



SHIRE OF YORK

**MINUTES OF THE
AUDIT COMMITTEE MEETING
HELD ON 4 MARCH 2010
COMMENCING AT 3.37PM
IN THE CONFERENCE ROOM,
SHIRE OF YORK ADMINISTRATION OFFICE.**

SHIRE OF YORK
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SHIRE OF YORK

THE MEETING OF THE AUDIT COMMITTEE HELD ON THURSDAY 4 MARCH 2010,
COMMENCING AT 3.37PM IN THE ADMINISTRATION CENTRE, YORK.

1. OPENING

The meeting was declared open at 3.37pm.

2. ANNOUNCEMENT OF ANY DECLARED FINANCIAL INTERESTS

Nil

3. ATTENDANCE

- MEMBERS

Cr P Hooper, Cr R Scott and Cr T Boyle.

- STAFF

Ray Hooper and Tyhscha Cochrane

- OBSERVERS

Nil

- APOLOGIES

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

- MINUTES OF AUDIT COMMITTEE MEETING HELD 15 FEBRUARY 2010

RECOMMENDATION

Moved: Cr Boyle

Seconded: Cr Scott

That the minutes of the Audit Committee meeting held on 15 February 2010 as circulated, be accepted as a true and correct record.

CARRIED (3/0)

- Matters Arising

5. REPORTS

5.1 2009 Compliance Audit Return

FILE NO:	FI.FRP.5
COMMITTEE DATE:	4 March 2010
REPORT DATE:	2 March 2010
LOCATION/ADDRESS:	Not Applicable
ACTION OFFICER:	T Cochrane, A/DCEO
SENIOR OFFICER:	R Hooper, CEO
DISCLOSURE OF INTEREST:	Nil
APPENDICES:	Appendix A – 2009 Compliance Audit Return
DOCUMENTS TABLED:	Nil

Summary:

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

Background:

In 2000, participation in the program was made compulsory for all local authorities. In 2007 the return for 2006 was required to be completed on-line. Changes have recently been made to the structure of some of the questions, to provide more clarity.

Consultation:

Internally – staff.

Consultant - D Carbone.

Statutory Environment:

Local Government Act 1995 (as amended).

Local Government (Audit Regulations), 1995 (as amended), Clauses 14 and 15.

14. Compliance audit return to be prepared

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

15. Completion of compliance audit

- (1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*
 - (a) *a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*
 - (b) *any additional information explaining or qualifying the compliance audit,**is to be submitted to the Executive Director by 31 March next following the period to which the return relates.*
- (2) *In this regulation —*

certified *in relation to a compliance audit return means signed by —*

 - (a) *the mayor or president; and*

(b) the CEO.

Associated legislation as detailed in Appendix A (Column titled:Reference).

Policy Implications:

Not applicable.

Financial Implications:

Administration time in preparing the Compliance Audit Return.

Strategic Implications:

Nil.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

Nil.

Social Implications:

Nil.

Environmental Implications:

Nil.

Comment:

The following cases of non-compliance with the Local Government Act and regulations were found to have occurred:

8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	No	All were notified except Cr Boyle, Cr Scott and Cr Randell. The councillors have since been notified accordingly.	Tyhscha Cochrane
27	FM Reg 51(2)	Was the annual financial report submitted to the Department of Local Government and Regional Development sent by the CEO within 30 days after receiving the Auditor's report.	No	Copy forwarded on the 2nd March 2010.	Tyhscha Cochrane
7	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees indicate the duration of the proposed contract.	No	Information provided in the Position Description.	Tyhscha Cochrane
13	s3.16(1)	Have all reviews of local laws under section 3.16(1) of the Act been carried out within a period of 8 years.	No	SEAVROC commenced process in 2009.	Tyhscha Cochrane
47	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all committee meetings within 5 business days after the committee meetings.	No	Audit Committee minutes 25 May 2009, not distributed until 15 February 2010. Notes of meeting found in office after staff member had resigned.	Tyhscha Cochrane

Staff positions and roles have changed significantly in 2009 and all staff undertaking new roles within the Shire of York have been made aware of the necessity to meet statutory deadlines and requirements of relevant legislation.

OFFICER RECOMMENDATION

“That the Audit Committee adopts the York Compliance Audit Return, as presented and attached labelled ‘Appendix A’ for the period 1st January 2009 to 31st December 2009.”

AUDIT COMMITTEE RECOMMENDATION TO COUNCIL:

Moved: Cr Hooper

Seconded: Cr Boyle

“That the Audit Committee recommends to Council:

- 1. that it adopts the York Compliance Audit Return, as presented and attached labelled ‘Appendix A’ for the period 1st January 2009 to 31st December 2009; and***
- 2. authorises the Chief Executive Officer and Shire President to sign and submit the York Compliance Audit Return to the Department for Local Government.***

Advice Note:

Change to be made to page 13 Question 43 to N/A, as no new fees and charges were imposed.”

CARRIED (3/0)



York - Compliance Audit Return 2009

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Regional Development together with a copy of section of relevant minutes.

Caravan Parks and Camping Grounds					
No	Reference	Question	Response	Comments	Respondent
1	s21(1) Caravan Parks and Camping Grounds Act 1995	Did the local government inspect each caravan park or camping ground in its district within the period 1 July 2008 to 30 June 2009.	Yes		Tyhscha Cochrane
2	Section 14(1) of the Caravans and Camping Grounds Act 1995	Did you keep a register of caravan park licenses. (For the return period)	Yes		Tyhscha Cochrane

Cemeteries					
No	Reference	Question	Response	Comments	Respondent
1	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all burials in the cemetery, including details of the names and descriptions of the deceased persons and location of the burial. (For the return period)	Yes		Tyhscha Cochrane
2	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all grants of right of burial in the cemetery, including details of assignments or bequests of grants. (For the return period)	Yes		Tyhscha Cochrane
3	s40(2) Cemeteries Act 1986	Have plans been kept and maintained showing the location of all burials registered in as above.	Yes		Tyhscha Cochrane



Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2009.	N/A		Tyhscha Cochrane
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2009.	N/A		Tyhscha Cochrane
3	s3.59(2)(a)(b)(c) F&G Reg 7,11	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2009.	N/A		Tyhscha Cochrane
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2009.	N/A		Tyhscha Cochrane
5	s3.59(5)	Did the Council, during 2009, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Tyhscha Cochrane



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Tyhscha Cochrane
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Tyhscha Cochrane
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Tyhscha Cochrane
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Tyhscha Cochrane
5	s5.18	Has Council reviewed delegations to its committees in the 2008/2009 financial year.	Yes	No delegations given to Committee.	Tyhscha Cochrane
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Tyhscha Cochrane
7	s5.42(1)(2) Admin Reg 18	Were all delegations to the CEO resolved by an absolute majority.	Yes		Tyhscha Cochrane
8	s5.42(1)(2) Admin Reg 18	Were all delegations to the CEO in writing.	Yes		Tyhscha Cochrane
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Tyhscha Cochrane
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Tyhscha Cochrane
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Tyhscha Cochrane
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2008/2009 financial year.	Yes		Tyhscha Cochrane
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Tyhscha Cochrane

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Tyhscha Cochrane
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Tyhscha Cochrane
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Tyhscha Cochrane
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Tyhscha Cochrane
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2009.	Yes		Tyhscha Cochrane
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2009.	Yes		Tyhscha Cochrane
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	No	All were notified except Cr Boyle, Cr Scott and Cr Randell. The councillors have since been notified accordingly.	Tyhscha Cochrane
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Tyhscha Cochrane
10	s5.88(1)(2) Admin Reg 2	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Tyhscha Cochrane
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Tyhscha Cochrane
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Tyhscha Cochrane
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Tyhscha Cochrane
14	s5.66(b)	Did the person presiding at a meeting, on all occasions, when given a member's written financial interest disclosure by the CEO, bring its contents to the attention of persons present immediately before any matters to which the disclosure relates were discussed.	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
15	s5.71(a)	Did the CEO disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she had an interest in the matter to which the delegated power or duty related.	Yes		Tyhscha Cochrane
16	5.71(b)	Did an employee disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she had an interest in the matter to which the delegated power or duty related.	Yes		Tyhscha Cochrane
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Tyhscha Cochrane
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Tyhscha Cochrane
19	s5.66(a)	Did the CEO, on all occasions, where a council member gave written notice of a disclosure of interest before a meeting, cause that notice to be given to the person who presided at the meeting.	Yes		Tyhscha Cochrane
20	s5.71	On all occasions were delegated powers and duties not exercised by employees that had an interest in the matter to which the delegated power or duty related.	Yes		Tyhscha Cochrane

Disposal of Property

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

Elections

No	Reference	Question	Response	Comments	Respondent
1	4.17(3)	Was approval sought from the Electoral Commissioner where council allowed a vacancy to remain unfilled as a result of a councillor's position becoming vacant under s2.32 and in accordance with s4.17(3)(a) & (b).	N/A		Tyhscha Cochrane



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
2	s4.20(2)	Did the local government appoint a person other than the CEO to be the returning officer of the local government for an election or all other elections held while that appointment applied, after having written agreement of the person concerned and the Electoral Commissioner.	N/A		Tyhscha Cochrane
3	s4.20(4)	Did the local government declare the electoral commissioner to be responsible for the conduct of an election, after having first obtained the written agreement of the electoral commissioner.	No		Tyhscha Cochrane
4	s4.20(5)	Where a declaration has not already been made, was a declaration made under s4.20(4) prior to the 80th day before election day.	N/A		Tyhscha Cochrane
5	s4.32(4)	Did the CEO, within 14 days after receiving a claim for enrolment, decide whether the claimant was eligible or not eligible under s4.30(1)(a)&(b) and accept or reject the claim accordingly.	Yes		Tyhscha Cochrane
6	s4.32(6) Elect Reg 13	Did the CEO record on all occasions the decision in the owners and occupiers register in accordance with Regulation 13 of the Local Government (Elections) Regulations 1997 and give written notice of the decision to the claimant without delay, for eligibility to enrol.	Yes		Tyhscha Cochrane
7	s4.35(2)	Did the CEO give written notice to the person before making a decision under subsection (1)(c) and allow 28 days for the person to make submissions on the matter.	Yes		Tyhscha Cochrane
8	s4.35(3)	Did the CEO, after making a decision under subsection (1)(c), give written notice of it to the person.	Yes		Tyhscha Cochrane
9	s4.35(5)	Did the CEO, on receipt of advice of the Electoral Commissioner's decision on an appeal, take any action necessary to give effect to that decision.	N/A		Tyhscha Cochrane
10	s4.35(6)	Did the CEO give written notice on all occasions to the person, where after considering submissions made under subsection 2, the CEO decided that the person was still eligible under s4.30 to be enrolled to vote at elections for the district or ward.	N/A		Tyhscha Cochrane
11	s4.35(7)	Did the CEO, on all occasions, record any decision under subsection (1) or (6) in the register referred to in section 4.32(6).	N/A		Tyhscha Cochrane
12	s4.39(2)	Did the CEO on or after the 70th day, but no later than the 56th day give statewide public notice of the time and date of the close of enrolments.	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
13	s4.41(1)	Did the CEO prepare an owners and occupiers roll for the election on or before the 36th day before election day.	Yes		Tyhscha Cochrane
14	s4.41(2)	Did the CEO certify that the owners and occupiers roll included the names of all persons who were electors of the district or ward under s4.30 at the close of enrolments.	Yes		Tyhscha Cochrane
15	s4.43(1)	Where the CEO was returning officer (RO) and the rolls were not consolidated, did the RO delete the names of any person from the owners and occupiers roll whose name also appeared on the residents roll, on or before the 22nd day before election day.	N/A	Rolls consolidated.	Tyhscha Cochrane
16	s4.47(1)	Where the CEO was returning officer (RO), did the RO give statewide public notice calling for nominations of candidates for the election on or after the 56th day but no later than the 45th day before election day.	Yes		Tyhscha Cochrane
17	s4.47(2)(a)	Did the notice referred to in s4.47(1) calling for nominations specify the kind of election to be held and the vacancy or vacancies to be filled.	Yes		Tyhscha Cochrane
18	s4.47(2)(b)	Did the notice referred to in s4.47(1) calling for nominations specify the place where nominations may be delivered or sent.	Yes		Tyhscha Cochrane
19	s4.47(2)(c)	Did the notice referred to in s4.47(1) calling for nominations specify the period within which nominations have to be delivered or sent.	Yes		Tyhscha Cochrane
20	s4.47(2)(d)	Did the notice referred to in s4.47(1) calling for nominations specify any other arrangements made for the receipt by the returning officer of nominations.	Yes		Tyhscha Cochrane
21	s4.61(2)	Did the Council of the local government, where it decided to conduct the election as a postal election, make that decision by absolute majority.	N/A	Not postal.	Tyhscha Cochrane
22	s4.61(3)	Where a decision was made under s4.61(2) and a relevant declaration had not already been made, was that decision made prior to the 80th day before election day.	N/A		Tyhscha Cochrane
23	s4.64	Where the CEO was returning officer (RO), did the RO give Statewide public notice (election notice) as soon as practicable after preparations for the election, but no later than on the 19th day before election day, in accordance with regulations that included details of how, when and where the election will be conducted and the names of the candidates.	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
24	Elect Reg 7	Did a person, before acting as an electoral officer, make the required declaration as stated in local government election regulation 7.	Yes		Tyhscha Cochrane
25	Elect Reg 8(2)	Where the CEO was returning officer (RO), did the RO prepare and adopt a Code of Conduct for the 2009 Ordinary Elections.	Yes		Tyhscha Cochrane
26	Elect Reg 8(3)	Where the CEO was returning officer (RO), did the RO provide each electoral officer a copy or access to a copy of the electoral code of conduct for the 2009 Ordinary Elections.	Yes		Tyhscha Cochrane
27	Elect Reg 13(1)	Has the relevant information as listed in Election Reg 13 been recorded in the owners and occupiers register.	Yes		Tyhscha Cochrane
28	Elect Reg 13(4)	Did the CEO amend the register from time to time to make sure that the information recorded in it is accurate.	Yes		Tyhscha Cochrane
29	Elect Reg 17	Did the local government keep an enrolment eligibility claim form, if accepted, a copy of a notice of acceptance for 2 years after the claim and notice expired, and a copy of a notice of rejection for 2 years after the claim was rejected.	Yes		Tyhscha Cochrane
30	Elect Reg 26(4)	Did the CEO or an employee of the local government appointed as Returning Officer keep the deposit referred to in s4.49(d) separate from other money and credited to a fund of the local government.	Yes		Tyhscha Cochrane
31	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Tyhscha Cochrane
32	Elect Reg 30G(3)	Did the CEO remove any "disclosure of gifts" forms completed by unsuccessful candidates from the electoral gift register in accordance with the period under regulation 30C and retain those forms separately for a period of at least 2 years.	N/A	No gifts received.	Tyhscha Cochrane
33	Elect Reg 30H	Has the electoral gift register been kept at the appropriate local government offices.	Yes		Tyhscha Cochrane
34	Elect Reg 40	Has a postal voters register been kept of electors whose applications are under regulation 37(1)(b) and are accepted under regulation 38(1), which contains the enrolment details of each elector included on it and any ward in respect of which the elector is registered.	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
35	Elect Reg 81	Was the report relating to an election under s4.79 provided to the Minister within 14 days after the declaration of the result of the election.	Yes		Tyhscha Cochrane

Executive Functions

No	Reference	Question	Response	Comments	Respondent
1	s3.18(3)(a)	Has the local government satisfied itself that the services and facilities that it provides ensure integration and co-ordination of services and facilities between governments.	Yes		Tyhscha Cochrane
2	s3.32(1)	Was a notice of intended entry given to the owner or occupier of the land, premises or thing that had been entered.	N/A		Tyhscha Cochrane
3	s3.50	Did the local government close a thoroughfare wholly or partially for a period not exceeding 4 weeks under the guidelines of 3.50.	No		Tyhscha Cochrane
4	s3.18(3)(b)	Has the local government satisfied itself that the services and facilities that it provides avoid unnecessary duplication of services or competition particularly with the private sector.	Yes		Tyhscha Cochrane
5	s3.18(3)(c)	Has the local government satisfied itself that the services and facilities that it provides ensure services and facilities are properly managed.	Yes		Tyhscha Cochrane
6	s3.40A(1)	Where in the opinion of the local government a vehicle was an abandoned vehicle wreck, was it removed and impounded by an employee authorised (for that purpose) by the local government.	N/A	Owner advised to remove within seven days	Tyhscha Cochrane
7	s3.40A(2)	Where the owner of the vehicle was identified within 7 days after its removal under s3.40A(1), did the local government give notice to that person advising that the vehicle may be collected from a place specified during such hours as are specified in the notice.	N/A		Tyhscha Cochrane
8	s3.40A(3)	Where notice was given under s3.40A(2) did it include a short statement of the effect of subsection (4)(b) and the effect of the relevant provisions of sections 3.46 and 3.47.	N/A		Tyhscha Cochrane
9	s3.51(3)	Did the local government give notice of what is proposed to be done giving details to the proposal and inviting submissions from any person who wishes to make a submission and allow a reasonable time for submissions to be made and consider any submissions made.	N/A		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
10	s3.52(4)	Has the local government kept plans for the levels and alignments of public thoroughfares that are under its control or management, and made those plans available for public inspection.	Yes		Tyhscha Cochrane
11	s3.32(2)	Did the notice of intended entry specify the purpose for which the entry was required.	N/A		Tyhscha Cochrane
12	s3.32(3)	Was the notice of intended entry given not less than 24 hours before the power of entry was exercised.	N/A		Tyhscha Cochrane

