audit Return

SUMMARY

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

BACKGROUND

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

COMMENT

Attached is a certified copy of the CAR for Council's consideration. The Audit and Risk Committee reviewed the document at its 11 February 2020 meeting and recommended that Council adopt and submit to the Department of Local Government smarthub (no later than the 31st March each year).

STATUTORY ENVIRONMENT

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

14. Compliance audit return to be prepared

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

15. Completion of compliance audit

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

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

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

(2) In this regulation:

Certified in relation to compliance audit return means signed by:

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

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

AUDIT & RISK COMMITTEE'S RECOMMENDATION & COUNCIL RESOLUTION M25/0220

Moved Cr Martin

Seconded Cr Gogol

That:

1. the Compliance Audit Return 2019 be adopted; and
2. the Chief Executive Officer and Shire President be authorised to sign and forward the 2019 Compliance Audit Return to the Department of Local Government.

CARRIED 9/0

Attachment 12.6

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Beverley - Compliance Audit Return 2019

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A	No major trading undertaken.	Stephen P Gollan
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A	No major land transaction undertaken.	Stephen P Gollan
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	N/A		Stephen P Gollan
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A		Stephen P Gollan
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Stephen P Gollan

Attachment 12.6

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	N/A	No committee has any delegation of power.	Stephen P Gollan
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A		Stephen P Gollan
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A		Stephen P Gollan
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Stephen P Gollan
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	Yes		Stephen P Gollan
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		Stephen P Gollan
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes		Stephen P Gollan
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes		Stephen P Gollan
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Stephen P Gollan
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes		Stephen P Gollan
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes		Stephen P Gollan
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes		Stephen P Gollan
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes		Stephen P Gollan
Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes		Stephen P Gollan
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	Yes		Stephen P Gollan

Attachment 12.6

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes		Stephen P Gollan
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A	No interests in relation to gifts.	Stephen P Gollan
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A		Stephen P Gollan
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	Yes		Stephen P Gollan
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	N/A	No new designated employees	Stephen P Gollan
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes		Stephen P Gollan
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes		Stephen P Gollan
10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	Yes		Stephen P Gollan
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes		Stephen P Gollan
12	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes		Stephen P Gollan
13	s5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes		Stephen P Gollan
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	Yes		Stephen P Gollan
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes		Stephen P Gollan

Attachment 12.6

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes		Stephen P Gollan
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes		Stephen P Gollan
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes		Stephen P Gollan
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes		Stephen P Gollan

Disposal of Property

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

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1) (2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates?	Yes	No disclosure of gift forms received by any candidates.	Stephen P Gollan
2	Elect Reg 30G(3) & (4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	N/A	No disclosure of gift forms received by any candidates.	Stephen P Gollan

Attachment 12.6

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Stephen P Gollan
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No powers delegated, only duties.	Stephen P Gollan
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	Yes		Stephen P Gollan
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	Yes		Stephen P Gollan
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes		Stephen P Gollan
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes		Stephen P Gollan
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did the local government, ensure that appropriate action was undertaken in respect of those matters?	Yes	Minor - staff entitlements have been reduced.	Stephen P Gollan
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	Yes		Stephen P Gollan
9	S7.12A (4)	Within 14 days after the local government gave a report to the Minister under s7.12A(4) (b), did the CEO publish a copy of the report on the local government's official website?	Yes		Stephen P Gollan
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		Stephen P Gollan
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes		Stephen P Gollan

Attachment 12.6

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes		Stephen P Gollan
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes		Stephen P Gollan
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	Yes		Stephen P Gollan

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	25 February 2014	Stephen P Gollan
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	No		Stephen P Gollan
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	22 May 2018	Stephen P Gollan
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments. Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	N/A	22 May 2018	Stephen P Gollan
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	21 February 2017 Plans are currently being updated but not yet adopted by Council.	Stephen P Gollan
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	22 November 2019	Stephen P Gollan
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	25 June 2013	Stephen P Gollan

Attachment 12.6

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

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

Attachment 12.6

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

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

Attachment 12.6

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5 (2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	Completed 18 December 2019. For Council consideration 25 February 2020.	Stephen P Gollan
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	17 December 2019 (for 2019) 26 February 2019 (for 2018) 27 February 2018 (for 2017)	Stephen P Gollan
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes		Stephen P Gollan
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes		Stephen P Gollan

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	Yes		Stephen P Gollan
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	N/A		Stephen P Gollan
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		Stephen P Gollan
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		Stephen P Gollan

