

SHIRE OF YORK

**MINUTES OF THE
FINANCE, RISK & AUDIT
COMMITTEE MEETING
HELD ON 8 SEPTEMBER, 2014
COMMENCING AT 5.06PM
IN COUNCIL CHAMBER,
YORK TOWN HALL, YORK**

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SHIRE OF YORK

THE FINANCE, RISK & AUDIT COMMITTEE MEETING OF THE COUNCIL HELD ON MONDAY, 8TH SEPTEMBER, 2014, COMMENCING AT 5.06PM IN COUNCIL CHAMBERS, YORK TOWN HALL, YORK

The York Shire Council acknowledges the traditional owners of the land on which this meeting will be held.

1. OPENING

1.1 Declaration of Opening

Cr Matthew Reid, Shire President, declared the meeting open at 5.06pm.

I would like to acknowledge the Ballardong People, the Traditional Owners of the land on which we are gathered and pay my respects to their Elders both past and present.

1.2 Disclaimer

The Committee Chairperson advised the following:

"I wish to draw attention to the Disclaimer Notice contained within the agenda document and advise members of the public that any decisions made at the meeting today, can be revoked, pursuant to the Local Government Act 1995.

Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material."

1.3 Suspension of Standing Orders

Clause 3.2 – Order of Business

Moved: Yva Kane

Seconded: Cr Hooper

Carried: 6/0

1.4 Announcement of Visitors

Nil

1.5 Declarations of Interest that Might Cause a Conflict

Members of the Committee and Staff are reminded of the requirements of s5.65 of the Local Government Act 1995, to disclose any interest during the meeting when the matter is discussed and also of the requirement to disclose an interest affecting impartiality under the Shire of York's Code of Conduct.

Financial Interests

Nil

Disclosure of Interest that May Affect Impartiality

Nil

2. ATTENDANCE

2.1 Committee Members

*Cr Matthew Reid (Chair), Cr Pat Hooper, Cr Tony Boyle, Cr David Wallace, Yva Kane
Guy Lehmann*

2.2 Staff

*Michael Keeble, Chief Executive Officer; Tabitha Bateman, Financial Controller;
Helen D'Arcy-Walker, Executive Support Officer*

2.3 Apologies

Cr Mark Duperouzel, Cr Denese Smythe

2.4 Leave of Absence Previously Approved

Nil

2.5 Number of People in Gallery at Commencement of Meeting

There was 1 person in the Gallery at the commencement of the meeting.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

4.1 Written Questions – Current Agenda

Mr Ray Hooper

Question 1:

Will Council provide the same extensive media coverage to the report by the auditors clearing me of any wrongdoing in relation to credit card use, as it did in its efforts to smear my reputation on baseless allegations and claims of credit card fraud?

Response:

Taken on notice with the view of legal advice being obtained.

Question 2:

Has Council obtained or will Council obtain legal advice on the statement made to the media and the community on this issue and the potential consequences?

Response:

Taken on notice with the view of legal advice being obtained.

4.2 Public Question Time

There being no further questions Public Question Time closed at 5.10pm

5. APPLICATIONS FOR LEAVE OF ABSENCE

Yva Kane – October meeting

6. PETITIONS / PRESENTATIONS / DEPUTATIONS

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Finance, Risk & Audit Committee Meeting held 12 August. 2014

Corrections

Confirmation

**RESOLUTION
FRAC 010914**

Moved: Yva Kane

Seconded: Guy Lehmann

“That the minutes of the Finance, Risk & Audit Committee Meeting held 12 August, 2014 to be confirmed as a correct record of proceedings.”

Carried: 6/0

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9. PRESENTATIONS

Nil

REPORTS

10. PART 1 – FINANCE

10.1 Matters for Resolution

10.2 Matters for Consideration

11. PART 2 – RISK

11.1 Matters for Resolution

11.2 Matters for Consideration

12. PART 3 – AUDIT

12.1 Matters for Resolution

12.2 Matters for Consideration

13. PART 4 – CONTINUOUS

13.1 Items for Continuous Review

14. Adjournment of Meeting

10. PART 1 - FINANCE
10.1 MATTERS FOR RESOLUTION
10.1.1 Monthly Financial Reports – August 2014

FILE NO: FI.FRP
COUNCIL DATE: 15 September 2014
REPORT DATE: 1 September 2014
AUTHOR: Tabitha Bateman, Financial Controller
APPENDICES: Yes – Appendix A as detailed in Summary
REPORT APPROVED BY THE CEO: Michael Keeble

RESOLUTION
FRAC 020914

Moved: Cr Hooper

Seconded: Cr Wallace

“That the Committee recommends that Council:

1. *Receive the Monthly Financial Report for August and ratify payments drawn from the Municipal and Trust accounts for the period ending 31 August 2014:*

	<u>AMOUNT</u>
<u>MUNICIPAL FUND</u>	
Cheque Payments	\$ 0.00
Electronic Funds Payments	\$ 1,117,897.53
Direct Debits Payroll	\$ 252,448.58
Bank Fees	\$ 631.56
Corporate Cards	\$ 6,030.90
Fire Messaging Service	\$ 82.50
TOTAL	<u>\$1,377,091.07</u>
<u>TRUST FUND</u>	
Cheque Payments	\$ 0.00
Electronic Funds Payments	\$ 0.00
Direct Debits Licensing	\$ 118,960.75
TOTAL	<u>\$ 118,960.75</u>
TOTAL DISBURSEMENTS	<u>\$1,496,051.82”</u>

2. *Accept the change in presentation of the financial statements to reflect the Australian Accounting Standards*
3. *Recognise prepaid revenues and expenses on the Statement of Financial Position, subsequently journaling appropriate sums to the Profit/Loss accounts on a monthly basis as appropriate.*

CARRIED: 6/0

Voting Requirements:
Simple Majority Required: Yes

Statement by The Chief Executive Officer:

1. This financial report is properly drawn up to present fairly the financial position of the Shire of York at 31 August 2014, and comply with:
 - * The Local Government Act 1995
 - * The Financial Management Regulations under that Act
 - * The Australian Accounting Standards
2. The Business Activity and PAYG statement has been lodged and paid as and when it has fallen due.
3. Staff superannuation has been paid as and when it has fallen due.
4. The Shire of York is able to pay its accounts as and when they fall due.
5. Grants received are and have been discharged in accordance with their terms and conditions. Where applicable, non-compliant grants are the subject of negotiation with the funding body.

Summary:

The Financial Report for the period ending 31 August 2014 is presented for consideration.

Appendix A includes the following:

- Monthly Statements for the period ended 31 August 2014
- Bank Account Reconciliations
- List of Creditors Payments
- Payroll Direct Debits
- Corporate Credit Card Transaction Listing
- Business Activity Statement

Commentary:

All reports are currently being reviewed and may be modified for following meetings of Council to give greater clarity. It should also be noted that the 2013/14 figures reflected in the following reports are an estimate of the end of year position only and are subject to audit adjustments to the 2013/14 Annual Financial Report. A policy and procedure is being written for the application of journals.

Pg1. Statement of Financial Position

- Total Equity in the Shire has increased from \$92,340,641 as estimated at 30 June 2014 to \$92,524,702 which is an increase of \$184,061.

Pg2. Income and Expenditure Statement by Programme

- Due to reduced cashflow resources in the previous month efforts were made to keep spending to a minimum where possible. This has resulted in an increase in expenditures for August as some projects were rolled over from July.
- General Purpose Funding – Rates and interims raised in July totalled \$4,615,270. The full value of Rates raised was removed from the Profit and Loss Statement and relocated to the Statement of Financial Position as a prepayment. In accordance with the Australian Accounting Standards this income will be apportioned over the financial year and drip fed into the Profit and Loss to provide greater meaning to the statements.
- Community Amenities – Rubbish charges raised through rates totalling \$600,815 were removed from the Profit and Loss and relocated to the Statement of Financial Position as a prepayment. This income will be apportioned over the financial year and drip fed into the Profit and Loss to provide greater meaning to the statements. It can also be noted that due to staff reduction under this schedule Council could see savings totalling approximately \$68,000 of which a portion may be required for the use of contract services.
- Recreation and Culture – Lower year to date expenditure on parks, gardens and recreation facilities.

- Transport – Early amendments to the Main Roads works programme meant that progress claims for grant funds could not be made until the final works programme had been confirmed. As a result, revenues are below expected year to date levels and accordingly capital expense has been kept to a minimum. A formal budget variation incorporating the recent amendments to the works programme will be required to cater for the drop in grant funds dependant on new MCA's being approved by Main Roads WA.
- Other Property and Services – Higher expenditure than expected for this time due to unplanned termination payments which can not be met by the use of leave reserves.

Pg3. Income and Expenditure Statement by Nature and Type

- This statement is a re-work of Page 2 from a nature and type perspective comparing actuals against the annual budget.
- Employee costs are up 6.5% on estimated year to date budget due to a number of termination payments processed to date. Further to this, a number of positions provided for in the budget have not yet been filled, softening the impact of these termination payments.
- Materials and Contracts are down on estimated budgets by 38% due to limited funds being available in July and August. Assuming all special projects are completed prior to 30 June 2015 this timing issue will likely correct itself through the year.
- Depreciation is showing nil to date and will be updated following annual audit.
- Interest expenses are down on year to date budget as loans fall due quarterly and bi-annually.
- Insurances are down by 32% on year to date budget however are usually paid in 2 instalments by October each year.

Pg4. Working Capital (Current Assets & Liabilities)

- For the period ending 31 August 2014 there was an estimated surplus of current assets over current liabilities of \$1,397,199.
- Consequently the Shire is able to pay its debts as and when they fall due.

Pg5. Financial Activity Statement

- Capital Programme – Capital works have been kept to a minimum pending the receipt of rates to aid cashflow and confirmation of the amended Roads Programme as approved by Main Roads WA.
- Transfers to/from Reserves – Transfers between council funds are generally held until 30 June in any year.

Pg7. Statement of Cashflows

- A Statement of Cashflows has been provided showing an increase of \$561,284 in cash from 30 June 2014 to 31 August 2014.

Pg8. Budget Amendments

- Any amendments to the original budget as adopted by Council have been included for information. To date any amendments passed by Council have had a nil effect on the balanced budget.

Statutory Environment:

Local Government Act 1995 (As Amended).

Local Government (Financial Management) Regulations 1996 (As Amended).

Australian Accounting Standards.

Note:

Cr Matthew Reid, proprietor of York Pharmacy supplies goods to the Shire of York.

Cr Mark Duperouzel, proprietor of MALS Auto supplies goods and services to the Shire of York.

Appendices Attached

10. PART 1 – FINANCE
10.1 MATTERS FOR RESOLUTION
10.1.2 Investigate Credit Card Usage

FILE NO: FI.BNK
COUNCIL DATE: 8 September 2014
REPORT DATE: 4 September 2014
LOCATION/ADDRESS: N/A
APPLICANT: Shire of York
SENIOR OFFICER: Michael Keeble, CEO
AUTHOR: Michael Keeble, CEO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Report by Macri Partners
Summary of Areas of Concern
Credit Card Policy
DOCUMENTS TABLED: Nil
REPORT APPROVED BY THE CEO: Michael Keeble

RESOLUTION
FRAC 030914

Moved: Cr Hooper

Seconded: Cr Boyle

“That the Committee:

- 1. Investigate the attached summary, which were areas highlighted in the report from the Auditors to ensure that it was Council Business conducted by the former CEO;*
- 2. Determine what action is required; and*
- 3. If further action is required how this will be funded.”*

CARRIED: 6/0

Voting Requirements:
Simple Majority Required: Yes

Summary:
This is in response to an ongoing investigation.

The report by Macri Partners and in particular the following comments:

- “(2) Checked that all payments made were submitted to the Council for approval. All payments were approved by Council (through minutes of the Council meetings held).

Please note the following:

- (i) There was no documentary evidence to indicate that the former Chief Executive Officer’s credit card expenses have been reviewed or authorised by any persons prior to payments being made.

Whilst these two comments conflict with each other the process of authorising payments is in accordance with Council’s policies, no payments are authorised in advance except for special circumstances ie. unbudgeted expenditure, tenders etc.

Background:

The investigation has been drawn out and requires urgent attention to finalise the matter. Council tried to expedite the investigation, however two Auditing firms did not have the capacity to take it on.

At a Special Meeting of Council held on the 12th May 2014 the following was resolved:

“Authorise the Chief Executive Officer to obtain a quotation and engage its Auditors to undertake an investigation into the use of the Corporate Credit Cards using the following criteria:

- 1. Compare the date of entry on the Credit Card Statement with the actual purchase dates shown on the receipts.***
- 2. Compare those dates with:***
 - a) Day of the week;***
 - b) Whether or not it was a public holiday;***
 - c) Whether or not Mr R Hooper was on leave.***
- 3. Check the purpose of the purchase and categorise as:***
 - a) Office purchases;***
 - b) YRCC purchases;***
 - c) Library purchases;***
 - d) Fuel purchases;***
 - e) Christmas party purchases;***
 - f) Airfares;***
 - g) Garden and Home Maintenance;***
 - h) Training, Conferences and related Accommodation purchases;***
 - i) Liquor purchases;***
 - j) Dining and Entertainment, and***
 - k) Gifts***
- 4. The Auditors shall submit a report from 1 July 2011 to 30 June 2012, 1 July 2012 to 30 June 2013 and 1 July 2013 to 30 April 2014.***
- 5. The Auditor may be required to continue to investigate for the prior six (6) years.”***

Consultation:

Councillors
Council's Auditors
Local Government Department
CCC

Statutory Environment:

Local Government Act 1995 section 2.7 (2)(a) and (b)

“2.7. Role of council

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

(a) oversee the allocation of the local government’s finances and resources;”

Local Government (Financial Management) Regulations 11 (1)(a)

“11. Payments, procedures for making etc.

(1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —

(a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained;”

Policy Implications:

Financial Management – Corporate Credit Cards – introduced 15th February 2010 currently under review.

Financial Implications:

This is unbudgeted expenditure, as all monies for the investigation have been depleted. Council needs to determine if this investigation is to continue where the funds will be drawn from.

Appendices Attached

10. MATTERS FOR RESOLUTION

10.1 FINANCE REPORTS

10.1.3 Monthly Financial Reports – YRCC – August 2014

FILE NO: FI.FRP
COUNCIL DATE: 15 September 2014
REPORT DATE: 1 September 2014
AUTHOR: Tabitha Bateman, Financial Controller
APPENDICES: Yes – Appendix A as detailed in Summary
REPORT APPROVED BY THE CEO: Michael Keeble

RESOLUTION FRAC 040914

Moved: Cr Boyle

Seconded: Guy Lehmann

“That the Committee recommends that Council:

Receive the Monthly Financial Report for the York Recreation and Convention Centre for the month of August 2014.”

CARRIED: 6/0

Voting Requirements:
Simple Majority Required: Yes

Summary:

The Financial Report for the York Recreation and Convention Centre for the period ending 31 August 2014 is presented for consideration.

Commentary:

All reports are currently being reviewed and may be modified for following meetings of Council to give greater clarity.

In the past, a consolidated set of financials for the Shire of York were presented in accordance with the Financial Management Regulations. To provide greater clarity these reports have been broken down by business division. It is requested that the Finance, Risk and Audit Committee approves the revised presentation of these reports.

It is proposed that further reports will be provided in future months incorporating the Residency Museum, Swimming Pool and Police Licensing.

Revenues

Revenues are down 27% on estimated budget for the period ending 31 August 2014. In particular, income from Bar Sales are down 46% and income from Conferences is down 85%. While these income figures are unattractive, they should be read in conjunction with expenses as most areas of expenditure are also running below budget.

Cost of Sales

Cost of Sales are down 30% on estimated budget for the period ending 31 August 2014. It should be noted that while Bar expenditure is 93% of associated Bar income the expenditure includes a very large recent order to cater for the upcoming events to be held early September. It is proposed that a stocktake report be included for future months. In addition to the above, extensive works have been undertaken to repair the Bowling Greens for which expenditure has not yet been included.

Gross Profit

Gross Profit is down 2% on estimated budget for the period ending 31 August 2014. While actuals are comparable with the estimated budget the gross profit is only 16% of total revenues. We will endeavour to find industry standards to use for comparable analysis in future months.

Overheads

Overheads are down 37% on estimated budget for the period ending 31 August 2014. While expenditure appears to be down on budgets, overheads account for almost 42% of revenues.

Profit/Loss

The York Recreation and Convention Centre has made a loss of \$15,036 for the period ending 31 August 2014.

Statutory Environment:

Australian Accounting Standards have been applied to construct this report.

Appendices Attached

10. MATTERS FOR RESOLUTION

10.1 FINANCE REPORTS

10.1.4 Monthly Financial Reports – Outstanding Rates & Debtors – August 2014

FILE NO: FI.FRP
COUNCIL DATE: 15 September 2014
REPORT DATE: 1 September 2014
AUTHOR: Tabitha Bateman, Financial Controller
APPENDICES: Nil

REPORT APPROVED BY THE CEO: *Michael Keeble*

RESOLUTION FRAC 050914

Moved: Guy Lehmann

Seconded: Cr Hooper

“That the Committee recommends that Council:

Receive the Outstanding Rates, Services and Sundry Debtors report for the month of August.”

CARRIED: 6/0

Voting Requirements:
Simple Majority Required: Yes

Summary:

A report detailing outstanding Rates, Services and Sundry Debtors for the period ending 31 August 2014 is presented for consideration.

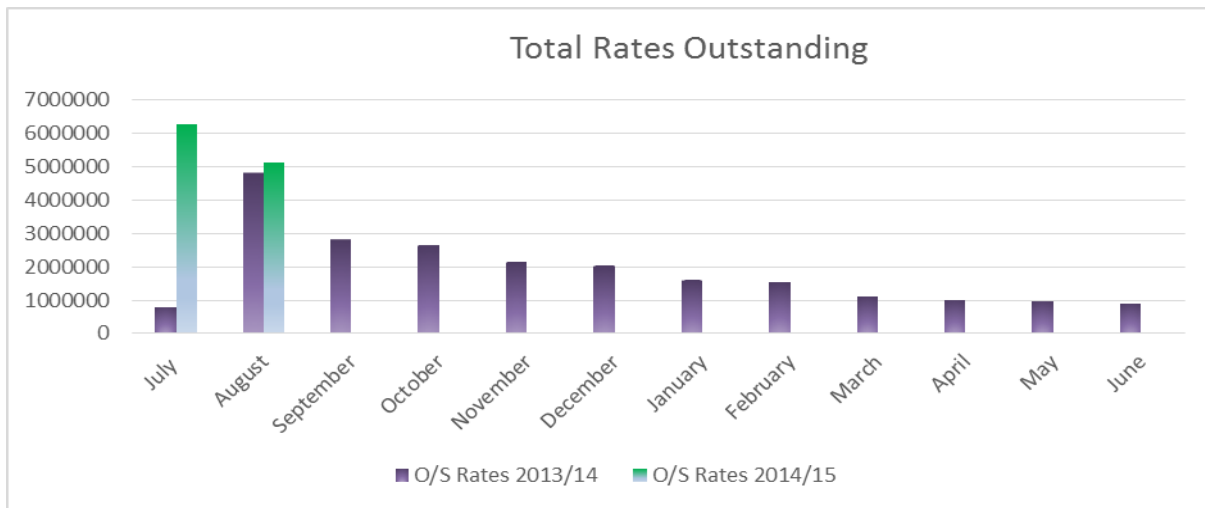
Commentary:

All reports are currently being reviewed and may be modified for following meetings of Council to give greater clarity.

Outstanding Rates and Services

Total outstanding rates as at 31 August 2014 are \$5,130,089 compared to \$6,271,267 as at 31 July 2014 which is an increase to cash at bank of \$1,141,178.

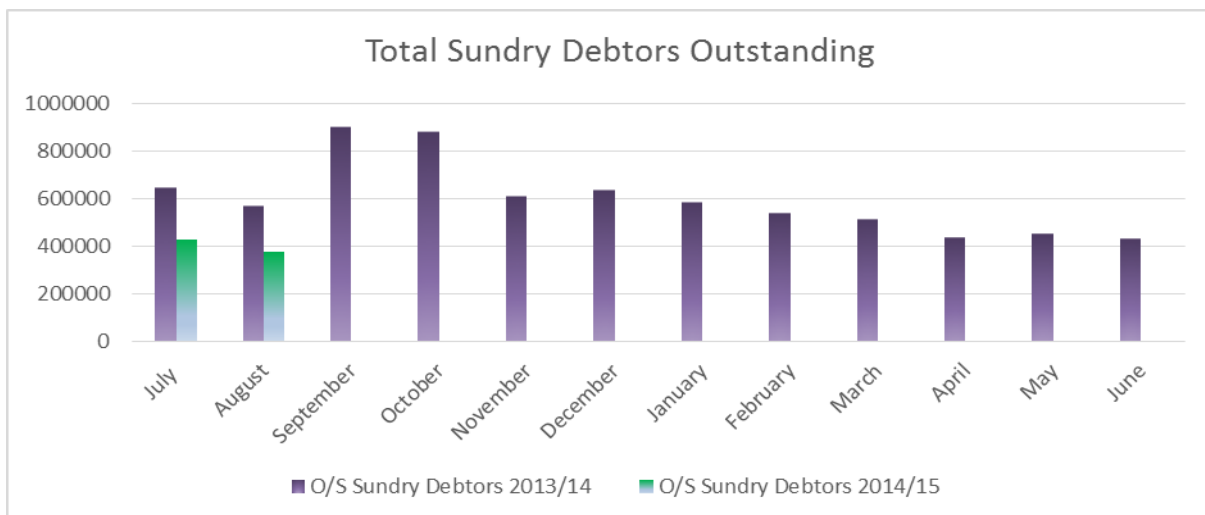
3 Years & over	\$ 380,405	7.42% of rates outstanding
2 Years & over	\$ 218,862	4.27% of rates outstanding
1 Years & over	<u>\$ 281,545</u>	5.49% of rates outstanding
Total Prior Years	\$ 880,812	17.17% of rates outstanding
Current rates	\$4,249,277	82.83% of rates outstanding



Outstanding Sundry Debtors

Total outstanding sundry debtors as at 31 August 2014 are \$377,092 compared to \$431,294 as at 31 July 2014 which is an increase to cash at bank of \$54,202.

90 days & over	\$286,809	76.06% of sundry debtors outstanding
60 days & over	\$ 49,876	13.23% of sundry debtors outstanding
30 days & over	\$ 16,105	4.27% of sundry debtors outstanding
Current	\$ 24,302	6.44% of sundry debtors outstanding



Council has engaged the services of AMPAC Pty Ltd to collect outstanding rates and sundry debtors. Of the 54 sundry debtors 3 have set up payment plans, 9 are currently with AMPAC Pty Ltd with the possibility of increasing to 19 in September. The remaining debts are current or awaiting payment.

The due date for rates is 9 September 2014 and those who wish to set up a payment plan prior to this date can make arrangements with the Shire's Rates Officer. All remaining outstanding rates will be forwarded to AMPAC by the 27 September 2014.

Statutory Environment - This report complies with:

Local Government Act 1995 (As Amended).

Local Government (Financial Management) Regulations 1996 (As Amended).

Australian Accounting Standards.

10. PART 1 – FINANCE
10.1 MATTERS FOR RESOLUTION
10.1.5 Freedom of Information

FILE NO: AS.RMT.2
COUNCIL DATE: 8 September 2014
REPORT DATE: 4 September 2014
LOCATION/ADDRESS: N/A
APPLICANT: Shire of York
SENIOR OFFICER: M Keeble, CEO
AUTHOR: T Cochrane, DECO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Nil
DOCUMENTS TABLED: Nil
REPORT APPROVED BY THE CEO: Michael Keeble

OFFICER RECOMMENDATION

"That the Committee considers the impacts of the Freedom of Information legislation and recommends to Council that a budget allocation be made and resourced from projects that are not potentially funded through grants ie. Walk Trail \$110,000 and Road Works.

Advice Note:

It should be noted that the current workload, if initiated could be a possible \$215,695 per of unbudgeted expenditure, dependant on whether internal and external review rights are exercised."

AMENDMENT

Moved: Cr Hooper

Seconded: Cr Boyle

"That the Committee Amend the Officer Recommendation to read:

Request that the Chief Executive Officer consult LGIS's Solicitors for advice on these FOI applications and then relay this to the FOI Commission. The outcome to be reported to Council at the September meeting."

CARRIED: 6/0

RESOLUTION

FRAC 060914

Moved: Cr Boyle

Seconded: Cr Hooper

The amendment became the motion.

CARRIED: 6/0

Voting Requirements:

Simple Majority Required:

No – Absolute Majority Required

Summary:

Council Staff have on hand 73 FOI's application to deal with

Of the 73 FOI applications received the total number of files to be researched amounts to 160 minimum.

The manual files all need to be cross referenced with the electronic files also.

This brings the time frame to approx. 32 weeks to deal with these applications if one file per day is researched. Note this can either increase or decrease depending on the complexity of the file, however given that most files contain around 50 documents that either need to be read / edited and photocopied the latter seems more appropriate.

Under the FOI Act the Council has 45 days to finalise and issue a Notice of Decision. Special permission to extend the time frame needs to be addressed by the Information Commissioner if Council staff cannot comply with the FOI Act.

The predicted time frame to complete the current FOI's is approx. 32 weeks.

The types of FOI's that are being received are large and complex and divert a substantial and unreasonable portion of staff resources away from other every day operations.

This includes not only staff resources but also finance and equipment.

It should also be noted that the FOI's are not just limited to the FOI Officer who is designated for FOI work, they also impact on the various departments within the Council who are also required to assist the officer completing the application and providing background information.

Every effort is made by Council staff to assist the applicants to reduce the scope of work and to agree to a reasonable outcome and time frame. Council staff where possible also try to assist applicants outside of the FOI process.

Minimum amount of files on current FOI's received that require researching:

Total 160

160@ 1 file per day = 32 weeks

It should be noted that the current applicants have had a large degree of flexibility by being allowed the opportunity to look through files and request copies on most subjects.

A meeting room to be used by staff and the community may be required to be set up within the library on a permanent basis and the existing meeting room will house the new officers.

Background:History of FOI Applications2012/13

Total 22 FOI applications received

2013/14

Total of 16 FOI applications received

Consultation:
Councillors.

Financial Implications:

There are a lot of overheads associated with employment and are all dependent upon the applicants being satisfied that they have received everything, unfortunately Council's history with internal and external reviews have been extremely high.

Ultimately the costs could be reduced by 75% resulting in approximately \$54,000, if everything is satisfied after the 60 days, being 45 days to consider and respond to the application and 15 days to request an internal review.

Strategic Implications:

Not applicable at this time.

10. PART 1 – FINANCE
10.1 MATTERS FOR RESOLUTION
10.1.6 Draft Events Policy

FILE NO: CS.CEV
COUNCIL DATE: 8 September 2014
REPORT DATE: 4 September 2014
LOCATION/ADDRESS: N/A
APPLICANT: Shire of York
SENIOR OFFICER: M Keeble, CEO
AUTHOR: T Cochrane, DECO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Nil
DOCUMENTS TABLED: Nil – Provided under separate cover
REPORT APPROVED BY THE CEO: Michael Keeble

RESOLUTION
FRAC 070914

Move d: Cr Hooper

Seconded: Cr Wallace

“That the Committee recommends to Council that the Policy is advertised for public comment for a period of 14 days.”

CARRIED: 6/0

Voting Requirements:
Simple Majority Required: Yes

Summary:
That Council considers the Events Policy, as provided under separate cover.

Background:
The Event Policy was under review.

Consultation:
Michael Keeble, Gordon Tester

Statutory Environment:
Relevant acts and subsidiary legislation.

Policy Implications:
Council's policies are all under review and enhancement.

Financial Implications:
Unknown at this time.

Strategic Implications:
Council's strategic direction is dependent on the supporting policies providing a link between strategic objectives and the operational activities of the Council.

10. PART 1 – FINANCE
10.1 MATTERS FOR RESOLUTION
10.1.7 Sponsorship Processes

FILE NO:	FI.DON
COUNCIL DATE:	8 September 2014
REPORT DATE:	4 September 2014
LOCATION/ADDRESS:	N/A
APPLICANT:	Shire of York
SENIOR OFFICER:	M Keeble, CEO
AUTHOR:	T Cochrane, DECO
DISCLOSURE OF INTEREST:	Nil
APPENDICES:	Nil
DOCUMENTS TABLED:	Examples of Sponsorship Processes of Recognised Organisations ie. Lotterywest
REPORT APPROVED BY THE CEO:	Michael Keeble

RESOLUTION
FRAC 080914

Moved: Cr Hooper

Seconded: Cr Wallace

“That the Committee considers the process that should be used to determine how sponsorship is disseminated between groups/organisations and that the process is advertised for public comment for a period of 14 days.”

CARRIED: 6/0

Voting Requirements:
Simple Majority Required: Yes

Summary:

Each year Council makes a number of contributions by way of donations to various community groups that operate within the York Shire. Some contributions are for ongoing programs that the Shire contributes to each year and others are for “one-off” projects.

To develop a process of advertising and considering applications.

It was considered to utilise the process that other organisations use and that is to have two advertising periods one in Summer and one in Winter to cater for different events, sporting etc, however due to the investigation \$14,000 of sponsorship money has been reallocated from sponsorships to be used on the investigation and it might be prudent to only have one round this year.

Many groups have already put in requests (these will be provided at the meeting) however these should not be considered until such time as the rest of the community have had the chance to submit their requests.

Examples are shown and provided and these have been obtained from RAC and Lotterywest.

Background:

The Council at its Ordinary Council meeting resolved as follows:

“That Council:

- 1. approves payments to groups that have recurrent funding and mentioned within the budget subject to cashflow;***
- 2. refers the sponsorship process to determine the administering and allocating from within the budget funding pools to the Finance, Risk and Audit Committee; and***
- 3. authorise the advertising of the process and how the sponsorships are going to be dealt with, as soon as the process is determined.***

Advice Note:

Those groups or organisations that have already provided requests will be considered as part of any process implemented.”

Consultation

Various Community Groups

Statutory Environment

Financial Regulations

Financial Implications

Unknown at this time.

10. PART 1 - FINANCE
10.1 MATTERS FOR RESOLUTION
10.1.8 Tavern Licence

FILE NO:
COUNCIL DATE:
REPORT DATE: 8 September 2014
LOCATION/ADDRESS: N/A
APPLICANT: Shire of York
SENIOR OFFICER: Michael Keeble, CEO
AUTHOR: Michael Keeble, CEO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Department of Racing, Gaming & Liquor
- Application for a Tavern Licence
- Variation of Trading Conditions

DOCUMENTS TABLED: Nil
REPORT APPROVED BY THE CEO: Michael Keeble

RESOLUTION
FRAC 090914

Moved: Cr Wallace

Seconded: Cr Hooper

“That this Committee instruct the Executive to investigate compliance with the terms and conditions of the Tavern Licence issued to the York Recreation and Convention Centre and report the findings back to the next meeting of this committee.”

CARRIED: 6/0

Voting Requirements:
Simple Majority Required: Yes

Background:

An application for a Tavern Licence was lodged by the Shire with the Department of Racing Gaming and Liquor on 11 November 2011
Correspondence was received from the Office of Racing, Gaming and Liquor on the 26 October 2012.

A Tavern Licence was issued to take effect from 5 April 2013 with conditions attached.
It has been brought to the notice of the executive that there may or may not be operational breaches of this licence.

Statutory Environment:

Liquor Control Act 1988 Sections 31,60, 98(1), 116(A), 103(A) and Regulations 18EB and 14AG

Appendices - Attached

11. PART 2 – RISK
11.2 MATTERS FOR CONSIDERATION
11.2.1 Risk Management Governance Framework

FILE NO:
COUNCIL DATE:
REPORT DATE:
LOCATION/ADDRESS: Shire of York
APPLICANT: Local Government Insurance Service
SENIOR OFFICER: M Keeble, CEO
AUTHOR: T Cochrane, DCEO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Risk Management Policy and Risk Management Procedures, Risk Profile Templates and Risk Dashboard Report

DOCUMENTS TABLED: Nil
REPORT APPROVED BY THE CEO: Michael Keeble

RESOLUTION
FRAC 100914

Moved: Cr Hooper

Seconded: Cr Boyle

“That the Finance, Risk and Audit Committee endorses the actions of staff in setting up the Policy and Procedures with the assistance of the Local Government Insurance Service for Risk Management, as attached.”

CARRIED: 6/0

Voting Requirements:
Simple Majority Required: Yes

Summary:

Phase 1 – Group Workshop - Framework (Policy / Procedures)

Going through a template Policy & Procedures for Risk Management. The objectives of the workshop was to;

- customise (where relevant) components of the framework to suit our operations
- gain common understanding of the requirements of a risk management program
- set the scene for the follow up Shire based workshop (Phase 2)

Phase 2 – Shire Based Workshops – Risk Identification & Assessment

As these are Shire specific a workshop is to be run this week in each Shire. The objectives of these workshops will be to;

- Rate Risks (by Risk Theme)
- Identify and rate Controls
- Identify current and potential Key Indicators
- Document and allocate specific actions (treatments) for risk issues

Background:

Council is participating in a joint project to deal with Risk Management with the Shires of Beverley, Brookton and Pingelly.

Consultation:

LGIS and staff from other Councils.

Financial Implications:

Not applicable at this time. Staff time due to requirements.

Strategic Implications:

It is expected the Finance, Audit and Risk Committee will provide strategic advice to the Shire Council.

Appendices Attached

12. PART 3 – AUDIT

Nil

13. PART 4 – CONTINUOUS REVIEW

Nil

14. CLOSURE OF MEETING

RESOLUTION

FRAC 110914

Moved: Cr Hooper

Seconded: Cr Wallace

“That the next meeting of the Finance, Risk & Audit Committee is held on Monday, 13th October, 2014 at 5.00pm in Council Chambers, York Town Hall, York.”

Cr Reid thanked everyone for their attendance and declared the meeting closed at 644pm.

SHIRE OF YORK
MONTHLY STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2014

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1	STATEMENT OF FINANCIAL POSITION
2	INCOME AND EXPENDITURE STATEMENT BY PROGRAMME
3	INCOME AND EXPENDITURE STATEMENT BY NATURE & TYPE
4	STATEMENT OF CURRENT ASSETS AND LIABILITIES (WORKING CAPITAL)
5	FINANCIAL ACTIVITY STATEMENT

SHIRE OF YORK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 AUGUST 2014

This section analyses the movements in assets, liabilities and equity between 2013/14 and 2014/15.

	Actual 30/06/2014 \$	Actual 31/08/2014
Current assets		
Cash and cash equivalents	399,774	960,723
Restricted Cash Reserves	1,846,494	1,846,831
Rates and Rates-related Receivables	830,880	5,082,862
Trade Debtors and Other Receivables	412,510	350,835
Expense Prepayments	0	159,580
Self Supporting Loan Income	11,860	11,860
Long Services Leave Owed by Others	15,419	15,419
GST Owed	0	20,276
Inventories/Stock	3,869	18,188
Total current assets	3,520,806	8,466,574
Non-current assets		
Trade and other receivables	53,949	53,949
Property, infrastructure, plant and equipment	91,829,405	91,935,015
Total non-current assets	91,883,354	91,988,965
Total assets	95,404,160	100,455,539
Current liabilities		
Trade and other payables	310,923	274,766
ESL Payable	95	124,033
Income Prepayments	0	4,712,021
Provisions - Annual Leave	321,651	321,651
Provisions - Sick Leave	75,355	75,355
Provisions - Long Service Leave	223,371	223,371
Provisions - Long Service Leave Owed to Others	20,092	20,092
Loans - Accrued Interest	13,734	13,734
Interest-bearing loans and borrowings	105,730	87,115
PAYG Payable	0	86,130
Total current liabilities	1,070,952	5,938,268
Non-current liabilities		
Interest-bearing loans and borrowings	1,959,680	1,959,680
Provisions	32,889	32,889
Total non-current liabilities	1,992,569	1,992,569
Total liabilities	3,063,521	7,930,837
Net assets	92,340,639	92,524,702
Equity		
Accumulated surplus	31,521,287	31,985,939
Change in net assets resulting from operations	464,990	184,062
Asset revaluation reserve	58,507,870	58,507,870
Other reserves	1,846,494	1,846,831
Total equity	92,340,641	92,524,702

SHIRE OF YORK
INCOME AND EXPENDITURE STATEMENT
by PROGRAMME
FOR THE PERIOD ENDED 31 AUGUST 2014

	2014/15 ANNUAL BUDGET	VAR ANNUAL BUDGET	2014/15 AUG BUDGET	VAR YTD BUDGET	2014/15 AUG ACTUAL
		17%		100%	
REVENUE					
General Purpose Funding	6,317,145	15%	1,052,858	89%	934,501
Governance	22,463	8%	3,744	47%	1,764
Law, Order, Public Safety	122,160	12%	20,360	71%	14,532
Health	58,900	16%	9,817	93%	9,170
Education and Welfare	32,226	10%	5,371	60%	3,199
Community Amenities	781,522	14%	130,254	85%	110,523
Recreation and Culture	1,052,890	12%	175,482	73%	128,195
Transport	1,368,927	3%	228,154	18%	41,107
Economic Services	220,820	7%	36,803	41%	15,064
Other Property & Services	96,800	9%	16,133	51%	8,247
	10,073,853		1,678,975		1,266,303
EXPENDITURE	\$				\$
General Purpose Funding	(246,984)	3%	(41,164)	19%	(7,698)
Governance	(974,427)	44%	(162,405)	262%	(426,036)
Law, Order, Public Safety	(548,332)	4%	(91,389)	22%	(20,261)
Health	(302,388)	9%	(50,398)	56%	(28,268)
Education and Welfare	(113,606)	10%	(18,934)	63%	(11,910)
Community Amenities	(1,380,063)	8%	(230,010)	50%	(114,889)
Recreation and Culture	(2,713,942)	6%	(452,324)	38%	(170,120)
Transport	(2,132,099)	10%	(355,350)	58%	(206,407)
Economic Services	(872,763)	7%	(145,461)	43%	(61,902)
Other Property and Services	(59,801)	58%	(9,967)	349%	(34,750)
	(9,344,406)		(1,557,401)		(1,082,241)
<i>Increase/(Decrease)</i>	729,447		121,574		184,062
DISPOSAL OF ASSETS					
Plant and Equipment	14,480		2,413		-
Land	-		-		-
Furniture and Equipment	-		-		-
<i>Gain/(Loss) on Disposal</i>	14,480		2,413		-
ABNORMAL ITEMS					
Prior Years Adjustment	-		-		-
Rounding	-		-		-
<i>Total Abnormal Items</i>	-		-		-
<i>Change in net assets resulting from operations</i>					
<i>Gain/(Reduction)</i>	743,927		123,988		184,062

SHIRE OF YORK
INCOME AND EXPENDITURE STATEMENT
by NATURE AND TYPE
FOR THE PERIOD ENDED 31 AUGUST 2014

	2014/15 ANNUAL BUDGET	YTD BUDGET	2014/15 AUG ACTUAL	% ANNUAL BUDGET
	17%			
REVENUE	\$	\$	\$	
Rates	4,640,349	773,392	771,712	17%
Operating Grants & Subsidies and Contributions	1,930,648	321,775	169,353	9%
Fees & Charges	1,669,665	278,277	214,772	13%
Interest Earnings	181,431	30,239	22,636	12%
Other Revenue	167,930	27,988	14,159	8%
	8,590,023	1,431,670	1,192,632	14%
EXPENDITURE				
Employee Costs	(3,851,571)	(641,928)	(683,956)	18%
Materials and Contracts	(2,740,495)	(456,749)	(282,874)	10%
Utility Charges	(345,143)	(57,524)	(31,401)	9%
Depreciation	(1,720,103)	(286,684)	-	0%
Interest Expense	(139,188)	(23,198)	(11,367)	8%
Insurance	(318,067)	(53,011)	(35,904)	11%
Other Expenditure	(229,841)	(38,307)	(36,506)	16%
	(9,344,407)	(1,557,401)	(1,082,008)	12%
<i>Increase/(Decrease)</i>	(754,384)	(125,731)	110,624	
Non-operating Grants, Subsidies and Contributions	1,483,830	247,305	73,439	5%
Profit on Asset Disposals	23,480	3,913	-	0%
Loss on Asset Disposals	(9,000)	(1,500)	-	0%
<i>Gain/(Loss on Disposal)</i>	1,498,310	249,718	73,439	5%
OTHER INCOME				
Changes on Revaluation of Non-Current Assets	-	-		
<i>Change in net assets resulting from operations</i> <i>Gain/(Reduction)</i>	743,926	123,988	184,062	25%

SHIRE OF YORK

SUMMARY OF CURRENT ASSETS AND LIABILITIES
(WORKING CAPITAL)
FOR THE PERIOD ENDED 31 AUGUST 2014

CURRENT ASSETS	ACTUAL 31/08/2014
Cash at Bank	\$2,807,555
Sundry Debtors	\$5,640,831
Stock on Hand	\$18,188
SUB-TOTAL	\$8,466,574
LESS CURRENT LIABILITIES	ACTUAL
Sundry Creditors	(\$5,210,683)
Loan Liability	(\$87,115)
Leave Provisions	(\$640,469)
	(\$5,938,268)
Cash Backed Reserves	(\$1,846,831)
Add Back Loan Liability	\$87,115
Add Back Leave Reserve 6	\$640,469
Less Current Assets for Self Supporting Loan Liability	(\$11,860)
SUB-TOTAL	(\$7,069,375)
SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES	\$1,397,199

SHIRE OF YORK
FINANCIAL ACTIVITY STATEMENT
FOR THE PERIOD ENDED 31 AUGUST 2014

	2014/15 ANNUAL BUDGET	2014/15 AUG BUDGET	2014/15 AUG ACTUAL	Variance to YTD Budget
OPERATING REVENUE	\$	\$	\$	
General Purpose Funding	6,317,145	1,052,858	934,501	-11%
Governance	22,463	3,744	1,764	-53%
Law, Order Public Safety	122,160	20,360	14,532	-29%
Health	58,900	9,817	9,170	-7%
Education and Welfare	32,226	5,371	3,199	-40%
Community Amenities	781,522	130,254	110,523	-15%
Recreation and Culture	1,052,890	175,482	128,195	-27%
Transport	1,368,927	228,154	41,107	-82%
Economic Services	220,820	36,803	15,064	-59%
Other Property and Services	96,800	16,133	8,247	-49%
	10,073,853	1,678,975	1,266,303	-25%
LESS OPERATING EXPENDITURE				
General Purpose Funding	(246,984)	(41,164)	(7,698)	-81%
Governance	(974,427)	(162,405)	(426,036)	162%
Law, Order, Public Safety	(548,332)	(91,389)	(20,261)	-78%
Health	(302,388)	(50,398)	(28,268)	-44%
Education and Welfare	(113,606)	(18,934)	(11,910)	-37%
Community Amenities	(1,380,063)	(230,010)	(114,889)	-50%
Recreation and Culture	(2,713,942)	(452,324)	(170,120)	-62%
Transport	(2,132,099)	(355,350)	(206,407)	-42%
Economic Services	(872,763)	(145,461)	(61,902)	-57%
Other Property & Services	(59,801)	(9,967)	(34,750)	249%
	(9,344,406)	(1,557,401)	(1,082,241)	-31%
<i>(Increase)/Decrease</i>	729,447	121,574	184,062	51%
ADD				
Principal Repayment Received - Loans	11,860	11,860	-	-100%
Profit/ Loss on the disposal of assets	14,480	-	-	0%
Movement in Non Current Debtors	-	-	-	0%
Net Change in LSL Reserve	-	-	-	0%
Accrued Leave Provisions	-	-	-	0%
Depreciation Written Back	1,720,103	-	-	0%
Book Value of Assets Sold Written Back	282,920	-	-	0%
	2,029,363	11,860	-	-100%
<i>Sub Total</i>	2,758,810	133,434	184,062	38%

SHIRE OF YORK
FINANCIAL ACTIVITY STATEMENT
FOR THE PERIOD ENDED 31 AUGUST 2014

	2014/15 ANNUAL BUDGET	2014/15 AUG BUDGET	2014/15 AUG ACTUAL	Variance to YTD Budget
LESS CAPITAL PROGRAMME				
Purchase Land & Buildings	(727,264)	(121,211)	(92,585)	-24%
Infrastructure Assets - Roads	(2,388,428)	(398,071)	(3,993)	-99%
Infrastructure Assets - Recreation Facilities	(562,943)	(93,824)	-	-100%
Infrastructure Assets - Other	(72,790)	(12,132)	-	-100%
Purchase Plant and Equipment	(699,635)	(116,606)	(6,805)	-94%
Purchase Furniture and Equipment	(168,080)	(28,013)	(2,227)	-92%
Repayment of Debt - Loan Principal	(176,873)	(29,479)	(18,615)	-37%
Transfer to Reserves	(374,983)	(62,497)	(337)	-99%
	(\$5,170,996)	(\$861,833)	(\$124,562)	-86%
ABNORMAL ITEMS				
Plus Rounding	\$0			0%
	(\$5,170,996)	(\$861,833)	(\$124,562)	-86%
<i>Sub Total</i>	(\$2,412,187)	(728,398)	59,501	-108%
LESS FUNDING FROM				0%
Reserves	483,766	80,628	\$0	0%
Loans Raised	600,000	100,000	\$0	0%
Opening Funds	1,328,420	1,328,420	1,337,699	0%
Closing Funds	\$0	\$0	\$0	0%
	2,412,186	1,509,048	1,337,699	0%
NET (SURPLUS)/DEFICIT	\$0	780,649	1,397,200	79%



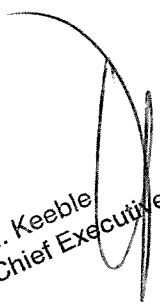
SHIRE OF YORK
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDED 31 AUGUST 2014

Reconciliation of Cash	31-Aug-14	30-Jun-14
Cash Flows from Operations		
Revenues	\$1,192,632	\$7,343,569
Expenses	(\$1,082,008)	(\$7,493,097)
Non Operating Grants	\$73,439	
Net Result	\$184,063	\$149,528
Less Depreciation/ Write Off	\$0	\$0
(Profit) Loss on Asset Sales	\$0	\$0
Non Cash Roundings	(\$4)	\$0
Change In Operating Cashflows	\$501,450	
Net Cash from Operations	\$685,509	\$149,528
Cash Flow from Investments		
Purchase of Assets	(\$105,610)	(\$2,609,003)
Proceeds from Sale of Assets	\$0	\$1,338,753
Cash Used in Investing	(\$105,610)	(\$1,270,250)
Cash Flow from Financing Activities		
Repayment of Debentures (Loans)	(\$18,615)	(\$88,785)
Cash Used in Financing Activities	(\$18,615)	(\$88,785)
Cash Increase	\$561,284	(\$1,209,507)
Opening Cash	\$2,246,270	\$3,455,777
Closing Cash	\$2,807,554	\$2,246,270



GL	Description	Classification	Adopted Budget	Amended Budget	Increase in available cash	Decrease in available cash	Amended Budget Running Balance	Council Resolution	Comments
	Balanced Budget as adopted 17/7/2014					(19,160)	0	520814	Special Council Meeting 20 August 2014 - funds required for legal matters
42195	Legal Fees	Operating Expenses	5,000	24,160			(19,160)		
41105	Sponsorships	Operating Expenses	14,000	0	14,000		(5,160)		
42169	Consultants Fees	Operating Expenses	64,673	59,513	5,160		0		
							0		
							0		
							0		
							0		
							0		
							0		
							0		
							0		
							0		
							0		
							0		
							0		
							0		
							0		
							0		
							0		
							0		Favourable/(Unfavourable)
			\$ 83,673	\$ 19,160	-\$ 19,160	\$ -	-		

BANK RECONCILIATION				
AUGUST 2014				
		MUNICIPAL	TRUST	RESERVE
OPENING BALANCE PER SYNERGY		154,295.84	426,596.18	1,846,504.77
Receipts as per daily cash book		1,667,310.90	121,944.62	
Receipt Journal		9,372.00		
Muni Interest		795.71		
Trust interest received		201.40		
Muni Term Deposit Interest		4,135.68		
Reserve Interest				326.40
JNL Term Deposit funds		500,100.00		
Rounding		0.15		
TOTAL RECEIPTS		2,181,915.84	121,944.62	326.40
Payments as per schedule cheques				
EFT Direct payments	12809 - 12973	(1,117,897.53)		
Payment as per schedule chqs - Trust			0.00	
Direct Debit Licensing			(118,960.75)	
Direct Debit Payroll		(252,448.58)		
Bank fees Bendigo Trust		(45.50)		
Bank fees Bendigo Muni		(98.85)		
Bank fees Bendigo Reserve		0.00		
Business Cards Bank Fees		(8.00)		
Dishonour Cheque Fee		(10.00)		
Eftpos Bank Fee Trust		(229.44)		
Eftpos Bank Fee Muni		(146.25)		
Eftpos Bank Fee Rec		(93.52)		
TOTAL BANK FEES	(631.56)			
Business Card Bendigo - CEO		(5,872.80)		
Business Card Bendigo - DCEO		(158.10)		
Less PAYMENTS IN ADVANCE - (SOY T/fer) Previous month				
Plus PAYMENTS IN ADVANCE - (SOY T/fer) Current month	1,000.00			
NET PAYMENTS IN ADVANCE	1,000.00			
TOTAL BUSINESS CARDS Direct Debits	7,030.90			
Shell Card		(620.58)		
Fire Messaging Service		(82.50)		
Journal - receipt adjustment		(1,576.36)		
Rounding		(0.30)		
TOTAL EXPENDITURE		(1,379,288.31)	(118,960.75)	0.00
CLOSING BALANCE - CALCULATED		956,923.37	429,580.05	1,846,831.17


 M. Keeble
 Chief Executive Officer

BANK RECONCILIATION				
AUGUST 2014				
		MUNICIPAL	TRUST	RESERVE
BALANCES AS PER BANK STATEMENTS				
BENDIGO MUNICIPAL 118630623		607,647.17		
AMP MUNICIPAL AT CALL		402.26		
WESTPAC TD 3-MNTH		250,000.00		
WESTPAC TD 5-MNTH		250,000.00		
WESTPAC FLEXI SAVER		100.00		
BENDIGO TRUST 13074174			255,247.79	
BENDIGO TRUST NCD Open space				
BENDIGO TRUST TERM DEPOSIT T2 -2509			29,149.41	
BENDIGO TRUST TERM DEPOSIT T40 -2513			27,346.90	
BENDIGO TRUST TERM DEPOSIT T77 -2514			60,094.59	
BENDIGO TRUST TERM DEPOSIT T78 -2515			60,586.11	
BENDIGO RESERVE 119521748				586,376.45
BENDIGO RESERVE NCD				500,000.00
NAB RESERVE NCD				220,823.87
CBA RESERVE NCD				539,630.85
TOTAL PER BANK STATEMENTS		1,108,149.43	432,424.80	1,846,831.17
RECONCILING ITEMS				
Plus Outstanding Deposits		44,892.90	6,172.60	
Less Outstanding cheques		(125.00)	(220.00)	
Less Outstanding Licence Debits			(8,797.35)	
Less credits to be receipted		(19,153.65)		
Less Outstanding EFTs		(176,788.32)		
Less YRCC Eftpos to be receipted		(1,057.00)		
Outstanding Bpay		5.04		
Plus payments in advance to Business Cards/Refunds		1,000.00		
Rounding		(0.03)		
TOTAL CLOSING BALANCE - CALCULATED		956,923.37	429,580.05	1,846,831.17
TOTAL CLOSING BALANCE - PER SYNERGY		956,923.37	429,580.05	1,846,831.17


 M. Keeble
 Chief Executive Officer

Date: 02/09/2014
Time: 12:54:23AM

SHIRE OF YORK
MUNICIPAL PAYMENTS
AUGUST 2014

USER: Tabitha Bateman
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT12809	06/08/2014	FUEL DISTRIBUTORS	DISTILLATE X 5750 LTRS/ UNLEADED X 1500 LTRS	1		10,706.95
INV 349436	31/07/2014	FUEL DISTRIBUTORS	DISTILLATE X 5750 LTRS/ UNLEADED X 1500 LTRS	1	10,706.95	
EFT12810	06/08/2014	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS	1		19,798.73
INV 63	06/08/2014	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS		7,734.30	
INV 64	06/08/2014	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS		12,064.43	
EFT12811	15/08/2014	A D ENGINEERING INTERNATIONAL PTY LTD	SAM TRAILER WAN CONNECTION - 17/6-16/9/14	1		132.00
INV 20295	20/06/2014	A D ENGINEERING INTERNATIONAL PTY LTD	SAM TRAILER WAN CONNECTION - 17/6-16/9/14	1	132.00	
EFT12812	15/08/2014	ACOUSTIGUIDE OF AUSTRALIA PTY LTD	AUDIO TRAILS APP ANNUAL LICENSING 11/6/14-10/6/15	1		440.00
INV 201400416	06/2014	ACOUSTIGUIDE OF AUSTRALIA PTY LTD	AUDIO TRAILS APP ANNUAL LICENSING 11/6/14-10/6/15	1	440.00	
EFT12813	15/08/2014	ADELPHIE KING	SUPPLY BIRTHDAY CALENDARS X 10 /FRIEZES X 3 - INFO SVS	1		99.00
INV 55 & 9625	07/2014	ADELPHIE KING	SUPPLY BIRTHDAY CALENDARS X 10 /FRIEZES X 3 - INFO SVS	1	99.00	
EFT12814	15/08/2014	ALL-WAYS FOODS	GROCERY SUPPLIES - YRCC	1		374.40
INV 10434	26/06/2014	ALL-WAYS FOODS	GROCERY SUPPLIES - YRCC	1	319.08	
INV 10584	03/07/2014	ALL-WAYS FOODS	GROCERY SUPPLIES - YRCC	1	55.32	
EFT12815	15/08/2014	ARROW BRONZE	NICHE WALL PLAQUES,VASES	1		803.49
INV 599187	06/06/2014	ARROW BRONZE	NICHE WALL PLAQUES,VASES	1	512.71	
INV 600196	01/07/2014	ARROW BRONZE	NICHE WALL PLAQUES,VASES	1	290.78	
EFT12816	15/08/2014	AUSCOINSWEST	SOUVENIR COINS/ COIN CAPSULES & ALBUMS - INFO SVS	1		1,380.50
INV 765	28/07/2014	AUSCOINSWEST	SOUVENIR COINS/ COIN CAPSULES & ALBUMS - INFO SVS	1	1,380.50	

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EFT12817	15/08/2014	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	DEBT COLLECTION FEES	1		988.89
INV 47343	13/07/2014	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	DEBT COLLECTION FEES	1	988.89	
EFT12818	15/08/2014	AUSTRALASIAN PERFORMING RIGHT ASSOC LTD.	PUBLIC PERFORMANCE LICENCE - TOWN HALL 14/15	1		201.96
INV 009922	102/06/2014	AUSTRALASIAN PERFORMING RIGHT ASSOC LTD.	PUBLIC PERFORMANCE LICENCE - TOWN HALL 14/15	1	201.96	
EFT12819	15/08/2014	AUSTRALIAN INSTITUTE OF MANAGEMENT	HR TRAINING DCEO/ HR OFFICER - APPRAISAL INTERVIEWS 18/9/14	1		1,380.00
INV 696622	27/05/2014	AUSTRALIAN INSTITUTE OF MANAGEMENT	HR TRAINING DCEO/ HR OFFICER - APPRAISAL INTERVIEWS 18/9/14	1	1,380.00	
EFT12820	15/08/2014	AVON VALLEY TYRE SERVICE	SUPPLY & FIT TYRES X 2 - 1TME264 - MINOR PLANT	1		170.00
INV 7067	03/07/2014	AVON VALLEY TYRE SERVICE	SUPPLY & FIT TYRES X 2 - 1TME264 - MINOR PLANT	1	170.00	
EFT12821	15/08/2014	AVON WASTE	RUBBISH/ RECYCLING COLLECTION - 25/7/14	1		20,342.13
INV 13373	25/07/2014	AVON WASTE	RUBBISH/ RECYCLING COLLECTION - 25/7/14	1	20,342.13	
EFT12822	15/08/2014	BIBBY FINANCIAL SERVICES - ROAD SIGNS AUSTRALIA	ROAD SIGNS - VARIOUS	1		1,572.12
INV 22443	04/04/2014	BIBBY FINANCIAL SERVICES - ROAD SIGNS AUSTRALIA	ROAD SIGNS - VARIOUS	1	1,572.12	
EFT12823	15/08/2014	BLUE FORCE PTY LTD	ALARM MONITORING 1/7-30/9/14 - YRCC	1		228.80
INV 47364	01/07/2014	BLUE FORCE PTY LTD	ALARM MONITORING 1/7-30/9/14 - YRCC	1	228.80	
EFT12824	15/08/2014	BOC GASES	ANNUAL CONTAINER SERVICE - ACETYLENE/ OXYGEN 14/15 - DEPOT	1		349.54
INV 500131	1928/06/2014	BOC GASES	ANNUAL CONTAINER SERVICE - ACETYLENE/ OXYGEN 14/15 - DEPOT	1	349.54	
EFT12825	15/08/2014	BURGESS RAWSON (WA) PTY LTD	WATER RATES/ USAGE 1/7-31/8/14 - BURGESS SIDING STANDPIPE	1		48.84
INV 397982	25/07/2014	BURGESS RAWSON (WA) PTY LTD	WATER RATES/ USAGE 1/7-31/8/14 - BURGESS SIDING STANDPIPE	1	48.84	
EFT12826	15/08/2014	CORDELL INFORMATION	SUBSCRIPTION WA BUILDING COST GUIDE - 23/7/14-21/7/15	1		871.75

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INV 284107	28/04/2014	CORDELL INFORMATION	SUBSCRIPTION WA BUILDING COST GUIDE - 23/7/14-21/7/15	1	871.75	
EFT12827	15/08/2014	CRIMEA GROWERS MARKET	FRESH FOOD PURCHASES - YRCC	1		297.24
INV 9673	23/07/2014	CRIMEA GROWERS MARKET	FRESH FOOD PURCHASES - YRCC	1	154.46	
INV 9836	30/07/2014	CRIMEA GROWERS MARKET	GROCERY SUPPLIES - YRCC	1	142.78	
EFT12828	15/08/2014	DARREN LONG CONSULTING	ROAD ASSET MANAGEMENT PLAN/ POLICIES & DELEGATIONS REVIEW - COUNCIL WORKSHOPS	1		924.00
INV 410	29/06/2014	DARREN LONG CONSULTING	ROAD ASSET MANAGEMENT PLAN/ POLICIES & DELEGATIONS REVIEW - COUNCIL WORKSHOPS	1	924.00	
EFT12829	15/08/2014	DARRYS PLUMBING AND GAS	SUPPLY & INSTALL CISTERN/ URINALS - DEPOT	1		1,700.15
INV 2886-2721	06/2014	DARRYS PLUMBING AND GAS	SUPPLY & INSTALL CISTERN/ URINALS - DEPOT	1	1,112.15	
INV 2882-2721	06/2014	DARRYS PLUMBING AND GAS	REPAIR SOLENOID - FORREST OVAL RETIC	1	588.00	
EFT12830	15/08/2014	ENVIRONMENTAL HEALTH AUSTRALIA (NSW) INC	ONLINE SUBSCRIPTION 14/15 - IM ALERT	1		330.00
INV 801069	19/06/2014	ENVIRONMENTAL HEALTH AUSTRALIA (NSW) INC	ONLINE SUBSCRIPTION 14/15 - IM ALERT	1	330.00	
EFT12831	15/08/2014	GO DOORS	SUPPLY & FIT SENSOR/ RAIN GUARD - AUTO DOORS - TOWN HALL	1		456.89
INV 101146	17/07/2014	GO DOORS	SUPPLY & FIT SENSOR/ RAIN GUARD - AUTO DOORS - TOWN HALL	1	456.89	
EFT12832	15/08/2014	GRAPHIC SOURCE	BANNERS - MUSEUM	1		1,543.63
INV 0002087	10/07/2014	GRAPHIC SOURCE	BANNERS - MUSEUM	1	1,543.63	
EFT12833	15/08/2014	HEARTLANDS VET HOSPITAL	EUTHENASIA 3 CATS - ANIMAL CONTROL	1		255.00
INV 560601	28/07/2014	HEARTLANDS VET HOSPITAL	EUTHENASIA 3 CATS - ANIMAL CONTROL	1	255.00	
EFT12834	15/08/2014	HEARTLANDS WESTERN AUSTRALIA	HEARTLANDS MEMBERSHIP 2014/2015	1		330.00
INV 129	26/06/2014	HEARTLANDS WESTERN AUSTRALIA	HEARTLANDS MEMBERSHIP 2014/2015	1	330.00	
EFT12835	15/08/2014	HILLSEAFOOD WHOLESALE FOOD MERCHANTS	GROCERY SUPPLIES - YRCC	1		439.89

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INV 126918	22/07/2014	HILLSEAFOOD WHOLESALE FOOD MERCHANTS	GROCERY SUPPLIES - YRCC	1	143.95	
INV 127082	28/07/2014	HILLSEAFOOD WHOLESALE FOOD MERCHANTS	GROCERY SUPPLIES - YRCC	1	295.94	
EFT12836	15/08/2014	INSTANT FENCE HIRE	TEMP FENCE HIRE 29/5-10/7/14 - MONGER ST PIPES	1		413.82
INV A0151	14/07/2014	INSTANT FENCE HIRE	TEMP FENCE HIRE 29/5-10/7/14 - MONGER ST PIPES	1	413.82	
EFT12837	15/08/2014	IT VISION	SYNERGY SOFT ANNUAL LICENCE FEES 30/06/2015	1		33,114.40
INV 24094	01/07/2014	IT VISION	SYNERGY SOFT ANNUAL LICENCE FEES 30/06/2015	1	33,114.40	
EFT12838	15/08/2014	JOHN RUSSELL	SUPPLY YORK SHIRTS X 18 - INFO SVS	1		90.00
INV 91	05/03/2014	JOHN RUSSELL	SUPPLY YORK SHIRTS X 18 - INFO SVS	1	90.00	
EFT12839	15/08/2014	JTAGZ PTY LTD	SUPPLY DOG & CAT TAGS 2017	1		303.60
INV 26239	21/07/2014	JTAGZ PTY LTD	SUPPLY DOG & CAT TAGS 2017	1	303.60	
EFT12840	15/08/2014	KEITH WILLIAM MOORFIELD	INSPECT ALTERNATOR/ INSTALL BATTERIES - Y830	1		324.50
INV 3687	30/06/2014	KEITH WILLIAM MOORFIELD	INSPECT ALTERNATOR/ INSTALL BATTERIES - Y830	1	324.50	
EFT12841	15/08/2014	KLEENWEST DISTRIBUTORS	CLEANING ITEMS - YRCC/ REC CENTRE/ HOCKEY CLUB/ PAVILION	1		432.88
INV 9974	30/07/2014	KLEENWEST DISTRIBUTORS	CLEANING ITEMS - YRCC/ REC CENTRE/ HOCKEY CLUB/ PAVILION	1	432.88	
EFT12842	15/08/2014	LANDGATE	GRV VALUATIONS SCHEDULE G2014/10/ G2014/11 - JUN 14	1		143.04
INV 300442-27/06/2014	27/06/2014	LANDGATE	GRV VALUATIONS SCHEDULE G2014/10/ G2014/11 - JUN 14	1	143.04	
EFT12843	15/08/2014	LGIS INSURANCE BROKING	PUBLIC LIABILITY INSURANCE14/15 - FIRST INSTALMENT	1		36,960.49
INV 062-18225/06/2014	06/2014	LGIS INSURANCE BROKING	COUNCILLORS & OFFICERS LIABILITY INSURANCE 14/15	1	7,131.27	
INV 062-18225/06/2014	06/2014	LGIS INSURANCE BROKING	MARINE CARGO TRANSIT INSURANCE 14/15	1	275.00	
INV 062-18225/06/2014	06/2014	LGIS INSURANCE BROKING	PERSONAL ACCIDENT INSURANCE 14/15	1	1,413.50	
INV 062-18225/06/2014	06/2014	LGIS INSURANCE BROKING	STATUTORY & BUSINESS PRACTICES LIABILITY 14/15	1	3,481.12	

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INV 100-11818/07/2014	15/08/2014	LGIS INSURANCE BROKING	PUBLIC LIABILITY INSURANCE 14/15 - FIRST INSTALMENT	1	24,659.60	
EFT12844	15/08/2014	LGIS WA	WORKERS COMPENSATION INSURANCE 14/15	1		122,013.91
INV 100-11818/07/2014	15/08/2014	LGIS WA	BUSHFIRE VOLUNTEER INSURANCE 14/15	1	10,188.75	
INV 100-11818/07/2014	15/08/2014	LGIS WA	PROPERTY INSURANCE 14/15 - FIRST INSTALMENT	1	50,950.41	
INV 100-11818/07/2014	15/08/2014	LGIS WA	CAUSAL HIRERS LIABILITY 14/15	1	1,963.50	
INV 100-11818/07/2014	15/08/2014	LGIS WA	FIDELITY GUARANTEE INSURANCE 14/15	1	733.53	
INV 100-11818/07/2014	15/08/2014	LGIS WA	WORKERS COMPENSATION INSURANCE 14/15	1	58,177.72	
EFT12845	15/08/2014	LIQUID MIX (WA) PTY LTD	ALCOHOL PURCHASES - YRCC	1		1,214.78
INV 138868	29/07/2014	LIQUID MIX (WA) PTY LTD	ALCOHOL PURCHASES - YRCC	1	1,214.78	
EFT12846	15/08/2014	LOCAL HEALTH AUTHORITIES ANALYTICAL COMM	ANALYTICAL SERVICES 14/15	1		810.83
INV MA20128/07/2014	15/08/2014	LOCAL HEALTH AUTHORITIES ANALYTICAL COMM	ANALYTICAL SERVICES 14/15	1	810.83	
EFT12847	15/08/2014	MAL AUTOMOTIVES	SUPPLY FOAM GUNS - VEHICLE WASH	1		364.80
INV 16782	16/07/2014	MAL AUTOMOTIVES	SUPPLY FOAM GUNS - VEHICLE WASH	1	364.80	
EFT12848	15/08/2014	MERREDIN VETERINARY CLINIC AND HOSPITAL	CAT STERILISATION VOUCHER - SHIRE OF TAMMIN - 6/6/14	1		50.00
INV 30806	06/06/2014	MERREDIN VETERINARY CLINIC AND HOSPITAL	CAT STERILISATION VOUCHER - SHIRE OF TAMMIN - 6/6/14	1	50.00	
EFT12849	15/08/2014	METAL ARTWORK CREATIONS	DESK NAME PLATES - COMMUNITY MEMBERS - FRAC/ WORKS COMMITTEES	1		226.60
INV 44001	19/06/2014	METAL ARTWORK CREATIONS	DESK NAME PLATE - CEO	1	27.50	
INV 44180	09/07/2014	METAL ARTWORK CREATIONS	DESK NAME PLATES - COMMUNITY MEMBERS - FRAC/ WORKS COMMITTEES	1	199.10	
EFT12850	15/08/2014	MIDALIA STEEL	SUPPLY HARDWARE FOR GATES - ADMIN AIR CON UNITS	1		279.11
INV 597291530/06/2014	15/08/2014	MIDALIA STEEL	SUPPLY HARDWARE FOR GATES - ADMIN AIR CON UNITS	1	66.00	

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INV 597268	12/06/2014	MIDALIA STEEL	SUPPLY HARDWARE FOR GATES - ADMIN AIR CON UNITS	1	213.11	
EFT12851	15/08/2014	NOISE AND VIBRATION MEASUREMENT SYSTEMS PTY LTD	REGISTRATION - LOCAL GOVT NOISE TRAINING 18-19/9/2014 - J COLES	1		1,265.00
INV 800627	30/07/2014	NOISE AND VIBRATION MEASUREMENT SYSTEMS PTY LTD	REGISTRATION - LOCAL GOVT NOISE TRAINING 18-19/9/2014 - J COLES	1		1,265.00
EFT12852	15/08/2014	NORTHAM BEARING SALES	SUPPLY ALEMITE AIR GREASE KIT TROLLEY	1		1,288.10
INV 265848	15/07/2014	NORTHAM BEARING SALES	SUPPLY ALEMITE AIR GREASE KIT TROLLEY	1		1,288.10
EFT12853	15/08/2014	NORTHAM TELEVISION SERVICES	REPAIR TV CONNECTION - 17 FORBES ST	1		165.00
INV 31917	01/07/2014	NORTHAM TELEVISION SERVICES	REPAIR TV CONNECTION - 17 FORBES ST	1		165.00
EFT12854	15/08/2014	PEERLESS JAL PTY LTD	FLOOR POLISH/ AUTOSCRUBBER PADS - TOWN HALL	1		189.18
INV SI190882	1/07/2014	PEERLESS JAL PTY LTD	FLOOR POLISH/ AUTOSCRUBBER PADS - TOWN HALL	1		189.18
EFT12855	15/08/2014	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER SUPPORT - JUN 14	1		1,360.00
INV 20009	08/07/2014	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER SUPPORT - JUL 14	1		467.50
INV 17931	30/06/2014	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER SUPPORT - JUN 14	1		892.50
EFT12856	15/08/2014	PFD FOOD SERVICES PTY LTD	FOOD PURCHASES - YRCC	1		495.15
INV JS4581	125/07/2014	PFD FOOD SERVICES PTY LTD	FOOD PURCHASES - YRCC	1		495.15
EFT12857	15/08/2014	RICOH AUSTRALIA PTY LTD	SUPPLY PRINTER CARTRIDGE - LICENSING PRINTER	1		165.00
INV 284922	001/07/2014	RICOH AUSTRALIA PTY LTD	SUPPLY PRINTER CARTRIDGE - LICENSING PRINTER	1		165.00
EFT12858	15/08/2014	RURAL WATER COUNCIL OF WA INC	ANNUAL SUBSCRIPTION 14/15	1		150.00
INV 000000	808/05/2014	RURAL WATER COUNCIL OF WA INC	ANNUAL SUBSCRIPTION 14/15	1		150.00
EFT12859	15/08/2014	SHERIDANS	NAME BADGES X 3 - P MURRAY/ G TESTER/ M DAVIES	1		82.52
INV 62721	24/07/2014	SHERIDANS	NAME BADGES X 3 - P MURRAY/ G TESTER/ M DAVIES	1		82.52
EFT12860	15/08/2014	SHIRE OF NORTHAM	TIPPING FEES - JUN 14	1		6,398.90

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INV 13043	08/07/2014	SHIRE OF NORTHAM	TIPPING FEES - JUN 14	1	6,398.90	
EFT12861	15/08/2014	SHIRE OF YORK	FOOD BUSINESS ANNUAL HEALTH LICENCE FEE - 14/15	1		162.00
INV 5381	23/07/2014	SHIRE OF YORK	FOOD BUSINESS ANNUAL HEALTH LICENCE FEE - 14/15	1	162.00	
EFT12862	15/08/2014	STATE LIBRARY OF WESTERN AUSTRALIA	LOST/ DAMAGED LIBRARY ITEMS X 6	1		38.50
INV R10046716/07/2014		STATE LIBRARY OF WESTERN AUSTRALIA	LOST/ DAMAGED LIBRARY ITEMS X 6	1	38.50	
EFT12863	15/08/2014	THE FARM SHOP (YORK)	DOG FOOD/ CAT FOOD - POUND SUPPLIES	1		101.03
INV 089002021/07/2014		THE FARM SHOP (YORK)	DOG FOOD/ CAT FOOD - POUND SUPPLIES	1	101.03	
EFT12864	15/08/2014	THE YORK SOCIETY (INC)	SUPPLY BOOKS - YORK CEMETERY X 10/ TOWN HALL X 3/ AMELIA X 2 - INFO SVS	1		203.50
INV 57	23/07/2014	THE YORK SOCIETY (INC)	SUPPLY BOOKS - YORK CEMETERY X 10/ TOWN HALL X 3/ AMELIA X 2 - INFO SVS	1	203.50	
EFT12865	15/08/2014	TRANSAIR TWO-WAY RADIO	SUPPLY RADIOS/ CHARGES/ ADAPTORS X 4	1		2,555.19
INV 3797	11/07/2014	TRANSAIR TWO-WAY RADIO	SUPPLY RADIOS/ CHARGES/ ADAPTORS X 4	1	2,555.19	
EFT12866	15/08/2014	TREASURY WINE ESTATES AUSTRALIA LTD	ALCOHOL PURCHASES - YRCC	1		445.77
INV 521900530/07/2014		TREASURY WINE ESTATES AUSTRALIA LTD	ALCOHOL PURCHASES - YRCC	1	445.77	
EFT12867	15/08/2014	VALLEY FORD/ NORTHAM HYUNDAI	VEHICLE HIRE 26/7-1/8/14 - ENGINEER	1		525.00
INV M-MHY18/07/2014		VALLEY FORD/ NORTHAM HYUNDAI	VEHICLE HIRE 26/7-1/8/14 - ENGINEER	1	525.00	
EFT12868	15/08/2014	WA SANDALWOOD NUTS	SUPPLY NUTS/DUKKAH FOR RESALE- INFO SVS	1		144.50
INV 119	08/01/2014	WA SANDALWOOD NUTS	SUPPLY NUTS/DUKKAH FOR RESALE- INFO SVS	1	144.50	
EFT12869	15/08/2014	YORK COMMUNITY RESOURCE CENTRE INC	AGENDA & MINUTE PREPARATION FOR THE ORDINARY COUNCIL MEETING HELD 16 JUNE 2014	1		1,585.00
INV 2681	30/06/2014	YORK COMMUNITY RESOURCE CENTRE INC	MINUTES OF THE FINANCE, RISK & AUDIT COMMITTEE MEETING HELD 23 JUNE 2014	1	166.25	
INV 2680	30/06/2014	YORK COMMUNITY RESOURCE CENTRE INC	AGENDA & MINUTE PREPARATION FOR THE ORDINARY COUNCIL MEETING HELD 16 JUNE 2014	1	1,418.75	
EFT12870	15/08/2014	YORK QUALITY BUTCHERS	MEAT SUPPLIES - YRCC	1		439.41

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INV 656231	24/07/2014	YORK QUALITY BUTCHERS	MEAT SUPPLIES - YRCC	1	242.41	
INV 656232	30/07/2014	YORK QUALITY BUTCHERS	MEAT SUPPLIES - YRCC	1	197.00	
EFT12871	20/08/2014	WESTPAC BANKING CORPORATION	TERM DEPOSITS - MUNICIPAL FUNDS	1		500,100.00
INV TERM I20	08/2014	WESTPAC BANKING CORPORATION	TERM DEPOSITS - MUNICIPAL FUNDS	1		500,100.00
EFT12872	21/08/2014	ANTHONY STEPHEN BOYLE	COUNCILLOR ALLOWANCE 1/7-30/9/14	1		3,275.00
INV ALLOW01	07/2014	ANTHONY STEPHEN BOYLE	COUNCILLOR ALLOWANCE 1/7-30/9/14	1		3,275.00
EFT12873	21/08/2014	DAVID THOMAS WALLACE	COUNCILLOR ALLOWANCE 1/7-30/9/14	1		3,275.00
INV ALLOW01	07/2014	DAVID THOMAS WALLACE	COUNCILLOR ALLOWANCE 1/7-30/9/14	1		3,275.00
EFT12874	21/08/2014	DENESE EILEEN SMYTHE	COUNCILLOR ALLOWANCE 1/7-30/9/14	1		3,275.00
INV ALLOW01	07/2014	DENESE EILEEN SMYTHE	COUNCILLOR ALLOWANCE 1/7-30/9/14	1		3,275.00
EFT12875	21/08/2014	JOHN PATRICK HOOPER	COUNCILLOR ALLOWANCE 1/7-30/9/14	1		3,275.00
INV ALLOW01	07/2014	JOHN PATRICK HOOPER	COUNCILLOR ALLOWANCE 1/7-30/9/14	1		3,275.00
EFT12876	21/08/2014	MARK GREGORY DUPEROUZEL	COUNCILLOR ALLOWANCE 1/7-30/9/14	1		5,528.00
INV ALLOW01	07/2014	MARK GREGORY DUPEROUZEL	COUNCILLOR ALLOWANCE 1/7-30/9/14	1		5,528.00
EFT12877	21/08/2014	MATTHEW REID	COUNCILLOR ALLOWANCE 1/7-30/9/14	1		14,080.00
INV ALLOW01	07/2014	MATTHEW REID	COUNCILLOR ALLOWANCE 1/7-30/9/14	1		14,080.00
EFT12878	22/08/2014	AUSTRALIAN TAXATION OFFICE	BAS - JULY 2014	1		30,200.00
INV BAS AE31	07/2014	AUSTRALIAN TAXATION OFFICE	BAS ADJUSTMENT TO JUNE 14 - DUE TO CR351 BORAL CREDIT NOTE	1		2,210.76
INV BAS JU31	07/2014	AUSTRALIAN TAXATION OFFICE	BAS - JULY 2014	1		27,989.24
EFT12879	22/08/2014	AVON FENZING	PERIMETER FENCING - FORREST OVAL WATER RE-USE DAM	1		8,236.20
INV 32	06/08/2014	AVON FENZING	PERIMETER FENCING - FORREST OVAL WATER RE-USE DAM	1		8,236.20