Finance

No	Reference	Question	Response	Comments	Respondent
1	s5.53, Admin Reg 19B	Has the local government prepared an annual report for the financial year ended 30 June 2009 that contained the prescribed information under the Act and Regulations.	Yes		Tyhscha Cochrane
2	s5.54(1), (2)	Was the annual report accepted by absolute majority by the local government by 31 December 2009.	No	Adopted by absolute majority on the 4th January 2010.	Tyhscha Cochrane
3	s5.54(1), (2)	Where the Auditor's report was not available in time for acceptance by 31 December, was it accepted no more than two months after the Auditor's report was made available.	Yes	Auditor's report signed on 20th December 2009 not giving Council enough time to consider prior to the 31st December 2009.	Tyhscha Cochrane
4	s5.55	Did the CEO give local public notice of the availability of the annual report as soon as practicable after the local government accepted the report.	Yes		Tyhscha Cochrane
5	S5.56 Admin Reg 19C(2)	Has the local government made a plan for the future of its district in respect of the period specified in the plan (being at least 2 financial years).	Yes		Tyhscha Cochrane
6	Admin Reg 19D	After a plan for the future, or modifications to a plan were adopted under regulation 19C, did the local government give public notice in accordance with subsection (2).	Yes		Tyhscha Cochrane
7	s5.94, s5.95	Did the local government allow any person attending the local government during office hours to inspect information, free of charge, listed in s5.94 of the Act and subject to s5.95 whether or not the information was current at the time of inspection.	Yes		Tyhscha Cochrane
8	s5.96	Where a person inspected information under Part 5, Division 7 of the Act and requested a copy of that information, did the local government ensure that copies were available at a price that did not exceed the cost of providing those copies.	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
9	s5.98 Admin Reg 30	Was the fee made available to elected members for attending meetings within the prescribed range.	N/A		Tyhscha Cochrane
10	s5.98 Admin Reg 31	Was the reimbursement of expenses to elected members within the prescribed ranges or as prescribed.	Yes		Tyhscha Cochrane
11	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it resolved by absolute majority.	Yes		Tyhscha Cochrane
12	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it up to (or below) the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98 (5).	Yes		Tyhscha Cochrane
13	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it resolved by absolute majority.	Yes		Tyhscha Cochrane
14	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it within the prescribed range.	Yes		Tyhscha Cochrane
15	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it resolved by absolute majority.	Yes		Tyhscha Cochrane
16	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it within the prescribed range.	Yes		Tyhscha Cochrane
17	s5.100 (1)	Did the local government pay a fee for attending committee meetings only to a committee member who was a council member or employee.	No		Tyhscha Cochrane
18	s5.100 (2)	Where the local government decided to reimburse a committee member, who was not a council member or employee, for an expense incurred by the person in relation to a matter affecting the local government, was it within the prescribe range.	N/A		Tyhscha Cochrane
19	s6.2	Did Council, prior to 31 August in the review period, adopt by absolute majority, a budget in the form and manner prescribed by Financial Management (FM) Reg 22 and the Act. (Please enter the date of the Council Resolution in the "Comments" column)	Yes	20th August 2009.	Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
20	s6.2	If 'no', was Ministerial approval sought for an extension.	N/A		Tyhscha Cochrane
21	s6.3	Did the council prepare and adopt a budget in a manner similar to the annual budget with modifications as listed in section 6.3.	Yes		Tyhscha Cochrane
22	FM Reg 33	Was the 2009/2010 budget forwarded to the Department of Local Government and Regional Development within 30 days of its adoption. (Please enter the date sent in the "Comments" column).	Yes	17th September 2009.	Tyhscha Cochrane
23	s6.4(1) FM Reg 34	Did the local government prepare an annual financial report as prescribed.	Yes		Tyhscha Cochrane
24	s6.4(1) FM Reg 34	Did the local government prepare other financial reports as prescribed.	Yes		Tyhscha Cochrane
25	FM Reg 34	If the local government prepared other financial reports as prescribed in s6.4 (1) FM Reg 34, were they presented to Council and recorded in the minutes of the meetings in which they were submitted.	Yes		Tyhscha Cochrane
26	s6.4(3)(b)	Was the annual financial report, prepared for the financial year ended 30 June 2009, submitted to the Auditor by 30 September 2009 or by the extended time allowed by the Minister or his delegate.	No	Approval sought to the 30th October 2009.	Tyhscha Cochrane
27	FM Reg 51(2)	Was the annual financial report submitted to the Department of Local Government and Regional Development sent by the CEO within 30 days after receiving the Auditor's report.	No	Copy forwarded on the 2nd March 2010.	Tyhscha Cochrane
28	s6.8	Was expenditure that the local government incurred from its municipal fund, but not included in its annual budget, authorised in advance on all occasions by absolute majority resolution.	Yes		Tyhscha Cochrane
29	s6.8(1)(c)	Did the Mayor or President authorise expenditure from the municipal fund in an emergency. (Please indicate circumstances in the "Comments" column)	N/A		Tyhscha Cochrane
30	s6.8	In relation to expenditure that the local government incurred from its municipal fund that was authorised in advance by the mayor or president in an emergency, was it reported on all occasions to the next ordinary meeting of council.	N/A		Tyhscha Cochrane
31	s6.9 (1)	Does the local government's trust fund consist of all money (or the value of assets) that are required by the Local Government Act 1995 or any other written law to be credited to the fund.	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
32	s6.9 (1)	Does the local government's trust fund consist of all money or the value of assets held by the local government in trust.	Yes		Tyhscha Cochrane
33	s6.9(2)	Has the local government's trust fund been applied for the purposes of and in accordance with the trusts affecting it.	Yes		Tyhscha Cochrane
34	s6.9(3)	Has money held in the trust fund, been paid to the person entitled to it, together with, if the money has been invested, any interest earned from that investment.	Yes		Tyhscha Cochrane
35	s6.9(3)	Has property held in trust been delivered to the persons entitled to it.	Yes		Tyhscha Cochrane
36	s6.11(2)	Have all decisions to change the use or purpose of money held in reserve funds been by absolute majority.	N/A		Tyhscha Cochrane
37	s6.11(2) FM Reg 18	Did the local government give one months public notice of the proposed change of purpose or proposed use of money held in reserve funds . (Notice not required where the local government has disclosed the change of purpose or proposed use of reserve funds in its annual budget or where the money was used to meet expenditure authorised under s6.8(1) (c) of the Act or where the amount to be used did not exceed \$5,000).	N/A		Tyhscha Cochrane
38	s6.12, 6.13, 6.16 (1),(3)	Did Council at the time of adopting its budget, determine the granting of a discount or other incentive for early payment by absolute majority.	Yes		Tyhscha Cochrane
39	s6.12, 6.13, 6.16 (1),(3)	Did Council determine the setting of an interest rate on money owing to Council by absolute majority.	Yes		Tyhscha Cochrane
40	s6.12, 6.13, 6.16 (1),(3)	Did Council determine to impose or amend a fee or charge for any goods or services provided by the local government by absolute majority. (Note: this applies to money other than rates and service charges).	Yes		Tyhscha Cochrane
41	s6.17(3)	Were the fees or charges imposed for receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate, limited to the cost of providing the service or goods.	Yes		Tyhscha Cochrane
42	s6.17(3)	Were the fees or charges imposed for any other service prescribed in section 6.16 (2)(f), limited to the cost of providing the service or goods.	Yes		Tyhscha Cochrane
43	s6.19	After the budget was adopted, did the local government give local public notice for all fees and charges stating its intention to introduce the proposed fees or charges and the date from which it proposed to introduce the fees or charges.	N/A		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
44	s6.20(2) FM Reg 20	On each occasion where the local government exercised the power to borrow and details of the proposal were not included in the annual budget for that financial year, did the local government give one month's local public notice of the proposal (except where the proposal was of a kind prescribed in FM Regulation 20).	N/A		Tyhscha Cochrane
45	s6.20(2) FM Reg 20	On each occasion where the local government exercised the power to borrow, was the Council decision to exercise that power by absolute majority (Only required where the details of the proposal were not included in the annual budget for that financial year).	N/A		Tyhscha Cochrane
46	s6.20(3) FM Reg 21	On each occasion where the local government changed the use of borrowings, did the local government give one month's local public notice of the change in purpose. (Only required if the details of the change of purpose were not included in the annual budget or were of the kind prescribed in FM Regulation 21).	N/A		Tyhscha Cochrane
47	s6.20(3) FM Reg 21	On each occasion where the local government changed the use of borrowings, was the decision on the change of use by absolute majority. (Only required if the details of the change of purpose were not included in the annual budget or were of the kind prescribed in FM Regulation 21)	N/A		Tyhscha Cochrane
48	s6.32(1)(a)	Did Council determine by absolute majority to impose a general rate on rateable land within its district .	Yes		Tyhscha Cochrane
49	s6.32(1)(b)(i)	Did Council determine by absolute majority to impose a specified area rate on rateable land within its district .	No		Tyhscha Cochrane
50	s6.32(1)(b)(ii)	Did Council determine by absolute majority to impose a minimum payment on rateable land within its district .	Yes		Tyhscha Cochrane
51	s6.32(1)(c)	Did Council determine by absolute majority to impose a service charge on rateable land within its district .	Yes		Tyhscha Cochrane
52	s6.33(3)	Did Council obtain the approval of the Minister or his delegate before it imposed a differential general rate that was more than twice the lowest differential rate imposed.	N/A		Tyhscha Cochrane
53	s6.34	Did Council obtain the approval of the Minister or his delegate before it adopted a budget with a yield from general rates that was plus or minus 10% of the amount of the budget deficiency.	N/A		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
54	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties in the district (unless the general minimum did not exceed \$200).	Yes		Tyhscha Cochrane
55	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties, rated on gross rental value (unless the general minimum did not exceed \$200).	Yes		Tyhscha Cochrane
56	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties rated on unimproved value (unless the general minimum did not exceed \$200).	Yes		Tyhscha Cochrane
57	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties in each differential rating category (unless the general minimum did not exceed \$200).	Yes		Tyhscha Cochrane
58	s6.36	Did the local government before imposing any differential general rate, or a minimum payment applying to a differential rate category, give local public notice of its intention to do so containing details of each rate or minimum proposed.	N/A		Tyhscha Cochrane
59	s6.36	Did the local government, before imposing any differential general rate or a minimum payment applying to a differential rate category, give local public notice of its intention to do so by extending an invitation for a period of 21 days or longer for submissions.	N/A		Tyhscha Cochrane
60	s6.36	Did the local government before imposing any differential general rate or a minimum payment applying to a differential rate category, give local public notice of its intention to do so, detailing the time and place where the document describing the objects and reasons for each proposed rate and minimum payment may be inspected.	N/A		Tyhscha Cochrane
61	s6.38(1) FM Reg 54	Where a local government imposed a service charge was it only imposed for a prescribed purposes of television and radio rebroadcasting, volunteer bush fire brigades, underground electricity, water, property surveillance and security.	No		Tyhscha Cochrane
62	s6.38	Was money received from the imposition of a service charge applied in accordance with the provisions of s6.38 of the Act.	No		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
63	s6.46	Did Council, in granting a discount or other incentive for early payment of any rate or service charge, do so by absolute majority.	Yes	Included in budget adoption.	Tyhscha Cochrane
64	s6.47	When a local government resolved to waive a rate or service charge or grant other concessions did it do so by absolute majority.	Yes	Included in budget adoption.	Tyhscha Cochrane
65	s6.51	Did Council, in setting an interest rate on a rate or service charge that remained unpaid, do so by absolute majority.	Yes	Included in budget adoption.	Tyhscha Cochrane
66	S6.76(6)	Was the outcome of an objection under section 6.76(1) promptly conveyed to the person who made the objection including a statement of the local government's decision on the objection and its reasons for that decision.	N/A		Tyhscha Cochrane
67	FM Reg 5	Has efficient systems and procedures been established by the CEO of a local government as listed in Finance Reg 5.	Yes		Tyhscha Cochrane
68	FM Reg 6	Has the local government ensured that an employee to whom is delegated responsibility for the day to day accounting or financial management operations of a local government is not also delegated the responsibility for conducting an internal audit or reviewing the discharge of duties by that employee.	Yes		Tyhscha Cochrane
69	FM Reg 8	Did the local government maintain a separate account with a bank or other financial institution for money to be held in a municipal fund, trust fund or reserve accounts.	Yes		Tyhscha Cochrane
70	FM Reg 9	On all occasions have separate financial records been kept for each trading undertaking and each major land transaction.	N/A		Tyhscha Cochrane
71	FM Reg 11(1)	Has the local government developed procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and other devices or methods by which goods, services, money or other benefits may be obtained.	Yes		Tyhscha Cochrane
72	FM Reg 11(1)	Has the local government developed procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for and properly authorised use of petty cash systems.	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
73	FM Reg 11(2)	Has the local government developed procedures that ensure a determination is made that the debt was incurred by a person who was properly authorised, before any approval for payment of an account is made.	Yes		Tyhscha Cochrane
74	FM Reg 11(2)	Has the local government developed procedures that ensure a determination is made that the goods or services to which each account relates were provided in a satisfactory condition or to a satisfactory standard, before payment of the account.	Yes		Tyhscha Cochrane
75	FM Reg 12	Have payments from the Municipal or Trust fund been made under the appropriate delegated authority.	Yes		Tyhscha Cochrane
76	FM Reg 12	When Council are presented with a list detailing the accounts to be paid, have payments from the Municipal or Trust fund been authorised in advance by resolution of Council.	N/A	Payments are ratified by Council.	Tyhscha Cochrane
77	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting include the payee's name.	Yes		Tyhscha Cochrane
78	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund, that were recorded in the minutes of the relevant meeting, include the amount of the payment.	Yes		Tyhscha Cochrane
79	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting, include sufficient information to identify the transaction.	Yes		Tyhscha Cochrane
80	FM Reg 13	Did the list of accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting, include the date of the meeting of Council.	N/A	Payments are ratified by Council.	Tyhscha Cochrane
81	FM Reg 19	Do the internal control procedures over investments established and documented by the local government enable the identification of the nature and location of all investments.	Yes		Tyhscha Cochrane
82	FM Reg 33A	Did the local government, between 1 January and 31 March 2009, carry out a review of its annual budget for the year ended 30 June 2009.	Yes		Tyhscha Cochrane
83	FM Reg 55	Does the local government's rate record include all particulars set out in the FM Regulations.	Yes		Tyhscha Cochrane
84	FM Reg 56,57	Are the contents of the local government's rate notice in accordance with the FM Regulations.	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
85	FM Reg 56,57	Are the contents of the local government's reminder notice for instalment payments in accordance with the FM Regulations.	Yes		Tyhscha Cochrane
86	FM Reg 68	Was the maximum rate of interest imposed 5.5% as prescribed under section 6.45(3).	Yes		Tyhscha Cochrane
87	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Tyhscha Cochrane
88	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A	No delegations.	Tyhscha Cochrane
89	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Tyhscha Cochrane
90	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes		Tyhscha Cochrane
91	s7.3	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Tyhscha Cochrane
92	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2009 received by the local government within 30 days of completion of the audit.	Yes		Tyhscha Cochrane
93	s7.9(1)	Was the Auditor's report for 2008/2009 received by the local government by 31 December 2009.	Yes	Audit Report dated 20 December 2009 and Council received a copy on the 21 December 2009.	Tyhscha Cochrane
94	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Tyhscha Cochrane
95	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Tyhscha Cochrane
96	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
97	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Tyhscha Cochrane
98	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Tyhscha Cochrane
99	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Tyhscha Cochrane
100	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Tyhscha Cochrane
101	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Tyhscha Cochrane

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Tyhscha Cochrane
2	s5.36(4) s5.37(3)	Were all vacancies for the position of CEO and for designated senior employees advertised.	Yes		Tyhscha Cochrane
3	s5.36(4) s5.37(3) Admin Reg 18A(1)	Did the local government advertise for the position of CEO and for designated senior employees in a newspaper circulated generally throughout the State.	Yes		Tyhscha Cochrane
4	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the remuneration and benefits offered.	Yes		Tyhscha Cochrane
5	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the place where applications for the position were to be submitted.	Yes		Tyhscha Cochrane
6	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees detail the date and time for closing of applications.	Yes		Tyhscha Cochrane
7	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees indicate the duration of the proposed contract.	No	Information provided in the Position Description.	Tyhscha Cochrane
8	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees provide contact details of a person to contact for further information.	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
9	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Tyhscha Cochrane
10	s5.38	Was the performance of each employee, employed for a term of more than one year, (including the CEO and each senior employee), reviewed within the most recently completed 12 months of their term of employment.	Yes		Tyhscha Cochrane
11	Admin Reg 18D	Where Council considered the CEO's performance review did it decide to accept the review with or without modification (if Council did not accept the review, the preferred answer is N/A & refer Q12).	Yes	No modification.	Tyhscha Cochrane
12	Admin Reg 18D	Where the Council considered the CEO's performance review, but decided not to accept the review, did it decide to reject the review (if Council accepted the review, the preferred answer is N/A refer Q11).	N/A	Refer to Q11.	Tyhscha Cochrane
13	s5.39	During the period covered by this Return, were written performance based contracts in place for the CEO and all designated senior employees who were employed since 1 July 1996.	Yes		Tyhscha Cochrane
14	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date. This amount is the lesser of the value of one year's remuneration under the contract.	Yes	Use WALGA Contracts.	Tyhscha Cochrane
15	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date and this amount is the lesser of the value of the remuneration they would be entitled to had the contract not been terminated.	Yes	Use WALGA Contracts.	Tyhscha Cochrane
16	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the circumstances in which council would pay an additional amount to that which the employee is entitled under a contract or award.	Yes		Tyhscha Cochrane
17	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the manner of assessment of an additional amount.	Yes	Years of Service.	Tyhscha Cochrane
18	s5.50(2)	Did the local government give public notice on all occasions where council made a payment that was more than the additional amount set out in its policy.	N/A		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
19	S5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of employees of the local government entitled to an annual salary of \$100,000 or more.	Yes		Tyhscha Cochrane
20	S5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of those employees with an annual salary entitlement that falls within each band of \$10,000 and over \$100,000.	Yes		Tyhscha Cochrane
21	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	Yes		Tyhscha Cochrane
22	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A	CEO employed since 9/8/04.	Tyhscha Cochrane
23	Admin Reg 33	Was the allowance paid to the mayor or president for the purposes of s5.98 (5) within the prescribed range.	Yes		Tyhscha Cochrane

Local Laws

No	Reference	Question	Response	Comments	Respondent
1	s3.12(2) F&G Reg 3	On each occasion that Council resolved to make a local law, did the person presiding at the Council meeting give notice of the purpose and effect of each proposed local law in the manner prescribed in Functions and General Regulation 3.	N/A		Tyhscha Cochrane
2	s3.12(3)(a)	On each occasion that Council proposed to make a local law, did the local government give Statewide and local public notice stating the purpose and effect of the proposed local law	N/A		Tyhscha Cochrane
3	s3.12(3)(a)	Did the local government give Statewide and local public notice stating details of where a copy of the local law may be inspected or obtained.	N/A		Tyhscha Cochrane
4	s3.12(3)(b)	On all occasions, as soon as a Statewide and local public notice was published, did the local government provide a copy of the proposed law, together with a copy of the notice, to the Minister for Local Government and Regional Development	N/A		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
5	s3.12(3)(b)	On all occasions, as soon as a Statewide and local public notice was published, did the local government provide a copy of the proposed law, together with a copy of the notice where applicable, to the Minister who administers the Act under which the local law was made.	N/A		Tyhscha Cochrane
6	s3.12(4)	Have all Council's resolutions to make local laws been by absolute majority.	N/A		Tyhscha Cochrane
7	s3.12(4)	Have all Council's resolutions to make local laws been recorded as such in the minutes of the meeting.	N/A		Tyhscha Cochrane
8	s3.12(5)	After making the local law, did the local government publish the local law in the Gazette.	N/A		Tyhscha Cochrane
9	s3.12(5)	After making the local law, did the local government give a copy to the Minister for Local Government and Regional Development and where applicable to the Minister who administers the Act under which the local law was made.	N/A		Tyhscha Cochrane
10	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice stating the title of the local law.	N/A		Tyhscha Cochrane
11	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice summarising the purpose and effect of the local law and the day on which it came into operation.	N/A		Tyhscha Cochrane
12	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice advising that copies of the local law may be inspected or obtained from its office.	N/A		Tyhscha Cochrane
13	s3.16(1)	Have all reviews of local laws under section 3.16(1) of the Act been carried out within a period of 8 years.	No	SEAVROC commenced process in 2009.	Tyhscha Cochrane
14	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice stating that it intended to review the local law.	Yes		Tyhscha Cochrane
15	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice advising that a copy of the local law could be inspected or obtained at the place specified in the notice.	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
16	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice detailing the closing date for submissions about the local law.	Yes		Tyhscha Cochrane
17	s3.16(3)	Did the local government (after the last day for submissions) prepare a report of the review and have it submitted to Council.	Yes	15th February 2010.	Tyhscha Cochrane
18	s3.16(4)	Was the decision to repeal or amend a local law determined by absolute majority on all occasions.	Yes		Tyhscha Cochrane