Attachment 12.6

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	N/A	No variations	Stephen P Gollan
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes		Stephen P Gollan
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	Yes		Stephen P Gollan
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		Stephen P Gollan
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes		Stephen P Gollan
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes		Stephen P Gollan
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	N/A	No EOI sought.	Stephen P Gollan
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	N/A		Stephen P Gollan
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	N/A		Stephen P Gollan
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	N/A		Stephen P Gollan
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	Yes		Stephen P Gollan
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	No		Stephen P Gollan
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	N/A		Stephen P Gollan

Attachment 12.6

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	N/A		Stephen P Gollan
19	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, given notice of the variation?	N/A		Stephen P Gollan
20	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications?	N/A		Stephen P Gollan
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	N/A		Stephen P Gollan
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	N/A		Stephen P Gollan
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	N/A		Stephen P Gollan
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	N/A		Stephen P Gollan
25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	N/A		Stephen P Gollan
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less?	Yes		Stephen P Gollan

Attachment 12.6

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
27	F&G Reg 11A	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	Yes		Stephen P Gollan

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

Signed Mayor / President, Beverley

Signed CEO, Beverley

12.7 2019 Public Liability Risk Assessment Unsupervised Gym Member Access

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 12 February 2020
APPLICANT: N/A
FILE REFERENCE: ADM 0209 & ADM 0163
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: 2019 Public Liability Risk Assessment Unsupervised Gym Member Access (Under Separate Cover)

SUMMARY

Council to receive the 2019 Public Liability Risk Assessment Unsupervised Gym Member Access Report prepared by LGIS as recommended by the Audit and Risk Committee.

BACKGROUND

The purpose of the risk assessment is to identify hazards, potential risks and liability issues and to provide practical treatment options.

The Beverley Gymnasium has been open to the public on an unsupervised basis since September 2009. Members are required to provide a medical certificate and complete one induction session prior to receiving membership.

To date, there have been no serious accidents or injuries reported to the Shire.

The gym currently has 41 members. For the period 1 January 2019 – 31 December 2019 the gym was used 1,464 times, an average of 4.01 times a day.

COMMENT

Recommendations from the report include security alarms for the building, CCTV with monitoring, steel mesh security flyscreens, security film treatment on windows, hard wired panic buttons, personal panic devices, pre-exercise orientation programs, restrictions on free weights, safe equipment options, updated policies and procedures and regular maintenance and inspection.

Management have reviewed the report and feel that some of the following suggestions may be achievable (some will require future budget allocations).

- Consider swipe card access including front, rear and toilets.
- Remove bench press and large free weights.
- Consider CCTV monitoring.
- Consider installing an AED (Defib).
- Install appropriate emergency exit doors.
- Replace existing fire extinguisher with larger CO2 type.
- Restock and monitor first aid kit.
- Fence off rear toilet area.
- Remove member information.
- Remove exercise instructions displayed outside of building.

Update evacuation diagram and install one in each room.

At the Audit and Risk Committee meeting 11 February 2020, the committee agreed that the gym was a necessary asset as it assists the Shire to promote healthy living and active lifestyles which can be an issue for smaller towns. Regular activity is proven to help with mental and physical well being.

Shire staff have already addressed several identified issues including member information and exercise instructions.

STATUTORY ENVIRONMENT

Risk Management in accordance with ISO AS/NZS 31000:2009

FINANCIAL IMPLICATIONS

Future Budgets

STRATEGIC IMPLICATIONS

Community Strategic Plan

Goal 9 - We have a healthy and safe community.

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

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

AUDIT & RISK COMMITTEE'S RECOMMENDATION & COUNCIL RESOLUTION M26/0220

Moved Cr Lawlor

Seconded Cr Pepper

That Council receive the 2019 Public Liability Risk Assessment Unsupervised Gym Member Access Report as prepared by LGIS and make an allocation in the 2020/21 draft budget to meet some of the recommendations as selected by Council.

CARRIED 9/0

12.8 Appointment of Acting Chief Executive Officer

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 18 February 2020
APPLICANT: N/A
FILE REFERENCE: ADM 0402
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to appoint an Acting Chief Executive Officer from Monday 9 March 2020 to Friday 27 March 2020 while the Chief Executive Officer is on annual leave.

BACKGROUND

The Chief Executive Officer has approved leave for 3 working weeks after being selected to represent Australia in the Over 50's International Cricket Tournament to be held in South Africa.

COMMENT

The Deputy Chief Executive Officer, Simon Marshall is suitably qualified and has filled this position on several occasions providing quality governance and decision making during the previous appointments.

During the 9 – 27 March 2020 period the Acting CEO is required to oversee the Beverley Youth Activity Area Tender, the March Ordinary Council meeting and all other usual duties.

It will be recommended the Deputy CEO be paid at higher duties whilst in the Acting CEO position.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.36. Local government employees

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government; and
 - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied* with the provisions of the proposed employment contract.