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EFT12880	22/08/2014	BOC GASES	YRCC-CELLAMIX-ANNUAL CONTAINER SERVICE FEES	1		241.56
INV 500140220/08/2014		BOC GASES	YRCC-CELLAMIX-ANNUAL CONTAINER SERVICE FEES	1	241.56	
EFT12881	22/08/2014	DARRYS PLUMBING AND GAS	FORREST OVAL WATER RE-USE DAM - CLAIM 1 - QUOTE 3584	1		61,490.00
INV 2952	22/08/2014	DARRYS PLUMBING AND GAS	FORREST OVAL WATER RE-USE DAM - CLAIM 1 - QUOTE 3584	1	61,490.00	
EFT12882	22/08/2014	LANDGATE	LODGEMENT - LEASES CROWN LAND X 3	1		480.00
INV LANDG14/08/2014		LANDGATE	LODGEMENT - LEASES CROWN LAND X 3	1	480.00	
EFT12883	22/08/2014	MAL AUTOMOTIVES	DEPOT PURCHASE - VACMASTER WET & DRY	1		410.00
INV 16882	06/08/2014	MAL AUTOMOTIVES	DEPOT PURCHASE - VACMASTER WET & DRY	1	410.00	
EFT12884	22/08/2014	MEGHAN HICKS	YRCC - REIMBURSEMENT M HICKS - MEAT PURCHASES	1		168.37
INV HICKS 07/08/2014		MEGHAN HICKS	YRCC - REIMBURSEMENT M HICKS - MEAT PURCHASES	1	168.37	
EFT12885	22/08/2014	PERTH ENERGY	ELECTRICITY CHARGES 5/7/14-4/8/14	1		3,166.11
INV 601487 05/08/2014		PERTH ENERGY	ELECTRICITY CHARGES 5/7/14-4/8/14	1	3,166.11	
EFT12886	22/08/2014	PETER MURRAY	REIMBURSEMENT - SEAT COVERS Y96	1		270.00
INV REFUN31/07/2014		PETER MURRAY	REIMBURSEMENT - SEAT COVERS Y96	1	270.00	
EFT12887	22/08/2014	SCREAIGHS	YRCC - ALCOHOL FREIGHT	1		320.10
INV 305913 07/08/2014		SCREAIGHS	YRCC - ALCOHOL FREIGHT	1	144.21	
INV 305799 07/06/2014		SCREAIGHS	YRCC - ALCOHOL FREIGHT	1	101.20	
INV 305784 30/05/2014		SCREAIGHS	YRCC - ALCOHOL FREIGHT	1	74.69	
EFT12888	22/08/2014	TALIS CONSULTANTS	ASSET MGT SVCES 31/5/14-27/6/14 - MAPPING	1		977.20
INV 13432 02/07/2014		TALIS CONSULTANTS	ASSET MGT SVCES 31/5/14-27/6/14 - MAPPING	1	977.20	
EFT12889	22/08/2014	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES TRAINING/COVERAGE FOR RDO	1		786.50
INV 48 09/08/2014		WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES TRAINING/COVERAGE FOR RDO	1	786.50	

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EFT12890	22/08/2014	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	ADVERTS FOR CEO POSITION - JULY 2014	1		2,759.79
INV I30437613	08/2014	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	ADVERTS FOR CEO POSITION - JULY 2014	1	2,759.79	
EFT12891	22/08/2014	YORK AGRICULTURAL SOCIETY INC.	YORK AG SHOW -SHOW BOOK HALF PAGE ADVERT	1		50.00
INV 952	23/07/2014	YORK AGRICULTURAL SOCIETY INC.	YORK AG SHOW -SHOW BOOK HALF PAGE ADVERT	1	50.00	
EFT12892	22/08/2014	YORK BUILDING SUPPLIES	5 X RUBBISH BINS/PLASTIC BUCKET	1		439.98
INV 101013402	07/2014	YORK BUILDING SUPPLIES	2 X OCTOPUS STRAPS/PKT 50 SCREWS	1	12.29	
INV 101013402	07/2014	YORK BUILDING SUPPLIES	72 WASHERS/2 MARKER PENS	1	28.94	
INV 101013402	07/2014	YORK BUILDING SUPPLIES	1 X 5 PCE SCREW EXT SET	1	5.99	
INV 101013403	07/2014	YORK BUILDING SUPPLIES	1 X COMBO SPANNER 19MM	1	15.45	
INV 101013403	07/2014	YORK BUILDING SUPPLIES	1 X PINE LOG 125-150MM	1	43.77	
INV 101013403	07/2014	YORK BUILDING SUPPLIES	2 LTR WHITE PAINT/ROLLER COVER & FRAME 2 PAK	1	48.98	
INV 101013609	07/2014	YORK BUILDING SUPPLIES	1 X WIRE WELD MIG MINI 8 MM X .45KG NO GAS	1	32.99	
INV 101013610	07/2014	YORK BUILDING SUPPLIES	1310MM LONG HANDLED SHOVEL	1	18.99	
INV 101013614	07/2014	YORK BUILDING SUPPLIES	250MM MULTIGRIP PLIERS	1	17.99	
INV 101013715	07/2014	YORK BUILDING SUPPLIES	PAINT/MARKER PEN	1	54.84	
INV 101013821	07/2014	YORK BUILDING SUPPLIES	4 PKTS CABLE TIES	1	9.16	
INV 101013823	07/2014	YORK BUILDING SUPPLIES	BOLT DROP GATE 300MMX12MM/4 X BUTT HINGE 100MM	1	36.95	
INV 800353728	07/2014	YORK BUILDING SUPPLIES	230MM ROLLER KIT	1	6.95	
INV 101014031	07/2014	YORK BUILDING SUPPLIES	5 X RUBBISH BINS/PLASTIC BUCKET	1	106.69	
EFT12893	25/08/2014	FITZGERALD STRATEGIES	INDUSTRIAL RELATIONS/ HR CONSULTANCY FEES - 25/6-1/8/14	1		14,392.37
INV 1612	16/07/2014	FITZGERALD STRATEGIES	INDUSTRIAL RELATIONS/ HR CONSULTANCY FEES - 25/6-1/8/14	1	14,164.81	
INV 1616	31/07/2014	FITZGERALD STRATEGIES	INDUSTRIAL RELATIONS - CONSULTANCY	1	227.56	
EFT12894	25/08/2014	NIGHT SKY BUSINESS SERVICES PTY LTD	FINANCIAL REPORTING SERVICES - AUG 14	1		1,375.00

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INV 115	25/08/2014	NIGHT SKY BUSINESS SERVICES PTY LTD	FINANCIAL REPORTING SERVICES - AUG 14	1	1,375.00	
EFT12895	25/08/2014	WRIGHT EXPRESS FUEL CARDS AUST (MOTORCHARGE)	GULL CARD	1		1,700.08
INV 137079031	07/2014	WRIGHT EXPRESS FUEL CARDS AUST (MOTORCHARGE)	GULL CARD	1	1,700.08	
EFT12896	25/08/2014	YORK QUALITY BUTCHERS	MEAT SUPPLIES - YRCC 14/08/14	1		170.54
INV 656234	14/08/2014	YORK QUALITY BUTCHERS	MEAT SUPPLIES - YRCC 14/08/14	1	170.54	
EFT12897	29/08/2014	ACCESS SERVICE AUSTRALIA PTY LTD	MAINTENANCE - CHERRY PICKER Y466	1		432.30
INV 401203801	07/2014	ACCESS SERVICE AUSTRALIA PTY LTD	MAINTENANCE - CHERRY PICKER Y466	1	432.30	
EFT12898	29/08/2014	ALBERT WALKER	2/40 MACARTNEY ST-WATER P/MENTS REFUND	1		184.70
INV WATER07	08/2014	ALBERT WALKER	2/40 MACARTNEY ST-WATER P/MENTS REFUND	1	184.70	
EFT12899	29/08/2014	ALL-WAYS FOODS	YRCC-FOOD & UTENSILS PURCHASES	1		392.36
INV 11360	07/08/2014	ALL-WAYS FOODS	YRCC-FOOD & UTENSILS PURCHASES	1	392.36	
EFT12900	29/08/2014	ANNETTE DALE	4/40 MACARTNEY ST-WATER P/MENTS REFUND 1/10/13-30/5/14	1		117.31
INV WATER07	08/2014	ANNETTE DALE	4/40 MACARTNEY ST-WATER P/MENTS REFUND 1/10/13-30/5/14	1	117.31	
EFT12901	29/08/2014	ARROW BRONZE	NICHE WALL PLAQUES,VASES	1		601.81
INV 601783	31/07/2014	ARROW BRONZE	NICHE WALL PLAQUES,VASES	1	601.81	
EFT12902	29/08/2014	ATD COMMUNICATIONS	JOB 6621 - TECH DATA- TELEPHONE SYSTEM MTCE	1		72.60
INV 130525	17/07/2014	ATD COMMUNICATIONS	JOB 6621 - TECH DATA- TELEPHONE SYSTEM MTCE	1	72.60	
EFT12903	29/08/2014	AUSTRALIA DAY COUNCIL	BRONZE MEMBERSHIP 14/15	1		200.00
INV 2430	15/08/2014	AUSTRALIA DAY COUNCIL	BRONZE MEMBERSHIP 14/15	1	200.00	
EFT12904	29/08/2014	AUSTRALIA POST	POSTAGE - JULY 14	1		2,948.57
INV 100316603	08/2014	AUSTRALIA POST	POSTAGE - JULY 14	1	2,948.57	

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EFT12905	29/08/2014	AVON PAPER SHRED	1 X 240 LTR BIN OF CONFIDENTIAL PAPER SHREDDING	1		55.00
INV 433	04/08/2014	AVON PAPER SHRED	1 X 240 LTR BIN OF CONFIDENTIAL PAPER SHREDDING	1	55.00	
EFT12906	29/08/2014	AVON VALLEY TYRE SERVICE	Y711 REPAIR TYRE - Y600 FIT LARGE CASING PATCH TO TYRE	1		350.39
INV 7178	21/07/2014	AVON VALLEY TYRE SERVICE	Y711 REPAIR TYRE - Y600 FIT LARGE CASING PATCH TO TYRE	1	190.00	
INV 7280	11/08/2014	AVON VALLEY TYRE SERVICE	Y600 - JOHN DEERE LOADER: FIT SIDE WINDOW/HYDRAULIC HOSE MINOR PLANT	1	160.39	
EFT12907	29/08/2014	BGC QUARRIES	WASHED GRANITE - VARIOUS ROADS	1		1,315.78
INV IQ1735	20/07/2014	BGC QUARRIES	WASHED GRANITE - VARIOUS ROADS	1	1,315.78	
EFT12908	29/08/2014	BIBBY FINANCIAL SERVICES - ROAD SIGNS AUSTRALIA	VARIOUS ROAD SIGNS	1		2,434.30
INV 23943	29/07/2014	BIBBY FINANCIAL SERVICES - ROAD SIGNS AUSTRALIA	VARIOUS ROAD SIGNS	1	1,524.60	
INV 23911	18/07/2014	BIBBY FINANCIAL SERVICES - ROAD SIGNS AUSTRALIA	ROAD SIGNS - VARIOUS	1	909.70	
EFT12909	29/08/2014	CARLTON UNITED BREWERS	YRCC - ALCOHOL PURCHASES	1		3,379.61
INV 750000807/08/2014		CARLTON UNITED BREWERS	YRCC - ALCOHOL PURCHASES	1	3,379.61	
EFT12910	29/08/2014	CHATHAM PUBLICATIONS	SUPPLY BOOKS X 6 FOUR JULIAS - INFO SERVICES	1		72.00
INV 22	10/08/2014	CHATHAM PUBLICATIONS	SUPPLY BOOKS X 6 FOUR JULIAS - INFO SERVICES	1	72.00	
EFT12911	29/08/2014	CJD EQUIPMENT PTY LTD	GRADER - FUSE	1		21.14
INV 110661514/08/2014		CJD EQUIPMENT PTY LTD	GRADER - FUSE	1	21.14	
EFT12912	29/08/2014	COCA-COLA AMATIL	YRCC - VARIOUS DRINKS PURCHASES	1		585.48
INV COCA 06/08/2014		COCA-COLA AMATIL	YRCC - VARIOUS DRINKS PURCHASES	1	585.48	
EFT12913	29/08/2014	COURIER AUSTRALIA	FREIGHT - VARIOUS	1		1,023.73
INV 0161	18/07/2014	COURIER AUSTRALIA	FREIGHT - VARIOUS	1	537.09	
INV 0160	11/07/2014	COURIER AUSTRALIA	FREIGHT - VARIOUS	1	284.69	

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INV 0162	25/07/2014	COURIER AUSTRALIA	FREIGHT - VARIOUS	1	43.43	
INV 0164	08/08/2014	COURIER AUSTRALIA	FREIGHT 6-7/08/14	1	108.72	
INV 0163	01/08/2014	COURIER AUSTRALIA	FREIGHT - JASON SIGNS 28/07/14 - PCS 31/07/14	1	40.36	
INV 0165	15/08/2014	COURIER AUSTRALIA	FREIGHT - PCS	1	9.44	
EFT12914	29/08/2014	CRIMEA GROWERS MARKET	YRCC - FRESH FOOD PURCHASES	1		393.11
INV 10004	06/08/2014	CRIMEA GROWERS MARKET	YRCC - FRESH FOOD PURCHASES	1	186.20	
INV 10188	13/08/2014	CRIMEA GROWERS MARKET	YRCC - FRESH FOOD PURCHASES	1	168.30	
INV 10407	20/08/2014	CRIMEA GROWERS MARKET	YRCC - FRESH FOOD PURCHASES	1	38.61	
EFT12915	29/08/2014	DARRYS PLUMBING AND GAS	BURGES SDG S/PIPE - REPAIRS	1		3,661.63
INV 2901-1830	06/2014	DARRYS PLUMBING AND GAS	GREASE ARRESTOR CLEANING - YRCC	1	385.00	
INV 2913	21/07/2014	DARRYS PLUMBING AND GAS	TOWN HALL - BOILER SYSTEM/WALL URN MTCE	1	99.00	
INV 2912	21/07/2014	DARRYS PLUMBING AND GAS	YORK CEMETERY TOILET-ADJ FLUSHING BUTTON	1	99.00	
INV 2904	11/07/2014	DARRYS PLUMBING AND GAS	BURGES SDG S/PIPE - REPAIRS	1	1,815.00	
INV 2908	14/07/2014	DARRYS PLUMBING AND GAS	TOWN HALL TOILETS - SEWER BLOCKAGE	1	653.13	
INV 2891-3424	06/2014	DARRYS PLUMBING AND GAS	EXCAVATOR HIRE 24/06/14 - YORK CEMETERY	1	462.00	
INV 2888-3422	06/2014	DARRYS PLUMBING AND GAS	YRCC - CLEAR TOILET BLOCKAGE	1	148.50	
EFT12916	29/08/2014	DOMINIC CARBONE	CONSULTANCY FEE - BUDGET 14/15	1		2,178.00
INV 34	18/08/2014	DOMINIC CARBONE	CONSULTANCY FEE - BUDGET 14/15	1	2,178.00	
EFT12917	29/08/2014	DUSTRY PTY LTD	CULVERT CLEANING - VARIOUS	1		3,509.00
INV 961	24/07/2014	DUSTRY PTY LTD	YORK CEMETERY - DRAINAGE	1	786.50	
INV 960	09/07/2014	DUSTRY PTY LTD	CULVERT CLEANING - VARIOUS	1	2,722.50	
EFT12918	29/08/2014	E. D. & M. J. ROUS ELECTRICAL CONTRACTORS	REPAIRED VANDAL DAMAGE & FIX RETIC BY SWING BRIDGE - AVON PARK	1		1,643.30
INV 3825	01/07/2014	E. D. & M. J. ROUS ELECTRICAL CONTRACTORS	REPAIR LIGHT - ADMIN LADIES TOILET	1	104.50	

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INV 3826	01/07/2014	E. D. & M. J. ROUS ELECTRICAL CONTRACTORS	REPAIRED VANDAL DAMAGE & FIX RETIC BY SWING BRIDGE - AVON PARK	1	887.60	
INV 5935	05/08/2014	E. D. & M. J. ROUS ELECTRICAL CONTRACTORS	YRCC - REPAIR GYM DOOR/REPLACE CORD ON VACUUM CLEANER	1	325.60	
INV 5952	24/08/2014	E. D. & M. J. ROUS ELECTRICAL CONTRACTORS	INSTALLATION OF FLOOD LIGHT - DEPOT BUILDING	1	325.60	
EFT12919	29/08/2014	EASTERN HILLS SAWS AND MOWERS	1 X STIHL CHAIN SAW/2XSPARE CHAINS/1XSPARE BAR/FUEL CONTAINER	1		1,184.30
INV 31385	11/07/2014	EASTERN HILLS SAWS AND MOWERS	1 X STIHL CHAIN SAW/2XSPARE CHAINS/1XSPARE BAR/FUEL CONTAINER	1	1,184.30	
EFT12920	29/08/2014	EASTWAY FOOD SUPPLIES	GROCERY SUPPLIES - YRCC 20/08/14	1		85.78
INV 111049	20/08/2014	EASTWAY FOOD SUPPLIES	GROCERY SUPPLIES - YRCC 20/08/14	1	85.78	
EFT12921	29/08/2014	ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC	MEMBERSHIP FEE 18/08/14 - 30/06/15	1		293.33
INV 999	18/08/2014	ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC	MEMBERSHIP FEE 18/08/14 - 30/06/15	1	293.33	
EFT12922	29/08/2014	FEINAUER COMMERCIAL LAWYERS	LEGAL FEES - FITZGERALD REPORT	1		27,930.64
INV 6023	10/07/2014	FEINAUER COMMERCIAL LAWYERS	LEASE PREPARATION - WHEATBELT WOMENS HEALTH HUB	1	2,186.80	
INV 6022	10/07/2014	FEINAUER COMMERCIAL LAWYERS	LEASE PREPARATION - WA COUNTRY HEALTH SERVICE	1	3,311.00	
INV 6039	30/07/2014	FEINAUER COMMERCIAL LAWYERS	LEGAL FEES - FITZGERALD REPORT	1	3,952.85	
INV 6052	15/08/2014	FEINAUER COMMERCIAL LAWYERS	LEGAL FEES - FITZGERALD REPORT	1	11,107.25	
INV 6051	15/08/2014	FEINAUER COMMERCIAL LAWYERS	LEASE PREPARATION - WOMENS HEALTH HUB	1	178.20	
INV 6044	06/08/2014	FEINAUER COMMERCIAL LAWYERS	LEASE PREPARATION - WOMENS HEALTH HUB	1	1,139.60	
INV 6045	06/08/2014	FEINAUER COMMERCIAL LAWYERS	LEASE PREPARATION - BALBALLY	1	384.45	
INV 6033	24/07/2014	FEINAUER COMMERCIAL LAWYERS	LEASE PREPARATION - BALBALLY	1	4,342.24	
INV 6038	30/07/2014	FEINAUER COMMERCIAL LAWYERS	LEASE PREPARATION - PIONEER MEMORIAL LODGE	1	413.60	
INV 6032	23/07/2014	FEINAUER COMMERCIAL LAWYERS	LEASE PREPARATION - PIONEER MEMORIAL LODGE	1	914.65	
EFT12923	29/08/2014	FIDDLESTIX BUSH BAND	SPONSORSHIP 2014/15	1		1,000.00
INV SPONS	18/08/2014	FIDDLESTIX BUSH BAND	SPONSORSHIP 2014/15	1	1,000.00	

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EFT12924	29/08/2014	FIRE AND SAFETY WA	PROTECTIVE GEAR/ STOW BAGS	1		2,001.13
INV 20171	25/06/2014	FIRE AND SAFETY WA	PROTECTIVE GEAR/ STOW BAGS	1	2,001.13	
EFT12925	29/08/2014	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPY CHARGES 1/7/14 - 31/7/14	1		6,181.17
INV CM97231	07/2014	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPY CHARGES 1/7/14 - 31/7/14	1	6,181.17	
EFT12926	29/08/2014	GARY PIKE - MT HARDY ELECTRICS	REFUND - PLANNING APPLICATION	1		147.00
INV 21/08/14	21/08/2014	GARY PIKE - MT HARDY ELECTRICS	REFUND - PLANNING APPLICATION	1	147.00	
EFT12927	29/08/2014	GCM AGENCIES PTY LTD	Y830 - 1500 SERVICE KIT - MULTI TYRED ROLLER	1		1,038.55
INV 12814	31/07/2014	GCM AGENCIES PTY LTD	Y830 - 1500 SERVICE KIT - MULTI TYRED ROLLER	1	1,038.55	
EFT12928	29/08/2014	GLAN KEYS	KEYS X 2 - STORAGE CABINET	1		21.70
INV 11195	13/08/2014	GLAN KEYS	KEYS X 2 - STORAGE CABINET	1	21.70	
EFT12929	29/08/2014	GPR TRUCK SERVICE AND REPAIRS	Y4099 RESET FRONT SPRINGS/EXTRA LEAF/ALIGN WHEELS	1		2,496.28
INV 87144/731	07/2014	GPR TRUCK SERVICE AND REPAIRS	Y4099 RESET FRONT SPRINGS/EXTRA LEAF/ALIGN WHEELS	1	2,496.28	
EFT12930	29/08/2014	GRAHAM LANTZKE	REIMBURSEMENTS - G LANTZKE	1		1,964.61
INV 25/08/14	25/08/2014	GRAHAM LANTZKE	REIMBURSEMENT - FUEL	1	302.87	
INV 25/08/14	25/08/2014	GRAHAM LANTZKE	REIMBURSEMENTS - G LANTZKE	1	1,661.74	
EFT12931	29/08/2014	GTS GAUGES TRANSMITTERS SWITCHES PTY LTD	GPS TRIPMETER WITH MAGNETIC MOUNT ANTENNA	1		825.00
INV 41666	29/07/2014	GTS GAUGES TRANSMITTERS SWITCHES PTY LTD	GPS TRIPMETER WITH MAGNETIC MOUNT ANTENNA	1	825.00	
EFT12932	29/08/2014	GUN MART & TACKLE	1 X RANGEFINDER LASER TELEMETRE	1		375.00
INV 1-02-07	29/07/2014	GUN MART & TACKLE	1 X RANGEFINDER LASER TELEMETRE	1	375.00	
EFT12933	29/08/2014	H J SCHAUER & J S SCHAUER (CHRIS CLEAN)	CLEANING - 31/7/2014	1		1,463.00

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INV YC071431	07/2014	H J SCHAUER & J S SCHAUER (CHRIS CLEAN)	CLEANING - 31/7/2014	1	1,463.00	
EFT12934	29/08/2014	HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD PURCHASES	1		829.88
INV 001272604	08/2014	HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - VARIOUS FOOD PURCHASES	1	298.38	
INV 127501	12/08/2014	HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD PURCHASES	1	531.50	
EFT12935	29/08/2014	HITACHI CONSTRUCTION MACHINERY	Y600 JD LOADER REPAIRS - BUCKET KICKOUT NOT WORKING	1		1,498.79
INV IS5001023	06/2014	HITACHI CONSTRUCTION MACHINERY	Y600 JD LOADER REPAIRS - BUCKET KICKOUT NOT WORKING	1	953.37	
INV IP5002430	07/2014	HITACHI CONSTRUCTION MACHINERY	Y600 JOHN DEERE LOADER - WINDOW	1	545.42	
EFT12936	29/08/2014	IT VISION USERS GROUP INC.	ANNUAL SUBSCRIPTION 2014-15	1		660.00
INV 73	01/07/2014	IT VISION USERS GROUP INC.	ANNUAL SUBSCRIPTION 2014-15	1	660.00	
EFT12937	29/08/2014	JASON SIGNMAKERS	STREET SIGNAGE - GRAVEL ROAD/ POSTS/ CAPS/ BRACKETS/ WASHERS	1		4,633.20
INV 153424	07/07/2014	JASON SIGNMAKERS	WARNING SIGNS - ROADS	1	506.00	
INV 153593	11/07/2014	JASON SIGNMAKERS	STREET SIGNAGE - GRAVEL ROAD/ POSTS/ CAPS/ BRACKETS/ WASHERS	1	4,043.60	
INV 153928	29/07/2014	JASON SIGNMAKERS	2 X OVERSIZE STICKERS	1	83.60	
EFT12938	29/08/2014	JOHN RUSSELL	6/40 MACARTNEY ST- WATER PAYMENT REFUND 29/11/13-30/5/2014	1		321.27
INV WATER0708	2014	JOHN RUSSELL	6/40 MACARTNEY ST- WATER PAYMENT REFUND 29/11/13-30/5/2014	1	321.27	
EFT12939	29/08/2014	KLEENHEAT GAS	LPG BULK GAS - YRCC & GWAMBYGINE PARK	1		3,560.47
INV KLEEN31	07/2014	KLEENHEAT GAS	LPG BULK GAS - YRCC & GWAMBYGINE PARK	1	3,560.47	
EFT12940	29/08/2014	KLEENWEST DISTRIBUTORS	TISSUES/HAND TOWELS/TOILET ROLLS	1		790.46
INV 10022	06/08/2014	KLEENWEST DISTRIBUTORS	TISSUES/HAND TOWELS/TOILET ROLLS	1	346.50	
INV 9878	22/07/2014	KLEENWEST DISTRIBUTORS	SLIM LINE HAND TOWEL - TOWN HALL	1	256.96	

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INV 10179	22/08/2014	KLEENWEST DISTRIBUTORS	WASTE BAGS	1		187.00	
EFT12941	29/08/2014	KTS - KELYN TRAINING SERVICES	TRAFFIC CONTROL TRAINING 3-4/09/14	1			2,236.00
INV 21301	12/08/2014	KTS - KELYN TRAINING SERVICES	TRAFFIC MANAGEMENT & TRAFFIC CONTROL J.CHURCH TRAINING 3-4/09/14	1		559.00	
INV 21270	08/08/2014	KTS - KELYN TRAINING SERVICES	TRAFFIC CONTROL TRAINING 3-4/09/14	1		1,677.00	
EFT12942	29/08/2014	LANDGATE	GRV INTERIM VALUATIONS	1			549.97
INV 300404-27/06/2014		LANDGATE	RURAL UVS SCHEDULE R2014/3 - JUN 14	1		60.85	
INV 301180	25/07/2014	LANDGATE	GRV INTERIM VALUATIONS	1		412.12	
INV 301126	24/07/2014	LANDGATE	RURAL UV INTERIM VALUATION	1		77.00	
EFT12943	29/08/2014	LGIS INSURANCE BROKING	MOTOR VEHICLE - INSURANCE	1			25,097.90
INV 062-18225/06/2014		LGIS INSURANCE BROKING	MOTOR VEHICLE - INSURANCE	1		25,097.90	
EFT12944	29/08/2014	LIQUID MIX (WA) PTY LTD	YRCC-ALCOHOL PURCHASES	1			1,008.57
INV 141114	13/08/2014	LIQUID MIX (WA) PTY LTD	YRCC-ALCOHOL PURCHASES	1		1,008.57	
EFT12945	29/08/2014	LMW HEGNEY PERTH OFFICE	VALUATION - ROAD REALIGNMENT - ASHWORTH ROAD	1			2,420.00
INV 305348904/08/2014		LMW HEGNEY PERTH OFFICE	VALUATION - ROAD REALIGNMENT - ASHWORTH ROAD	1		2,420.00	
EFT12946	29/08/2014	LOCAL GOVERNMENT SUPERVISORS ASSOC.	PETER MURRAY - LGSA REG & MEMB FEE / G LANTZKE MEMB FEE	1			922.00
INV 2858	23/07/2014	LOCAL GOVERNMENT SUPERVISORS ASSOC.	PETER MURRAY - LGSA REG & MEMB FEE / G LANTZKE MEMB FEE	1		922.00	
EFT12947	29/08/2014	MACRI PARTNERS	CORPORATE CREDIT CARD	1			6,160.00
INV 32410	31/07/2014	MACRI PARTNERS	INVESTIGATION-1/7/13-30/4/14	1			
			CORPORATE CREDIT CARD	1		6,160.00	
			INVESTIGATION-1/7/13-30/4/14				
EFT12948	29/08/2014	MAKIN & SONS	MACARTNEY ST UNITS - INST. 6 WATER METRES	1			1,429.35
INV 10541	30/07/2014	MAKIN & SONS	MACARTNEY ST UNITS - INST. 6 WATER METRES	1		1,429.35	
EFT12949	29/08/2014	MAL AUTOMOTIVES	TOYOTA HILUX - 5000KM SERVICE	1			167.75

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Time: 12:54:23AM

SHIRE OF YORK
MUNICIPAL PAYMENTS
AUGUST 2014

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 16835	28/07/2014	MAL AUTOMOTIVES	TOYOTA HILUX - 5000KM SERVICE	1	167.75	
EFT12950	29/08/2014	MALCOLM JOHN JONES	3/40 MACARTNEY ST-WATER P/MENT REFUNDS 1/10/13-30/5/14	1		321.27
INV WATER07/08/2014		MALCOLM JOHN JONES	3/40 MACARTNEY ST-WATER P/MENT REFUNDS 1/10/13-30/5/14	1	321.27	
EFT12951	29/08/2014	MATT GIRAUDO	SURVEYING & MAPPING OF TOWN DRAINAGE ASSETS	1		9,504.00
INV 10060	12/08/2014	MATT GIRAUDO	SURVEYING & MAPPING OF TOWN DRAINAGE ASSETS	1	9,504.00	
EFT12952	29/08/2014	MATTHEW REID	PRINTING & BINDING/STATIONERY	1		1,016.25
INV M REID24/07/2014		MATTHEW REID	PRINTING & BINDING/STATIONERY	1	1,016.25	
EFT12953	29/08/2014	MCLEODS BARRISTERS AND SOLICITORS	LEGAL EXPENSES - SITA	1		14,608.46
INV 81644	30/07/2014	MCLEODS BARRISTERS AND SOLICITORS	LEGAL EXPENSES - SITA	1	14,608.46	
EFT12954	29/08/2014	MERREDIN VETERINARY CLINIC AND HOSPITAL	CAT STERILISATION VOUCHER - KELLERBERRIN - MAUREEN BALL	1		50.00
INV 30908	23/06/2014	MERREDIN VETERINARY CLINIC AND HOSPITAL	CAT STERILISATION VOUCHER - KELLERBERRIN - MAUREEN BALL	1	50.00	
EFT12955	29/08/2014	MRS MACS	YRCC - FOOD PURCHASES	1		234.90
INV 351636407/08/2014		MRS MACS	YRCC - FOOD PURCHASES	1	234.90	
EFT12956	29/08/2014	NICOLA RUSSO	N RUSSO - REIMBURSEMENT MEAT PURCHASE FOR YRCC	1		83.93
INV MEAT B1/07/2014		NICOLA RUSSO	N RUSSO - REIMBURSEMENT MEAT PURCHASE FOR YRCC	1	83.93	
EFT12957	29/08/2014	NORM REYNOLDS ELECTRICAL & FURNITURE	SAMSUNG MOB CHARGER - R MACKENZIE	1		29.00
INV 108982	23/07/2014	NORM REYNOLDS ELECTRICAL & FURNITURE	SAMSUNG MOB CHARGER - R MACKENZIE	1	29.00	
EFT12958	29/08/2014	PERFECT COMPUTER SOLUTIONS PTY LTD	LASER JET PRINTER - ESO/RATES/OFFICE & TOSHIBA NOTEBOOK - ENGINEER	1		4,952.50
INV 20040	17/07/2014	PERFECT COMPUTER SOLUTIONS PTY LTD	PERFORM AMLIB 5.3 TO V6 UPGRADE	1	212.50	
INV 20112	14/08/2014	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER SUPPORT JUL - AUG 2014	1	850.00	

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SHIRE OF YORK
MUNICIPAL PAYMENTS
AUGUST 2014

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 20089	05/08/2014	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER SUPPORT 18/07/14 & 31/07/14	1	255.00	
INV 20088	05/08/2014	PERFECT COMPUTER SOLUTIONS PTY LTD	LASER JET PRINTER - ESO/RATES/OFFICE & TOSHIBA NOTEBOOK - ENGINEER	1	3,635.00	
EFT12959	29/08/2014	PETTY CASH	PETTY CASH RECoup	1		247.25
INV 14/08/14	14/08/2014	PETTY CASH	PETTY CASH RECoup	1	247.25	
EFT12960	29/08/2014	PFD FOOD SERVICES PTY LTD	YRCC - FOOD PURCHASES	1		1,030.30
INV JS5155401	08/2014	PFD FOOD SERVICES PTY LTD	YRCC - FOOD PURCHASES	1	144.90	
INV JS5744108	08/2014	PFD FOOD SERVICES PTY LTD	YRCC - FOOD PURCHASES	1	399.90	
INV JS6328915	08/2014	PFD FOOD SERVICES PTY LTD	FOOD PURCHASES - YRCC 15/08/14	1	308.15	
INV JS6917922	08/2014	PFD FOOD SERVICES PTY LTD	FOOD PURCHASES - YRCC	1	177.35	
EFT12961	29/08/2014	RICOH AUSTRALIA PTY LTD	PRINT CARTRIDGE X 2 - RICOH PRINTER	1		330.00
INV 267748412	12/2013	RICOH AUSTRALIA PTY LTD	PRINT CARTRIDGE X 2 - RICOH PRINTER	1	330.00	
EFT12962	29/08/2014	ROSEMARY WADE	5/40 MACARTNEY ST-WATER REFUND 1/10/13-30/5/14	1		257.31
INV WATER07	08/2014	ROSEMARY WADE	5/40 MACARTNEY ST-WATER REFUND 1/10/13-30/5/14	1	257.31	
EFT12963	29/08/2014	SCREAIGHS	FREIGHT - ALCOHOL YRCC 13/08/14	1		68.97
INV 305928	19/08/2014	SCREAIGHS	FREIGHT - ALCOHOL YRCC 13/08/14	1	68.97	
EFT12964	29/08/2014	SENSIS PTY LTD	YELLOW PAGES DIRECTORY - JULY 2014 - INST 10 OF 12	1		30.80
INV 028309620	07/2014	SENSIS PTY LTD	YELLOW PAGES DIRECTORY - JULY 2014 - INST 10 OF 12	1	15.40	
INV 028496120	08/2014	SENSIS PTY LTD	YELLOW PAGES ONLINE LISTING - INFO SVS - INSTALLMENT 11 OF 12	1	15.40	
EFT12965	29/08/2014	SPECIALISED TREE SERVICE	TREE PRUNING - VARIOUS PARKS	1		13,515.00
INV 1577	01/07/2014	SPECIALISED TREE SERVICE	PRUNE TREE - CEMETERY	1	4,220.00	
INV 1576	01/07/2014	SPECIALISED TREE SERVICE	TREE PRUNING - VARIOUS PARKS	1	9,295.00	
EFT12966	29/08/2014	TATTY PARROT CAFE	REFRESHMENTS - DELEGATION & POLICIES WORKSHOP 12/05/14	1		215.00

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SHIRE OF YORK
MUNICIPAL PAYMENTS
AUGUST 2014

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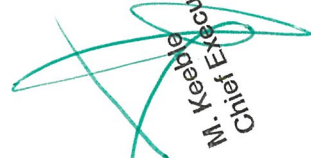
Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 14	11/06/2014	TATTY PARROT CAFE	REFRESHMENTS - DAP MEETING 14/04/14	1	27.00	
INV 15	11/06/2014	TATTY PARROT CAFE	REFRESHMENTS - COUNCIL MEETING 14/04/14	1	44.00	
INV 16	02/07/2014	TATTY PARROT CAFE	REFRESHMENTS - DELEGATION & POLICIES WORKSHOP 12/05/14	1	90.00	
INV 17	02/07/2014	TATTY PARROT CAFE	REFRESHMENTS - BUDGET MEETING 20/05/14	1	22.00	
INV 28	25/08/2014	TATTY PARROT CAFE	REFRESHMENTS - WEBSITE TRAINING 25/08/14	1	32.00	
EFT12967	29/08/2014	WESTERN AUSTRALIAN WILDFLOWER GUIDE	SUPPLY BOOKS X 60 "101" WILDFLOWERS - INFO SERVICES	1		166.75
INV 74	19/08/2014	WESTERN AUSTRALIAN WILDFLOWER GUIDE	SUPPLY BOOKS X 60 "101" WILDFLOWERS - INFO SERVICES	1	166.75	
EFT12968	29/08/2014	WESTNET PTY LTD	EMAIL MAILBOX - MUSEUM 01/09/14 - 01/09/15	1		25.00
INV 583540717/08/2014	29/08/2014	WESTNET PTY LTD	EMAIL MAILBOX - MUSEUM 01/09/14 - 01/09/15	1	25.00	
EFT12969	29/08/2014	WHEATBELT SAFETYWEAR	PROTECTIVE GEAR/WORKS UNIFORMS	1		2,771.00
INV 5479	24/07/2014	WHEATBELT SAFETYWEAR	PROTECTIVE GEAR/WORKS UNIFORMS	1	75.00	
INV 5450	02/07/2014	WHEATBELT SAFETYWEAR	PROTECTIVE GEAR/WORKS UNIFORMS	1	360.00	
INV 5480	24/07/2014	WHEATBELT SAFETYWEAR	PROTECTIVE GEAR/WORKS UNIFORMS	1	1,840.00	
INV 5467	14/07/2014	WHEATBELT SAFETYWEAR	PROTECTIVE GEAR/WORKS UNIFORMS	1	105.00	
INV 5461	08/07/2014	WHEATBELT SAFETYWEAR	PROTECTIVE GEAR/WORKS UNIFORMS	1	68.00	
INV 5460	08/07/2014	WHEATBELT SAFETYWEAR	PROTECTIVE GEAR/WORKS UNIFORMS	1	323.00	
EFT12970	29/08/2014	YORK & DISTRICTS COMMUNITY MATTERS	ADVERTISING	1		1,369.20
INV 7693	30/07/2014	YORK & DISTRICTS COMMUNITY MATTERS	ADVERTISING	1	1,369.20	
EFT12971	29/08/2014	YORK MILL MANAGEMENT COMPANY	PURCHASE OF VARIOUS LEFT OVER STOCK FROM MILL GALLERY	1		750.00
INV 3883	08/07/2014	YORK MILL MANAGEMENT COMPANY	PURCHASE OF VARIOUS LEFT OVER STOCK FROM MILL GALLERY	1	750.00	
EFT12972	29/08/2014	YORK NEWSAGENCY	PURCHASE OF PAPERS & STATIONERY - JULY 2014	1		162.65
INV 8888	28/07/2014	YORK NEWSAGENCY	PURCHASE OF PAPERS & STATIONERY - JULY 2014	1	162.65	

SHIRE OF YORK
MUNICIPAL PAYMENTS
AUGUST 2014

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT12973	29/08/2014	YORK QUALITY BUTCHERS	MEAT SUPPLIES - YRCC	1		183.56
INV 656235	20/08/2014	YORK QUALITY BUTCHERS	MEAT SUPPLIES - YRCC	1	183.56	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	1,117,897.53
TOTAL		1,117,897.53


M. Keogh
Chief Executive Officer

Bendigo e-banking

Account History - Results

Most Recent First

Account: **690774575 - MasterCard Account - CEO**

Current
Balance: **\$802.41-**

Period: **All available history**

Available
Balance: **\$5,802.41**

	Date	Description	Withdrawal	Deposits	Balance
		2607 AUD000000034882;			
1	29-Jul-14	OFFICEWORKS 611, MIDLAND	\$348.82		\$4,452.76
		2607 AUD000000010584;			
2	29-Jul-14	OFFICEWORKS 611, MIDLAND	\$105.84		\$4,103.94
		1907 AUD000000008123;			
3	22-Jul-14	CALTEX STAR MART ,HIGH WYCOMBE	\$81.23		\$3,998.10
		1507 AUD000000010290;			
4	17-Jul-14	CALTEX STAR MART MUN,MUNDARING	\$102.90		\$3,916.87
		1007 USD000000008900;			
5	12-Jul-14	FOXIT CORPORATION, 05104389090	\$97.01		\$3,813.97
		1007 USD000000008900;			
6	12-Jul-14	FOXIT CORPORATION, 05104389090	\$97.01		\$3,716.96
		0607 AUD000000011021;			
7	8-Jul-14	BP EXPRESS 6192, SOUTH PERTH	\$110.21		\$3,619.95
		0407 AUD000000003998;			
8	8-Jul-14	DICK SMITH 8081, MIDLAND	\$39.98		\$3,509.74
		0207 AUD0000000449280;			
9	4-Jul-14	SHIRE OF YORK TRUST, YORK	\$4,492.80		\$3,469.76
		2806 AUD000000039700;			
10	1-Jul-14	OFFICEWORKS 609, MORLEY	\$397.00		\$1,023.04-
Total purchases July 2014			<u>\$5,872.80</u>		

Original statement not available at time of producing this report. Details downloaded from online banking.

- 1 Admin Office furniture - Chair, Clock
- 2 Admin Computer Expenses - Livescribe Software
- 3 Fuel Purchase - OY
- 4 Fuel Purchase - OY
- 5,6 Admin Computer Expenses - PDF Licenses x2
- 7 Fuel Purchase - OY
- 8 Ipod Dock - Audio Trails App presentation
- 9 Shire of York Vehicle licensing - 2014/15
- 10 Admin Computer Expenses - Dragon Software

M. Keeble
Chief Executive Officer

Disclosure documents | Privacy Policy

For personal assistance call 1300 BENDIGO (1300 236 344)

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01/09/2014

Bendigo e-banking

Account History - Results

Most Recent First

Account: 691046619 - MasterCard Account - DCEO
Current Balance: \$715.72

Period: All available history
Available Balance: \$4,219.28

Date	Description	Withdrawals	Deposits	Balance
1 5-Jul-14	SHIRE OF YORK TRUST, YORK	\$158.10		\$1,911.35

Total purchases July 2014 \$158.10

Original statement not available at time of producing this report. Details downloaded from online banking.

1 Shire of York Vehicle licensing - 2014/15 - Community Bus

M. Keeble
Chief Executive Officer

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01/09/2014



Business Portal

02 Sep 2014 01:43:17 (EST)

Current client SHIRE OF YORK	TFN 46017327	ABN 55315676247
Account name SHIRE OF YORK	Number 55315676247	Description Integrated Client Account

View activity statement

ATTENTION: If you need to make changes to this activity statement you may [request a revision](#).

Main Name: SHIRE OF YORK
ABN: 55 315 676 247

Activity statement status: Processed
Document ID: 29 326 373 679
Lodgment Due Date: 21 August 2014
Payment Due Date: 21 August 2014
BPay Biller Code: 75556
Reference Number: 55315 676 247 8060
Date Lodged: 22 August 2014
Lodgment Receipt Number: 5206108404

Goods and services tax (GST)

for the month of July 2014

GST accounting method: Non-cash (accruals)

G1 Total sales	\$	726193
Does the amount shown at G1 include GST?		Y
G2 Export sales	\$	0
G3 Other GST-free sales	\$	608896
G10 Capital purchases	\$	0
G11 Non-capital purchases	\$	281651

PAYG Income Tax Withholding (ITW)

for the month of July 2014

W1 Total salary, wages and other payments	\$	252543
W2 Amount withheld from payments shown at W1	\$	46943
W4 Amount withheld where no ABN is quoted	\$	0
W3 Other amounts withheld (excluding any amount shown at W2 or W4)	\$	0

Amounts you owe the Tax Office (Debits)


1A GST on sales or GST instalment	\$	10663
4 PAYG tax withheld	\$	46943
7C Fuel tax credit over claim	\$	0
8A Total amount you owe the Tax Office	\$	57606

Amounts the Tax Office owes you (Credits)

1B	GST on purchases	\$	25605
7D	Fuel tax credit	\$	1801
8B	Total amount the Tax Office owes you	\$	27406

Activity Statement Net Amount

9	Your payment amount	\$	30200
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M. Keeble
Chief Executive Officer

3 September 2014

The Chairman
Audit Committee
Shire of York
P O Box 22
YORK WA 6302

RE: FORMER CEO'S CORPORATE CREDIT CARD EXPENSES
PERIOD EXAMINED: 1 JULY 2011 – 30 JUNE 2013 (2 YEAR PERIOD)

We attach the spreadsheets pertaining to the Corporate Credit Card expenses incurred by the former CEO for the period 1 July 2011 to 30 June 2013 (2 Year Period).

Assurance Practitioner's Responsibility

In respect of the expenses in the spreadsheets for the above period, we have completed the following work as stated in the "Agreed Upon Procedures Engagement" letter dated 3 June 2014:

- (1) Checked entries on the spreadsheets with invoices, receipts and/or other documentary evidence.
- (2) Checked that all payments made were submitted to the Council for approval. All payments were approved by Council (through minutes of the Council meetings held).

Please note the following:

- (i) There was no documentary evidence to indicate that the former Chief Executive Officer's credit card expenses have been reviewed or authorised by any persons prior to payments being made.

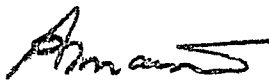
- (ii) At the bottom of each spreadsheet, we have indicated where the document supporting an expense is not available or where the details are unclear on the document (highlighted in yellow).

Audit Committee's Responsibility

The next stage of the procedure (as stated in the Agreed Upon Procedures Engagement letter) is for the Audit Committee to examine the attached spreadsheets with the details of each transaction and make a determination as to whether the transactions are related to "Council Business" or otherwise. After having made that determination, the Council should take necessary action to address the concerns of certain ratepayers.

Should you have any queries with respect to the above or any other matters, please do not hesitate to contact me.

Yours faithfully



ANTHONY MACRI
AUDIT PARTNER

YORK02 Letter to Audit Committee 2014 Credit Card Expenditure



24 July 2014

The Chairman
Audit Committee
Shire of York
P O Box 22
YORK WA 6302

RE: FORMER CEO'S CORPORATE CREDIT CARD EXPENSES
PERIOD EXAMINED: 1 JULY 2013 – 30 APRIL 2014

We attach the spreadsheets pertaining to the Corporate Credit Card expenses incurred by the former CEO for the period 1 July 2013 to 30 April 2014.

Assurance Practitioner's Responsibility

In respect of the expenses in the spreadsheets for the above period, we have completed the following work as stated in the "Agreed Upon Procedures Engagement" letter dated 3 June 2014:

- (1) Checked entries on the spreadsheets with invoices, receipts and/or other documentary evidence.
- (2) Checked that all payments made were submitted to the Council for approval. All payments were approved by Council (through minutes of the Council meetings held).

Please note the following:

- (i) There was no documentary evidence to indicate that the former Chief Executive Officer's credit card expenses have been reviewed or authorised by any persons prior to payments being made.



- (ii) At the bottom of each spreadsheet, we have indicated where the document supporting an expense is not available or where the details are unclear on the document (highlighted in yellow).

Audit Committee's Responsibility

Going forward, the next stage of the procedure (as stated in the Agreed Upon Procedures Engagement letter) is for the Audit Committee to examine the attached spreadsheets with the details of each transaction and make a determination as to whether the transactions are related to "Council Business" or otherwise. After having made that determination, the Council should take necessary action to address the concerns of certain ratepayers.

Other Matters For Your Information:

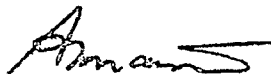
With regard to the Use of Corporate Credit Cards Policy, the following issues were noted:

1. We noted that there were no written agreements in place between the cardholder/s and the Shire.
2. There were no guidelines established for expenditure on entertainment.

It is our recommendation that the CEO'S own corporate card expenditure, in the future should be authorised by the Shire President or Deputy prior to payment.

Should you have any queries with respect to the above or any other matters, please do not hesitate to contact me.

Yours faithfully



ANTHONY MACRI
AUDIT PARTNER

YORK02 Letter to Audit Committee 2014 Credit Card Expenditure



PERIOD COVERED BY THE CREDIT CARD STATEMENT:

1-7-2013 to 30-4-2014

CARDHOLDER:
(Name/Position)

OF THE \$1,215.47, \$137.50 WORTH OF TRANSACTIONS ARE NOT SUPPORTED BY RECEIPTS
AND THEREFORE UNKNOWN

STATEMENT TRANSACTION DATE	ACTUAL TRANSACTION DATE	DAY OF THE WEEK	INDICATE ON LEAVE OR P/H (Tick v and indicate AL, LSL or SL)	PAYEE	AMOUNT \$	DESCRIPTION	Additional Information Who, What, Where, When, Why (Note Clear and Precise Description)	EXPENDITURE UNSUPPORTED BY INVOICE/RECEIPTS (Mark X)	INDICATE: BUSINESS RELATED (Tick v)	SUSPENSE		COMMENTS BY OFFICER	COMMENTS BY AUDIT COMMITTEE
										Unticked Amounts \$	Department		
24/08/2013				Dept Env't & Con Perth	\$50.00		Amended Clearing Permit (*1)	X	v		WORKS	Works - Council Business	
16/10/2013	15/10/2013	Tuesday		WA Newspapers	\$375.00	Advertising	Summer Guide to Perth & Surrounds Information Centre 1 unit 2 other units ???? (*1)					Info Centre - advertising - Council Business	
23/10/2013	17/10/2013	Thursday		Joondalup Golf Mgmt Conno	\$515.00		MHB AIBS Conference - Gordon Tester (Shire Staff) (*2)	X				Building - Conference - Council Business	
22/12/2013	?			Lort Heights Nom. (Castle Hot	\$137.97	Meals ?	DRINKS SEARTG GROUP? (*1)	X	?		SEARTG	Governance - Council Business	
5/04/2014	2/04/2014	Wednesday		Lort Heights Nom. (Castle Hot	\$137.50	Meals				\$137.50		Unknown	
				TOTAL	\$1,215.47					\$137.50			

COUNCIL MINUTES APPROVED DATE: 16/06/2014

16/06/2014

Note:

(*1) Whilst the expenditure is supported by an invoice, there is inadequate information to identify the details of the expense.

SHIRE OF YORK
PERIOD COVERED BY THE CREDIT CARD STATEMENT:

1-7-2012 to 30-6-2013

CARDHOLDER:
(Name/Position)

OF THE \$1,489.05, \$57.90 WORTH OF TRANSACTIONS ARE NOT
SUPPORTED BY RECEIPTS AND THEREFORE UNKNOWN

STATEMENT TRANSACTION DATE	ACTUAL TRANSACTION DATE	DAY OF THE WEEK	INDICATE ON LEAVE OR P/H (Tick v and indicate AL, LSL or SL)	PAYEE	AMOUNT	DESCRIPTION	Additional Information Who, What, Where, When, Why (Note Clear and Precise Description)	EXPENDITURE UNSUPPORTED BY INVOICE/RECEIPTS (Mark X)	INDICATE: COUNCIL BUSINESS RELATED (Tick v)	SUSPENSE		COMMENTS BY OFFICER	COMMENTS BY AUDIT COMMITTEE
										Insert Unticked Amounts	Department		
					\$					\$			
8/08/2012				Miss Maud Perth	\$20.65	Meals		X	✓		Governance	Governance - Council Business	
19/10/2012	17/10/2012	Wednesday		Black Wattle Catering York	\$86.00	Meals	Assets Mgmt Planning -York Mill - CEO, DCEO, Finance Officer, Darren Long	X				Governance - Council Business	
24/10/2012	19/10/2012	Friday		The Cunderdin Mob	\$162.50	Meals	RTG Mtg Cunderdin - CEO, DCEO, 3 Crs	X				Governance - Council Business	
25/12/2012	21/12/2012	Friday		Erm Shop Admin. Morley	\$33.90	?	???	X		\$33.90		Unknown	
5/01/2013	3/01/2013	Thursday		Lort Heights Nom. (Castle Hotel) York	\$86.30	Meals	CEO, DCEO, Mgr Hlth & Bldg, Snr Bldg Surveyor	X				Admin - Council Business	
11/01/2013	9/01/2013	Wednesday		Black Wattle Catering York	\$76.00	Meals	CEO, DCEO, Payroll, CSO	X				Admin - Council Business	
27/01/2013	25/01/2013	Friday		Lort Heights Nom. (Castle Hotel) York	\$54.00	Meals	CEO York & Shire of Brookton	X				Admin - Council Business	
22/03/2013	20/03/2013	Wednesday		Lort Heights Nom. (Castle Hotel) York	\$96.70	Meals	10 Year Fin Plan CEO, DCEO, Carbone & Assoc.	X				Governance - Council Business	
20/04/2013				CALM 754 Kensington	\$200.00	Clearing Permits		X	✓		Works	Works - Council Business	
26/04/2013				QBE Travel Glen Waverley	\$24.00			X		\$24.00		Unknown	
15/05/2013				ALGA Conference Deakin	\$100.00	Rego & Accom	National General Ass. LG - CEO - Balance paid Partner Tour	X				Governance - Council Business	
23/05/2013	20/05/2013	Monday		Drunken Admiral Hobart	\$158.40	Meals	LGMA - CEO, Guest	X				Admin - Council Business	
13/06/2013	10/06/2013	Monday		Deemar Fam Hldgs (Café Bugatti) York	\$133.50	Meals	Farewell Mgr YRCC - CEO, Snr Admin, Guests	X				Admin - Council Business	
16/06/2013	13/06/2013	Thursday		Lort Heights Nom. (Castle Hotel) York	\$152.30	Meals	Romans 2 Course - CEO, DCEO, Finance Off, TSO, Ranger, Consultant	X				Works - Council Business	
27/06/2013	24/06/2013	Monday		Lort Heights Nom. (Castle Hotel) York	\$104.80	Meals	CEO, DCEO, Mgr Planning, Snr Bldg Surveyor, Mgr Hlth & Bldg, Snr Admin	X				Admin - Council Business	
				TOTAL	\$1,489.05					\$57.90			

The Shire does not have invoices/receipts to support these expenditure.

SHIRE OF YORK
PERIOD COVERED BY THE CREDIT CARD STATEMENT:

1-7-2011 to 30-6-2012

OF THE \$9,924.36, \$236.50 WORTH OF TRANSACTIONS ARE NOT
SUPPORTED BY RECEIPTS AND THEREFORE UNKNOWN

CARDHOLDER:
(Name/Position)

STATEMENT TRANSACTION DATE	ACTUAL TRANSACTION DATE	DAY OF THE WEEK	INDICATE ON LEAVE OR P/H (Tick v and indicate AL, LSL or SL)	PAYEE	AMOUNT \$	DESCRIPTION	Additional Information Who, What, Where, When, Why (Note Clear and Precise Description)	EXPENDITURE UNSUPPORTED BY INVOICE/RECEIPTS (Mark X)	INDICATE: COUNCIL BUSINESS RELATED (Tick v)	SUSPENSE		COMMENTS BY OFFICER	COMMENTS BY AUDIT COMMITTEE
										\$	Department		
28/07/2011	26/07/2011	Tuesday		Lort Heights Nominee\Castle Hotel York	\$47.20	Meals	Lunch mtg. - Budget Prep. CEO, DCEO	X				Admin - Council Business	
28/07/2011	26/07/2011	Wednesday		Lort Heights Nominee\Castle Hotel York	\$48.20	Meals	Lunch mtg. - Budget Prep. CEO, DCEO	X				Admin - Council Business	
10/08/2011	5/08/2011	Friday		Metro Bar Bistro Perth	\$25.00	Drinks	Local Govt. Week - 3/8 to 7/8 Perth Conv Cntr	X				Goverance - Council Business	
17/08/2011	31/08/2011	Wednesday		Affa Abare Canberra	\$264.00	3 Registrations	Local Govt. Week - 3 Registrations @ \$88 CEO, Cr Lawrence, Cr Hooper	X				Goverance - Council Business	
21/09/2011				Dept Interest Bearing	\$180.00			X		\$180.00		Unknown	
9/12/2011	7/12/2011	Wednesday		Northam Tavern	\$36.50	Meals	Electoral Exp. Court Disputed Returns - CEO, ???					Goverance - Council Business	
1/03/2012				Lort Heights Nominee\Castle Hotel York	\$56.50	Meals		X	✓	\$56.50	?	Unknown - Work Day	
9/03/2012	7/03/2012	Wednesday		Flight Centre Inglewood	\$3,377.95	Flight	?	X			?	Goverance - Council Business	
24/04/2012				Rendezvous Allegra Adelaide	\$21.00		SA Amalgamation Study Tour	X	✓			Grant Funded	
27/03/2012				Budget Rent a Car Adelaide	\$626.85		SA Amalgamation Study Tour	X	✓		Governance	Grant Funded	
23/05/2012				Flight Centre Midland	\$2,715.36		Emergency Mgmt	X	✓			Goverance - Council Business	
19/06/2012				Casino Canberra	\$190.00		ALGA Conf. Exp	X	✓		Governance	Goverance - Council Business	
20/06/2012				Waldorf Apt Canberra	\$1,645.00		ALGA Conf. Exp	X	✓		Governance	Goverance - Council Business	
20/06/2012				Casino Canberra	\$44.00		ALGA Conf. Exp	X	✓		Governance	Goverance - Council Business	
21/06/2012				Casino Canberra	\$14.50		ALGA Conf. Exp	X	✓		Governance	Goverance - Council Business	
22/06/2012				Casino Canberra	\$17.50		ALGA Conf. Exp	X	✓		Governance	Goverance - Council Business	
24/06/2012				Casino Canberra	\$17.50		ALGA Conf. Exp	X	✓		Governance	Goverance - Council Business	
24/06/2012				Casino Canberra	\$169.00		ALGA Conf. Exp	X	✓		Governance	Goverance - Council Business	
27/06/2012				Waldorf Apt Canberra	\$428.30		ALGA Conf. Exp	X	✓		Governance	Goverance - Council Business	
				TOTAL	\$9,924.36					\$236.50			

Note:
(*1) The Shire does not have supporting invoice/receipt for this expenditure.



Corporate Credit Cards

Policy Owner:	Finance Department
Person Responsible:	Manager Finance
Date of Origin:	15 February 2010 – Council Resolution 200210
Endorsed:	15 February 2010 – Council Resolution 200210
Amended:	
Version:	1

OBJECTIVE

To provide guidance for the use of Corporate Credit Cards.

LEGAL

Local Government Act 1995 Section 2.7 (2) (a) and (b), Section 6.5 (a)
Local Government (Financial Management) Regulations 11 (1) (a)

POLICY

1.0 The use of Corporate Credit Cards shall only be approved if there is a demonstrated need and advantage to the Shire. These include:

- (i) Elimination or reducing time spent on paper based ordering and payments;
- (ii) Reduction of administrative costs;
- (iii) Reducing the number of payments per month;
- (iv) Provision of a useful resource in an emergency situation; and
- (v) Reducing the need to carry cash on the premises.

2.0 Applications for Corporate Credit Cards and Approval

All applications for a Corporate Credit Card shall be approved by the Chief Executive Officer.

In the case of the Chief Executive Officer, the Council shall approve the application and determine the conditions for use and maximum credit limit and credit limit for each individual transaction.

3.0 Register

A register shall be maintained by the Deputy Chief Executive Officer of all Credit Cards issued. The register shall include:

- (i) Date of approval by Chief Executive Officer;
- (ii) Name of card holder;
- (iii) Conditions of use of the card; and
- (iv) A review date for continuing use of the card, not exceeding 24 months.

4.0 Issuing of Corporate Credit Cards to Elected Members

- 4.1 The Local Government Act does not make provision for the issuing of credit cards to Elected Members. (A Local Government can only pay allowances or reimburse expenses to an Elected Member).
- 4.2 Elected Members shall not be issued with a Corporate Credit Card as there are no provisions within the Act which allow an Elected Member to incur a debt.

5.0 Policies and Procedures Governing the Use of Corporate Credit Cards

The following shall be complied with for controlling the use of Corporate Credit Cards:

General

- 5.1 An agreement shall be signed by the cardholder which sets out the cardholder's responsibilities and legal obligations when using the Credit Card;
- 5.2 A register by the Deputy Chief Executive Officer of all current cardholders should be kept which includes card number, expiry date of the Credit Card, credit limit and details of goods and services the cardholder has authority to purchase;
- 5.3 All new and existing cardholders shall be provided with a copy of the policies relating to the use of Credit Cards;
- 5.4 When an employee misplaces their Credit Card, they shall promptly report the matter to Deputy Chief Executive Officer who shall immediately cancel the card;
- 5.5 Credit Cards shall not be transferred to other users;
- 5.6 Use of the reward schemes, such as Fly Buys, will not be permitted for personal gain;
- 5.7 All surrendered Credit Cards shall be destroyed by the Deputy Chief Executive Officer in the presence of another employee;

- 5.8 In the event that a cardholder fails to comply with the policies requirements, the Chief Executive Officer shall withdraw the use of the Corporate Credit Card and take appropriate disciplinary action. All criminal/illegal acts of alleged misuse shall be reported to the Police and other relevant authorities; and
- 5.9 The use of Corporate Credit Cards for personal entertainment uses is prohibited.

6.0 Purchasing

- 6.1 Credit Cards shall only be used for purchasing goods and services on behalf of the Shire;
- 6.2 Personal expenditure is strictly prohibited;
- 6.3 A Credit Card shall not be used for cash withdrawals;
- 6.4 Maximum credit limit shall be based on the cardholder's need and approved by the Chief Executive Officer and the following will be used as a guide:

Maximum credit limit and transaction limit per card will be as follows:

Name	Credit Limit \$	Maximum Credit Limit per Transaction \$
Chief Executive Officer	5,000	5,000
Deputy Chief Executive Officer	5,000	5,000

- 6.5 Purchases by facsimile, telephone or over the internet shall be authorised by the person and all paperwork shall be kept and verified.

7.0 Payments

- 7.1 The cardholder shall provide appropriate and sufficient documentary evidence of all charges, as required, on a regular basis;
- 7.2 Time frames for all payment of accounts shall be monitored by Deputy Chief Executive Officer to ensure that credit charges are minimised and accounts are paid so as not incur a penalty or interest;
- 7.3 Cardholders cannot approve expenditure incurred on their own cards – these will be referred to the Chief Executive Officer for approval – the Chief Executive Officer shall refer any such instances to the Deputy Chief Executive Officer.



**YORK RECREATION AND CONVENTION CENTRE
OPERATING STATEMENT
FOR THE PERIOD ENDED 31 AUGUST 2014**

	2014/15 ADOPTED BUDGET	2014/15 AUG BUDGET	2014/15 AUG ACTUAL	Variance to YTD Budget
REVENUES				
1 113220 REIMBURSEMENTS	\$0	\$0	\$7	0%
1 113235 FORREST OVAL LIGHTS - INC	\$2,060	\$343	\$0	0%
1 113242 YRCC INCOME - HIRE	\$5,150	\$858	\$1,725	101%
1 113243 YRCC INCOME - GYM	\$20,600	\$3,433	\$4,351	27%
1 113244 YRCC INCOME - CONFERENCES	\$92,700	\$15,450	\$2,327	-85%
1 113245 YRCC INCOME - BAR	\$231,750	\$38,625	\$20,981	-46%
1 113246 YRCC INCOME - CAFE/RESTAURANT	\$93,000	\$15,500	\$24,389	57%
1 113247 YRCC INCOME - CANTEEN	\$30,900	\$5,150	\$4,046	-21%
1 113248 YRCC INCOME - GREEN FEES - BOWLS	\$8,000	\$1,333	\$1,131	-15%
1 113249 YRCC INCOME - GREEN FEES - TENNIS	\$2,000	\$333	\$138	-59%
	\$486,160	\$81,027	\$59,097	-27%
COST OF SALES				
2 113135 YRCC EXPENDITURE FORREST OVAL LIGHTS - EXP	\$2,000	\$333	\$0	-100%
2 113143 YRCC EXPENDITURE - GYM	\$12,563	\$2,094	\$1,044	-50%
2 113144 YRCC EXPENDITURE - CONFERENCES	\$65,421	\$10,904	\$1,908	-83%
2 113145 YRCC EXPENDITURE - BAR	\$179,805	\$29,968	\$19,703	-34%
2 113146 YRCC EXPENDITURE - CAFE/RESTAURANT	\$111,853	\$18,642	\$19,899	7%
2 113147 YRCC EXPENDITURE - CANTEEN	\$21,856	\$3,643	\$3,246	-11%
2 113148 YRCC EXPENDITURE - BOWLS	\$31,959	\$5,327	\$3,751	-30%
2 113149 YRCC EXPENDITURE - TENNIS	\$2,224	\$371	\$0	-100%
	\$427,681	\$71,280	\$49,550	-30%
GROSS PROFIT				
	\$58,479	\$9,746	\$9,547	-2%
OVERHEADS				
3 113141 FORREST OVAL CONVENTION CENTRE	\$129,513	\$21,586	\$19,027	-12%
3 113142 YRCC MARKETING & PROMOTIONS	\$3,423	\$571	\$0	-100%
3 113160 RECREATION - SALARIES	\$34,785	\$5,798	\$2,115	-64%
3 113161 RECREATION - SUPERANNUATION	\$37,917	\$6,320	\$3,440	-46%
3 113166 YRCC OPERATIONAL & MARKETING PLAN	\$30,000	\$5,000	\$0	-100%
	\$235,638	\$39,273	\$24,583	-37%
PROFIT/(LOSS)				
	(\$177,159)	(\$29,527)	(\$15,036)	-49%



Your Ref :

Our Ref : 14238

Enquiries: Susan Millie
☎(08) 9425 1832

The Applicant
Shire of York
York Recreation and Convention Centre
PO Box 22
YORK WA 6302

Dear Sir/Madam

APPLICATION FOR A TAVERN LICENCE: YORK RECREATION AND CONVENTION CENTRE

I refer to your application lodged on 11 November 2011 for the grant of a tavern licence pursuant to section 41 of the *Liquor Control Act 1988* ("the Act") for premises situated at Lot 292, cnr of South and Ulster Roads, York to be known as the York Recreation and Convention Centre.

The application is now ready for determination and was referred to a Delegate of the Director of Liquor Licensing for determination under section 15 of the Act.

In this respect, I advise that under the Act the onus is on the applicant to establish that on the balance of probabilities, the grant of the application is in the public interest. In this regard, I note that in our letter dated 20 December 2011 in acknowledging your application you were advised as follows:

"While your Public Interest Assessment (PIA) would appear to address those matters prescribed in section 38(4) of the Liquor Control Act 1988, you may also wish to give consideration to recent precedent decisions of the Liquor Commission, where it was determined that the PIA must be supported by objective evidence. The Commission has found that assumptions, opinions, speculation and generalised statements alone will not demonstrate that the application is in the public interest. In this respect, you may wish to consider providing sufficient supporting evidence that is objective, accurate and relevant to their application to support the claims made in the PIA."

Objective evidence could include marketing research findings; a feasibility study; target market survey or letters of support. Ultimately, what objective evidence is provided in support of the application is a matter for the applicant to consider"

As you are aware objections were lodged to your applications and interventions have been lodged by the Commissioner of Police and the Executive Director Public Health.

A preliminary examination of the information lodged in support of your application reveals that you have not lodged any objective evidence as to why the application should be granted in the public interest and in the circumstances if the application proceeds to determination this may prove fatal.

Therefore your attention is drawn to the provisions of section 5(1)(c) of the Act which provides as follows:

“to cater for the requirements of customers for liquor and related services, with regard to the proper development of the liquor industry, the tourism industry and other hospitality industries in the State.”

Again under the Act the onus is on the applicant to establish that on the balance of probabilities, the grant of the application is in the public interest. In this regard, I suggest that you give consideration to recent precedent decisions of the Liquor Commission, where it was determined that the PIA must be supported by objective evidence and I enclose a number of decisions for your information.

I also enclose herewith a pamphlet regarding a note from the Director General on applying for a liquor licence and the Director's policy guideline regarding the Public Interest Assessment (PIA). As your application has not yet been determined you have the opportunity to lodge further and better particulars, that is, evidence that the application should be granted in the public interest.

For further information and to locate any documents of reference please see our website at www.rgl.wa.gov.au

Please note that any additional information must be lodged with this department and copies served on objectors and interveners by **19 November 2012**. All parties to the proceedings will then be given the opportunity to respond. If no further information is lodged the application will be determined on the basis on the information available.

Should you have any queries regarding the above please contact me on [08] 9425 1832.

Yours faithfully

Susan Millie
A/Research & Public Interest Assessment Officer

26 October 2012

cc: Simon Saint;
cc: Roma Paton;
cc: John Saville-Wright;
cc: Meg Gray;
cc: Patricia Walters;
cc: Commissioner of Police: and
cc: Executive Director Public Health.

[enc]



Government of Western Australia
Department of Racing, Gaming and Liquor

Your Ref:

Our Ref: 14238

Enquiries: Mary Ioannidis
☎ (08) 9425 1832

The Licensee
York Recreation and Convention Centre
Shire of York Office
1 Joaquina Street
YORK WA 6302

SHIRE OF YORK	
FILE	CCP. 7
OFFICER	INITIALS
RAY	
GIFIL	
ALLISON	
11 APR 2013	
I131543	
REFERRED TO COUNCIL	
DATE	INITIALS

Dear Sir/Madam

VARIATION OF TRADING CONDITIONS: YORK RECREATION AND CONVENTION CENTRE

Please find enclosed Decision Number A222034 and the amended licence document in respect of the above matter.

Should you have any queries please contact me on [08] 9425 1832.

Yours faithfully

p.p. B Paterson

Mary Ioannidis
Research and Public Interest Assessment Officer
5 April 2013

cc: Licensing Enforcement Division

(enc)



Licence No. 6020142381

**LIQUOR CONTROL ACT 1988
TAVERN LICENCE**

The Licensee
York Recreation and Convention Centre
Shire of York Office
1 Joaquina Street
YORK WA 6302

Premises Name: York Recreation and Convention Centre
Premises Address: Lot 292, Cnr South and Ulster Roads, York WA 6302

Licensee: Shire of York

The licensee named above is authorised to sell liquor at the licensed premises described above, in accordance with the Liquor Control Act 1988 ("the Act"). The licensee must comply with all requirements and conditions imposed by the Act, any conditions or authorisations published by notice under section 31 of the Act, and any conditions or requirements set out below. The licence continues in force until surrendered, suspended or cancelled under the Act.

1. EXTENDED TRADING PERMITS

The following extended trading permits have been granted under section 60 of the Act. The authorisation to trade pursuant to the licence is modified accordingly.

Permit Nos: N/A

2. CONDITIONS IMPOSED UNDER THE LIQUOR CONTROL ACT 1988

TRADING HOURS

As permitted under section 98(1) of the Act, however trading may not commence before 10 a.m.

TRADING CONDITIONS

The licensee is permitted to sell and supply liquor in accordance with the provisions of section 41 of the Act as it relates to tavern licences.

Food is to be available at all times during trading hours.

Unaccompanied juveniles are permitted on the licensed premises only for the purposes of using the toilet facilities.

When a junior event is taking place at the licensed premises, notwithstanding that a juvenile may be accompanied by a responsible adult (as defined in the Act), the sale, supply and consumption of liquor is prohibited.

The sale and supply of liquor is prohibited on the licensed premises when a scheduled junior sporting event is taking place at the venue except:

- between the hours of 12 noon to 2.30pm and 5.30pm to 8.30pm when liquor may sold and supplied ancillary to a meal; or

- where the scheduled junior sporting event is taking place at the Netball Courts, the existing Indoor Sports Stadium or the Hockey Fields; or

- where the sale and supply of liquor is to persons participating in a scheduled lawn bowl event.

The establishment of a browse facility for packaged liquor is prohibited.

Packaged liquor may only be sold and supplied to patrons who are present at the licensed premises for reasons other than purchasing liquor, that is, such as to view an event, participate in an event or to attend a club or community meeting or function held at the premises.

Liquor advertising at the licensed premises may only take the form of modest signage which informs the public of product pricing or upcoming functions or events at which liquor will be available. The advertising must not be designed to actively encourage liquor consumption together with sporting pursuits or encourage rapid or excessive consumption of liquor.

Sponsorship by liquor suppliers of juvenile sporting competitions or events is prohibited.

The selling and supplying of beverages in such a way that would encourage rapid consumption of liquor (e.g. but not limited to; unadulterated spirits or liqueur in a shot glass) or drinks known as 'laybacks', 'shooters', 'test tubes', 'jelly shots', 'blasters', or 'bombs' or any other emotive title is prohibited.

No liquor is to be supplied mixed with energy drinks. For the purposes of this condition 'energy drinks' has the same meaning as formulated caffeinated beverage within the Australian New Zealand Food Standards Code with a composition of 145mg/l of caffeine or greater.

Drink options that contain light and mid strength alcohol content must be available at all times.

The following dress standard applies during the permitted trading hours:-

Jackets, or other clothing or accessory, bearing patches or insignia of any Outlaw Motor Cycle Gangs, not limited to but including the following listed Gangs, are not permitted to be worn on these premises at any time -

Coffin Cheaters
Comancheros
Club Deroes
Finks
God's Garbage
Gypsy jokers
Outlaws
Rebels
Hell's Angels
Rock Machine

ENTERTAINMENT CONDITION

1. A person resorting to, or on the premises, including the licensee or manager, or an employee or agent of the licensee or manager, shall not:-

- (a) be immodestly or indecently dressed on the licensed premises, and/or
- (b) take part in, undertake or perform any activity or entertainment on the licensed premises in a lewd or indecent manner.

2. The licensee or manager, or an employee or agent of the licensee or manager, is prohibited from:-

- (a) exhibiting or showing, or causing, suffering or permitting to be exhibited or shown, on the licensed premises any classified "R 18+", "X 18+" or "RC" classified publication, film or computer game or extract therefrom;
- (b) causing, suffering or permitting any person employed, engaged or otherwise contracted to undertake any activity or perform any entertainment on the licensed premises to be immodestly or indecently dressed on the licensed premises, or

(c) causing, suffering or permitting any person to take part in, undertake or perform any activity or entertainment on the licensed premises in a lewd or indecent manner.

3. In this condition "licensed premises" includes any premises, place or area:-

- (a) which is appurtenant to the licensed premises, or
- (b) in respect of which an extended trading permit granted to the licensee is for the time being in force, but does not include any part of the premises which is reserved for the private use of the licensee, manager or employees of the licensee and to which the public does not have access.

REGISTERS

The licensee must maintain on the licensed premises the following registers:

1. a register of prescribed incidents that take place at the licensed premises (section 116A of the Act and regulation 18EB refer); and
2. a register that records training compliance for all staff (section 103A of the Act and regulation 14AG refer).

These registers must be maintained in a form approved by the Director of Liquor Licensing. The licensee, or an employee or agent of the licensee of the business conducted under the licence shall, at the request of an authorised officer, produce the registers for inspection by that authorised officer.

COMPLIANCE WITH HARM MINIMISATION POLICY

The applicant has lodged a copy of the House Management Policy, Code of Conduct and Management Plan developed for these premises in accordance with the Harm Minimisation Policy. These documents must be retained on the licensed premises and produced to any Authorised Officer if required.

This licence takes effect from **5 April 2013**.



Barry A Sargeant
DIRECTOR OF LIQUOR LICENSING

DECISION OF DIRECTOR OF LIQUOR LICENSING

APPLICANT: SHIRE OF YORK
PREMISES: YORK RECREATION AND CONVENTION CENTRE
PREMISES ADDRESS: LOT 292, CNR SOUTH AND ULSTER ROADS, YORK
LICENCE NO: 6020142381

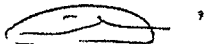
NATURE OF APPLICATION: VARIATION OF TRADING CONDITIONS

On 18 February 2013 I granted a tavern licence in respect of the York Recreation and Convention Centre, which was subject to a number of trading conditions. The licensee has sought clarification of the condition imposed on the licence restricting the sale of liquor at the licensed premises when junior sporting events are taking place at the venue.

Consequently, the condition of the licence prohibiting the sale and supply of liquor when junior sporting events are taking place at the venue is amended as follows:

The sale and supply of liquor is prohibited on the licensed premises when a scheduled junior sporting event is taking place at the venue except:

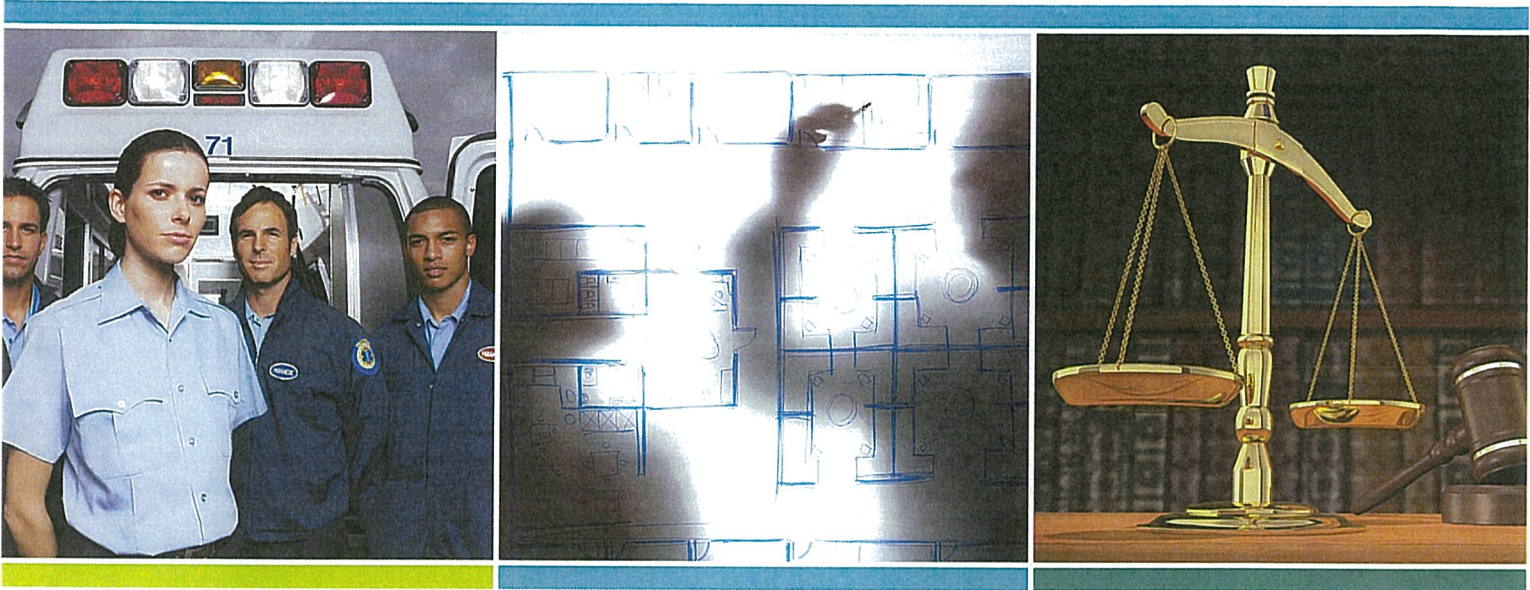
- between the hours of 12 noon to 2.30pm and 5.30pm to 8.30pm when liquor may sold and supplied ancillary to a meal; or
- where the scheduled junior sporting event is taking place at the Netball Courts, the existing Indoor Sports Stadium or the Hockey Fields; or
- where the sale and supply of liquor is to persons participating in a scheduled lawn bowl event.



Peter Minchin

DELEGATE OF THE DIRECTOR OF LIQUOR LICENSING

5 April 2013



Risk Management Governance Framework

- Risk Management Policy
- Risk Management Procedures

Last Updated: September 2014
Version: 0.01 (Discussion Purposes)

Shire of York

Prepared by: LGIS Risk Management

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Introduction

The Policy and Procedures form the Risk Management Framework for the Shire of York ("the Shire"). It sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2009 Risk Management.

It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures.

Further information or guidance on risk management procedures is available from LGIS Risk Management.

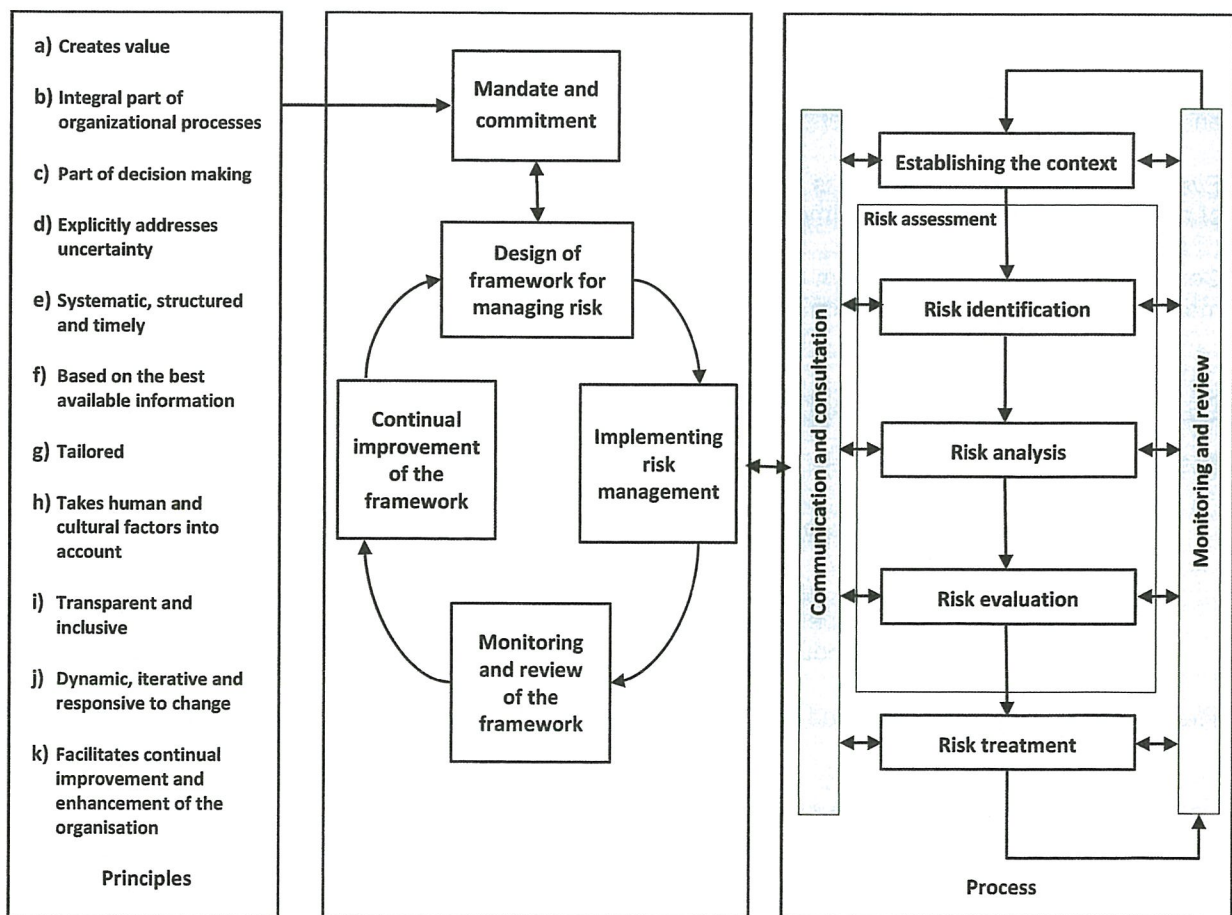


Figure 1: Risk Management Process (Source: AS/NZS 31000:2009)

Risk Management Policy

Shire Requirement

Insert policy administration details/requirements where applicable e.g. Policy name, Implementation date, Revision date, Policy owner and delegations, Referenced legislation and standards.

Purpose

The Shire of York ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

Policy

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

The Shire's Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations

Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed two years.



Signed:

Chief Executive Officer

Date: ____/____/____

Risk Management Procedures

Governance

Appropriate governance of risk management within the Shire of York (the "Shire") provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective Governance Structure to support the risk framework.

Framework Review

✓ The Risk Management Framework is to be reviewed for appropriateness and effectiveness at least every two years.

Operating Model

The Shire has adopted a "Three Lines of Defence" model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support the delivery of the Strategic, Corporate & Operational Plans.

First Line of Defence

All operational areas of the Shire are considered '1st Line'. They are responsible for ensuring that risks (within their scope of operations) are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include;

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the decisioning of risk matters.
- Prepare risk acceptance proposals where necessary, based on level of residual risk.
- Retain primary accountability for the ongoing management of their risk and control environment.

Second Line of Defence

The Risk Framework Owner (RFO) acts as the primary '2nd Line'. This position owns and manages the framework for risk management. They draft and implement the governance procedures and provide the necessary tools and training to support the 1st line process.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1st & 3rd lines on the risk and control environment. Support can be provided by additional oversight functions completed by other 1st Line Teams (where applicable). Additional responsibilities include:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Shire's risk reporting for the CEO & Management Team and the Audit Committee.

Third Line of Defence

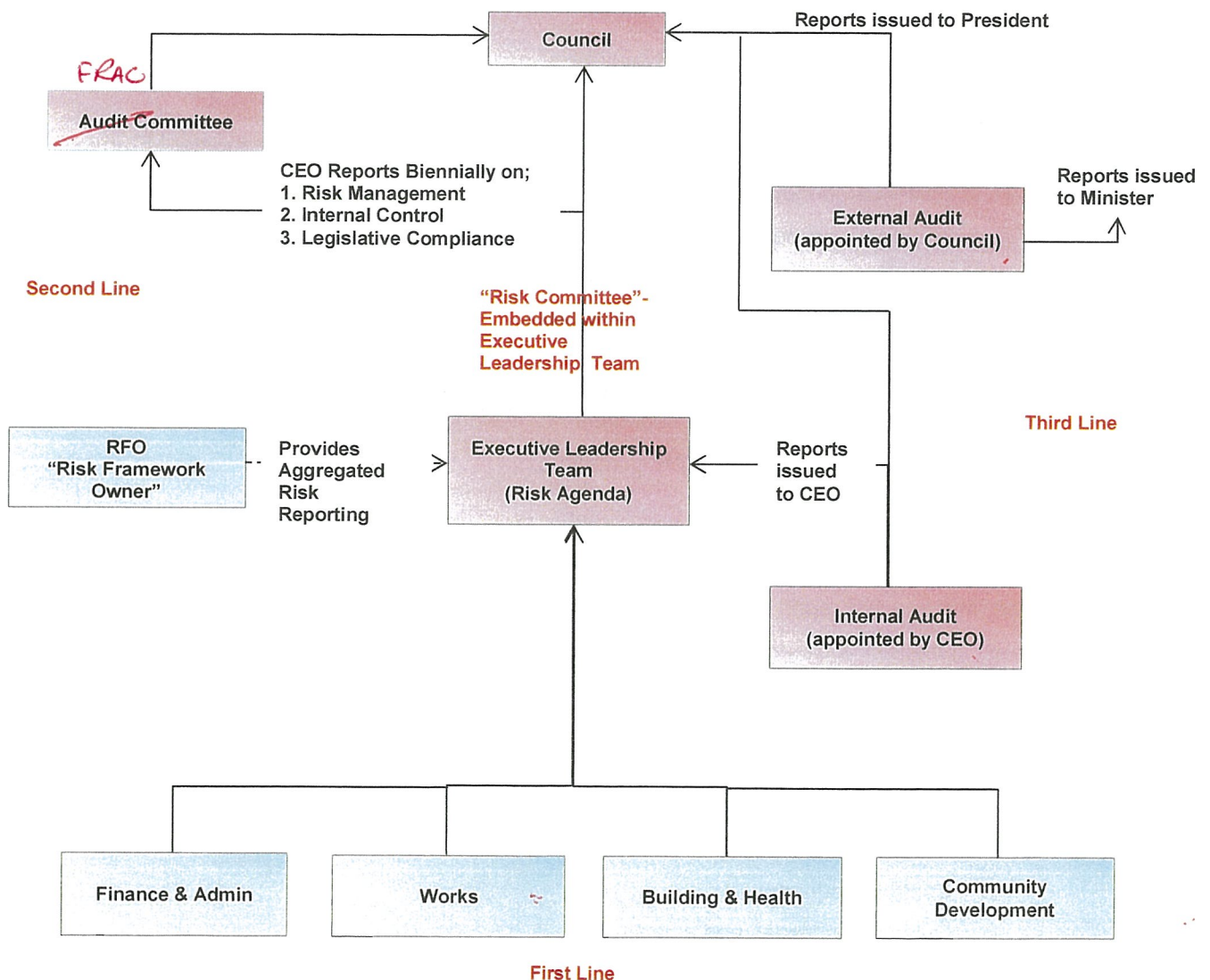
Internal & External Audit are the third line of defence, providing independent assurance to the Council, Audit Committee and Shire Management on the effectiveness of business operations and oversight frameworks (1st & 2nd Line).

Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO with input from the Audit Committee.

External Audit – Appointed by the Council on the recommendation of the ~~Audit Committee~~ ^{FRAC} to report independently to the President and CEO on the annual financial statements only.

Governance Structure

The following diagram depicts the current operating structure for risk management within the Shire.



Roles & Responsibilities

Council

- Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Appoint / Engage External Auditors to report on financial statements annually.
- Establish and maintain an Audit Committee in terms of the Local Government Act.

Audit Committee

Finance, Risk and Audit Committee (FRAC)

- Support Council to provide effective corporate governance.
- Oversight of all matters that relate to the conduct of External Audits.
- Must be independent, objective and autonomous in deliberations.
- Make recommendations to Council on External Auditor appointments.

CEO / Management Team

- Appoint Internal Auditors as required ~~under the Local Government (Audit) regulations.~~
- Liaise with Council in relation to risk acceptance requirements.
- Approve and review the appropriateness and effectiveness of the Risk Management Framework.
- Drive consistent embedding of a risk management culture.
- Analyse and discuss emerging risks, issues and trends.
- Document decisions and actions arising from 'risk matters'.
- Own and manage the Risk Profiles at Shire Level.

Risk Framework Owner (RFO)

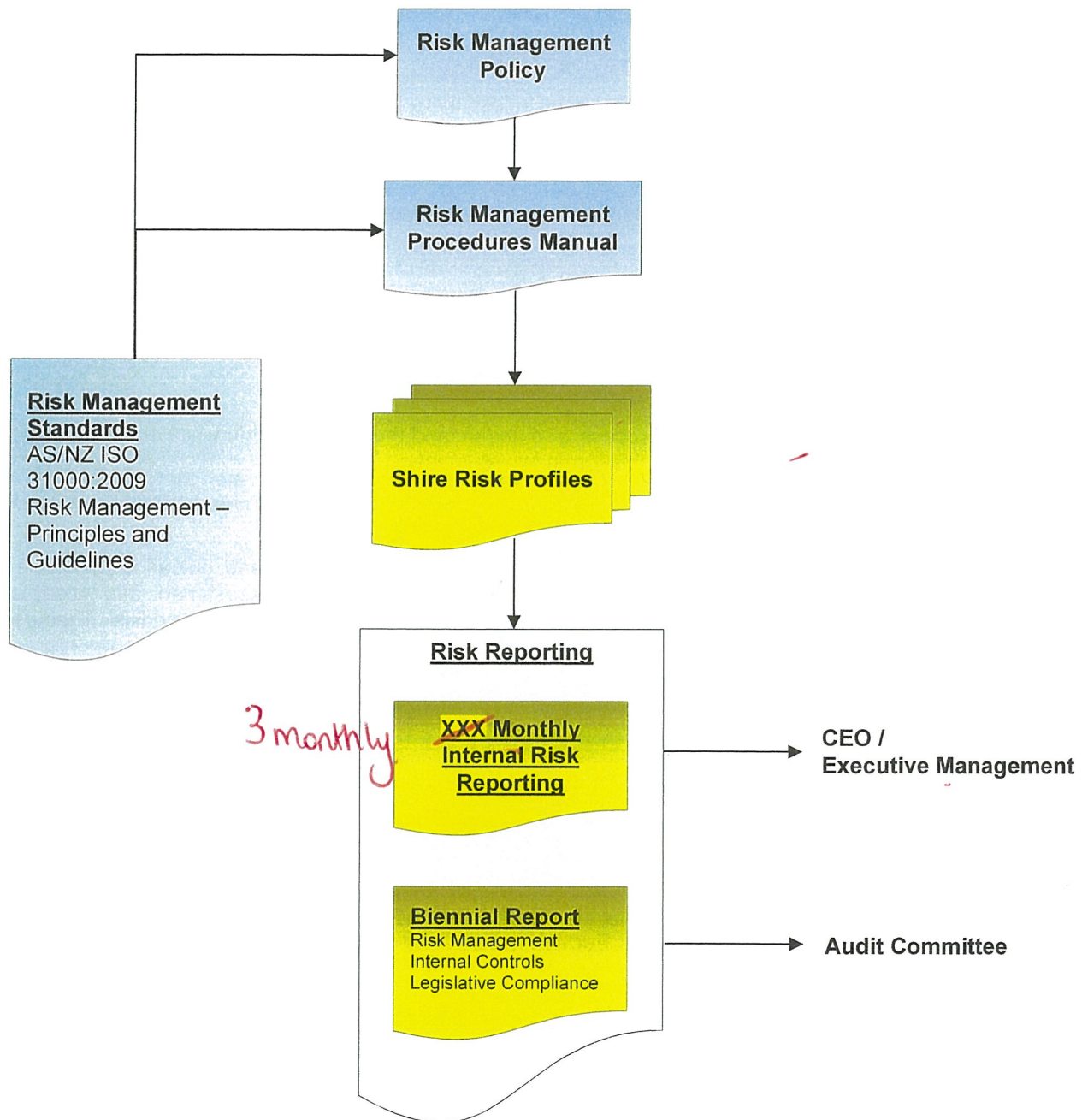
- Oversee and facilitate the Risk Management Framework.
- Support reporting requirements for Risk matters.

Work Areas

- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the Risk & Control Management process as required.
- Highlight any emerging risks or issues accordingly.
- Incorporate 'Risk Management' into Management Meetings, by incorporating the following agenda items;
 - New or emerging risks.
 - Review existing risks.
 - Control adequacy.
 - Outstanding issues and actions.

Document Structure (Framework)

The following diagram depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.



Risk & Control Management

All Work Areas of the Shire are required to assess and manage the Risk Profiles on an ongoing basis.

Each Manager, in conjunction with the Risk Framework Owner (RFO) are accountable for ensuring that Risk Profiles are:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least a six monthly basis, unless there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported by the use of key data inputs, workshops and ongoing business engagement.

Risk & Control Assessment

To ensure alignment with ISO 31000:2009 Risk Management, the following approach is to be adopted from a Risk & Control Assessment perspective.

Establishing the Context

The first step in the risk management process is to understand the context within which the risks are to be assessed and what is being assessed, this forms two elements:

Organisational Context

The Shire's Risk Management Procedures provides the basic information and guidance regarding the organisational context to conduct a risk assessment; this includes Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed. In addition, existing Risk Themes are to be utilised (Appendix C) where possible to assist in the categorisation of related risks.

Any changes or additions to the Risk Themes must be approved by the Risk Framework Owner (RFO) and CEO.

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within planning and decision making processes.

Specific Risk Assessment Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to and used within the risk assessment process. For risk assessment purposes the Shire has been divided into three levels of risk assessment context:

Strategic Context

The Shire's external environment and high level direction. Inputs to establishing the strategic risk assessment context may include;

- Organisations Vision / Mission
- Stakeholder Analysis
- Environment Scan / SWOT Analysis
- Existing Strategies / Objectives / Goals

Operational Context

The Shire's day to day activities, functions, infrastructure and services. Prior to identifying operational risks, the operational area should identify its Key Activities i.e. what is trying to be achieved. Note: these may already be documented in business plans, budgets etc.

Project Context

Project Risk has two main components:

- **Risk in Projects** refers to the risks that may arise as a result of project activity (i.e. impacting on process, resources or IT systems) which may prevent the Shire from meeting its objectives
- **Project Risk** refers to the risks which threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

Risk Identification

Using the specific risk assessment context as the foundation and in conjunction with relevant stakeholders, answer the following questions, capture and review the information within each Risk Profile.

- What can go wrong? / What are areas of uncertainty? (Risk Description)
- How may this risk eventuate? (Potential Causes)
- What are the current measurable activities that mitigate this risk from eventuating? (Controls)
- What are the potential consequential outcomes of the risk eventuating?

Risk Analysis

To analyse the risks the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is applied:

- Based on the documented controls, analyse the risk in terms of Existing Control Ratings
- Determine relevant consequence categories and rate how bad it could be if the risk eventuated with existing controls in place (Consequence)
- Determine how likely it is that the risk will eventuate to the determined level of consequence with existing controls in place (Likelihood)
- By combining the measures of consequence and likelihood, determine the risk rating (Level of Risk)

Risk Evaluation

The Shire is to verify the risk analysis and make a risk acceptance decision based on:

- Controls Assurance (i.e. are the existing controls in use, effective, documented, up to date and relevant)
- Existing Control Rating
- Level of Risk
- Risk Acceptance Criteria (Appendix A)
- Risk versus Reward / Opportunity

The risk acceptance decision needs to be documented and those risks that are acceptable are then subject to the monitor and review process.

Note: Individual Risks or Issues may need to be escalated due to its urgency, level of risk or systemic nature.

Risk Treatment

For unacceptable risks, determine treatment options that may improve existing controls and/or reduce consequence / likelihood to an acceptable level.

Risk treatments may involve actions such as avoid, share, transfer or reduce the risk with the treatment selection and implementation to be based on;

- Cost versus benefit
- Ease of implementation
- Alignment to organisational values / objectives

Once a treatment has been fully implemented, the **Risk Framework Owner (RFO)** is to review the risk information and acceptance decision with the treatment now noted as a control and those risks that are acceptable then become subject to the monitor and review process (Refer to Risk Acceptance section).

Monitoring & Review

The Shire is to review all Risk Profiles at least on a six monthly basis or if triggered by one of the following;

- changes to context,
- a treatment is implemented,
- an incident occurs or due to audit/regulator findings.

The **Risk Framework Owner (RFO)** is to monitor the status of risk treatment implementation and report on, if required.

The CEO & Management Team will monitor significant risks and treatment implementation as part of their normal agenda item on a quarterly basis with specific attention given to risks that meet any of the following criteria:

- Risks with a Level of Risk of High or Extreme
- Risks with Inadequate Existing Control Rating
- Risks with Consequence Rating of Catastrophic
- Risks with Likelihood Rating of Almost Certain

The design and focus of Risk Summary report will be determined from time to time on the direction of the CEO & Management Team. They will also monitor the effectiveness of the Risk Management Framework ensuring it is practical and appropriate to the Shire.

Communication & Consultation

Throughout the risk management process, stakeholders will be identified, and where relevant, be involved in or informed of outputs from the risk management process.

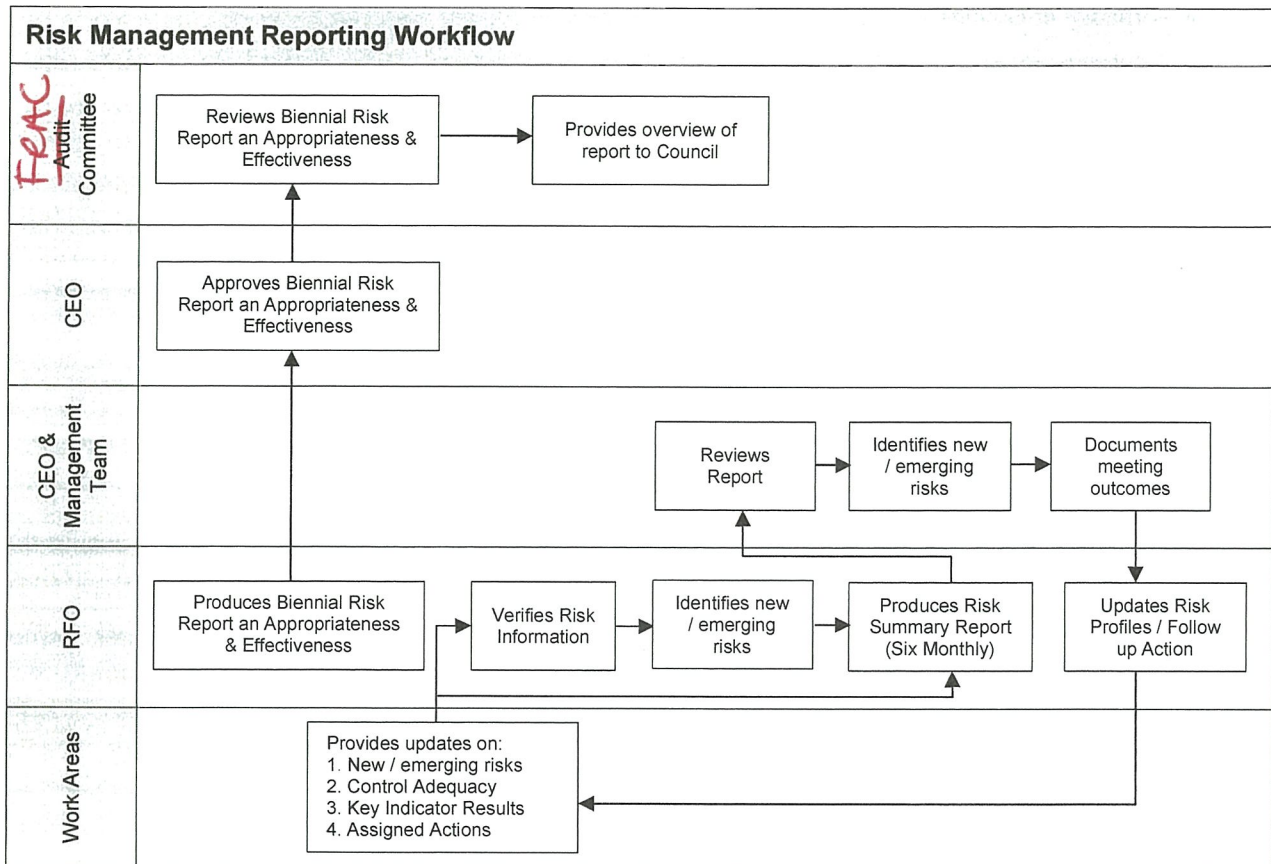
Risk management awareness and training will be provided to all staff.

Risk management will be included within the employee induction process to ensure new employees are introduced to the Shire's risk management culture.

Reporting Requirements

Coverage & Frequency

The following diagram provides a high level view of the ongoing reporting process for Risk Management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new, emerging risks, control effectiveness and key indicator performance to the **Risk Framework Owner (RFO)**.
- Work through assigned actions and provide relevant updates to the **Risk Framework Owner (RFO)**.
- Risks / Issues reported to the CEO & Management Team are reflective of the current risk and control environment.

The **Risk Framework Owner (RFO)** is responsible for:

- Ensuring Shire Risk Profiles are formally reviewed and updated, at least on a six monthly basis or when there has been a material restructure, change in risk ownership or change in the external environment.
- Six Monthly Risk Reporting for the CEO & Management Team – Contains an overview of the Risk Summary for the Shire.
- Annual Compliance Audit Return completion and lodgement.

Key Indicators

Key Indicators (KI's) may be used for monitoring and validating key risks and controls. The following describes the process for the creation and reporting of KIs:

- Identification
- Validity of Source
- Tolerances
- Monitor & Review

Identification

The following represent the minimum standards when identifying appropriate KI's key risks and controls:

- The risk description and casual factors are fully understood
- The KI is fully relevant to the risk or control
- Predictive KI's are adopted wherever possible
- KI's provide adequate coverage over monitoring key risks and controls

Validity of Source

In all cases an assessment of the data quality, integrity and frequency must be completed to ensure that the KI data is relevant to the risk or Control.

Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping KI's can be used to provide a level of assurance on data integrity.

If the data or source changes during the life of the KI, the data is required to be revalidated to ensure reporting of the KI against a consistent baseline.

Tolerances

Tolerances are set based on the Shire's Risk Appetite. They are set and agreed over three levels:

- Green – within appetite; no action required.
- Amber – the KI must be closely monitored and relevant actions set and implemented to bring the measure back within the green tolerance.
- Red – outside risk appetite; the KI must be escalated to the CEO & Management Team where appropriate management actions are to be set and implemented to bring the measure back within appetite.

Monitor & Review

All active KI's are updated as per their stated frequency of the data source.

When monitoring and reviewing KI's, the overall trend must be considered over a longer timeframe instead of individual data movements. The trend of the KI is specifically used as an input to the risk and control assessment.

Risk Acceptance

Day to day operational management decisions are generally managed under the delegated authority framework of the Shire.

Risk Acceptance is a management decision to accept, within authority levels, material risks which will remain outside appetite framework (refer Appendix A – Risk Assessment & Acceptance Criteria) for an extended period of time (generally 3 months or longer).

The following process is designed to provide a framework for those identified risks.

The 'Risk Acceptance' must be in writing, signed by the relevant Manager and cover:

- A description of the risk.
- An assessment of the risk (eg. Impact consequence, materiality, likelihood, working assumptions etc)
- Details of any mitigating action plans or treatment options in place
- An estimate of the expected remediation date.

A lack of budget / funding to remediate a material risk outside appetite is not sufficient justification in itself to accept a risk.

Accepted risks must be continually reviewed through standard operating reporting structure (ie. Management Team)

Annual Assurance Plan

The annual assurance plan is a monitoring schedule prepared by the **Risk Framework Owner (RFO)** that sets out the control assurance activities to be conducted over the next 12 months. This plan needs to consider the following components.

- Existing control adequacy ratings across the Shire's Risk Profiles.
- Consider control coverage across a range of risk themes (where commonality exists).
- Building profiles around material controls to assist in design and operating effectiveness reviews.
- Consideration to significant incidents.
- Nature of operations
- Additional or existing 2nd line assurance information / reviews (eg. HR, Financial Services, IT)
- Frequency of monitoring / checks being performed
- Review and development of Key Indicators
- Timetable for assurance activities
- Reporting requirements

Whilst this document and subsequent actions are owned by the **Risk Framework Owner (RFO)**, input and consultation will be sought from individual Directorates.

Appendix A – Risk Assessment and Acceptance Criteria

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non- compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$500,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$500,000	Indeterminate prolonged interruption of services – non- performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix					
Consequence Likelihood	Insignificant				
	1	2	3	4	5
Almost Certain	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria		
Risk Rank	Description	Responsibility
LOW	Acceptable	Operational Manager
MODERATE	Monitor	Operational Manager
HIGH	Urgent Attention Required	Director / CEO
EXTREME	Unacceptable	CEO / Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	<ol style="list-style-type: none"> Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	<ol style="list-style-type: none"> Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	<ol style="list-style-type: none"> Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.

Appendix B – Risk Profile Template

Risk Theme	Date																		
<u>This Risk Theme is defined as:</u> <i>Definition of Theme</i>																			
<u>Potential causes include:</u> <i>List of potential causes</i>																			
Key Controls <i>List of Key Controls</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; padding: 5px;">Type</th> <th style="width: 30%; padding: 5px;">Date</th> <th style="width: 40%; padding: 5px;">Shire Rating</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> </tbody> </table>	Type	Date	Shire Rating															
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Key Indicators <i>List of Key Indicators</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; padding: 5px;">Tolerance</th> <th style="width: 30%; padding: 5px;">Date</th> <th style="width: 40%; padding: 5px;">Overall Shire Result</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> </tbody> </table>	Tolerance	Date	Overall Shire Result															
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<u>Comments</u> <i>Rationale for all above ratings</i>																			
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Current Issues / Actions / Treatments	Due Date	Responsibility																	
<i>List current issues / actions / treatments</i>																			

Appendix C – Risk Theme Definitions

Misconduct

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

External theft & fraud (inc. Cyber Crime)

Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- Fraud – benefit or gain by deceit
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices
- Cash or other valuables from 'Outstations'.

Business & community disruption

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal Shire business activities. The event may result in damage to buildings, property, plant & equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (inc. vandalism). This includes;

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

Errors, omissions, delays

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

Failure of IT &/or Communications Systems and Infrastructure

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Change Management".

Failure to fulfil statutory, regulatory or compliance requirements

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include Occupational Safety & Health Act (refer "Inadequate employee and visitor safety and security") or any Employment Practices based legislation (refer "Ineffective Employment practices")

It does include the Local Government Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for the Shire.

Providing inaccurate advice / information

Incomplete, inadequate or inaccuracies in professional advisory activities to customers or internal staff. This could be caused by using unqualified staff, however it does not include instances relating Breach of Authority.

Inadequate project / change Management

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Failures of IT Project Vendors/Contractors

Inadequate Document Management Processes

Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:

- Contact lists.
- Procedural documents.
- 'Application' proposals/documents.
- Contracts.
- Forms, requests or other documents.

Inadequate safety and security practices

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment.

Inadequate engagement practices

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues.
- Infrastructure Projects.
- Regional or District Committee attendance.
- Local Planning initiatives.
- Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Inadequate asset sustainability practices

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal. Areas included in the scope are;

- Inadequate design (not fit for purpose)
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities.
- Inadequate financial management and planning.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Inadequate Supplier / Contract Management

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

It does not include failures in the tender process; refer "Inadequate Procurement, Disposal or Tender Practices".

Ineffective employment practices

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding OH&S)
- Discrimination, Harassment & Bullying in the workplace
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place
- Induction issues
- Terminations (including any tribunal issues)
- Industrial activity

Care should be taken when considering insufficient staff numbers as the underlying issue could be process inefficiencies.

Ineffective management of facilities / venues / events

Failure to effectively manage the day to day operations of facilities and / or venues. This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users
- Oversight / provision of peripheral services (eg. cleaning / maintenance)

Inadequate environmental management.

Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes;

- Lack of adequate planning and management of coastal erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations).
- Weed control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping.
- Illegal clearing / land use.

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Business & community disruption

Aug-14

This Risk Theme is defined as:

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal Shire business activities. The event may result in damage to buildings, property, plant & equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (inc. vandalism). This includes;

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

Potential causes include:

- Cyclone, Storm Surges, Fire, Earthquake
- Terrorism / Sabotage / Criminal Behaviour
- Epidemic / Pandemic
- Extended power outage
- Economic Factors
- Loss of Key Staff

Key Controls	Type	Date	Shire Rating
Business Continuity Framework (Policy & Procedures)	Preventative	Aug-14	Inadequate
Business Continuity Plans	Recovery	Aug-14	Inadequate
BCP Exercises	Detective	Aug-14	Inadequate
Functional LEMC	Preventative	Aug-14	Effective
Current LEMA & Recovery Plans	Recovery	Aug-14	Effective
Current Bushfire Risk Management Plan	Preventative	Aug-14	Adequate
LEM Exercises	Detective	Aug-14	Adequate
Risk Register (Fuel Loads)	Preventative / Detective	Aug-14	Adequate
Volunteer Management & Training	Preventative	Aug-14	Adequate

Overall Control Ratings:

Adequate

Risk Ratings	Shire Rating
Consequence:	Catastrophic
Likelihood:	Unlikely

Overall Risk Ratings:

High

Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Complete Bushfire Risk Management Plan for Shire Townships	Aug-15	Community Emergency Services Manager
Review BCP's across organisation (eg. Waste)	Aug-15	Manager, Corporate
Complete BCP Exercises	Aug-15	Manager, Corporate

Failure of IT &/or communication systems and infrastructure

Aug-14

This Risk Theme is defined as:

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Project / Change Management".

Potential causes include:

- Weather impacts
- Power outage at service provider
- Out dated / inefficient hardware
- Incompatibility between operating system and Microsoft
- Power failure
- Infrastructure breakdown such as landlines, radio communications.
- Lack of training
- Software vulnerability (e.g. MS Access)

Key Controls	Type	Date	Shire Rating
Data Back up Systems	Recovery	Aug-14	Effective
Performance Monitoring	Detective	Aug-14	Adequate
UPS / Generator Entry Point	Preventative / Recovery	Aug-14	Effective
Disaster Recovery Plan	Detective	Aug-14	Adequate
IT Infrastructure Replacement / Refresh Program	Preventative	Aug-14	Effective
Voip Telephone System	Detective	Aug-14	Effective

Overall Control Ratings:

Adequate

Risk Ratings	Shire Rating
Consequence:	Moderate
Likelihood:	Unlikely
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Review IT Disaster Recovery Plan	Dec-14	IT Manager
Test IT Disaster Recovery Plans	Mar-15	IT Manager
Create ICT Information Framework (IPF)	Jun-15	IT Manager

External theft & fraud (inc. Cyber Crime)

Aug-14

This Risk Theme is defined as:

Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- Fraud – benefit or gain by deceit
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices
- Cash or other valuables from 'Outstations'.

Potential causes include:

- Inadequate security of equipment / supplies / cash
- Robbery
- Scam Invoices
- Inadequate provision for patrons belongings
- Lack of Supervision

Key Controls	Type	Date	Shire Rating
Security access - Admin Building	Preventative	Aug-14	Effective
Security access - Depot	Preventative	Aug-14	Adequate
Security Monitoring controls	Detective	Aug-14	Adequate
CCTV	Recovery	Aug-14	Adequate
IT Firewall Systems	Preventative	Aug-14	Adequate
Overall Control Ratings:			Adequate

Risk Ratings	Shire Rating
Consequence:	Minor
Likelihood:	Unlikely
Overall Risk Ratings:	Low

Key Indicators	Tolerance	Date	Overall Shire Result
# Incidents			
<u>Comments</u> As rated by Workshop Attendees -			

Current Issues / Actions / Treatments	Due Date	Responsibility
Arrange external advice on IT Security (Cybercrime)	Aug-15	IT Manager

Misconduct

Aug-14

This Risk Theme is defined as;

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

Potential causes include;

- Lack of training
- Changing of job titles
- Delegated authority process inadequately implemented
- Disgruntled employees
- Lack of understanding
- Poor internal checks (PO's and delegated authority)
- Password sharing

Key Controls	Type	Date	Shire Rating
Delegation Register - Framework	Detective	May-14	Adequate
Delegation Control - Synergy	Detective	May-14	Adequate
Segregation of Duties (Financial)	Preventative	May-14	Adequate
IT Security Access Framework (Profiles & Passwords)	Preventative	May-14	Adequate
Induction Process (Code of Conduct)	Preventative	May-14	Effective
Procurement Process (Purchase Order Process)	Preventative	May-14	Adequate
Overall Control Ratings:			Adequate

Risk Ratings	Shire Rating
Consequence:	Moderate
Likelihood:	Unlikely
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
No current actions required		

Inadequate safety and security practices

Aug-14

This Risk Theme is defined as:

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment

Potential causes include:

- Lack of appropriate PPE / Equipment
- Inadequate first aid supplies or trained staff
- Rubbish / Litter Control
- Inadequate security arrangements
- Inadequate signage, barriers or other exclusion techniques
- Storage and use of Dangerous Goods
- Ineffective / inadequate testing, sampling (similar) health based req'
- Lack of mandate and commitment from Senior Management

Key Controls	Type	Date	Shire Rating
Workplace Inspections	Preventative	Aug-14	Effective
Staff Individual Training Plans	Preventative	Aug-14	Adequate
Hazard Register	Detective	Aug-14	Effective
OSH Management Framework	Preventative	Aug-14	Effective
Contractor / Site Inductions	Preventative	Aug-14	Adequate
Staff Inductions	Preventative	Aug-14	Effective

Overall Control Ratings:

Adequate

Risk Ratings	Shire Rating
Consequence:	Moderate
Likelihood:	Possible
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
4801 Audit Results	80%	Nov-13	62%
LTIFR			
Comments			
As rated by Workshop Attendees -			

Current Issues / Actions / Treatments	Due Date	Responsibility
Improve current training plans to incorporate specific OSH / skills training requirements	Dec-14	Manager Human Resources
Improve Contractor / Site Induction process	Dec-14	Manager Human Resources

Inadequate project / change management

Aug-14

This Risk Theme is defined as:

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Failures of IT Project Vendors/Contractors

This includes Directorate or Service Unit driven change initiatives except new Plant & Equipment purchases. Refer "Inadequate Asset Management"

Potential causes include:

- Lack of communication and consultation
- Lack of investment
- Ineffective management of expectations (scope creep)
- Inadequate project planning (resources/budget)
- Shire growth (too many projects)
- Inadequate monitoring and review
- Project risks not managed effectively
- Lack of Project methodology knowledge and reporting requirements

Key Controls	Type	Date	Shire Rating
Project Management Framework (Methodology)	Preventative	Aug-14	Inadequate
Project Status Reporting	Detective	Aug-14	Adequate

Overall Control Ratings:

Inadequate

Risk Ratings	Shire Rating
Consequence:	Major
Likelihood:	Possible
Overall Risk Ratings:	High

Key Indicators	Tolerance	Date	Overall Shire Result
Comments As rated by Workshop Attendees -			

Current Issues / Actions / Treatments	Due Date	Responsibility
Develop Project Management Methodology	Jan-15	Manager, Infrastructure Services

Errors, omissions & delays

Aug-14

This Risk Theme is defined as:

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

Potential causes include:

- Human Error
- Inadequate procedures or training
- Lack of Staff (or trained staff)
- Incorrect information
- Miscommunication

Key Controls	Type	Date	Shire Rating
Documented Procedures / Checklists		Aug-14	Adequate
Feedback Register		Aug-14	Effective
Planning approval performance report		Aug-14	Effective
Complaints Register		Aug-14	Adequate
Segregation of Duties (Financial Control)		Aug-14	Adequate

Overall Control Ratings:

Adequate

Risk Ratings	Shire Rating
Consequence:	Insignificant
Likelihood:	Almost Certain

Overall Risk Ratings:

Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
<u>Comments</u> As rated by Workshop Attendees -			

Current Issues / Actions / Treatments	Due Date	Responsibility
No actions required		

Inadequate document management processes

Aug-14

This Risk Theme is defined as:

Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:

- Contact lists.
- Procedural documents.
- 'Application' proposals/documents.
- Contracts.
- Forms, requests or other documents.

Potential causes include:

- Spreadsheet/Database/Document corruption or loss
- Inadequate access and / or security levels
- Inadequate Storage facilities (including climate control)
- High Staff turnover
- Outdated record keeping practices / incompatible systems
- Lack of system/application knowledge
- High workloads and time pressures
- Incomplete authorisation trails

Key Controls	Type	Date	Shire Rating
Policy & Procedural Review Process	Detective	Aug-14	Adequate
Records Management Process	Preventative	Aug-14	Effective
Records Management Policy	Preventative	Aug-14	Adequate
Document / Correspondence receipt & action process	Preventative	Aug-14	Effective

Overall Control Ratings: Adequate

Risk Ratings	Shire Rating
Consequence:	Moderate
Likelihood:	Unlikely
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
# Documents not stored electronically or archived off-site			

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Implement a version control system / process across the Shire	Dec-15	Manager, Corporate

Inadequate supplier / contract management

Aug-14

This Risk Theme is defined as:

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

It does not include failures in the tender process; refer "Inadequate Procurement, Disposal or Tender Practices".

Potential causes include:

- Funding
- Complexity and quantity of work
- Inadequate tendering process
- Geographical remoteness
- Inadequate contract management practices
- Ineffective monitoring of deliverables
- Lack of planning and clarity of requirements
- Historical contracts remaining

Key Controls	Type	Date	Shire Rating
Contract Management System	Preventative	Aug-14	Inadequate
Review Meetings (Waste Mgt)	Detective	Aug-14	Adequate

Overall Control Ratings: Inadequate

Risk Ratings	Shire Rating
Consequence:	Major
Likelihood:	Possible
Overall Risk Ratings:	High

Key Indicators	Tolerance	Date	Overall Shire Result
# Expired Contracts, not yet renewed	0		

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Develop of a Contract Management Register	Sep-14	Governance Officer

Providing inaccurate advice / information

Aug-14

This Risk Theme is defined as:

Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.

Examples include;

- incorrect planning, development or building advice,
- incorrect health or environmental advice
- inconsistent messages or responses from Customer Service Staff
- any advice that is not consistent with legislative requirements or local laws.

Potential causes include:

- Lack of qualified staff
- Long lead times for responses
- Increasing workloads
- Lack of appropriate technical knowledge relevant to the context
- Poor working relationships between internal staff/departments

Key Controls	Type	Date	Shire Rating
Regular Meetings	Preventative		Adequate
Training - Staff	Preventative		Adequate
Peer Review Process - Building / Health advice	Preventative		Inadequate
Complaints Register	Detective		Adequate

Overall Control Ratings: Adequate

Risk Ratings	Shire Rating
Consequence:	Moderate
Likelihood:	Rare
Overall Risk Ratings:	Low

Key Indicators	Tolerance	Date	Overall Shire Result
# Complaints / issues regarding inaccurate advice / information			

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Update Assessment checklist to include "Peer Review" component	Aug-15	Manager, Environmental Health & Building Services

Ineffective employment practices

Aug-14

This Risk Theme is defined as:

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding OH&S).
- Discrimination, Harassment & Bullying in the workplace.
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place.
- Induction issues.
- Terminations (including any tribunal issues).
- Industrial activity.

Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.

Potential causes include:

- Leadership failures
- Available staff / volunteers are generally highly transient.
- Single Person Dependencies
- Poor internal communications / relationships
- Ineffective performance management programs or procedures.
- Ineffective training programs or procedures.
- Limited staff availability - mining / private sectors (pay & conditions).
- Inadequate Induction practices.

Key Controls	Type	Date	Shire Rating
Policy & Procedures	Preventative	Aug-14	Adequate
Training Needs Analysis & Training Register	Preventative	Aug-14	Adequate
Workforce Plan (Succession Planning Component)	Preventative	Aug-14	Adequate
Staff Inductions (Code of Conduct Component)	Preventative	Aug-14	Effective
Performance Review Process	Detective	Aug-14	Adequate

Overall Control Ratings:

Adequate

Risk Ratings	Shire Rating
Consequence:	Moderate
Likelihood:	Unlikely

Overall Risk Ratings:

Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
% Staff turnover rate			
Absenteeism			
Workers Compensation Claims (Stress Claims)			

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
No actions required		

Failure to fulfil statutory, regulatory or compliance requirements

Aug-14

This Risk Theme is defined as:

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include Occupational Safety & Health Act (refer "Inadequate employee and visitor safety and security") or any Employment Practices based legislation (refer "Ineffective Employment practices")

It does include the Local Government Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for Local Government.

Potential causes include:

- Lack of training, awareness and knowledge
- Staff Turnover
- Inadequate record keeping
- Ineffective processes
- Lack of Legal Expertise
- Councillor Turnover
- Breakdowns in Tender process
- Ineffective monitoring of changes to legislation

Key Controls	Type	Date	Shire Rating
Compliance Return (DLG)	Detective		Adequate
Compliance Calendars	Preventative		Adequate
External Auditor Reviews (Compliance)	Detective		Adequate
Subscriptions (WALGA)	Preventative		Adequate
Induction Process - Councillors / Staff	Preventative		Adequate
Staff Network Channels	Preventative		Effective
Tender Process (eQuotes)	Preventative		Effective

Overall Control Ratings:

Adequate

Risk Ratings	Shire Rating
Consequence:	Major
Likelihood:	Possible

Overall Risk Ratings:

High

Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by

Current Issues / Actions / Treatments

Due Date

Responsibility

Develop Compliance Register

Aug-15

CEO

Inadequate asset sustainability practices

Aug-14

This Risk Theme is defined as:

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal. Areas included in the scope are;

- Inadequate design (not fit for purpose)
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities.
- Inadequate financial management and planning.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Potential causes include:

- Skill level & behaviour of operators
- Lack of trained staff
- Outdated equipment
- Unavailability of parts
- Lack of formal or appropriate scheduling (maintenance / inspections)
- Unexpected breakdowns

Key Controls	Type	Date	Shire Rating
Asset Management System (various)	Preventative		Inadequate
Asset Management Plan	Preventative		Adequate
Planned Building Maintenance	Detective		Adequate
Planned Replacement Program	Preventative		Adequate
Road Asset Management System (ROMANS)	Preventative		Adequate

Overall Control Ratings: Adequate

Risk Ratings	Shire Rating
Consequence:	Catastrophic
Likelihood:	Unlikely

Overall Risk Ratings: High

Key Indicators	Tolerance	Date	Overall Shire Result
Asset Sustainability Ratio			
Asset Consumption Ratio			
Asset Renewal Funding Ratio			
% Satisfaction with with Shire Assets			
Comments			
As rated by Workshop Attendees -			

Current Issues / Actions / Treatments	Due Date	Responsibility
Investigate feasibility of an all inclusive asset management system	Dec-14	Manager, Works
Improving maintenance schedule to ensure all assets are captured	Dec-14	Manager, Works

Inadequate engagement practices

Aug-14

This Risk Theme is defined as:

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues.
- Infrastructure Projects.
- Regional or District Committee attendance.
- Local Planning initiatives.
- Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Potential causes include:

- Budget / funding issues
- Media attention
- Inadequate documentation or procedures
- Short lead times
- Miscommunication / Poor communication
- Relationship breakdowns with community groups

Key Controls	Type	Date	Shire Rating
Community Engagement Framework (Organisational Based)	Preventative		Inadequate
Planning based engagement (Consultation Policy)	Preventative		Inadequate
Procedures	Preventative		Adequate

Overall Control Ratings: Inadequate

Risk Ratings	Shire Rating
Consequence:	Major
Likelihood:	Unlikely

Overall Risk Ratings: Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
% community feeling they have opportunities to participate in planning			
% community satisfaction with the Shire's advocacy and community representation			

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Combine related Policies in Community Engagement	Aug-15	CEO

Ineffective management of facilities / venues / events

Aug-14

This Risk Theme is defined as:

Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users
- Oversight / provision of peripheral services (eg. cleaning / maintenance)

Potential causes include:

- Double bookings
- Illegal alcohol consumption
- Managing bond payments
- Animal contamination.
- Failed chemical / health requirements.
- Access to facilities / venues.

Key Controls	Type	Date	Shire Rating
Events Policy / Procedures	Preventative	Aug-14	Adequate
Booking System	Preventative	Aug-14	Adequate
Maintenance Schedules	Detective	Aug-14	Adequate
Community Feedback process	Detective	Aug-14	Adequate

Overall Control Ratings: Adequate

Risk Ratings	Shire Rating
Consequence:	Major
Likelihood:	Unlikely

Overall Risk Ratings: Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
Attendance at Arts & cultural activities			
% community satisfaction with with services and facilities			

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Upgrading Centaman System for facilities	Oct-15	Manager, Community Services
Review implications of a Regional Event Management Strategy (ie. Capacity planning)	Jun-16	Manager, Community Services
Review Event Policies (strategic direction rather than procedures)	Dec-16	Manager, Community Services

Inadequate environmental management

Aug-14

This Risk Theme is defined as:

Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes;

- Lack of adequate planning and management of coastal erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations).
- Weed control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping.
- Illegal clearing / land use.

Potential causes include:

- Inadequate management of landfill sites
- Inadequate reporting / oversight frameworks
- lack of understanding / knowledge
- Community apathy.
- Inadequate local laws / planning schemes

Key Controls	Type	Date	Shire Rating
Landfill / Waste Management Plans	Detective		Inadequate
Supervisory at landfill Sites	Preventative		Inadequate
Weed Control Plans	Preventative		Adequate
Support Environmental Groups	Preventative		Adequate

Overall Control Ratings:

Inadequate

Risk Ratings	Shire Rating
Consequence:	Major
Likelihood:	Possible
Overall Risk Ratings:	High

Key Indicators	Tolerance	Date	Overall Shire Result
Comments As rated by Workshop Attendees -			

Current Issues / Actions / Treatments	Due Date	Responsibility
Develop Operational Plans (Waste Mgt - Operational, Environmental & Contingency)	Jul-15	Manager, Works
Implement 'manned' landfill sites.	Nov-15	Manager, Works
Develop Climate Change response plan(draft)	Apr-15	CEO

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<u>Failure to fulfil statutory, regulatory or compliance requirements</u>			
Current Issues / Actions / Treatments	Due Date	Risk High	Control Adequate
Develop Compliance Register	Aug-15	Responsibility CEO	

<u>Inadequate safety and security practices</u>			
Current Issues / Actions / Treatments	Due Date	Risk Moderate	Control Adequate
Improve current training plans to incorporate specific OSH / skills training requirements	Dec-14	Responsibility Manager Human Resources	
Improve Contractor / Site Induction process	Dec-14	Responsibility Manager Human Resources	

<u>Providing inaccurate advice / information</u>			
Current Issues / Actions / Treatments	Due Date	Risk Low	Control Adequate
Update Assessment checklist to include "Peer	Aug-15	Responsibility Manager, Environmental Health &	

<u>Ineffective employment practices</u>			
Current Issues / Actions / Treatments	Due Date	Risk Moderate	Control Adequate
No actions required		Responsibility	

<u>Inadequate document management processes</u>			
Current Issues / Actions / Treatments	Due Date	Risk Moderate	Control Adequate
Implement a version control system / process across the Shire	Dec-15	Responsibility Manager, Corporate	

<u>Inadequate project / change management</u>			
Current Issues / Actions / Treatments	Due Date	Risk High	Control Inadequate
Develop Project Management Methodology	Jan-15	Responsibility Manager, Infrastructure Services	

<u>Inadequate engagement practices</u>			
Current Issues / Actions / Treatments	Due Date	Risk Moderate	Control Inadequate
Combine related Policies in Community	Aug-15	Responsibility CEO	

<u>Inadequate supplier / contract management</u>			
Current Issues / Actions / Treatments	Due Date	Risk High	Control Inadequate
Develop of a Contract Management Register	Sep-14	Responsibility Governance Officer	

<u>Inadequate asset sustainability practices</u>			
Current Issues / Actions / Treatments	Due Date	Risk High	Control Adequate
Investigate feasibility of an all inclusive asset management system	Dec-14	Responsibility Manager, Works	
Improving maintenance schedule to ensure all assets are captured	Dec-14	Responsibility Manager, Works	

<u>Ineffective management of facilities / venues / events</u>			
Current Issues / Actions / Treatments	Due Date	Risk Moderate	Control Adequate
Upgrading Centaman System for facilities	Oct-15	Responsibility Manager, Community Services	
Review implications of a Regional Event Management Strategy (ie. Capacity planning)	Jun-16	Responsibility Manager, Community Services	
Review Event Policies (strategic direction rather than procedures)	Dec-16	Responsibility Manager, Community Services	

Shire of XXX

Risk Dashboard Report

August 2014

Executive Summary

Being the Shire's first report under the introduced risk management framework, focus is on embedding and driving continual improvement. Future reports will continue to provide relevant insight and recommendations to assist governance activities for the Executive Leadership Team. It is supported by the attached documents that were produced through and workshops on the XX / XX / XXXX ensuing discussions.

1. Risk Profiles for the 16 themes discussed.
2. Risk Management Policy amendments and Procedures.

Recommendations

Embedding

1. Arrange for the attached Policy amendments and Procedures to be endorsed and adopted.

Risk Profiles

1. Discuss and review the attached Risk Profiles/Review and approve all Risk Profiles (from a Risk & Control perspective).
2. Confirm Current Issues / Actions / Treatments (Responsibility & Due Date)

<u>Misconduct</u>				<u>Business & community disruption</u>					
Current Issues / Actions / Treatments		Due Date	Risk Moderate	Control Adequate	Current Issues / Actions / Treatments		Due Date	Risk High	Control Adequate
No current actions required					Complete Bushfire Risk Management Plan for Shire		Aug-15		Community Emergency Services
<u>Inadequate environmental management</u>				<u>Errors, omissions & delays</u>					
Current Issues / Actions / Treatments		Due Date	Risk High	Control Inadequate	Current Issues / Actions / Treatments		Due Date	Risk Moderate	Control Adequate
Develop Operational Plans (Waste Mgt - Implement "manned" landfill sites.		Jul-15		Manager, Works	No actions required				
Develop Climate Change response plan(draft)		Nov-15		Manager, Works					
		Apr-15		CEO					
<u>External theft & fraud (inc. Cyber Crime)</u>				<u>Failure of IT &/or communication systems and infrastructure</u>					
Current Issues / Actions / Treatments		Due Date	Risk Low	Control Adequate	Current Issues / Actions / Treatments		Due Date	Risk Moderate	Control Adequate
Arrange external advice on IT Security		Aug-15		IT Manager	Review IT Disaster Recovery Plan		Dec-14		IT Manager
					Test IT Disaster Recovery Plans		Mar-15		IT Manager
					Create ICT Information Framework (IPF)		Jun-15		IT Manager