Meeting Process

No	Reference	Question	Response	Comments	Respondent
1	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council was it by Council resolution.	Yes		Tyhscha Cochrane
2	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council, was it recorded in the minutes of the meeting at which the leave was granted.	Yes		Tyhscha Cochrane
3	s2.25(3)	Where Council refused to grant leave to a member from attending 6 or less consecutive ordinary meetings of Council, was the reason for refusal recorded in the minutes of the meeting.	N/A		Tyhscha Cochrane
4	s2.25(2)	Was Ministerial approval sought (on all occasions) before leave of absence was granted to an elected member in respect of more than 6 consecutive ordinary meetings of council.	N/A		Tyhscha Cochrane
5	s5.4	On all occasions when the mayor or president called an ordinary or special meeting of Council, was it done by notice to the CEO setting out the date and purpose of the proposed meeting;	Yes		Tyhscha Cochrane
6	s5.5	On all occasions when councillors called an ordinary or special meeting of Council was it called by at least 1/3 (one third) of the councillors, by notice to the CEO setting out the date and purpose of the proposed meeting.	N/A		Tyhscha Cochrane
7	s5.5(1)	Did the CEO give each council member at least 72 hours notice of the date, time, place and an agenda for each ordinary meeting of Council.	Yes		Tyhscha Cochrane
8	s5.5(2)	Did the CEO give each council member notice before the meeting, of the date, time, place and purpose of each special meeting of Council.	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
9	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member needed for a quorum at a Council meeting	N/A		Tyhscha Cochrane
10	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member required for absolute majorities.	N/A		Tyhscha Cochrane
11	s5.8	Did the local government ensure all Council committees (during the review period) were established by an absolute majority.	No	Audit Committee the only committee of Council and the representation was not recorded by an absolute majority, however all the Councillors were in agreement with the representation at the time, no objections.	Tyhscha Cochrane
12	s5.10(1)(a)	Did the local government ensure all members of Council committees, during the review period, were appointed by an absolute majority (other than those persons appointed in accordance with section 5.10 (1)(b)).	No		Tyhscha Cochrane
13	s5.10(2)	Was each Council member given their entitlement during the review period, to be appointed as a committee member of at least one committee, as referred to in section 5.9(2)(a) & (b) of the Act.	N/A	No committee under s5.10(2) of the Act.	Tyhscha Cochrane
14	s5.12(1)	Were Presiding members of committees elected by the members of the committees (from amongst themselves) in accordance with Schedule 2.3, Division 1 of the Act.	Yes		Tyhscha Cochrane
15	s5.12(2)	Were Deputy presiding members of committees elected by the members of the committee (from amongst themselves) in accordance with Schedule 2.3 Division 2 of the Act.	Yes		Tyhscha Cochrane
16	s5.15	Where the local government reduced a quorum of a committee meeting, was the decision made by absolute majority on each occasion.	N/A		Tyhscha Cochrane
17	s5.21 (4)	When requested by a member of Council or committee, did the person presiding at a meeting ensure an individual vote or the vote of all members present, were recorded in the minutes.	Yes		Tyhscha Cochrane
18	s5.22(1)	Did the person presiding at a meeting of a Council or a committee ensure minutes were kept of the meeting's proceedings.	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
19	s5.22(2)(3)	Were the minutes of all Council and committee meetings submitted to the next ordinary meeting of Council or committee, as the case requires, for confirmation.	N/A		Tyhscha Cochrane
20	s5.22(2)(3)	Were the minutes of all Council and committee meetings signed to certify their confirmation by the person presiding at the meeting at which the minutes of Council or committee were confirmed.	Yes		Tyhscha Cochrane
21	s5.23 (1)	Were all council meetings open to members of the public (subject to section 5.23(2) of the Act).	Yes		Tyhscha Cochrane
22	s5.23 (1)	Were all meetings of committees to which a power or duty had been delegated open to members of the public (subject to section 5.23(2) of the Act).	N/A	Audit Committee has no delegated powers.	Tyhscha Cochrane
23	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public, in accordance with the Act.	Yes		Tyhscha Cochrane
24	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public recorded in the minutes of that meeting.	Yes		Tyhscha Cochrane
25	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every ordinary meeting of Council.	Yes		Tyhscha Cochrane
26	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every special meeting of Council.	Yes		Tyhscha Cochrane
27	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every meeting of a committee to which the local government has delegated a power or duty.	Yes		Tyhscha Cochrane
28	Admin Reg 8	Was a period of 30 minutes allowed from the advertised commencement time before any Council or committee was adjourned due to the lack of a quorum.	N/A		Tyhscha Cochrane
29	Admin Reg 9	Was voting at Council or committee meetings conducted so that no vote was secret.	Yes		Tyhscha Cochrane
30	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in the case where an attempt to revoke or change the decision had been made within the previous 3 months but failed, by an absolute majority.	N/A		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
31	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in any other case, by at least one third of the number of officers of member (whether vacant or not) of the Council or committee.	Yes		Tyhscha Cochrane
32	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made (in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority), by that kind of majority.	N/A		Tyhscha Cochrane
33	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made in any other case, by an absolute majority.	Yes		Tyhscha Cochrane
34	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include the names of members present at the meeting.	Yes		Tyhscha Cochrane
35	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include where a member entered or left the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting.	Yes		Tyhscha Cochrane
36	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each motion moved at the meeting, including details of the mover and outcome of the motion.	Yes		Tyhscha Cochrane
37	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each decision made at the meeting.	Yes		Tyhscha Cochrane
38	Admin Reg 11	Did the contents of the minutes of all Council or committee meetings include, where the decision was significantly different from written recommendation of a committee or officer, written reasons for varying that decision.	Yes		Tyhscha Cochrane
39	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include a summary of each question raised by members of the public and a summary of the response given.	Yes	In relation to questions taken on notice the written response was provided in the next agenda/minutes.	Tyhscha Cochrane
40	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include in relation to each disclosure made under sections 5.65 or 5.70, where the extent of the interest has been disclosed, the extent of the interest.	Yes		Tyhscha Cochrane
41	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of ordinary Council meetings.	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
42	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of those committee meetings that were required under the Act to be open to the public or that were proposed to be open to the public.	N/A		Tyhscha Cochrane
43	Admin Reg 12(2)	Did the local government give local public notice of any changes to the dates, time or places referred to in the question above.	N/A		Tyhscha Cochrane
44	Admin Reg 12(3) (4)	In the CEO's opinion, where it was practicable, were all special meetings of Council (that were open to members of the public) advertised via local public notice.	Yes		Tyhscha Cochrane
45	Admin Reg 12(3) (4)	Did the notice referred to in the question above include details of the date, time, place and purpose of the special meeting.	Yes		Tyhscha Cochrane
46	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all Council meetings within 10 business days after the Council meetings.	Yes		Tyhscha Cochrane
47	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all committee meetings within 5 business days after the committee meetings.	No	Audit Committee minutes 25 May 2009, not distributed until 15 February 2010. Notes of meeting found in office after staff member had resigned.	Tyhscha Cochrane
48	Admin Reg 14(1) (2)	Were notice papers, agenda and other documents relating to any Council or committee meeting, (other than those referred to in Admin Reg 14(2)) made available for public inspection.	Yes		Tyhscha Cochrane
49	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (by means of audio, telephone or other instantaneous contact) as provided for in Administration Regulation 14A, did the Council approve of the arrangement by absolute majority.	N/A		Tyhscha Cochrane
50	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (as provided for in Administration Regulation 14A) was the person in a suitable place as defined in Administration Regulation 14A(4)	N/A		Tyhscha Cochrane
51	s5.27(2)	Was the annual general meeting of electors held within 56 days of the local government's acceptance of the annual report for the previous financial year.	Yes	Annual report accepted 24 February 2009 and electors meeting held on the 16 March 2009.	Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
52	s5.29	Did the CEO convene all electors' meetings by giving at least 14 days local public notice and each Council member at least 14 days notice of the date, time, place and purpose of the meeting.	Yes		Tyhscha Cochrane
53	s5.32	Did the CEO ensure the minutes of all electors' meetings were kept and made available for public inspection before the Council meeting at which decisions made at the electors' meeting were first considered.	Yes		Tyhscha Cochrane
54	s5.33(1)	Were all decisions made at all electors' meetings considered at the next ordinary Council meeting, or, if not practicable, at the first ordinary Council meeting after that, or at a special meeting called for that purpose.	No	No decisions made at the electors meeting.	Tyhscha Cochrane
55	s5.33(2)	Were the reasons for Council decisions in response to decisions made at all electors' meetings recorded in the minutes of the appropriate Council meeting.	N/A		Tyhscha Cochrane
56	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Tyhscha Cochrane

Miscellaneous Provisions

No	Reference	Question	Response	Comments	Respondent
1	s9.4	Has each person who received an unfavourable decision from Council, or from an employee of the local government exercising delegated authority, (that is appealable under Part 9 of the Act) been informed of his or her right to object and appeal against the decision.	Yes		Tyhscha Cochrane
2	s9.29(2)(b)	On all occasions, were those employees who represented the local government in court proceedings, appointed in writing by the CEO.	N/A	Use McLeods.	Tyhscha Cochrane
3	s9.6(5)	Did the local government ensure that the person who made the objection was given notice in writing of how it has been decided to dispose of the objection and the reasons why.	Yes		Tyhscha Cochrane



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	Yes		Tyhscha Cochrane
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	N/A	None received.	Tyhscha Cochrane
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Tyhscha Cochrane
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Tyhscha Cochrane
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Tyhscha Cochrane
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) (c).	Yes		Tyhscha Cochrane
Swimming Pools					
No	Reference	Question	Response	Comments	Respondent
1	s245A(5)(aa) LG (MiscProv) Act 1960	Have inspections of known private swimming pools, either been, or are proposed to be, carried out as required by section 245A(5)(aa) of the Local Government (Miscellaneous Provisions) Act 1960.	Yes		Tyhscha Cochrane
Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
2	F&G Reg 12	Has the local government, as far as it is aware, only entered into a single contract rather than multiple contracts so as to avoid the requirements to call tenders in accordance with F&G Reg 11 (1).	Yes		Tyhscha Cochrane
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Tyhscha Cochrane
4	F&G Reg 14(3)	Did all the local government's invitations to tender include a brief description of the goods and services required and contact details for a person from whom more detailed information could be obtained about the tender.	Yes		Tyhscha Cochrane
5	F&G Reg 14(3)	Did all the local government's invitations to tender include information as to where and how tenders could be submitted.	Yes		Tyhscha Cochrane
6	F&G Reg 14(3)	Did all the local government's invitations to tender include the date and time after which tenders would not be accepted.	Yes		Tyhscha Cochrane
7	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers concerning detailed specifications of the goods or services required.	Yes		Tyhscha Cochrane
8	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers of the criteria for deciding which tender would be accepted.	Yes		Tyhscha Cochrane
9	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers about whether or not the local government had decided to submit a tender.	Yes		Tyhscha Cochrane
10	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers on whether or not tenders were allowed to be submitted by facsimile or other electronic means and if so, how tenders were to be submitted.	Yes		Tyhscha Cochrane
11	F&G Reg 14(3)(4)	Did the local government ensure all prospective tenderers had any other information that should be disclosed to those interested in submitting a tender.	Yes		Tyhscha Cochrane
12	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 15	Following the publication of the notice inviting tenders, did the local government allow a minimum of 14 days for tenders to be submitted.	Yes		Tyhscha Cochrane
14	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) were held in safe custody.	Yes		Tyhscha Cochrane
15	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) remained confidential.	Yes		Tyhscha Cochrane
16	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were not opened, examined or assessed until after the time nominated for closure of tenders.	Yes		Tyhscha Cochrane
17	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were opened by one or more employees of the local government or a person authorised by the CEO.	Yes		Tyhscha Cochrane
18	F&G Reg 16 (3)(b)	Did the local government ensure members of the public were not excluded when tenders were opened.	Yes		Tyhscha Cochrane
19	F&G Reg 16 (3)(c)	Did the local government record all details of the tender (except the consideration sought) in the tender register immediately after opening.	Yes		Tyhscha Cochrane
20	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Tyhscha Cochrane
21	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Tyhscha Cochrane
22	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a brief description of the goods or services required.	Yes		Tyhscha Cochrane
23	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of the decision made to invite tenders and if applicable the decision to seek expressions of interest under Regulation 21(1).	Yes		Tyhscha Cochrane
24	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of any notice by which expressions of interest from prospective tenderers were sought and any person who submitted an expression of interest.	Yes		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
25	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) any list of acceptable tenderers that was prepared under regulation 23(4)	N/A		Tyhscha Cochrane
26	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a copy of the notice of invitation to tender.	Yes		Tyhscha Cochrane
27	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of each tenderer whose tender was opened.	Yes		Tyhscha Cochrane
28	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of the successful tenderer.	Yes		Tyhscha Cochrane
29	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the amount of consideration or the summary of the amount of the consideration sought in the accepted tender.	Yes		Tyhscha Cochrane
30	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Tyhscha Cochrane
31	F&G Reg 21(3)	On each occasion that the local government decided to invite prospective tenderers to submit an expression of interest for the supply of goods or services, did the local government issue a Statewide public notice.	N/A		Tyhscha Cochrane
32	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include a brief description of the goods and services required.	N/A		Tyhscha Cochrane
33	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include particulars of a person from whom more detailed information could be obtained.	N/A		Tyhscha Cochrane
34	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include information as to where and how expressions of interest could be submitted.	N/A		Tyhscha Cochrane
35	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include the date and time after which expressions of interest would not be accepted.	N/A		Tyhscha Cochrane
36	F&G Reg 22	Following the publication of the notice inviting expressions of interest, did the local government allow a minimum of 14 days for the submission of expressions of interest.	N/A		Tyhscha Cochrane



No	Reference	Question	Response	Comments	Respondent
37	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Tyhscha Cochrane
38	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Tyhscha Cochrane
39	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Tyhscha Cochrane
40	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government prepare a proposed regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Tyhscha Cochrane
41	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government give Statewide public notice of its intention to have a regional price preference policy and include in that notice the region to which the policy is to relate (only if a policy had not been previously adopted by Council).	N/A		Tyhscha Cochrane
42	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice details of where a complete copy of the proposed policy may be obtained (only if a policy had not been previously adopted by Council).	N/A		Tyhscha Cochrane
43	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions (only if a policy had not been previously adopted by Council).	N/A		Tyhscha Cochrane
44	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice (only if a policy had not been previously adopted by Council).	N/A		Tyhscha Cochrane



Department of Local Government
and Regional Development
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
45	F&G Reg 11A(1)	Has the local government prepared and adopted a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less or worth \$100,000 or less.	Yes		Tyhscha Cochrane
46	F&G Reg 11A(3)(a)	Did the purchasing policy that was prepared and adopted make provision in respect of the form of quotations acceptable.	Yes		Tyhscha Cochrane
47	F&G Reg 11(3)(b)	Did the purchasing policy that was prepared and adopted make provision in respect to the recording and retention of written information, or documents for all quotations received and all purchases made.	Yes		Tyhscha Cochrane

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

Signed Mayor / President, York

Signed CEO, York

5.2 Mid Year Review

FILE NO:	FI.FRP
COMMITTEE DATE:	4 March 2010
REPORT DATE:	3 March 2010
LOCATION/ADDRESS:	Not Applicable
ACTION OFFICER:	T Cochrane, A/DCEO
SENIOR OFFICER:	R Hooper, CEO
DISCLOSURE OF INTEREST:	Nil
APPENDICES:	Appendix A – 2009/10 Budget to Actual Analysis (Adopted Budget Mid Year Review as at 31/01/10)
DOCUMENTS TABLED:	Nil

Summary:

The Local Government Act 1995 requires the Council to undertake a review of the Annual Budget each year.

The attached worksheets show, a line by line analysis, with projections to the 30th June 2010. Together with favourable and unfavourable variances and detailed comments in relation to each account.

The worksheets details that the Shire as at the 30th June 2010 will derive an estimated surplus of \$410,495.

It is anticipated that a further internal budget reviews will be undertaken for the 2009/10 financial year at the end of April and May and if changes are required these will be submitted to Council including any relevant end of year transfers or setting aside of funds for inclusion in the following year budget.

Background:

The 2009/10 annual budget was adopted by Council in August 2009. Council also resolved at the time of adopting the budget the following:

“...6. Adopt a material variance of plus or minus of 10% or \$10,000, whichever is the higher for the 2009/10 financial statements presented to Council during the financial year for review and comparison to the Budget.”

Whilst the Council determined that only major variances be reported it was felt that a line by line analysis would be more appropriate.

Consultation:

Council staff and Mr Dominic Carbone.

Statutory Environment:

Local Government (Financial Management) Regulation 33A states the following:

- (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

Policy Implications:

Nil.

Financial Implications:

The Shire of York is on track for an end of financial year surplus, which will provide a sound basis for the 2010/11 and future budgets. The actual surplus may increase but if this is the case it will most likely result from ongoing projects not being completed by June 30 rather than additional savings being made however generally conservative estimates have been made when estimating income.

Strategic Implications:

Not applicable.

Voting Requirements:

Absolute Majority Required: Yes

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

No economic implications arise from this review as project based expenditure included in the budget is still progressing.

Social Implications:

A zero balance or surplus end of year financial position will increase community confidence and cohesion and provide an opportunity for community benefits in 2010/11 and future years. In a number of cases where budgeted expenditure is not made recommendations will be made to council to transfer unexpended capital amounts to reserves thus quarantining the funds to ensure the completion of projects. In some other cases it may also be the case that funds already in a reserve but budgeted to be transferred to the Municipal Fund will be left in the reserve to be transferred when the expenditure occurs.