** Absolute majority required.*

5.41. Functions of CEO

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; and
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day to day operations of the local government; and
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- (f) speak on behalf of the local government if the mayor or president agrees; and
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- (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.

FINANCIAL IMPLICATIONS

2019/20 Budget – provision made for annual leave

STRATEGIC IMPLICATIONS

Strategic Community Plan

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

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M27/0220

Moved Cr Pepper

Seconded Cr McLaughlin

That Council;

- 1. Authorise Mr Simon Marshall to be Acting Chief Executive Officer of the Shire of Beverley from Monday 9 March 2020 to Friday 27 March 2020 (inclusive); and**
- 2. That Mr Simon Marshall is paid higher duties at the Chief Executive Officer rate for the period 9 March to 20 March 2020.**

CARRIED BY ABSOLUTE MAJORITY 9/0

12.9 Temporary Closure of Avondale Agricultural Machinery Museum

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 14 February 2020
APPLICANT: N/A
FILE REFERENCE: ADM 0156 & ADM 0163
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Avondale Machinery Museum Risk Assessment Report
(under separate cover)

SUMMARY

Council to consider the temporary closure of the Avondale Agricultural Museum to visitors and volunteers and the dissolving of the Museum Steering Committee.

BACKGROUND

In September 2019 a Hazard and Risk Assessment was carried out by LGIS and a preliminary report issued in October 2019.

The Museum has not been open since the issue of the report as it is shut annually from November to March.

The report states *“The imperative for identifying, assessing, and treating the risks covered by this review are found under statute including but not limited to: Occupational Safety and Health Act 1984. Where the persons who have control of workplaces have a duty of care they must do what is reasonably practicable to ensure that foreseeable risks are adequately treated.”*

COMMENT

From the LGIS report:

The Shire of Beverley’s management and control of the Avondale Farm Agricultural Machinery Museum (the Museum) imposes a general duty of care on the Shire to exercise reasonable care to entrants to the Museum.

The duty of care under the Occupational Safety and Health legislation extends to persons who are not employees of that person having a safe means of access to and egress from the workplace (Museum).

Due to the foreseeable risk that the presence and use of historical agricultural machinery presents to volunteers and other users of the Museum the failure to put reasonable measures in place may be deemed to be negligent on the part of the Shire.

In our view the Shire is a person in control of the workplace, within the meaning of the Occupational Safety and Health Act 1984 (WA), with the consequence that it owes a duty specified by s22 of that Act.

The presence and use of the machinery and the interaction with patrons / volunteers, and the activities carried on in the Museum including the maintenance and servicing of machinery create a significant risk of injury to those accessing and engaging in activities in the Museum. These risks are not far-fetched or fanciful and, it then

follows that the Shire owes a duty of care to users as persons who are not employees of that person.

The LGIS Report is attached under separate cover.

It is with much consideration and no joy that it be recommended Council to temporarily close the Avondale Agricultural Museum to visitors and volunteers until such time that a full review can be completed to cover;

- A comprehensive review of risk is carried out at the Museum;
- Items identified in the LGIS preliminary risk and hazard assessment are rectified;
- Appropriate safe work policies and procedures are adopted; and
- A planning framework, including community re-engagement for the future of the Agricultural Machinery Museum is adopted by Council.

In light of the proposed closure, Council is also asked to consider dissolving the Museum Steering Committee. The committee were endorsed by Council in July 2019 to promote the Museum, however some members have reported that its effectiveness has been limited to date with progress from a strategic perspective often sidelined by more operational issues. Visitor numbers throughout the open period to the museum remain low and attracting volunteers to man the museum has been difficult.

Whilst the recommendation is to dissolve, Management sincerely thanks the volunteers and staff who are on the Steering Committee for their time and effort.

STATUTORY ENVIRONMENT

Occupational Safety and Health Act 1984

FINANCIAL IMPLICATIONS

Costs to rectify identified hazards and risks have not yet been assessed.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Goal 2 – Community infrastructure of significance, economic value and history adds value to our identity.

Goal 9 - We have a healthy and safe community.

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

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

1. temporarily close the Avondale Machinery Museum to visitors and volunteers;
2. set a period of __ months to complete a full review; and
3. dissolve the Museum Steering Committee, with full appreciation and thanks to the volunteers and staff members who sat on the Committee.

COUNCIL RESOLUTION

M28/0220

Moved Cr Brown

Seconded Cr Pepper

That Council;

1. temporarily close the Avondale Machinery Museum to visitors and volunteers;
2. set a period of up to 12 months to complete a full review; and
3. dissolve the Museum Steering Committee, with full appreciation and thanks to the volunteers and staff members who sat on the Committee.