Other funds identified in end of year surplus may be set aside for the works to be completed the following year.

Environmental Implications:

Nil.

Comment:

There is no requirement for Council to make variations to the budget as a result of this review. The purpose of the review is to ensure that the Council is informed of the likely financial position of the Shire at 30th June 2010 in terms of its adopted budget. For purposes of annual reporting, Council is required to report against the adopted budget.

OFFICER RECOMMENDATION

“That the Audit Committee recommends that Council:

- 1. adopts the 2009/10 Annual Budget Mid Year Review and the anticipated surplus as at the 30th June 2010 of \$410,495; and***
- 2. that a copy of the review be forwarded to the Department of Local Government within 30 days of Council having given consideration.”***

AUDIT COMMITTEE RECOMMENDATION TO COUNCIL:

General Ledger Account 113314 Expenditure Projected to 30th June 2010 changed to \$45,000 from \$0, changing the Officers Recommendation.

Moved: Cr Scott

Seconded: Cr Boyle

“That the Audit Committee recommends that Council:

- 2. adopts the 2009/10 Annual Budget Mid Year Review and the anticipated surplus as at the 30th June 2010 of \$365,495; and***
- 2. that a copy of the review be forwarded to the Department of Local Government within 30 days of Council having given consideration.”***

CARRIED (3/0)

Item 5.2 Appendix A

SHIRE OF YORK

ADOPTED BUDGET MID YEAR REVIEW
as at 31/01/2010

Page 1 of 12

2009/2010 BUDGET TO ACTUAL ANALYSIS									
COA Description	EXPENDITURE (E) INCOME (I)	Adopted Budget 2009/2010	Actual to 31 January 2010	Projected to 30 June 2010	Variance favourable	Variance unfavourable	COMMENTS		
031118 Rates - Salaries	E	\$51,212	\$29,502	\$51,212	\$0	\$0	\$0 On target for annual expenditure		
031119 Rates - Superannuation	E	\$6,496	\$3,887	\$6,496	\$0	\$0	\$0 On target for annual expenditure		
031120 Admin O/Head & Labour Costs	E	\$64,932	\$38,198	\$64,932	\$0	\$0	\$0 On target for annual expenditure		
031121 Long Service Leave	E	\$1,189	\$0	\$1,189	\$0	\$0	\$0 End of year provision		
031122 Cash Discrepancy	E	\$10	\$0	\$10	\$0	\$0	\$0 On target for annual expenditure		
031124 Doubtful Debts Provision	E	\$5,000	\$0	\$0	\$5,000	\$0	\$0 Unlikely to be used 2009/10		
031127 Rate Incentive	E	\$500	\$495	\$495	\$45	\$0	\$0 Finalised for 09/10		
031128 Map Purchases	E	\$1,000	\$0	\$0	\$1,000	\$0	\$0 None to be purchased this financial year		
031129 Valuation Expenses	E	\$12,000	\$1,919	\$12,000	\$0	\$0	\$0 Revaluation due May 10		
031130 Rate Write Offs Non Taxable	E	\$2,500	\$0	\$0	\$2,500	\$0	\$0 Unlikely to be used 2009/10 - Racecourse rates not accounted for in 2009/10		
031131 Other Expenses-Rates	E	\$500	\$0	\$500	\$0	\$0	\$0 Title searches as required		
031132 Rate Debt Recovery Cost	E	\$8,000	\$15	\$8,000	\$0	\$0	\$0 Will be close to budget - Invoice rec'd Jan 10 AMC \$7500		
031212 Rates	I	-\$3,010,978	-\$3,010,978	-\$3,010,978	\$0	\$0	\$0 On target for 09/10 revenue		
031213 Ex Gratia Rates	I	-\$4,200	-\$7,285	-\$7,285	\$3,085	\$0	\$0 Increase on CBH storage		
031214 Rates Non Payment Penalty	I	-\$25,000	-\$24,959	-\$35,000	\$10,000	\$0	\$0 Interest on o/s rates - Est. further \$10000 to Jun 10		
031216 Less Rates Refunded Prior Yrs	E	\$0	\$2,358	-\$2,358	\$0	\$2,358	\$0 Not budgeted for in 2009/10		
031217 Rates Rounding Adjustment	I	\$0	-\$4	-\$4	\$4	\$0	\$0 On target for annual expenditure		
031218 Interim Rates	I	-\$15,000	-\$16,802	-\$24,000	\$9,000	\$0	\$0 Further \$8000 expected to 30/6/10		
031219 Interest On Rates Instalments	I	-\$12,000	-\$13,280	-\$14,000	\$2,000	\$0	\$0 Minimal from Jan 10 onwards		
031220 Instalment Admin Fee	I	-\$15,000	-\$15,264	-\$15,184	\$184	\$0	\$0 All admin fees on instalments raised		
031221 Back Rates Prior Year	I	-\$1,000	-\$43	-\$43	\$0	\$0	\$957 No further revenue projected		
031222 Pensioner Deferred Rate Interest	I	-\$1,500	-\$1,505	-\$1,505	\$5	\$0	\$0 No further revenue projected		
031223 Est Non-Payment Penalty Interest	I	-\$750	-\$732	-\$750	\$0	\$0	\$0 On target for annual expenditure		
031230 Property Enquiry Fees	I	-\$11,000	-\$6,354	-\$8,000	\$0	\$3,000	\$0 Projected to receive \$8000		
031231 Rate Debt Recovery Non Taxable	I	-\$7,500	-\$10	-\$10	\$0	\$7,490	\$7,490 Reimb of AMC fees (no net effect)		
031232 Rates Debt Recovery Taxable	I	-\$10	-\$6,780	-\$7,500	\$0	\$0	\$0 Incorrect budget allocation, refer to budget for 31231 (no net effect)		
032260 Grant Funds (United)	I	-\$426,191	-\$213,050	-\$426,191	\$0	\$0	\$0 On target for annual income		
032270 Grant Local Road (United)	I	-\$374,260	-\$187,700	-\$374,260	\$0	\$0	\$0 On target for annual income		
039105 Sundry Expenses	E	\$2,000	\$0	\$0	\$2,000	\$0	\$0 Contingency only - budgeted for costs associated with Grants Commission returns - potential saving of \$2000		
039106 Debt Recovery	E	\$2,000	\$146	\$2,000	\$0	\$0	\$0 Relates to sundry debtors - 2010/11 budget to be allocated to Function 4		
039107 Write Offs Taxable	E	\$2,500	\$0	\$2,500	\$0	\$0	\$0 Write offs to be allocated to appropriate functions		
039199 Depreciation	E	\$180	\$45	\$180	\$0	\$0	\$0 Non cash items		
039219 Charges Legal Costs	I	-\$100	-\$100	-\$100	\$0	\$0	\$0 Contingency only		
039222 Interest Earned Muni & Trust	I	-\$74,682	-\$33,276	-\$74,682	\$0	\$0	\$0 Investments maturing 1/1 to 30/6/10		
039227 Interest Earned Reserve Funds	I	-\$99,987	-\$41,846	-\$99,987	\$0	\$0	\$0 Investments maturing 1/1 to 30/6/10		
039228 Charges Legal Rates Non Tax	I	-\$50	\$0	-\$50	\$0	\$0	\$0 Contingency only		
041101 Attendance Fees	E	\$36,050	\$27,037	\$36,050	\$0	\$0	\$0 On target for annual expenditure		
041102 Conference Expenses	E	\$18,900	\$18,752	\$22,900	\$0	\$4,000	\$4,000 Anticipated budget over-run of \$4000 for ALGA Conference		
041103 Election Expenses	E	\$7,000	\$7,150	\$7,150	\$0	\$0	\$150 No further expenditure to 30/6/10		
041104 Presidential Allowance	E	\$11,125	\$8,343	\$11,125	\$0	\$0	\$0 On target for annual expenditure		
041106 Refreshments & Receptions	E	\$22,000	\$12,000	\$22,000	\$0	\$0	\$0 On target for annual expenditure		
041107 Citizenship & Presentations	E	\$400	\$103	\$400	\$0	\$0	\$0 On target for annual expenditure		
041108 Printing & Stationery	E	\$2,300	\$741	\$2,300	\$0	\$0	\$0 Further binding of minutes Jun 10		
041109 Communication Allowance	E	\$6,960	\$3,220	\$6,960	\$0	\$0	\$0 On target for annual expenditure		
041110 Insurance	E	\$2,712	\$1,611	\$1,611	\$1,101	\$0	\$0 No further expenditure for 09/10		
041111 Subscriptions	E	\$1,456	\$9,053	\$9,053	\$2,403	\$0	\$0 No further expenditure for 09/10		
041112 Public Relations	E	\$28,450	\$14,936	\$18,450	\$10,000	\$0	\$0 Projected saving of \$10000		
041113 Community Projects	E	\$7,764	\$4,036	\$7,764	\$0	\$0	\$0 On target for annual expenditure		
041114 Other-Sundry	E	\$4,000	\$93	\$2,500	\$1,500	\$0	\$0 Statutory Compliance Return \$2500		
041115 Legal Fees	E	\$500	\$0	\$500	\$0	\$0	\$0 Contingency only		

COA	Description	EXPENDITURE (E) INCOME (I)	Adopted Budget 2009/2010	Actual to 31 January 2010	Projected to 30 June 2010	Variance favourable	Variance unfavourable	COMMENTS
041116	Portraits & Plaques	E	\$1,000	\$0	\$0	\$1,000	\$0	Unlikely to be spent in 2009/10
041117	It Allowance	E	\$6,000	\$4,500	\$6,000	\$0	\$0	On target for annual expenditure
041118	Travel Expenses	E	\$1,500	\$0	\$1,000	\$500	\$0	Projected expenditure \$1000
041121	Maintenance - Chambers	E	\$500	\$80	\$500	\$0	\$0	Projected expenditure to budget amount
041122	Admin Of/Head & Labour Cost	E	\$162,016	\$95,309	\$162,016	\$0	\$0	On target for annual expenditure
041124	Strategic Planning	E	\$15,000	\$0	\$15,000	\$0	\$0	Programmed for March 10
041127	Seavroc	E	\$29,854	\$73	\$29,854	\$0	\$0	Unspent grant funds to be repaid to providers - Awareness Training \$17000 held in Reserve 40 / You're Welcome \$11000 held in Reserve 40
041128	Seavroc Connect Lg Project Exp	E	\$312,683	\$51,024	\$200,000	\$112,683	\$0	Any unspent amount to be transferred to Reserve Fund
041129	Seavroc York Contribution To Projects	E	\$30,000	\$0	\$30,000	\$0	\$0	Projected expenditure \$30000
041130	Seavroc Admin Overhead & Labour Cost	E	\$45,338	\$21,351	\$45,338	\$0	\$0	On target for annual expenditure
041131	Seavroc R4R Regional Projects Expenditure	E	\$756,000	\$0	\$0	\$756,000	\$0	Expenditure deferred by Government - 2010/11
041132	Seavroc Informaps Plun Project Expenditure	E	\$147,205	\$0	\$147,205	\$0	\$0	On target for annual expenditure
041180	Depreciation Expense	E	\$556	\$165	\$556	\$0	\$0	Non cash items
041228	Seavroc Connect Lg Project Grant	I	-\$95,000	\$0	-\$95,000	\$0	\$0	To be claimed from DLG
041229	Seavroc Members Contrib To Cig Project	I	-\$100,000	\$0	-\$100,000	\$0	\$0	To be claimed from member Councils
041231	Seavroc R4R Regional Project Grants	I	-\$756,000	\$0	\$0	\$0	\$756,000	Payments deferred by Government - 2010/11
041232	Seavroc Informaps Plun Project Grants	I	-\$97,205	\$0	-\$97,205	\$0	\$0	Subject to grant application
041237	Contributions And Donations	I	-\$100	\$0	-\$100	\$0	\$0	On target for annual expenditure
041238	Reimbursements Taxable Supply	I	-\$200	-\$2,667	-\$2,667	\$2,467	\$0	\$0 AROC Contributions reimbursed
041239	Reimbursements No Supply	I	-\$14,145	-\$12,706	-\$12,706	\$0	\$1,439	AROC Contributions reimbursed
041241	Seavroc Contributions	I	-\$50,000	\$0	-\$50,000	\$0	\$0	Grant application pending - unlikely to be invoiced 2009/10 - PLUM Project \$10000/Council
041428	Transfer Of Unspent Balance - SEAVROC to Reser	E	\$0	\$112,683	\$112,683	\$0	\$112,683	Refer to account 41128
	Transfer Of Unspent Funds From Tied Funds Reser	I	-\$29,804	-\$300,000	-\$29,804	\$0	\$0	Incorrect allocation of funds - to be transferred to Bridge Reserve.
042100	Less Allocated To Schedules	I	-\$1,268,539	-\$741,705	-\$1,268,539	\$0	\$0	\$29604 unspent disability grant funds to be repaid to providers
042104	Admin Garden Maintenance	E	\$4,110	\$2,407	\$4,110	\$0	\$0	On target for annual expenditure
042107	Insurance	E	\$66,951	\$69,302	\$69,302	\$0	\$2,351	No further expenditure 2009/10
042108	Superannuation Admin	E	\$87,383	\$52,496	\$87,383	\$0	\$0	On target for annual expenditure
042109	Administration - Salaries	E	\$623,980	\$416,776	\$623,980	\$0	\$0	Large leave payouts Xmas Dec 09 30-40K higher than other months
042111	Housing Maintenance Fraser St	E	\$5,240	\$1,366	\$5,240	\$0	\$0	Maintenance work for rent tenant
042112	Housing Mince - Forbes Street	E	\$5,240	\$1,495	\$5,240	\$0	\$0	On target for annual expenditure
042113	Bad Debts Written Off	E	\$250	\$0	\$0	\$250	\$0	None projected
042114	Motor Vehicle Expenses	E	\$12,350	\$6,153	\$9,350	\$3,000	\$0	Potential saving of \$3000
042167	Dishonour Cheque Fees	E	\$80	-\$10	\$80	\$0	\$0	On target for projected expenditure - journal incorrect receipt allocation \$50
042168	Fringe Benefits General	E	\$33,000	\$22,866	\$33,000	\$0	\$0	On target for annual expenditure
042169	Consultant Fees	E	\$45,836	\$25,146	\$45,836	\$0	\$0	City of Canning Invoice \$7000 rec'd Feb - further chgs to be rec'd 09/10 - Fin Mgmt Review \$10000
042171	Staff Training/Conferences	E	\$36,000	\$9,773	\$30,000	\$6,000	\$0	Projected expenditure to 30/6/10 of \$30000
042173	Staff Telephone Expenses	E	\$2,300	\$1,168	\$2,300	\$0	\$0	On target for annual expenditure
042175	Long Service Leave	E	\$13,698	\$0	\$13,698	\$0	\$0	None due to 30/6/10
042176	Admin Building Maintenance	E	\$66,505	\$31,598	\$66,505	\$0	\$0	To be fully expended by 30/6/10
042178	Admin Telephone	E	\$12,000	\$5,438	\$8,000	\$4,000	\$0	Potential saving of \$4000
042180	Admin Build - Internet Expense	E	\$7,620	\$7,243	\$7,620	\$0	\$0	Minimal further expenditure - raised annually in July
042181	Purchase Admin Maps	E	\$500	\$0	\$500	\$0	\$0	Contingency
042182	Staff Uniform Subsidy	E	\$7,000	\$2,014	\$7,000	\$0	\$0	New staff appointed expected to reach budget projection
042183	Office Expense - Printing	E	\$7,000	\$2,125	\$7,000	\$0	\$0	Reduced photocopy costs
042184	Office Exp-Stationery	E	\$12,000	\$3,725	\$9,000	\$3,000	\$0	Potential saving of \$3000
042185	Office Expenses-Advertising	E	\$12,000	\$2,017	\$8,000	\$4,000	\$0	Potential saving of \$4000
042186	Office Exp-Office Equip Mice	E	\$20,000	\$6,871	\$20,000	\$0	\$0	On target for annual expenditure

COA	Description	EXPENDITURE (E) INCOME (I)	Adopted Budget 2009/2010	Actual to 31 January 2010	Projected to 30 June 2010	Variance favourable	Variance unfavourable	COMMENTS
042187	Office Expenses-Bank Charges	E	\$11,000	\$8,971	\$11,000	\$0	\$0	\$0 Should be close to budget - higher first half of year due to rates due date - higher EFTPOS use
042188	Office Exp-Computer Expenses	E	\$49,614	\$36,528	\$49,614	\$0	\$0	\$0 Possibly not reach full budget expenditure - IT Vision \$23,000 paid July / Prepaid hours to 30/6/10 PCS \$12,000 paid Oct 09
042189	Office Exp-Postage/Freight	E	\$11,000	\$5,791	\$11,000	\$0	\$0	\$0 On target for annual expenditure
042190	Office Expenses-Sundry	E	\$4,000	\$1,927	\$4,000	\$0	\$0	\$0 Payable by 30/6/10
042191	Relocation Expenses	E	\$6,000	\$1,227	\$6,000	\$0	\$0	\$0 Invoiced to be received Jan-Feb and June
042193	Audit Fees	E	\$12,000	\$0	\$12,000	\$0	\$0	\$0 Required to be used for Planning legal fees over expenditure
042195	Legal Expenses	E	\$10,000	\$0	\$10,000	\$0	\$0	\$0 On target for annual expenditure
042196	Title Search	E	\$250	\$0	\$250	\$0	\$0	\$0 Non cash items
042198	Loss On Sale Of Assets - Admin Vehicles	E	\$7,076	\$0	\$7,076	\$0	\$0	\$0 On target for annual income
042199	Depreciation Expense	E	\$83,434	\$19,222	\$83,434	\$0	\$0	\$0 LGIS Members Bonus funds \$7300 to be allocated to a project
042220	Contributions Taxable Supply	E	\$150	\$0	\$150	\$0	\$0	\$0 To be raised June 10 after all purchases finalised
042221	Reimbursements Taxable Supply	I	\$3,000	\$11,116	\$11,116	\$8,116	\$0	\$0 Electoral roll / photocopy charges
042223	Reimbursements Staff Uniform	I	\$1,290	\$0	\$1,290	\$0	\$0	\$0 On target for budget projection
042224	Charges-Other Taxable Supply	I	\$200	\$62	\$200	\$0	\$0	\$0 Vehicle changeovers Feb/Mar 10 - offset by expense acct
042225	Charges-Other Non Tax Supply	I	\$160	\$183	\$160	\$0	\$0	\$0 Reduced as Fraser St house vacant
042228	Reimbursements Non Tax Supply	I	\$360	\$230	\$360	\$0	\$0	\$0 SEAVROC Software \$20,000, Office Furn \$10,000, Electronic Whiteboard \$3,500, Server Upgrade \$10,000 - Potential savings of \$30,000 - some projects unlikely to proceed
042232	Proceeds Sale Of Assets - Admin Vehicles	I	\$118,000	\$0	\$118,000	\$0	\$0	\$0 Transfers to be done prior 30/6/10
042233	Housing Rent	I	\$10,400	\$6,600	\$10,400	\$0	\$0	\$0 On target for annual expenditure
042339	Vehicles Coo/Dcoo	I	\$138,000	\$0	\$138,000	\$0	\$0	\$0 Vehicle purchases Feb/Mar 10
043142	Furniture & Equipment Admin	E	\$67,000	\$805	\$37,000	\$30,000	\$0	\$0 SEAVROC Software \$20,000, Office Furn \$10,000, Electronic Whiteboard \$3,500, Server Upgrade \$10,000 - Potential savings of \$30,000 - some projects unlikely to proceed
043143	Transfers To Reserve Funds	E	\$9,966	\$4,300	\$9,966	\$0	\$0	\$0 Transfers to be done prior 30/6/10
044050	Transfer From Reserve - Governance / Admin	I	\$18,500	\$0	\$18,500	\$0	\$0	\$0 On target for annual expenditure
051101	Admin Of/Head & Labour Costs	E	\$58,628	\$34,489	\$58,628	\$0	\$0	\$0 Saving of \$5,000 reduced premiums
051103	Fire Insurance	E	\$14,633	\$9,290	\$9,290	\$5,343	\$0	\$0 Costs to come after fire season
051104	Communication Mice & Repairs	E	\$2,780	\$677	\$2,780	\$0	\$0	\$0 No major expenses to date
051105	Fire Control Expenses	E	\$10,035	\$7,298	\$10,035	\$0	\$0	\$0 On target for annual expenditure
051107	Fire Breaks	E	\$12,520	\$77	\$12,520	\$0	\$0	\$0 New Ranger training required
051108	Staff Training	E	\$1,800	\$133	\$1,800	\$0	\$0	\$0 Use has been minimised
051109	Ranger Vehicle Expenses	E	\$6,900	\$2,853	\$4,000	\$2,900	\$0	\$0 On target for annual expenditure
051113	Computer Maintenance	E	\$600	\$563	\$600	\$0	\$0	\$0 Not applicable in 09/10
051115	Talbot Fire Base Maintenance	E	\$300	\$600	\$600	\$0	\$0	\$0 On target for annual expenditure
051120	Fire Control - Salaries	E	\$21,743	\$12,511	\$21,743	\$0	\$0	\$0 Not applicable in 09/10
051121	Fire Control - Superannuation	E	\$3,450	\$1,855	\$3,450	\$0	\$0	\$0 Budget timing - Insurances paid at beginning of year
051122	Fire Control - Long Service Leave	E	\$786	\$0	\$786	\$0	\$0	\$0 Further maintenance expected at end of the season
051125	Plant & Equipment Maintenance	E	\$500	\$0	\$500	\$0	\$0	\$0 Purchase prior to 31/5/10
051126	Vehicle Maintenance	E	\$9,000	\$9,420	\$8,653	\$147	\$0	\$0 Contingency only
051127	Land & Buildings Maintenance	E	\$1,150	\$109	\$1,150	\$0	\$0	\$0 Needs to be assessed
051128	Protective Clothing	E	\$6,000	\$484	\$6,000	\$0	\$0	\$0 Included in acct 51220 - to be reallocated
051129	Other Goods & Services	E	\$1,450	\$0	\$1,450	\$0	\$0	\$0 Funds to date include ESL Commission budgeted for in 51201 - funds to be received by 30/6/10
051198	Loss On Sale Of Assets - Ranger's Vehicle	E	\$2,106	\$0	\$2,106	\$0	\$0	\$0 Charges to be raised Feb 10
051199	Depreciation Expense	E	\$71,512	\$18,160	\$71,512	\$0	\$0	\$0 Unexpected reimbursement
051201	Esti Commission	I	\$4,100	\$0	\$4,100	\$0	\$0	\$0 Book entry for new fire unit
051217	Fines & Penalties Fire Prevention	I	\$4,000	\$2,000	\$4,000	\$0	\$0	\$0 Needs to be assessed
051220	Esti Grants	I	\$21,749	\$18,304	\$21,749	\$0	\$0	\$0 Book entry only
051221	Reimbursements - Fire Break	I	\$6,000	\$56	\$6,000	\$0	\$0	\$0
051224	Reimbursements Taxable Supply	I	\$10	\$480	\$480	\$0	\$0	\$0
051225	Fesa Capital Grants	I	\$212,370	\$0	\$212,370	\$0	\$0	\$0
051228	Proceeds Sale Of Assets - Ranger's Vehicle	I	\$50,000	\$0	\$50,000	\$0	\$0	\$0
051336	Fire Tender	E	\$212,370	\$0	\$212,370	\$0	\$0	\$0

COA	Description	EXPENDITURE (E) INCOME (I)	Adopted Budget 2009/2010	Actual to 31 January 2010	Projected to 30 June 2010	Variance favourable	Variance unfavourable	COMMENTS
051339	Ranger Vehicle	E	\$50,000	\$0	\$50,000	\$0	\$0	\$0 Needs to be assessed
052163	Animal Control - Salaries	E	\$40,379	\$15,965	\$3,379	\$7,000	\$0	\$0 Likely saving of \$7000 - position vacant
052164	Animal Control - Supernunation	E	\$3,675	\$1,545	\$2,675	\$1,000	\$0	\$0 Likely saving of \$1000 - position vacant
052165	Uniform Allowance	E	\$500	\$0	\$500	\$0	\$0	\$0 New Ranger uniform required
052166	Admin O/Head & Labour Costs	E	\$66,950	\$39,384	\$66,950	\$0	\$0	\$0 On target for annual expenditure
052167	Long Service Leave	E	\$786	\$0	\$786	\$0	\$0	\$0 Not applicable in 09/10
052169	Sundry Expenditure	E	\$12,518	\$5,854	\$12,518	\$0	\$0	\$0 On target for annual expenditure
052170	Staff Training & Conferences	E	\$750	\$0	\$750	\$0	\$0	\$0 New Ranger training required
052199	Depreciation Expense	E	\$561	\$216	\$561	\$0	\$0	\$0 Non cash items
052282	Fines & Penalties Animal Control	I	-\$1,000	-\$300	-\$1,000	\$0	\$0	\$0 On target for annual expenditure
052283	Charges-impounding Fees	I	-\$1,200	-\$1,383	-\$2,200	\$1,000	\$0	\$0 Additional \$1000 to be expected
052284	Charges-Dog Registration	I	-\$6,100	-\$5,104	-\$6,100	\$0	\$0	\$0 Should be close to reaching budgeted income
052285	Sundry Income Tax Supply	I	-\$12,000	-\$6,295	-\$12,000	\$0	\$0	\$0 Ranger services to other Councils reimbursed
052289	Dog Tag Replacements	I	\$0	-\$10	\$0	\$0	\$0	\$0 On target for annual expenditure
053111	Rural Street Numbering	E	\$3,000	\$1,242	\$3,000	\$0	\$0	\$0 On target for annual expenditure
053120	Abandoned Vehicle Expenditure	E	\$1,200	\$22	\$100	\$1,100	\$0	\$0 Meeting expenses not incurred to date
053130	Local Emergency Planning Expenditure	E	\$1,000	\$0	\$1,000	\$0	\$0	\$0 On target for annual expenditure
53201	Government Grant Crime Prevention	I	\$0	-\$1,200	-\$1,200	\$1,200	\$0	\$0 Unlikely to be spent
053220	Developers Contributions To Rural Numbers	I	-\$300	-\$50	-\$300	\$0	\$0	\$0 On target for annual expenditure
053220	Abandoned Vehicle Income	I	-\$300	\$0	\$0	\$0	\$0	\$0 On target for annual expenditure
066101	Admin O/Head & Labour Costs	E	\$5,043	\$2,966	\$5,043	\$0	\$0	\$500 On target for annual expenditure
067101	Cent Units Build/Garden Mice	E	\$38,823	\$16,273	\$38,823	\$0	\$0	\$0 On target for annual expenditure
067199	Depreciation Expense	E	\$1,371	\$346	\$1,371	\$0	\$0	\$0 Non cash items
067202	Rent Centennial Units	I	-\$19,800	-\$9,746	-\$15,000	\$0	\$0	\$4,800 Unlikely to meet budgeted income due to vacant units
067401	Transfer From Reserve - Centennial Units	I	-\$27,023	\$0	-\$27,023	\$0	\$0	\$0 Operating loss - end of year transfer subject to income and expenditure
068101	Maintenance Pnl	E	\$16,550	\$5,050	\$16,550	\$0	\$0	\$0 Reduced expenditure - PML agreement
068199	Depreciation	E	\$17,842	\$4,497	\$17,842	\$0	\$0	\$0 Non cash items
068201	Contributions & Donations Pnl	I	\$0	-\$1,507	-\$1,507	\$0	\$1,507	\$1,507 PML insurance 2009/10 reimbursed
068301	Transfer To Reserve - Aged Facilities	E	\$11,177	\$4,822	\$11,177	\$0	\$0	\$0 End of year transaction
067304	Centennial Units - Building Capital	E	\$8,000	\$0	\$8,000	\$0	\$0	\$0 On track for projected expenditure
068401	Transfer From Reserve Pnl	I	-\$16,550	\$0	-\$16,550	\$0	\$0	\$0 Unlikely to be used
069101	Education Expenses	E	\$6,500	\$6,500	\$6,500	\$0	\$0	\$0 On track for projected expenditure
071901	Loss On Sale Of Assets - EHO Vehicle	E	\$3,309	\$0	\$3,309	\$0	\$0	\$0 On target for annual expenditure
077156	Health - Salaries	E	\$169,444	\$36,654	\$144,444	\$25,000	\$0	\$0 Potential saving of \$25000
077156	Health - Superannuation	E	\$23,598	\$6,106	\$18,598	\$5,000	\$0	\$0 Potential saving of \$5000
077157	Admin O/Head & Labour Costs	E	\$57,367	\$33,949	\$57,367	\$0	\$0	\$0 On target for annual expenditure
077158	Long Service Leave	E	\$3,864	\$0	\$3,864	\$0	\$0	\$0 End of year transaction
077160	Health Control Expenses	E	\$11,370	\$1,831	\$11,370	\$0	\$0	\$0 Contingency for court costs & legal exp \$7000 - not spent as at 31/12/09 - offset savings to planning legal fees
077161	Staff Training EHO	E	\$6,000	\$1,368	\$4,000	\$2,000	\$0	\$0 Potential saving of \$2000
077162	Vehicle Operating Expenses	E	\$12,600	\$3,825	\$12,600	\$0	\$0	\$0 Stock to be entered & updated
077166	Health Promotions	E	\$600	\$0	\$600	\$0	\$0	\$0 On target for annual expenditure
077199	Depreciation Expense	E	\$878	\$878	\$878	\$0	\$0	\$0 Non cash items
077255	Health Reimbursements	I	-\$37,500	\$0	-\$37,500	\$0	\$17,000	\$17,000 Contract health services to SEAVROC Shires not likely to be received - potential loss \$17000
077273	Health Prosecutions	I	-\$3,500	\$0	\$0	\$0	\$3,500	\$3,500 Not likely to be received in 2009/10
077274	Septic Tank App Fee Charges	I	-\$3,500	-\$2,438	-\$3,500	\$0	\$0	\$0 On target for budget projections
077275	Septic Inspection Fee	I	-\$3,000	-\$1,538	-\$3,000	\$0	\$0	\$0 On target for annual expenditure
077276	Proceeds Sale Of Assets - EHO Vehicle	I	-\$50,000	\$0	-\$22,000	\$0	\$28,000	\$28,000 Income offset by acct 77305
077277	Health Act - Charges	I	-\$5,500	-\$5,587	-\$5,500	\$0	\$0	\$0 Raised Sept 09 annual chgs - alfresco / offensive trades
077278	Trading Public Places - Charges	I	-\$4,000	-\$2,074	-\$4,000	\$0	\$0	\$0 Likely to receive budgeted income for expected events
077305	Plant And Equipment Capital	E	\$60,000	\$0	\$30,000	\$30,000	\$30,000	\$30,000 Budgeted for 2 EHO vehicle changeovers - one changeover Feb 10 only

COA	Description	EXPENDITURE (E) INCOME (I)	Adopted Budget 2009/2010	Actual to 31 January 2010	Projected to 30 June 2010	Variance Favourable	Variance Unfavourable	COMMENTS
078113	Analytical Expenses	E	\$580	\$565	\$580	\$0	\$0	\$0 On target for annual expenditure
079168	Medical Pract Vehicle Expenses	E	\$8,680	\$4,367	\$13,680	\$0	\$5,000	Third vehicle due - likely to exceed by \$5000
079160	Housing Maintenance Med 24 Ford Street	E	\$6,418	\$5,986	\$18,418	\$0	\$12,000	Project further expenditure \$12000 for air con replacement
079161	Housing Maintenance - 2 Dinsdale St	E	\$6,630	\$2,363	\$6,630	\$0	\$0	\$0 On target for budget projections
079162	Medical Pract Sundy Expenses	E	\$50	\$0	\$50	\$0	\$0	\$0 On target for annual expenditure
079163	Medical Expenses Other	E	\$6,700	\$1,700	\$6,700	\$0	\$0	\$0 Contrib to Men's Health day \$1700 / Friends of Ambulance \$5000 - invoice not yet rec'd
079199	Depreciation	E	\$5,521	\$1,403	\$5,521	\$0	\$0	\$0 Non cash items
079301	Furniture Doctors	E	\$3,000	\$4,406	\$3,000	\$0	\$0	\$0 To be partly funded by RLCIP subject to govt decisions
101101	Admin O/Head & Labour Costs	E	\$46,903	\$27,591	\$46,903	\$0	\$0	\$0 On target for annual expenditure
101103	Litter Control	E	\$550	\$177	\$550	\$0	\$0	\$0 On target for annual expenditure
101104	Recycling Services	E	\$69,000	\$32,805	\$69,000	\$0	\$0	\$0 On target for budget projections
101105	Seavroc Regional Waste Minimisation Strategy	E	\$94,400	\$666	\$94,400	\$0	\$0	\$0 Materials & Contracts \$60000 / E-Waste \$34400
101106	Waste Management Facility Mice	E	\$8,585	\$1,221	\$8,585	\$0	\$0	\$0 Contingency only
101107	Advertising	E	\$1,000	\$0	\$0	\$1,000	\$0	\$0 Expenses for recycling calendar and verge collection flyer allocated to admin stationery
101108	Avon Waste - Transfer Shn Op	E	\$117,000	\$50,042	\$117,000	\$0	\$0	\$0 On target for budget projections
101109	Refuse Collection (Contractor)	E	\$126,000	\$64,519	\$126,000	\$0	\$0	\$0 On target for budget projections
101110	Dumping/Disposal Fees	E	\$77,000	\$36,699	\$77,000	\$0	\$0	\$0 On target for budget projections
101113	Drum Wulster Collection	E	\$6,945	\$2,252	\$6,945	\$0	\$0	\$0 On target for budget projections
101114	Ship Bins Verge Collection	E	\$20,600	\$10,989	\$20,600	\$0	\$0	\$0 On target for budget projections
101115	Bulk Rubbish Verge Collection	E	\$20,000	\$8,843	\$20,000	\$0	\$0	\$0 On target for budget projections
101199	Depreciation	E	\$9,455	\$2,363	\$9,455	\$0	\$0	\$0 Non cash items
101214	Charges-Rubbish Service	I	-\$223,650	-\$224,467	-\$224,467	\$817	\$0	\$0 Only minor further income
101215	Bin Service-Additional Bins	I	-\$98,760	-\$96,278	-\$98,760	\$0	\$0	\$0 Only minor further income
101216	Waste Management Levy	I	-\$123,350	-\$123,350	-\$123,350	\$0	\$0	\$0 Only minor further income
101219	Reimbursements Non Taxable	I	-\$6,945	\$0	-\$1,500	\$0	\$5,445	Unlikely to receive all budgeted income - Drummuster reimbursement to be raised Feb 10 - \$760
101225	Operating Grants - Waste Management	I	-\$49,400	-\$7,432	-\$49,400	\$0	\$0	\$0 Rec'd final instal. Zero Waste grant / first instal WARR - awaiting Govt Grant - E-waste 34K
101370	Waste Management Infrastructure	E	\$20,000	\$0	\$20,000	\$0	\$0	\$0 Complete by 30/4/10
101371	Waste Management Land & Buildings	E	\$9,000	\$0	\$9,000	\$0	\$0	\$0 Ringlock fencing to be completed by 30/4/10
101375	Transfer To Reserve	E	\$8,946	\$3,860	\$8,946	\$0	\$0	\$0 End of year transaction
101427	Transfer From Reserve - Waste Management Relat	I	-\$74,000	\$0	-\$74,000	\$0	\$0	\$0 \$29000 Shire project to be expended - \$45000 SEAVROC project to be determined
102147	Street Bin Collection - Contract	E	\$6,500	\$2,650	\$6,500	\$1,500	\$0	\$0 Unlikely to reach budget projections - potential saving of \$1500
102148	Main Street Bins - Mice	E	\$1,500	\$0	\$1,500	\$0	\$0	\$0 Maintenance programme to be initiated
102199	Depreciation Expense	E	\$153	\$39	\$153	\$0	\$0	\$0 Non cash items
105101	Maintenance Exp Tree Planter	E	\$250	\$104	\$250	\$0	\$0	\$0 On target for annual expenditure
105102	Roadside Conservation	E	\$1,000	\$0	\$1,000	\$0	\$0	\$0 Regional NRM Officer expenses
105103	Weed / Pest Control Programmes	E	\$1,000	\$402	\$1,000	\$0	\$0	\$0 On target for budget projections
105104	Environmental Control Expenses	E	\$6,000	\$0	\$6,000	\$0	\$0	\$0 Mt Bakewell Env. Mgmt Plan / Community proj \$1000
105105	Rural Towns - Liquid Assets	E	\$24,500	\$0	\$24,500	\$0	\$0	\$0 Available for Main Street and Townside drainage
105254	Charges - Tree Planter	I	-\$240	-\$120	-\$240	\$0	\$0	\$0 On target for budget projections
105255	Reimbursements	I	-\$10	\$0	-\$10	\$0	\$0	\$0 On target for annual expenditure
106180	Planning - Salaries	E	\$180,408	\$68,259	\$180,408	\$30,000	\$0	\$0 Savings of \$30000 in 2009/10
106181	Planning - Superannuation	E	\$24,913	\$10,321	\$24,913	\$5,000	\$0	\$0 Savings of \$5000 in 2009/10
106182	Planning - Long Service Leave	E	\$4,603	\$0	\$4,603	\$0	\$0	\$0 On target for annual expenditure
106184	Admin O/Head & Labour Costs	E	\$120,409	\$70,832	\$120,409	\$0	\$0	\$0 On target for budget projections
106185	Control Exp-Plan Consultant	E	\$17,000	\$0	\$17,000	\$0	\$0	\$0 Unlikely to be used
106186	Control Expenses-Advertising	E	\$15,000	\$6,462	\$11,000	\$4,000	\$0	\$0 Potential saving of \$4000
106187	Control Expenses-Legal Fees	E	\$20,000	\$16,480	\$20,000	\$0	\$0	\$0 On target for budget projections
106188	Control Expenses-Sundry	E	\$7,000	\$4,000	\$7,000	\$0	\$0	\$0 On target for budget projections
106192	Vehicle Operating Expenses Planner	E	\$6,500	\$2,589	\$4,500	\$2,000	\$0	\$0 Anticipated saving of \$2000

COA	Description	EXPENDITURE (E) INCOME (I)	Adopted Budget 2009/2010	Actual to 31 January 2010	Projected to 30 June 2010	Variance favourable	Variance unfavourable	COMMENTS
106193	Housing Mtc Osnaburg- Planner	E	\$5,190	\$2,026	\$5,190	\$0	\$0	\$0 On target for budget projections
106194	Heritage Review Guidelines	E	\$10,500	\$8,750	\$9,000	\$1,500	\$0	\$0 Only minor further expenditure
106198	Loss On Sale Of Assets - Planning Vehicle	E	\$2,495	\$4,768	\$4,768	\$0	\$2,273	\$2,273 Trade in lower than budget estimate
106199	Depreciation	E	\$8,803	\$2,957	\$8,803	\$0	\$0	\$0 Non cash items
106200	Reimbursements-Advertising	E	\$7,000	\$4,050	\$7,000	\$0	\$0	\$0 On target for budget projections
106201	Sale Of Text Scheme Texts	I	\$-35	\$0	\$-35	\$0	\$0	\$0 On target for annual expenditure
106202	Appl Planning Consent Charges	I	\$-20,000	\$-10,503	\$-20,000	\$0	\$0	\$0 On target for budget projections
106203	Rezoning Application Charges	I	\$-2,500	\$-1,416	\$-2,500	\$0	\$0	\$0 On target for annual expenditure
106204	Sub Div/Amalgamate Clearance	I	\$-1,000	\$0	\$-2,000	\$1,000	\$0	\$0 Potential increased income of \$1000
106206	Planning/Engineering Supervision Fee	I	\$0	\$-2,444	\$-2,444	\$0	\$0	\$0 On target for annual expenditure
106209	Other Planning Income - Taxable	I	\$-50,000	\$-20,241	\$-50,000	\$0	\$0	\$0 On target for budget projections
106210	Proceeds Sale Of Assets - Planning Vehicle	I	\$-50,000	\$0	\$-5,000	\$0	\$45,000	\$45,000 Only minor income to be received 2009/10
106212	Sale Planning Services To Seavroc	I	\$-3,815	\$0	\$0	\$0	\$3,815	\$3,815 No 2009/10 projects
106212	Payment In Lieu Of Carparking	I	\$-5,200	\$-3,700	\$-5,200	\$0	\$0	\$0 On target for budget projections
106214	Rent Received Planner'S House 2	I	\$-5,200	\$-914	\$-2,041	\$0	\$0	\$0 On target for budget projections
106215	Reimburse- Planning Legal Expenses	E	\$10,000	\$0	\$-914	\$0	\$9,086	\$9,086 Subject to court case GT Homes
106223	Realisation on Sale of Assets	E	\$0	\$20,241	\$20,241	\$0	\$0	\$0 Book entry only
106301	Transfer To Reserve	E	\$4,780	\$2,062	\$4,780	\$0	\$0	\$0 On target for annual expenditure
106302	Town Planning Plant & Equipment	E	\$60,000	\$30,758	\$60,000	\$0	\$0	\$0 On target for budget projections
109101	Admin O'Head & Labour Costs - Cemetery	E	\$2,900	\$1,706	\$2,900	\$0	\$0	\$0 On target for annual expenditure
109137	Cemetery Maintenance	E	\$106,464	\$34,067	\$106,464	\$0	\$0	\$0 Tree removal deferred - reallocate to other projects
109141	Street Furniture Maintenance	E	\$3,835	\$140	\$2,835	\$1,000	\$0	\$0 Potential saving of \$1000
109143	Toilets Howick St Maintenance	E	\$16,083	\$9,430	\$16,083	\$0	\$0	\$0 On target for annual expenditure
109144	Sewerage Ponds Maintenance	E	\$9,200	\$902	\$9,200	\$0	\$0	\$0 Clean out required by 30/6/10
109145	Contribution To Sewerage Scheme Extension	E	\$33,000	\$0	\$21,000	\$12,000	\$0	\$0 Invoice recd from Water Corp Jan 10 \$21000
109149	Youth Development Contribution	E	\$3,000	\$45	\$3,000	\$0	\$0	\$0 On target for annual expenditure
109152	Youth Scholarship Programs	E	\$3,000	\$0	\$3,000	\$0	\$0	\$0 Transfer to reserve for future programs
109154	Loan 60 Redemption Interest	E	\$4,380	\$2,362	\$4,380	\$0	\$0	\$0 On target for budget projections
109155	Yac Fundraising Expenses	E	\$800	\$-27	\$800	\$0	\$0	\$0 On target for annual expenditure
109156	Admin O'Heads And Labour Costs - Youth Services	E	\$2,900	\$1,506	\$2,900	\$0	\$0	\$0 On target for annual expenditure
109158	Yac Grants Expenditure	E	\$7,000	\$2,371	\$7,000	\$0	\$0	\$0 On target for budget projections
109160	Youth Services - Salaries	E	\$32,086	\$15,057	\$32,086	\$0	\$0	\$0 Grants for completion by 30/6/10
109161	Youth Services - Superannuation	E	\$3,095	\$1,183	\$3,095	\$0	\$0	\$0 On target for budget projections
109163	Contributions To Youth Organisations	E	\$1,550	\$0	\$1,550	\$0	\$0	\$0 On target for budget projections
109171	Long Service Leave	E	\$560	\$0	\$560	\$0	\$0	\$0 Council contribution towards York Scouts Facilities extensions.
109199	Depreciation Expense	E	\$4,454	\$1,266	\$4,454	\$0	\$0	\$0 On target for annual expenditure
109250	Grave Reservation Fees	I	\$-30	\$-670	\$-2,000	\$0	\$0	\$0 Non cash items
109251	Cemetery - Search & Copy Fees	I	\$-2,000	\$0	\$-30	\$0	\$0	\$0 On target for annual expenditure
109253	Cemetery Fees-Burial & Interment	I	\$-21,000	\$-5,840	\$-10,000	\$0	\$11,000	\$11,000 Unlikely to reach budget projections
109254	Cemetery-Plates	I	\$-1,500	\$-906	\$-1,500	\$0	\$0	\$0 On target for budget projections
109255	Cemetery Monument Permit	I	\$-2,000	\$-998	\$-2,000	\$0	\$0	\$0 On target for budget projections
109256	Cemetery-Undertaker License	I	\$-2,300	\$-600	\$-1,000	\$0	\$1,300	\$1,300 Unlikely to reach budget projections
109260	Reimbursement Water Supply Ssl 60 (Principal & In	I	\$-800	\$-9,921	\$-4,380	\$0	\$0	\$0 Raised thru rates - annual JNL & Trust transfers to be processed.
109262	Yac Fundraising Income	I	\$-4,000	\$-2,475	\$-4,000	\$0	\$0	\$0 On target for annual expenditure
109266	Youth Development Grants	I	\$-600	\$-148	\$-600	\$0	\$0	\$0 On target for annual expenditure
109267	Yac General Income- Holiday Programmes	I	\$-12,500	\$-6,955	\$-12,500	\$0	\$0	\$0 On target for budget projections
109269	Charges Liquid Waste Removal	I	\$-10	\$-100	\$-10	\$0	\$0	\$0 On target for budget projections
109270	Contributions & Donations Youth Advisory Council	I	\$1,500	\$2,331	\$1,500	\$0	\$0	\$0 On target for annual expenditure
109305	Toilets Howick St Car Park	E	\$8,363	\$4,109	\$8,363	\$0	\$0	\$0 Balance against acct 109143
109388	Principal On Loans - Water Supply	E	\$2,290	\$988	\$2,290	\$0	\$0	\$0 Loan principal - loan repay. due Feb 10
109400	Transfer To Reserve	E	\$-8,363	\$0	\$-8,363	\$0	\$0	\$0 On target for annual expenditure
109405	Principal Repaid Ssl 60	E	\$6,690	\$3,092	\$6,690	\$0	\$0	\$0 Year end JNL to be processed
111101	Old Fire Station	E	\$79,588	\$44,137	\$79,588	\$0	\$0	\$0 On target for budget projection
111102	Town Hall	E				\$0	\$0	\$0 On target for budget projection

COA	Description	EXPENDITURE (E) INCOME (I)	Adopted Budget 2009/2010	Actual to 31 January 2010	Projected to 30 June 2010	Variance favourable	Variance unfavourable	COMMENTS
111103	Scout Hall	E	\$340	\$149	\$340	\$0	\$0	\$0 On target for budget projection
111104	Greenhills Hall	E	\$4,200	\$4,200	\$4,200	\$0	\$0	\$0 No further payments 2009/10
111106	Interest On Loans - Collocation Facility	E	\$5,950	\$0	\$0	\$5,950	\$0	\$0 Not to be raised 2009/10
111107	Talbot Hall	E	\$4,200	\$0	\$0	\$4,200	\$0	\$0 No further payments 2009/10
111120	Admin Of/Head & Labour Costs	E	\$35,807	\$21,064	\$35,807	\$0	\$0	\$0 On target for budget projection
111199	Depreciation Expense	E	\$23,883	\$6,109	\$23,883	\$0	\$0	\$0 Non cash items
111215	Rebursments	I	\$30	\$0	\$30	\$0	\$0	\$0 On target for annual expenditure
111216	Hall Hire - Charges	I	\$12,000	\$3,040	\$6,000	\$0	\$0	\$6,000 Unlikely to meet budget projection
111218	Liquor License Charges	I	\$250	\$231	\$250	\$0	\$0	\$0 On target for annual expenditure
111219	Grant Income	I	\$250,000	\$2,340	\$2,340	\$0	\$0	\$250,000 Unlikely to receive in 2009/10
111219	Tenant Charges Old York Fire Station	I	\$2,440	\$608,157	\$608,157	\$0	\$0	\$100 No further income in 2009/10
111224	Grants - Royalties For Regions	I	\$908,157	\$608,157	\$608,157	\$0	\$0	\$300,000 R4R payments for 2009/10 deferred
111225	Grants - Royalties For Regions	I	\$908,157	\$608,157	\$608,157	\$0	\$0	\$0 Expend balance by 30/6/10
111302	Town Hall Furniture & Equipment	E	\$20,000	\$3,582	\$20,000	\$0	\$0	\$0 Not to be raised 2009/10
111303	Loan Redemption Principal - Collocation Facility	E	\$6,181	\$0	\$0	\$6,181	\$0	\$0 Interest earned - further interest to be received by 30/6
111305	Transfer To Reserve	E	\$1,854	\$800	\$1,854	\$0	\$0	\$0 Maximum expenditure of \$2000 in 2009/10
111306	Co-location Facility	E	\$1,530,000	\$0	\$20,000	\$1,510,000	\$0	\$0 To be completed by 30/06/10
111308	Youth Centre Building	E	\$100,000	\$0	\$100,000	\$0	\$0	\$0 Contributions to Townhall plans
111402	Transfer From Reserve - Halls Civic Centres	I	\$15,000	\$0	\$15,000	\$0	\$0	\$0 Development planning commences 23/2/10
111403	Loan Proceeds - Co-location Building	I	\$350,000	\$0	\$0	\$0	\$0	\$350,000 Unlikely to take up in 2009/10
113029	Town Hall Building	E	\$30,000	\$0	\$30,000	\$0	\$0	\$0 Development planning commences 23/2/10
112072	Grants Government	I	\$113,603	\$0	\$3,000	\$0	\$0	\$110,603 R4R grants deferred to 2010/11 - but RLICP \$23000 allocated for starting blocks and sewer connection
112150	Swimming Pool - Salaries	E	\$59,696	\$30,833	\$59,696	\$0	\$0	\$0 On target for budget projection
112151	Swimming Pool - Superannuation	E	\$7,839	\$4,293	\$7,839	\$0	\$0	\$0 On target for budget projection
112153	Admin Of/Head & Labour Costs	E	\$92,671	\$54,515	\$92,671	\$0	\$0	\$0 On target for budget projection
112154	Long Service Leave	E	\$1,299	\$0	\$1,299	\$0	\$0	\$0 On target for budget projection
112155	Swimming Pool-Water	E	\$8,600	\$3,267	\$6,600	\$2,000	\$0	\$0 Potential saving of \$2000
112156	Swimming Pool-Electricity	E	\$8,800	\$3,267	\$8,800	\$0	\$0	\$0 Accounts to be received Jan-April 10
112157	Swimming Pool - Chemicals	E	\$7,800	\$7,294	\$9,800	\$0	\$0	\$2,000 \$2000 budget overrun expected
112158	General Maintenance Pool	E	\$21,760	\$8,883	\$21,760	\$0	\$0	\$0 Expend by 30/6/10
112159	Telephone	E	\$800	\$290	\$800	\$0	\$0	\$0 Minor budget savings expected
112164	Pool Garden Maintenance	E	\$5,000	\$4,267	\$5,000	\$0	\$0	\$0 Oct/Nov high labour costs - getting up to std for pool season
112199	Depreciation Expense	E	\$15,817	\$3,989	\$15,817	\$0	\$0	\$0 Non cash items
112273	Pool Admission Charges	I	\$24,500	\$19,728	\$24,500	\$0	\$0	\$0 On target for budget projection
112277	Rebursments - Non Taxable	I	\$10	\$0	\$10	\$0	\$0	\$0 On target for budget projection
112303	Building Pool	E	\$110,603	\$12,250	\$0	\$110,603	\$0	\$0 Works to be deferred to 2010/11 as R4R funds deferred. Other grants to be obtained if possible
113100	Avon Park Maintenance	E	\$57,728	\$29,707	\$57,728	\$0	\$0	\$0 On target for budget projection
113101	Lobhana Whitley Park Maintenance	E	\$5,150	\$6,301	\$5,150	\$0	\$0	\$0 On target for budget projection
113102	Peace Grove Maintenance	E	\$21,660	\$17,110	\$21,660	\$0	\$0	\$0 High water costs to date
113103	War Memorial Gardens Maintenance	E	\$6,940	\$3,174	\$6,940	\$0	\$0	\$0 On target for budget projection
113104	Sundry Parks & Reserve	E	\$62,850	\$19,351	\$62,850	\$0	\$0	\$0 Potential savings to be allocated to other parks
113105	Herrietta St Gardens Maintenance	E	\$2,550	\$24	\$100	\$2,450	\$0	\$0 Unlikely to spend
113106	Gwamby/Avon Ascent Maintenance	E	\$18,560	\$9,216	\$18,560	\$0	\$0	\$0 On target for budget projection
113107	Abbeurum Maintenance - Ford/Grey St	E	\$1,800	\$366	\$1,000	\$800	\$0	\$0 Potential savings of \$800
113108	Monger St Reserve Maintenance	E	\$1,385	\$0	\$0	\$1,385	\$0	\$0 Unlikely to spend in 2009/10
113111	Loan Redemption Interest - Forrest Oval	E	\$4,280	\$0	\$0	\$4,280	\$0	\$0 Unlikely to spend in 2009/10
113112	Youth Skate Park	E	\$880	\$512	\$480	\$400	\$0	\$0 Potential savings of \$400
113115	Toilets Avon Park	E	\$28,060	\$15,791	\$28,060	\$0	\$0	\$0 On target for budget projection
113116	Mt Brown Park Maintenance	E	\$14,840	\$5,681	\$14,840	\$0	\$0	\$0 Autumn projects to be undertaken
113117	Candice Bateman Park Maintenance	E	\$11,900	\$7,343	\$11,900	\$0	\$0	\$0 On target for budget projection
113118	Moto Cross Track Maintenance	E	\$3,663	\$2,316	\$3,663	\$0	\$0	\$0 Major work required
113119	Avon Walk Trail Maintenance	E	\$11,500	\$725	\$11,500	\$0	\$0	\$0 Intend to upgrade and spend by 30/6/10
113120	Gardener Vehicles	E	\$3,200	\$63	\$3,200	\$0	\$0	\$0 Stock adjustments to be processed

COA	Description	EXPENDITURE (E) INCOME (I)	Adopted Budget 2009/2010	Actual to 31 January 2010	Projected to 30 June 2010	Variance favourable	Variance unfavourable	COMMENTS
113121	Bowling Club Maintenance	E	\$3,550	\$1,966	\$3,550	\$0	\$0	\$0 On target for budget projection
113122	Racecourse Maintenance	E	\$45,000	\$0	\$30,000	\$15,000	\$0	\$0 Potential savings of \$15,000
113151	Admin O/H's & Labour Costs	E	\$92,671	\$54,515	\$92,671	\$0	\$0	\$0 On target for budget projection
113152	Long Service Leave	E	\$852	\$0	\$852	\$0	\$0	\$0 On target for budget projection
113153	Forrest Oval Stadium Mice	E	\$30,403	\$25,260	\$30,403	\$0	\$0	\$0 On target for budget projection
113155	Forrest Oval Pavilion	E	\$10,830	\$6,125	\$10,830	\$0	\$0	\$0 On target for budget projection
113156	Forrest Oval Grounds Mainten	E	\$44,770	\$29,356	\$44,770	\$0	\$0	\$0 On target for budget projection
113157	Forrest Oval Water Supplies	E	\$29,205	\$14,236	\$29,205	\$0	\$0	\$0 On target for budget projection
113159	Regional Community Recreation Officer Scheme	E	\$6,000	\$0	\$0	\$6,000	\$0	\$0 Community Rec Officer P. Film - budget not required - no longer employed
113160	Recreation - Salaries	E	\$61,300	\$16,059	\$31,300	\$30,000	\$0	\$0 Savings of \$30,000 - Rec Officer not employed
113161	Recreation - Superannuation	E	\$8,830	\$2,083	\$4,830	\$4,000	\$0	\$0 Savings of \$4,000
113167	Sporting Club Sponsorships	E	\$6,000	\$6,000	\$6,000	\$0	\$0	\$0 Completed
113169	Hockey Oval Maintenance	E	\$14,425	\$6,070	\$14,425	\$0	\$0	\$0 On target for budget projection
113170	Trails Master Plan	E	\$5,000	\$0	\$5,000	\$0	\$0	\$0 Grant application to be completed Mar 10 - potential savings
113199	Depreciation Expense	E	\$30,185	\$8,508	\$30,185	\$0	\$0	\$0 Non cash items
113220	Reimbursements Taxable Supply	I	-\$200	-\$339	-\$200	\$0	\$0	\$0 On target for budget projection
113221	Stadium Hire Charges	I	-\$1,500	-\$1,952	-\$3,000	\$1,500	\$0	\$0 Likely to exceed budget by \$1,500
113222	Avon Park - Charges	I	-\$30	\$0	-\$30	\$0	\$0	\$0 On target for budget projection
113224	Leases - Charges	I	-\$18,800	-\$3,465	-\$18,800	\$0	\$0	\$0 Cricket Club, Balaaly, Educ Dept to be raised Feb 10
113226	Bowling Club - Power Reimb Gst Incl	I	-\$3,000	\$0	-\$3,000	\$0	\$0	\$0 Invoice to be raised Feb 10
113229	Recreation Grants	I	-\$588,584	\$0	\$0	\$0	\$588,584	\$0 Unlikely to be received
113230	Squash & Gym - Hire Fees	I	-\$11,200	-\$8,967	-\$11,200	\$0	\$0	\$0 On target for budget projection
113231	Pavilion - Hire Charges	I	-\$1,500	-\$341	-\$500	\$0	\$0	\$1,000 Unlikely to reach budget projection
113258	Donations/Contrib Non Taxable	I	-\$108,000	\$0	-\$52,000	\$0	\$56,000	\$56,000 Only to receive \$52,000 in 2009/10 - \$50,000 from Trotting Club not received 09/10
113260	Developers' Public Open Space Contributions - Tax	I	-\$45,000	\$0	-\$45,000	\$0	\$0	\$0 Transfer from Trust if required
113273	Government Grant Trails Master Plan	I	-\$49,940	\$0	\$0	\$0	\$49,940	\$49,940 Unlikely to be received 2009/10
113302	Avon Park Infrastructure	E	\$35,000	\$32,357	\$32,357	\$2,643	\$0	\$0 Completed - Softfall - Avon Park playground
113303	Rsl Memorial Park Upgrade	E	\$15,000	\$0	\$15,000	\$0	\$0	\$0 Expend portion by 30/6/10 - unspent portion to Reserve
113304	Transfer To Reserve	E	\$17,055	\$7,358	\$17,055	\$0	\$0	\$0 End of year transfer
113308	Loan Redemption Principal - Forrest Oval Redevelo	E	\$4,415	\$0	\$0	\$4,415	\$0	\$0 Unlikely to be used
113314	Candice Bateman Park - Infrastructure	E	\$67,000	\$0	\$45,000	\$22,000	\$0	\$0 Unlikely to proceed 2009/10
113321	Rec Complex Furniture & Equipment	E	\$4,000	\$0	\$4,000	\$0	\$0	\$0 Straight line buffer to be purchased by 31/3/10
113326	Pavilion Building Capital	E	\$222,000	\$141,589	\$222,000	\$0	\$0	\$0 Total to be expended by 30/6/10 (Forrest Oval Development)
113327	Candice Bateman Park Capital	E	\$98,000	\$0	\$709,000	\$88,000	\$0	\$0 Toilets unlikely to proceed 09/10
113331	Forrest Oval Infrastructure	E	\$709,000	\$467,351	\$709,000	\$0	\$0	\$0 Total to be expended by 30/6/10
113334	Centennial Park Infrastructure	E	\$10,000	\$0	\$10,000	\$0	\$0	\$0 Programmed for completion by 30/6/10
113335	Heritage Trails Infrastructure	E	\$89,880	\$0	\$0	\$89,880	\$0	\$0 Subject to grant funds - see GL 113273
113336	Trotting Training Track Infrastructure	E	\$220,000	\$0	\$0	\$220,000	\$0	\$0 Unlikely to occur in 2009/10 - Savings of \$20,000 mun funds
113340	Hockey Club Change Rooms	E	\$150,000	\$8,758	\$150,000	\$0	\$0	\$0 To be completed by 30/4/10
113402	Trans From Reserve - Recreation Related	I	-\$278,000	\$0	-\$278,000	\$0	\$0	\$0 End of year transfer
113405	Proceeds Loan - Forrest Oval Facilities	I	-\$450,000	\$0	\$0	\$0	\$250,000	\$250,000 Only \$200,000 to be raised in 2009/10
115110	Admin O/H's & Labour Costs	E	\$46,020	\$27,072	\$46,020	\$0	\$0	\$0 On target for budget projection
115111	Library Operating-Stationery	E	\$1,300	\$439	\$1,300	\$0	\$0	\$0 On target for budget projection
115112	Library Operating-Freight	E	\$400	\$120	\$400	\$0	\$0	\$0 On target for budget projection
115113	Office Expenses	E	\$2,020	\$1,210	\$2,020	\$0	\$0	\$0 On target for budget projection
115114	Lost Books	E	\$1,250	\$133	\$1,250	\$0	\$0	\$0 Stocktake will determine costs
115115	Magazines/Newspapers	E	\$400	\$176	\$400	\$0	\$0	\$0 On target for budget projection
115116	Storytime Library	E	\$400	\$207	\$400	\$0	\$0	\$0 On target for budget projection
115117	Books - Purchases	E	\$1,500	\$1,213	\$1,500	\$0	\$0	\$0 On target for budget projection
115118	Long Service Leave	E	\$769	\$0	\$769	\$0	\$0	\$0 On target for budget projection
115120	Library - Salaries	E	\$34,395	\$42,180	\$37,467	\$0	\$3,072	\$3,072 Labour hours incorrectly allocated - to be rectified for remainder of year

COA	Description	EXPENDITURE (E) INCOME (I)	Adopted Budget 2009/2010	Actual to 31 January 2010	Projected to 30 June 2010	Variance favourable	Variance unfavourable	COMMENTS
115121	Library - Superannuation	E	\$4,291	\$1,754	\$4,291	\$0	\$0	\$0 On target for budget projection
115124	Library Equipment	E	\$1,500	\$0	\$1,500	\$0	\$0	\$0 On target for budget projection
115126	Library Staff Training	E	\$1,000	\$0	\$0	\$1,000	\$0	\$0 In house training only - budget not used this year
115199	Depreciation Expense	E	\$1,515	\$185	\$1,515	\$0	\$0	\$0 Non cash items
115229	Charges-Lost Books	I	-\$400	\$185	-\$100	\$0	\$300	\$300 Council Write Off for previously accounted income
115230	Sundry Income Taxable Supply	I	-\$20	-\$5	-\$20	\$0	\$0	\$0 On target for budget projection
116105	Heritage Council Project - Avon Tce	E	\$0	\$8,000	\$8,000	\$0	\$8,000	\$8,000 Avon Tce Design Guidelines brochure - Chris Artill - Planning & Urban Design - Offset by 08/09 grant
118111	Loan Interest Repayments-Archives Centre	E	\$3,400	\$0	\$0	\$3,400	\$0	\$0 Unlikely to use in 2009/10
118112	Archives Building Contribution	E	\$200,000	\$0	\$0	\$200,000	\$0	\$0 Unlikely to use in 2009/10
118165	Attendants' Fees	E	\$1,000	\$0	\$1,000	\$0	\$0	\$0 Contingency only
118166	Secretaries' Fees	E	\$300	\$0	\$0	\$300	\$0	\$0 Honorarium to Secretary Res Mus Mgmt Comm - not required
118167	Museum Shop Stock Purchases	E	\$500	\$549	\$549	\$0	\$0	\$49 Stocktake require - no further purchase until current stock sold
118172	Residency Museum Building Mice	E	\$13,080	\$5,358	\$13,080	\$0	\$0	\$0 On target for budget projection
118173	Maintenance Exhibits	E	\$2,500	\$920	\$2,500	\$0	\$0	\$0 On target for budget projection
118175	Museum Promotion & Marketing	E	\$2,000	\$0	\$2,000	\$0	\$0	\$0 Not project specific - contingency only
118176	Museum Phone,Internet & Computer	E	\$2,500	\$851	\$2,500	\$0	\$0	\$0 On target for budget projection
118177	Stationery/Postage	E	\$700	\$467	\$700	\$0	\$0	\$0 On target for budget projection
118178	Membership Fees	E	\$350	\$155	\$350	\$0	\$0	\$0 On target for budget projection
118179	Volunteers Police Clearances	E	\$250	\$0	\$0	\$250	\$0	\$0 Unlikely to use in 2009/10
118181	Refreshments	E	\$700	\$266	\$700	\$0	\$0	\$0 On target for budget projection
118182	Equipment	E	\$1,600	\$959	\$1,600	\$0	\$0	\$0 On target for budget projection
118183	Conferences, Travelling	E	\$860	\$182	\$860	\$0	\$0	\$0 On target for budget projection
118184	Research Projects	E	\$525	\$367	\$525	\$0	\$0	\$0 On target for budget projection
118185	Sundry Expenses	E	\$750	\$173	\$4	\$746	\$0	\$0 Unlikely to use in 2009/10
118188	Residency Museum Garden-Shire	E	\$5,440	\$3,367	\$5,440	\$0	\$0	\$0 On target for budget projection
118190	Interpretation Plan Expenditur	E	\$31,100	\$4,429	\$31,100	\$0	\$0	\$0 Offset by grant
118191	Salaries Residency Museum	E	\$28,519	\$16,096	\$28,519	\$0	\$0	\$0 Check budget allocation
118192	Residency Museum - Superannuation	E	\$5,427	\$1,428	\$5,427	\$0	\$0	\$0 On target for budget projection
118199	Depreciation Expense	E	\$8,170	\$2,105	\$8,170	\$0	\$0	\$0 Non cash items
118221	Museum Entry Fees	I	-\$6,500	-\$4,094	-\$6,500	\$0	\$0	\$0 On target for budget projection
118222	Sale Postcards/Books	I	-\$500	-\$231	-\$500	\$0	\$0	\$0 On target for budget projection
118223	Donations	I	-\$10	\$0	-\$10	\$0	\$0	\$0 To be raised Mar/Apr
118228	Grant Income	I	-\$28,070	\$0	-\$28,070	\$0	\$0	\$0 Project underway
118301	Transfer From Reserve Museum	I	-\$5,000	\$0	-\$5,000	\$0	\$0	\$0 Audio visual equipment Room 2
118302	Museum - Furniture & Equipment	E	\$5,000	\$0	\$5,000	\$0	\$0	\$0 Interest earned
118303	Transfer To Reserve Funds	E	\$909	\$392	\$909	\$0	\$0	\$0 Unlikely to be used by 30/6/10
118311	Principal Repayments-Archives Centre	E	\$3,532	\$0	\$0	\$3,532	\$0	\$0 On target for budget projection
118411	Loan Proceeds-Archives Facility	I	-\$200,000	\$0	\$0	\$200,000	\$0	\$0 On target for budget projection
119116	Radio Station Maintenance - Barker St	E	\$2,395	\$1,852	\$2,395	\$0	\$0	\$0 On target for budget projection
119117	Old Convent - York History	E	\$13,000	\$9,747	\$13,000	\$0	\$0	\$0 Rates / Insurance reimbursement not budgeted for
119220	Other Culture - Sundry Income	I	-\$10	-\$1,108	-\$1,109	\$1,099	\$0	\$0 On target for budget projection
121202	Road To Recovery Grants	I	-\$298,839	\$0	-\$298,839	\$0	\$0	\$0 On target for budget projection
121206	Reimbursements Non Taxable	I	-\$50	\$0	-\$50	\$0	\$0	\$0 On target for budget projection
121208	Reimbursements Taxable	I	-\$10	\$0	-\$10	\$0	\$0	\$0 Fully expend by 30/6/10
122401	Roads To Recovery Projects	E	\$298,839	\$86,807	\$298,839	\$0	\$0	\$0 Fully expend by 30/6/10
122402	Regional Road Construction Projects	E	\$329,865	\$43,167	\$329,865	\$0	\$0	\$0 Fully expend by 30/6/10
122403	Municipal Road Construction Projects	E	\$705,916	\$47,543	\$705,916	\$0	\$0	\$0 Expend \$55,000 by 30/6/10 - \$40,000 held in trust
122404	Municipal Footpath Construction Projects	E	\$110,000	\$3,354	\$55,000	\$55,000	\$0	\$0 Fully expend by 30/6/10
122405	Municipal Bridge Construction Projects	E	\$514,000	\$506,000	\$514,000	\$0	\$0	\$0 Interest component \$7,000 - Potential transfer \$25,000
122407	Transfers To Reserve	E	\$33,096	\$3,493	\$33,096	\$0	\$0	\$0 Project adjustment with Main Roads
122409	Blackspot Projects	E	\$109,890	\$2,450	\$0	\$109,890	\$0	\$0 Potential saving of \$20,000
122408	Subdivision Roads	E	\$60,000	\$15,975	\$40,000	\$20,000	\$0	\$0

COA	Description	EXPENDITURE (E) INCOME (I)	Adopted Budget 2009/2010	Actual to 31 January 2010	Projected to 30 June 2010	Variance favourable	Variance unfavourable	COMMENTS
122409	R&Lcp Projects	E	\$30,000	\$0	\$30,000	\$0		\$0 Transferred to Community Infrastructure - Swimming Pool & Res Mus
122410	Royalties For Regions Road Projects	E	\$500,000	\$194,632	\$400,000	\$100,000		\$0 Funds to be received in 2010/11
122411	Townsite Drainage Construction	E	\$270,000	\$6,072	\$270,000	\$0		\$0 Refer to minutes 15/2/10
122501	Transfers From Reserve Tied Funds Bridges	I	-\$514,000	\$0	-\$514,000	\$0		\$0 Transfer still required \$206000.08 - awaiting term deposit maturity - See GL 41428
122502	Transfer From Reserve (R2R Supp)	I	-\$2,307	\$0	-\$2,307	\$0		\$0 Transfer to be processed
122504	Transfer From Reserve - Greenhills Projects	I	-\$21,000	\$0	-\$21,000	\$0		\$0 Subject to Progress Association plan
125121	Traffic Signs	E	\$7,000	\$9,409	\$11,000	\$0		\$4,000 On target for budget projection
125128	Lighting Of Streets	E	\$37,873	\$21,017	\$37,873	\$0		\$0 On target for budget projection
125129	Road Maintenance General	E	\$454,480	\$392,363	\$454,480	\$0		\$0 Refer to minutes 15/2/10
125132	Road Maintenance	E	\$20,000	\$120	\$20,000	\$0		\$0 Specified work to be done by 30/6/10
125140	Crossover Rebate	E	\$7,200	\$2,417	\$5,000	\$2,200		\$0 Unlikely to reach budget allocation
125165	Depot Maintenance	E	\$31,735	\$31,182	\$31,735	\$0		\$0 Union/toolbox meeting expenses etc to be reallocated to Function 14
125170	Road Verge Maintenance	E	\$100,000	\$27,918	\$100,000	\$0		\$0 Fully expend by 30/6/10
125201	Other Grants	I	-\$4,500	\$0	-\$4,500	\$0		\$0 Streetlighting subsidy to be raised Mar 10
125202	Grant Rtg - Direct	I	-\$87,097	-\$87,097	-\$87,097	\$0		\$0 Invoiced Jan 10
125203	Grant - Rtg - Roads	I	-\$203,285	-\$81,315	-\$203,285	\$0		\$0 Invoiced Jan 10
125208	Grant Govt-Black Spot Funding	I	-\$73,280	\$0	\$0	\$0		\$73,280 May not be received in 2009/10 - refer GL 122408
125209	Transfer From Trust-Contrib To Works	I	-\$90,000	\$0	\$0	\$0		\$90,000 Unlikely to be required 2009/10
125210	Grants - Flood Damage	I	-\$18,000	-\$65,628	-\$65,000	\$47,000		\$0 \$65,000 invoiced Jan 10
125211	Grants - R&Lcp	I	-\$30,000	\$0	-\$30,000	\$0		\$0 To be used for Community Infrastructure - Swimming Pool & Res Mus
125212	Grants - Royalties For Regions	I	-\$500,000	-\$100,000	-\$400,000	\$0		\$100,000 Total deferred to 2010/11
125220	Developers Contributions - Subdivision Access Fee	E	\$1,547,015	\$690,909	\$1,547,015	\$0		\$128,000 Davies Cr / Durable St - Only \$50000 to be received 09/10
127198	Loss On Sale Of Assets - Works Plant	E	\$1,139	\$0	\$1,139	\$0		\$0 Non cash items
127297	Proceeds Sale Of Assets - Works Plant	I	-\$193,800	\$0	-\$193,800	\$0		\$0 Subject to Tender process
127298	Profit Sale Of Assets - Works Plant	I	-\$75,704	\$0	-\$75,704	\$0		\$0 Subject to Tender process
127304	Plant Purchases Capital	E	\$617,200	\$0	\$617,200	\$0		\$0 Subject to Tender process
127308	Transfer To Reserve	E	\$281,312	\$7,038	\$281,312	\$0		\$0 Tender/quotes to be called Feb/Mar 10
127401	Transfer From Reserve Plant Replacement	I	-\$423,400	\$0	-\$423,400	\$0		\$0 End of year transaction
128101	Paint Carparks/Park Bays Cdd	E	\$6,725	\$1,826	\$6,725	\$0		\$0 Subject to Tender details
128103	Howick St Car Park	E	\$1,500	\$978	\$1,500	\$0		\$0 To be fully expended by 30/6/10
128104	Parking Enforcement	E	\$800	\$226	\$800	\$0		\$0 On target for budget projection
128199	Depreciation	E	\$11,844	\$3,000	\$11,844	\$0		\$0 On target for budget projection
128301	Transfers To Reserve	E	\$2,692	\$1,161	\$2,692	\$0		\$0 Non cash items
128305	Car Park Development	E	\$51,000	\$27,969	\$51,000	\$0		\$0 On target for budget projection
129001	Aerodrome Maintenance	E	\$12,170	\$200	\$0	\$12,170		\$0 To be fully expended by 30/6/10
129102	Licensing Salaries	E	\$44,461	\$12,922	\$44,461	\$0		\$0 Not likely to be used in 2009/10
129103	Licensing Supernumeration	E	\$5,883	\$0	\$5,883	\$0		\$0 Labour hours incorrectly allocated - to be rectified for remainder of year
129104	Licensing Leave Provisions	E	\$1,083	\$0	\$1,083	\$0		\$0 Allocations to be corrected as per wages budget
129199	Depreciation	E	\$4,538	\$1,144	\$4,538	\$0		\$0 Allocations to be corrected as per wages budget
129201	Hangar Lease	I	-\$50	-\$50	-\$50	\$0		\$0 Non cash items
129202	Commission Licensing	I	-\$80,000	-\$47,553	-\$80,000	\$0		\$0 On target for budget projection
129401	Admin O'Heads And Labour Costs	E	\$25,847	\$16,205	\$25,847	\$0		\$0 On target for budget projection
131108	Conservation Volunteers	E	\$4,500	\$3,500	\$4,500	\$0		\$0 On target for budget projection
132102	Town Promotions	E	\$20,000	\$1,875	\$20,000	\$0		\$0 On target for budget projection
132145	Area Promotion	E	\$1,000	\$3,145	\$0	\$1,000		\$0 Entry statement / banners etc - to be expended by 30/6/10
132146	Information Bays/Telephone Box	E	\$2,675	\$149	\$1,175	\$1,500		\$0 Unlikely to be used in 2009/10
132148	Tourist Bureau-Contribution	E	\$105,218	\$76,408	\$105,218	\$0		\$0 Potential saving of \$1500
132149	Tourist Bureau-Bldg Mice	E	\$5,550	\$2,966	\$5,550	\$0		\$0 On target for budget projection

COA	Description	EXPENDITURE (E) INCOME (I)	Adopted Budget 2009/2010	Actual to 31 January 2010	Projected to 30 June 2010	Variance favourable	Variance unfavourable	COMMENTS
132160	Festival Assistance	E	\$26,055	\$9,590	\$21,055	\$5,000	\$0	Community events scheduled Jan - Jun 10 - Potential saving of \$5000
132153	Xmas Decorations/Festivities	E	\$5,300	\$6,104	\$5,300	\$0	\$0	On target for budget projection
132154	Banner Installation & Removal	E	\$2,800	\$469	\$2,331	\$2,331	\$0	No further expenditure in 2009/10
132199	Depreciation Expense	E	\$539	\$136	\$539	\$0	\$0	Non cash items
132304	Area Promotion Infrastructure	E	\$21,700	\$0	\$21,700	\$0	\$0	Unlikely to be used in 2009/10
133160	Building - Salaries	E	\$134,495	\$36,759	\$94,495	\$40,000	\$0	Potential savings of \$40000
133161	Building - Superannuation	E	\$18,542	\$2,743	\$12,542	\$6,000	\$0	Potential savings of \$6000
132270	Contribution and Donations Taxable	E	\$0	-\$330	-\$330	\$330	\$0	On target for budget projection
133187	Engineering Advice	E	\$2,000	\$0	\$2,000	\$0	\$0	Unlikely to be used in 2009/10
133190	Admin O/Head & Labour Costs	E	\$107,800	\$63,416	\$107,800	\$0	\$0	On target for budget projection
133191	Long Service Leave	E	\$3,420	\$0	\$3,420	\$0	\$0	On target for budget projection
133192	Building Control Expenses-Other	E	\$14,800	\$17,503	\$14,800	\$0	\$0	On target for budget projection
133195	Building Licence Returns	E	\$100	\$55	\$100	\$0	\$0	Offset against salaries
133196	Legal Advice Building	E	\$10,000	\$5,027	\$10,000	\$0	\$0	On target for budget projection
133204	Charges-Building Permits	I	-\$65,000	-\$64,227	-\$95,000	\$30,000	\$0	Allocation error to be corrected \$0 Received \$45,000 City of Swan Oct 09 - estimated to receive \$30000 over budgeted figure
133205	Charges-Demolition Fees	I	-\$200	-\$160	-\$200	\$0	\$0	On target for budget projection
133207	Beit Commission	I	-\$450	-\$102	-\$200	\$0	\$0	\$250 Unlikely to reach budget projection
133208	Signs/Hearings Charges	I	-\$600	\$0	\$0	\$0	\$0	\$600 Unlikely to be received - dealt with through planning process
133209	Sign Application Fee	I	-\$400	-\$96	-\$96	\$0	\$0	\$304 On target for budget projection
133210	Building Fees Taxable	I	-\$32,000	-\$5,164	-\$12,000	\$0	\$20,000	\$20000 reduced income
133211	Bib Commission	I	-\$750	-\$310	-\$750	\$0	\$0	On target for budget projection
133302	Transfer To Disaster Reserve	E	\$1,091	\$470	\$1,091	\$0	\$0	Interest earned at end of year
138101	York Telecentre (Old Infant Health)	E	\$3,690	\$2,137	\$3,690	\$0	\$0	On target for budget projection
138102	Sponsorships/Donations	E	\$2,500	\$0	\$2,500	\$0	\$0	Unlikely to be expended 2009/10
138202	Bec Reimbursements	E	\$0	-\$1,116	-\$1,116	\$1,116	\$0	Telecentre insurance & rates - offset against 138101
139142	Standpipes Water/Maintenance	E	\$1,935	\$0	\$0	\$1,935	\$0	Unlikely to be spent
139143	Standpipes Water	E	\$15,000	\$8,478	\$15,000	\$0	\$0	Expecting large standpipe accounts May-Jun
139144	Community Bus Operation	E	\$9,400	\$3,625	\$9,400	\$0	\$0	On target for budget projection
139199	Depreciation Expense	E	\$11,391	\$2,871	\$11,391	\$0	\$0	Non cash items
139255	Charges-Extractive Industry LI	I	-\$400	\$0	-\$400	\$0	\$0	On target for budget projection
139256	Charges-Sale Water	I	-\$15,000	-\$13,436	-\$15,000	\$0	\$0	Invoices raised Jan 10 \$13000 - to be processed again before year end.
139259	Community Bus Income	I	-\$10,900	-\$4,368	-\$10,900	\$0	\$0	On target for budget projection
139502	Transfers To Community Bus Reserve	E	\$3,241	\$751	\$3,241	\$0	\$0	End of year transfer
014203	Plant Repair Wages	E	\$16,275	\$15,506	\$16,275	\$0	\$0	Staff labour hours excessive
014204	Tyres And Tubes	E	\$28,000	\$12,623	\$20,000	\$8,000	\$0	Unlikely to expend budget - potential saving \$8000
014205	Parts And Repairs	E	\$95,000	\$34,199	\$95,000	\$0	\$0	Account for loader repairs to be paid Feb 10
014206	Insurance And Licences	E	\$28,500	\$32,946	\$32,646	\$0	\$4,146	Final accounts received
014207	Fuel And Oil	E	\$200,000	\$70,705	\$200,000	\$0	\$0	On target for budget projections - stock not updated at time of printing Sept-Dec 09
014209	Grader Blades And Cutting Edges	E	\$25,000	\$3,900	\$25,000	\$0	\$0	Invoice due Feb 10
141001	Various Private Works	E	\$80,000	\$60,195	\$80,000	\$0	\$0	On target for budget projection
142021	Charges-Private Works	I	-\$100,000	-\$32,145	-\$100,000	\$0	\$0	All expenditure to be assessed and invoices to be raised
142101	Depreciation	E	\$265,000	\$61,761	\$200,000	\$65,000	\$0	Non cash item Refer 0011084
142102	General Administration Alloc	E	\$2,900	\$1,705	\$2,900	\$0	\$0	On target for budget projection
142807	Tools For Plant Maintenance	E	\$1,500	\$0	\$1,500	\$0	\$0	To be expended by 30/6/10
143158	Admin O/Head & Labour Costs	E	\$259,880	\$148,341	\$259,880	\$0	\$0	On target for budget projection
143160	Engineering Office/Other Costs	E	\$24,824	\$4,245	\$24,824	\$0	\$0	Expenditure in Jan/Feb 10
143161	Superannuation Of Workmen	E	\$96,062	\$44,983	\$66,062	\$10,000	\$0	Potential saving of \$10000
143162	Sick/Holiday Pay	E	\$130,014	\$39,306	\$60,000	\$70,014	\$0	Unlikely to meet budget projection
143164	Protective Clothing	E	\$6,800	\$3,973	\$6,000	\$800	\$0	Unlikely to meet budget projection
143167	Meeting Attendance	E	\$11,500	\$2,519	\$11,500	\$0	\$0	Journal required from GL 125165

COA	Description	EXPENDITURE (E) INCOME (I)	Adopted Budget 2009/2010	Actual to 31 January 2010	Projected to 30 June 2010	Variance favourable	Variance unfavourable	COMMENTS
143168	Safety Management	E	\$1,500	\$1,070	\$1,500	\$0	\$0	\$0 On target for budget projection
143171	Staff Training	E	\$24,000	\$6,617	\$10,000	\$14,000	\$0	\$0 Unlikely to be fully expended 2009/10
143172	Service Pay-Workmen	E	\$9,580	\$3,670	\$9,580	\$0	\$0	\$0 On target for budget projection
143173	EngG Consultant/Surveying Fee	E	\$20,000	\$0	\$20,000	\$0	\$0	\$0 Support services Mike Gill
143175	Sundry Tools Purchase	E	\$1,000	\$3,571	\$1,000	\$0	\$0	\$0 Guide posts & delineators bought in bulk - not costed to roads - to be reallocated Feb 10
143177	Vehicle Operating Expenses Y 86	E	\$5,710	\$1,510	\$5,710	\$0	\$0	\$0 Stock issues not updated reflecting low expenditure - to be rectified
143178	Long Service Leave	E	\$17,175	\$19,616	\$19,616	\$0	\$2,441	\$2,441 Potential for transfer from Reserve
143179	Insurance	E	\$48,115	\$53,434	\$53,434	\$0	\$5,319	\$5,319 Increased premiums - final accounts received
143180	Time In Lieu Taken	E	\$50	-\$542	\$50	\$0	\$0	\$0 Adjustment account - no net affect
143181	Works Supervision Salaries	E	\$194,435	\$102,139	\$154,435	\$40,000	\$0	\$0 Potential saving of \$40,000
143182	Vehicle Operating Expenses Building Mice	E	\$4,200	\$3,135	\$4,200	\$0	\$0	\$0 On target for budget projection
143183	Shire Engineer Vehicle Mice	E	\$9,220	\$2,996	\$6,500	\$2,720	\$0	\$0 Projected expenditure \$6500
143184	Housing Mice Osnaburg Rd-Engineer	E	\$4,540	\$1,810	\$4,540	\$0	\$0	\$0 Likely to be spent by 30/6/10
143186	Loss On Sale Of Assets - P.W.O. Vehicles	E	\$1,336	\$0	\$1,336	\$0	\$0	\$0 Vehicle transactions to take place Feb/Mar 10
143199	Depreciation	E	\$14,283	\$3,600	\$14,283	\$0	\$0	\$0 Non cash item
143214	Rent Received Engineer'S House	I	-\$7,800	-\$4,200	-\$7,800	\$0	\$0	\$0 On target for budget projections
143293	Reimbursements Non-Taxable Supply	I	-\$13,000	-\$885	-\$13,000	\$0	\$0	\$0 Diesel rebate claimed Jan BAS \$9500 - further to be claimed
143294	Reimbursement Taxable Supply	I	-\$40,000	-\$304	-\$1,000	\$0	\$39,000	\$39,000 Engineer not employed til Jan 10 - unlikely to receive budgeted income - offset against 143181
143295	Proceeds Sale Of Assets - Pwo Vehicles	I	-\$15,000	\$0	-\$15,000	\$0	\$0	\$0 Vehicle transactions to take place Feb/Mar 10
143297	Sundry Equipment Sales	I	-\$200	-\$3,535	-\$4,000	\$3,800	\$0	\$0 Sale of streetscape paving bricks
143301	Depot Plant Capital Purchase	E	\$62,000	\$0	\$62,000	\$0	\$0	\$0 Vehicle transactions to take place Feb/Mar 10
144181	Property Transaction Settlement Costs	E	\$6,000	\$0	\$6,000	\$0	\$0	\$0 Unlikely to use 2009/10
144297	Proceeds - Sale Of Land	I	-\$1,248,182	\$0	-\$130,000	\$0	\$1,118,182	\$1,118,182 Unlikely to proceed 2009/10
144298	Profit Sale Of Assets - Land	I	-\$936,461	\$0	-\$936,461	\$0	\$0	\$0 Thom/Monger St lots \$90000 valuation rec'd process underway / Janet Miller Lane \$40000 processed Water Corp
144381	Transfer To Land & Infrastructure Development Res	E	\$1,287,269	\$3,921	\$139,087	\$1,118,182	\$0	\$0 Peter 144297
145141	Workers Compensation	E	\$7,500	\$9,649	\$11,000	\$0	\$3,500	\$3,500 Ongoing expenses - claim not finalised
145250	Reimbursements-Workers Comp	E	-\$7,500	\$0	-\$11,000	\$3,500	\$0	\$0 Invoice to be raised - Feb 10
146167	Local Disaster-Fire/Flood Etc	E	\$1,000	\$0	\$1,000	\$0	\$0	\$0 \$3000 payment to Toodyay - Jan 10 - reallocate from 41112
146170	General Maintenance - Lots 2-6 Avon Tce	E	\$500	\$0	\$0	\$500	\$0	\$0 Unlikely to use 2009/10
146203	RAR Non Operating Grant Unclassified	I	-\$108,156	-\$108,156	\$0	\$0	\$108,156	\$108,156 Income deferred by Government
146274	Other-Lease Reserve	E	\$0	-\$830	\$0	\$0	\$0	\$0 Reserve Fund
146301	Transfer To Reserve	E	\$991	\$428	\$991	\$0	\$0	\$0 Reserve Fund
146302	Housing Capital Osnaburg Road	E	\$10,000	\$0	\$10,000	\$0	\$0	\$0 Landscaping expenses Jan-Jun / Rainwater tanks not likely to proceed
146303	Land Purchase And Development	E	\$108,156	\$0	\$0	\$108,156	\$0	\$0 Offset by GL 146203
000001	Holding Account	E	\$0	\$18,721	\$0	\$0	\$0	\$0 Transaction account only
001064	Less Allocated-Works/Services	E	-\$882,888	-\$440,676	-\$882,888	\$0	\$0	\$0 On track for budget allocation
001064	Less Allocated-Works/Services	E	-\$662,175	-\$200,570	-\$593,321	\$0	\$68,854	\$68,854 Increased use of contractors instead of Shire equipment
001101	Gross Total For Year	E	\$2,620,362	\$1,199,654	\$2,470,362	\$150,000	\$0	\$0 New staff in second half of year - potential saving of \$150,000-\$200,000
001102	Less Salaries & Wages Alloc	E	-\$2,620,362	-\$1,199,654	-\$2,470,362	\$0	\$150,000	\$150,000 New staff in second half of year - potential saving of \$150,000-\$200,000
	Surplus carried forward 2008-09		-\$1,310,379	-\$1,303,380	-\$1,303,380	\$5,550,109	\$5,184,614	\$6,999
	NET ANTICIPATED SURPLUS AS AT 30 JUNE 2010					\$365,495		

5.3 Employee Recognition - Policy

FILE NO:	Fi.FRP.6
COMMITTEE DATE:	4 March 2010
REPORT DATE:	3 March 2010
LOCATION/ADDRESS:	Not Applicable
ACTION OFFICER:	Tyhscha Cochrane, A/DCEO
SENIOR OFFICER:	Ray Hooper, CEO
DISCLOSURE OF INTEREST:	All Staff
APPENDICES:	Appendix A – Policy – Employee Recognition
DOCUMENTS TABLED:	Nil

Summary:

Council at the Audit Committee held on the 15th February 2010 recommended to Council that the review of the Financial Management Systems and Procedures be accepted. A policy dealing with employee recognition was deferred pending further investigation.

Background:

Further investigation into the Recognition of Employees upon retirement and resignation was considered appropriate.

Dominic Carbone provided a sample policy. The Act specifies that the maximum amount can be no greater than \$5,000.00.

Consultation:

Dominic Carbone – Consultant.

Statutory Environment:

Local Government Act 1995

Employee Recognition (Gratuity) – Section 5.50 of the Local Government Act requires the local government to prepare a policy in relation to the above.

Policy Implications:

Not applicable at this time.

Financial Implications:

If adopted by Council appropriate provisions for payments will be included in future budgets.

Strategic Implications:

Not applicable at this time.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

Nil.

Social Implications:

Recognition of employees is considered appropriate and the policy can assist in making the Shire of York a place of choice.

Environmental Implications:

Not applicable.

Comment:

Staff recommend the Policy that Dominic Carbone suggested at the time of completing the Financial Management and Systems review be used subject to minor changes.

Tyhscha Cochrane and Ray Hooper declared an interest in this item, and left the room at 5.50pm.

OFFICER RECOMMENDATION

“That the Audit Committee recommends to Council that:

- 1. the Policy attached labelled Appendix A be adopted – Employee Recognition; and***
- 2. local public notice be given of the Policy in accordance with Sections 5.50(1) and (2).”***

AUDIT COMMITTEE RECOMMENDATION TO COUNCIL:

Moved: Cr Scott

Seconded: Cr Hooper

“That the Audit Committee recommends to Council:

- 1. the Policy attached labelled Appendix A be adopted – Employee Recognition; and***
- 3. local public notice be given of the Policy in accordance with Sections 5.50(1) and (2).”***

CARRIED (3/0)

Tyhscha Cochrane and Ray Hooper returned to the room at 5.56pm.

SAMPLE DRAFT POLICY	
Title:	EMPLOYEE – RECOGNITION
Objective:	To recognise the services of employees with the Shire. To reward employees for their Contribution to organisational success.
Legal:	Local Government Act 1995 – Section 5.50 and Local Government (Administration)
Date Adopted:	2010

RECOGNITION OF PAYMENT UPON RESIGNATION/RETIREMENT

- 1.0 Upon resignation or retirement, Council shall award an employee a token payment in recognition of continuous years of service, based on the following provisions:
 - 1.1 Prior to completion of 10 years service but not less than 2 years service – the sum of \$50.00 per completed year.
 - 1.2 On completion of 10 years service – the sum of \$1,000.00; and
 - 1.3 On completion of 11-19 years service - \$100.00 for each completed year of service over 10 years.
 - 1.4 On completion of 20 years of service – 2,500.00; and
 - 1.5 On completion of 21-29 years of service - \$150.00 for each completed year of service over 20 years.
 - 1.6 On completion of 30 years and over service - \$5,000.00.
 - 1.7 Payment of the above is calculated at the employee's rate of pay as of the date of resignation or retirement.
 - 1.8 A pro rata payment shall apply for part time employees.
 - 1.9 Recommendations for further payments must be referred to Council for approval.
 - 1.10 Employees who are terminated as a result of unsatisfactory work performance and or serious misconduct are excluded from this Policy.
 - 1.11 Payments of these amounts are made as part of the taxable income before tax.
- 2.0 Service
 - 2.1 For the purpose of this Policy, service shall mean from the date of commencement, exclusive of periods where the employee was not entitled to payment or to accrue leave entitlements, eg: leave without pay, maternity leave, etc.

6. **DISCUSSION ALLOWED BY PERMISSION OF PRESIDING MEMBER**
Nil
7. **NEXT MEETING**
To be determined and advised at a later date.
8. **CLOSURE**
The meeting was declared closed at 5.58pm.