CARRIED 9/0

12.10 Local Government House Trust – Deed of Variation

SUBMISSION TO: Ordinary Council Meeting 25 February 2020
REPORT DATE: 19 February 2020
APPLICANT: N/A
FILE REFERENCE: ADM
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Deed of Variation and Clause 12 of Trust Deed (under separate cover)

SUMMARY

Council to consider the Deed of Variation of the Trust Deed for the Local Government House (the Trust) in order to assist the Trust's income tax exempt status.

BACKGROUND

The Shire of Beverley is a unit holder and beneficiary to the Local Government House Trust, holding 3 unit/s as advised in WALGA's recent Quarterly Report Q4 2019.

The Trust's Board of Management is seeking to vary the Trust Deed in order to assist the Trust's income tax exempt status. As stipulated by the Deed, the Trust requires consent of at least 75 per cent of all beneficiaries in order to execute this variation.

As a beneficiary, the Shire of Beverley is requested to consent to the enclosed Deed of Variation supported by a resolution of Council; and to communicate this consent to in writing to WALGA.

The Local Government House Trust ("The Trust") exists primarily to provide building accommodation for the Western Australian Local Government Association. Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade West Leederville.

The current trust deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the Trustee holding property and associated monies "upon Trust" and in proportion to the units provided.

Commencement date of the current deed is 17 February 1993, with a vesting date 79 years from commencement - which means that the Trust ends in 2072.

The Trust is exempt from income tax on the basis of being a State / Territory Body (STB) pursuant to *Division 1AB of the Income Tax Assessment Act 1936*.

Trust Deed Variation

Trust Deed amendments set out in the Deed of Variation are based on legal advice and are intended to assist the Trust's income tax exempt status by strengthening the position that the Trust is a State / Territory Body (STB).

Legal advice identified that the Trustee's ability to retire and appoint a new Trustee might affect the Trust's classification as a State or Territory Body (STB). This view, while based upon highly technical grounds, is a risk nonetheless.

Subsequently the Deed of Variation aims to strengthen the position that the Trust is a STB through the following amendments:

1. removing the existing Trustee's power to retire and appoint a new Trustee (Clause 2.1 and 2.2 (22.3) of the Deed of Variation)
2. enabling the beneficiaries to appoint and remove a Trustee (Clause 2.2 (22.4) of the Deed of Variation), and
3. ensuring that the Board of Management is the 'governing body' of the Trust (Clause 2.3 of the Deed of Variation)

The three proposed amendments when applied to the relevant clauses inserted by the Deed of Variation dated 5 June 2002 will subsequently read as follows (proposed amendments shown in red text):

1. Variation 2.1 amends clause 22.1 to point to additional clause:
22.1 Any Trustee of the Trust may retire as Trustee of the Trust. ~~The Subject to clause 22.3, the~~ right to appoint any new or additional trustee or trustees of the Trust is hereby vested in the retiring or continuing trustee. A corporation or incorporated association may be appointed as Trustee of the Trust.
2. Variation 2.2 inserts two new clauses:
22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.
2.4 The Beneficiaries may at any time by Special Resolution:
 - (a) remove a Trustee from the office as Trustee of the Trust; and
 - (b) appoint such new or additional Trustee.
3. Variation 2.3 insert a new clause 13A
13A Delegation to the Board of Management
Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.

COMMENT

The first two amendments outlined above remove powers granted to the Trustee in the 2002 Deed Variation resulting from the merger to a single Association representing WA Local Governments. These amendments which previously facilitated the transfer of trusteeship to the then new Western Australian Local Government Association are removed, but with the clarification that any appointment must be with the consent of the beneficiaries.

The final amendment intends to confirm that power rests with the Board of Management. As the Board of Management comprises Local Governments, this satisfies the requirements of a STB for tax purposes. This amendment reflects the actual operation of the Trustee in implementing the decisions of the Board of Management whilst retaining sufficient operational discretion to place and renew investments and pay suppliers.

These amendments provide greater power to beneficiaries through the Board of Management, and as such it is anticipated they will be considered acceptable.

STATUTORY ENVIRONMENT

Division 1AB of the Income Tax Assessment Act 1936

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

Strategic Community Plan

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

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M29/0220

Moved Cr Pepper

Seconded Cr Martin

That Council endorse the Deed of Variation to the Trust Deed for the Local Government House Trust as attached and inform WALGA of Council's resolution.

CARRIED 9/0

13. NEW BUSINESS ARISING BY ORDER OF THE MEETING

Nil

14. CLOSURE

The Chairman declared the meeting closed at 4:40pm

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

PRESIDING MEMBER:

DATE: