



# Local Government

## Compliance

## Audit

## Return

*1 January 2002 to 31 December 2002*

## Table of Contents

	Page
<b>Joint Certification by the Mayor/President and the Chief Executive Officer</b>	<b>i</b>
<b>Instructions</b>	<b>ii</b>
<b>(a) Tenders for Providing Goods or Services</b>	<b>1</b>
<b>(b) Disclosure of Interest</b>	<b>5</b>
<b>(c) Local Laws</b>	<b>9</b>
<b>(d) Meeting Process</b>	<b>13</b>
<b>(e) Delegation of Power/Duty</b>	<b>19</b>
<b>(f) Finance</b>	<b>21</b>
<b>(g) Swimming Pools</b>	<b>31</b>
<b>(h) Cemeteries</b>	<b>31</b>
<b>(i) Caravan Parks and Camping Grounds</b>	<b>31</b>

**JOINT CERTIFICATION BY THE MAYOR/PRESIDENT  
AND  
CHIEF EXECUTIVE OFFICER**

We,

\_\_\_\_\_ (full name),  
being the elected Mayor/President, and

\_\_\_\_\_ (full name)

being the appointed Chief Executive Officer

of the \_\_\_\_\_ (local government),

hereby Certify that:

☐ The information contained in this Return is true and correct to the best of our knowledge.

☐ This Return was included in the agenda papers and considered by Council at the Ordinary/  
Special Meeting of Council held on \_\_\_\_\_ (date).

☐ Each Councillor has had the opportunity to review the Return and to make comment to the Council.

☐ In cases of non-compliance or if full compliance was not achieved, additional information explaining or qualifying Council's non-compliance with the Act, together with details of remedial action taken or proposed to be taken to ensure future compliance was included in the agenda papers and considered by Council. The particulars of any matters of concern relating to the Return was recorded in the minutes of the meeting.

☐ The extract of the minutes attached to this Return is a true and correct copy of the relevant section(s) of the above mentioned minutes.

☐ Subject to the matters of concern raised and recorded, the Council adopted the Compliance  
Audit Return as the official Return of Council for the period 1 January 2002 to 31 December 2002.

☐ The resolution of adoption was carried \_\_\_\_\_ (state vote detail) eg 7/2.

\_\_\_\_\_ (signature)  
**MAYOR/PRESIDENT**

\_\_\_\_\_ (signature)  
**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_ (date)

\_\_\_\_\_ (date )

## INSTRUCTIONS

1. Each local government is to carry out a compliance audit for the period 1 January to 31 December 2002 against the requirements included in this Compliance Audit Return. On completion of the compliance audit the local government is to complete the Compliance Audit Return.
2. The Compliance Audit Return is to be:
  - (a) presented to 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.
3. After the Compliance Audit Return has been presented to the Council, **a certified copy of the return, along with the relevant section of the minutes and any additional information explaining or qualifying the compliance audit**, is to be submitted to the **Director General Department of Local Government and Regional Development by 31 March 2003**. (Certified means signed by the Mayor or President and the CEO)
4. In cases of non-compliance or if full compliance is not achieved, additional information explaining or qualifying Council's non-compliance with the Act is to be included in the comment area at the beginning of the appropriate section. Also advise what remedial action has been or will be taken to ensure future compliance with the Act. **(NB – This information is to be included in the agenda papers and considered by Council when adopting the return.)**
5. Single questions that have more than one component should be answered in the negative if the local government has not complied with all components of the question. An explanation should be provided for the non-compliance.
6. The Chief Executive Officer may delegate the responsibility to complete any sections of the return to another person or persons. The responsible person's initials must be clearly identified by name, position and signature at the beginning of each section of the return. Each item should be completed by the responsible person initialling the appropriate box and providing any additional information explaining or qualifying cases of non-compliance or if full compliance is not achieved, at the beginning of the section.
7. Please use a pen or some other form of indelible print in black or blue when completing this Return.
8. All references to the Act mean the *Local Government Act 1995* unless otherwise stated. Please note the Act is referred to by section and sub-section. The first time that Regulations are referred to they are given their full title. Following references are covered by the initials.

**Section (a)**  
**Tenders for Providing Goods or Services**

**Responsible Person's**

**Full Name**

*Chris Smith*

**Initials**



**Position**

*MANAGER ASSETS & COMMISSIONING*

**Signature**

*Chris Smith*

**Responsible Person's**

**Full Name**

**Initials**



**Position**

**Signature**

**Responsible Person's**

**Full Name**

**Initials**









**Position**








**Signature**



**Comments explaining or qualifying any cases of non-compliance or where full compliance was not achieved. Also detail what remedial action has been or will be taken to ensure future compliance with the Act.**

*Full compliance was not achieved on Item 5 Reg(14)(4)  
" whether or not a local government had decided to submit a tender"  
Remedial action has been taken to ensure this is specified in  
every Tender document issued.*

(a) TENDERS FOR PROVIDING GOODS OR SERVICES	Yes	No	N/a	Initials
1. Subject to Functions and General Regulation 11(2) tenders were invited before the local government entered into contracts for the supply of goods or services, where the consideration under the contract was, or was expected to be, worth more than \$50,000 <i>Functions and General Reg 11</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. On no occasion did the local government enter into 2 or more contracts to avoid the requirements to call tenders in accordance with Function and General Regulation 11(1). <i>F&amp;G Reg 12</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. All the local government's invitations to tender were given via statewide public notice. <i>F&amp;G Reg 14(1)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. All the local government's invitations to tender included: <ul style="list-style-type: none"> <li>a brief description of the goods and services required;</li> <li>identified a person from whom more detailed information could be obtained about the tender;</li> <li>information as to where and how tenders could be submitted; and</li> <li>the date and time after which tenders were not accepted.</li> </ul> <i>F&amp;G Reg 14(3)</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
5. The following information was made available to all prospective tenderers: <ul style="list-style-type: none"> <li>detailed specifications of the goods or services required;</li> <li>the criteria for deciding which tender would be accepted;</li> <li>whether or not the local government had decided to submit a tender;</li> <li>whether or not tenders were allowed to be submitted by facsimile or other electronic means and if so how tenders were to be submitted; and</li> <li>any other information that should be disclosed to those interested in submitting a tender.</li> </ul> <i>F&amp;G Reg 14(4)</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
6. Where a local government sought to vary the information supplied to tenderers it took every reasonable step to give each person who had sought copies of the tender documents or each acceptable tenderer notice of the variation. <i>F&amp;G Reg 14(5)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



TENDERS FOR PROVIDING GOODS OR SERVICES	Yes	No	N/a	Initials
7. Following the publication of the notice inviting tenders a minimum of 14 days was allowed for the submission of tenders. <i>F&amp;G Reg 15</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Tenders submitted, including tenders submitted by facsimile or other electronic means, were: <ul style="list-style-type: none"> <li>held in safe custody; and</li> <li>remained confidential.</li> </ul> <i>F&amp;G Reg 16(1)</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
9. All tenders received were: <ul style="list-style-type: none"> <li>not opened, examined or assessed until after the time nominated for closure of tenders;</li> <li>opened by one or more employees of the local government or a person authorised by the CEO.</li> </ul> <i>F&amp;G Reg 16 (2) &amp; (3)(a)</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
10. When tenders were opened, examined or assessed members of the public were not excluded from the process. <i>F&amp;G Reg 16 (3)(b)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. All details of the tender (except the consideration sought) were recorded in the tender register, immediately after opening. <i>F&amp;G Reg 16 (3)(c)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. The local government's Tender Register includes for each invitation to tender: <ul style="list-style-type: none"> <li>a brief description of the goods or services required;</li> <li>particulars of the decision made to invite tenders and if applicable the decision to seek expressions of interest under Regulation 21(1);</li> <li>particulars of any notice by which expressions of interest from prospective tenderers were sought and any person who submitted an expression of interest;</li> <li>any list of acceptable tenderers that was prepared under regulation 23(4);</li> <li>a copy of the notice of invitation to tender;</li> <li>the name of each tenderer whose tender was opened;</li> <li>the name of the successful tenderer; and</li> <li>the amount of consideration or the summary of the amount of the consideration sought, in the tender accepted.</li> </ul> <i>F&amp;G Reg 17 (2) &amp; (3)</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
13. Tenders that were not submitted at the place, and within the time specified in the invitation to tender were rejected. <i>F&amp;G Reg 18(1)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>TENDERS FOR PROVIDING GOODS OR SERVICES</b>	<b>Yes</b>	<b>No</b>	<b>N/a</b>	<b>Initials</b>
<p>14. Tenders that were not rejected were assessed by means of a written evaluation to the extent to which each tender satisfied the criteria for deciding which tender to accept and which tender was most advantageous to the local government to accept.</p> <p style="text-align: right;"><i>F&amp;G Reg 18 (4)</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>15. Each tenderer received written notice advising particulars of the successful tender or advising that no tender was accepted.</p> <p style="text-align: right;"><i>F&amp;G Reg 19</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



## Section (b) Disclosure of Interest

Initials

~~Answer Key~~

M. Marketing Communications & Social Support

**Signature**

~~Handwritten signature~~

### Initials

---

---

**Signature**

\_\_\_\_\_










### Initials


---

---

**Signature**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

(b) DISCLOSURE OF INTEREST	Yes	No	N/a	Initials
1. On all occasions, when a member disclosed an interest, he/she did not remain present to participate in any discussion or decision making procedure relating to the matter, if not allowed to do so under section 5.68 and 5.69 of the Act. <i>s5.67</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All decisions made under section 5.68(1), and the extent of participation allowed, were recorded in the minutes of Council and committee meetings. <i>S5.68(2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Disclosures under section 5.65 or 5.70 were recorded in the minutes of the meeting at which the disclosure was made. <i>s5.73</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. A primary return was lodged by: ▪ all newly elected members; and ▪ all newly designated employees, within three months of their start day. <i>S5.75(1)</i> <i>Administration Reg 22 Form 2</i>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	
5. A annual return was lodged by: ▪ all continuing elected members; and ▪ all designated employees, by 31 August 2002. <i>S5.76(1)</i> <i>Admin Reg 23 Form 3</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
6. On receipt of a primary or annual return, the CEO, or the Mayor/ President (in the case of the CEO's return), on all occasions, gave written acknowledgment of having received the return. <i>s5.77</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. The CEO kept a register of financial interest which contained: ▪ the returns lodged under section 5.75 and 5.76 and ▪ a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28. <i>s5.88(1)(2)</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
8. 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. <i>s5.88 (3)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Returns lodged under section 5.75 or 5.76 and removed from the register have been kept for a period of five years, after the person who lodged the return ceased to be a council member or designated employee. <i>S5.88(4)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

DISCLOSURE OF INTEREST	Yes	No	N/a	Initials
<p>10. 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, it was recorded in the minutes.</p> <p style="text-align: right;"><i>s5.103</i> <i>Admin Reg 34C</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*This page left blank  
intentionally*

<p align="center"><b>Section (c)</b> <b>Local Laws</b></p>		
--	--	--

Full Name MICHAEL GEORGE SMITH

Signature Heidi M. M. M. M.



Full Name

Position \_\_\_\_\_

Signature \_\_\_\_\_







**Full Name** \_\_\_\_\_

Position \_\_\_\_\_







Signature \_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

(c) LOCAL LAWS	Yes	No	N/a	Initials
1. On each occasion Council resolved to make a local law, at the Council meeting the presiding person read aloud or caused to be read aloud a summary of the purpose and effect of each proposed local law. <i>s3.12(2)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The local government gave statewide public notice on each occasion that it proposed to make a local law that stated: <ul style="list-style-type: none"> <li>the purpose and effect of the proposed local law; and</li> <li>details of where a copy of the local law may be inspected or obtained.</li> </ul> <i>s3.12(3)(a)</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
3. On all occasions, as soon as the notice referred to in 2 above was published, a copy of the proposed law, together with a copy of the notice, was given 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. <i>s3.12(3)(b)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. All of Council's resolutions to make local laws were: <ul style="list-style-type: none"> <li>by special majority; and</li> <li>recorded as such in the minutes of the meeting.</li> </ul> <i>s3.12(4)</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
5. After making the local law the local government: <ul style="list-style-type: none"> <li>published the local law in the gazette; and</li> <li>gave 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.</li> </ul> <i>s3.12(5)</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
6. After the local law was published in the Gazette the local government gave statewide public notice: <ul style="list-style-type: none"> <li>stating the title of the local law;</li> <li>summarising the purpose and effect of the local law and the day on which it came into operation; and</li> <li>advising that copies of the local law may be inspected or obtained from its office.</li> </ul> <i>s3.12(6)</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	



LOCAL LAWS	Yes	No	N/a	Initials
7. Where 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 it gave statewide public notice: <ul style="list-style-type: none"> <li>▪ stating that it intended to review the local law;</li> <li>▪ advising that a copy of the local law could be inspected or obtained at the place specified in the notice; and</li> <li>▪ detailing the closing date for submissions about the local law.</li> </ul> <p style="text-align: right;"><i>s3.16(1)(2)</i></p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	
8. After the last day for submissions the local government considered the submissions received and caused a report of the review to be prepared and submitted to its Council. <p style="text-align: right;"><i>s3.16(3)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. On all occasions, the decision to repeal or amend a local law was determined by absolute majority. <p style="text-align: right;"><i>s3.16(4)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Council's decision on each local law review was given statewide public notice: <ul style="list-style-type: none"> <li>▪ stating the title of the local law reviewed;</li> <li>▪ advising of its determination; and</li> <li>▪ advising where copies of the report of the review could be inspected or obtained.</li> </ul> <p style="text-align: right;"><i>s3.16(5)</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	

*This page left blank  
intentionally*

<b>Section (d)</b>	
<b>Meeting Process</b>	

Initials

Position *[Signature]*

Signature M. Marketing Consultants &  
Concil Support

Initials

**Full Name** \_\_\_\_\_

### Position

**Signature**









### Initials







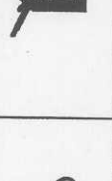


**Full Name** \_\_\_\_\_

Position \_\_\_\_\_






**Signature** \_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.





(d) MEETING PROCESS	Yes	No	N/a	Initials
1. Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council: <ul style="list-style-type: none"> <li>it was by Council resolution; and</li> <li>it was recorded in the minutes of the meeting at which the leave was granted.</li> </ul> <p style="text-align: right;"><i>s2.25(1)(3)</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. On all occasions, Ministerial approval was sought before leave of absence was granted to an elected member in respect of more than six consecutive ordinary meetings of council. <p style="text-align: right;"><i>S2.25(2)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. On all occasions where: <ul style="list-style-type: none"> <li>the mayor or president called an ordinary or special meetings of Council it was done by notice to the CEO setting out the date and purpose of the proposed meeting; or</li> <li>councillors called an ordinary or special meeting of Council it was 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.</li> </ul> <p style="text-align: right;"><i>s5.4</i></p>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	
4. The CEO gave each council member at least 72 hours notice of the date, time, place and an agenda for each ordinary meeting of Council. <p style="text-align: right;"><i>s5.5(1)</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. The CEO gave each council member notice, before the meeting, of the date, time, place and purpose of each special meeting of Council. <p style="text-align: right;"><i>s5.5(2)</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. The Minister approved, on each occasion, as required: <ul style="list-style-type: none"> <li>a reduction in the number of offices of member needed for a quorum at a Council meeting; or</li> <li>a reduction in the number of offices of member required for absolute majorities.</li> </ul> <p style="text-align: right;"><i>s5.7</i></p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
7. All Council committees during the review period were established by an absolute majority. <p style="text-align: right;"><i>s5.8</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. 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). <p style="text-align: right;"><i>s5.10(1)(a)</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	









MEETING PROCESS	Yes	No	N/a	Initials
9. Each Council member was 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. <i>s5.10(2)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Presiding members of committees were elected by the members of the committees from amongst themselves in accordance with Schedule 2.3, Division 1 of the Act. <i>s5.12(1)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Deputy presiding members of committees were elected by the members of the committee from amongst themselves in accordance with Schedule 2.3 Division 2 of the Act. <i>s5.12(2)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. On each occasion where a quorum of a committee meeting was reduced, the decision was made by absolute majority. <i>s5.15</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. The person presiding at a meeting, when requested by a member of Council or committee, caused an individual vote; or the vote of all members to be recorded in the minutes. <i>s5.21 (4)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. The person presiding at a meeting of a Council or a committee caused minutes to be kept of the meeting's proceedings. <i>s5.22(1)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. The minutes of all Council and committee meetings were: <ul style="list-style-type: none"> <li>submitted to the next meeting of Council or committee, as the case requires, for confirmation; and</li> <li>signed to certify their confirmation, by the person presiding at the meeting, at which the minutes of Council or committee were confirmed.</li> </ul> <i>s5.22(2)(3)</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
16. Subject to section 5.23(2) of the Act, the following were open to members of the public: <ul style="list-style-type: none"> <li>all Council meetings; and</li> <li>all meetings of committees to which a power or duty had been delegated.</li> </ul> <i>s5.23 (1)</i>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	
17. On all occasions, the reason, or reasons, for closing any Council or committee meeting to members of the public was: <ul style="list-style-type: none"> <li>in accordance with the Act; and</li> <li>recorded in the minutes of that meeting.</li> </ul> <i>s5.23(2)</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	







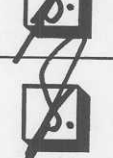




MEETING PROCESS	Yes	No	N/a	Initials
<p>18. A minimum time of 15 minutes was allocated for questions to be raised by members of the public and responded to at:</p> <ul style="list-style-type: none"> <li>every ordinary meeting of Council;</li> <li>every special meeting of Council; and</li> <li>every meeting of a committee to which the local government has delegated a power or duty.</li> </ul> <p style="text-align: right;"><i>s5.24 (1)</i> <i>Admin Reg 5 &amp; 6</i></p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<p>19. A period of 30 minutes was allowed from the advertised commencement time before any Council or committee was adjourned due to the lack of a quorum.</p> <p style="text-align: right;"><i>S5.25(c)</i> <i>Admin Reg 8</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>20. Voting at Council or committee meetings was conducted so that no vote was secret.</p> <p style="text-align: right;"><i>S5.25(d)</i> <i>Admin Reg 9</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>21. All motions to revoke or change decisions at Council or committee meetings were endorsed:</p> <ul style="list-style-type: none"> <li>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; or</li> <li>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.</li> </ul> <p style="text-align: right;"><i>S5.25(e)</i> <i>Admin Reg 10(1)</i></p>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	
<p>22. All decisions to revoke or change decisions made at Council or committee meetings were made:</p> <ul style="list-style-type: none"> <li>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; or</li> <li>in any other case, by an absolute majority.</li> </ul> <p style="text-align: right;"><i>S5.25(e)</i> <i>Admin Reg 10(2)</i></p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	



MEETING PROCESS		Yes	No	N/a	Initials
23. The contents of minutes of all Council or committee meetings included: <ul style="list-style-type: none"> <li>the names of members present at the meeting;</li> <li>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;</li> <li>details of each motion moved at the meeting, including details of the mover and outcome of the motion;</li> <li>details of each decision made at the meeting;</li> <li>where the decision was significantly different from written recommendation of a committee or officer, written reasons for varying that decision;</li> <li>a summary of each question raised by members of the public and a summary of the response given; and</li> <li>in relation to each disclosure made under sections 5.65, 5.70, where the extent of the interest has been disclosed, the extent of the interest.</li> </ul> <p style="text-align: right;"><i>s5.25(f)</i> <i>Admin Reg 11</i></p>		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
24. At least once during the period covered by this return, the local government gave local public notice for the next twelve months of the date, time and place of: <ul style="list-style-type: none"> <li>ordinary Council meetings; and</li> <li>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.</li> </ul> <p style="text-align: right;"><i>s5.25(g)</i> <i>Admin Reg 12(1)</i></p>		<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	
25. The local government gave local public notice of any changes to the dates, times or places referred to in 24 above. <p style="text-align: right;"><i>s5.25(g)</i> <i>Admin Reg 12(2)</i></p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
26. In the CEO's opinion, where it was practicable, all special meetings of Council that were open to members of the public: <ul style="list-style-type: none"> <li>were advertised via local public notice; and</li> <li>the notice included details of the date, time, place and purpose of the special meeting</li> </ul> <p style="text-align: right;"><i>s5.25(g)</i> <i>Admin Reg 12(3)(4)</i></p>		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

MEETING PROCESS	Yes	No	N/a	Initials
27. The local government made available for public inspection unconfirmed minutes of all Council and committee meetings: <ul style="list-style-type: none"> <li>▪ within 10 business days after the Council meetings; or</li> <li>▪ within five business days after the committee meetings.</li> </ul> <i>S5.25(I)</i> <i>Admin Reg 13</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
28. Notice papers, agenda and other documents relating to any Council or committee meeting, other than those referred to in Admin Reg 14(2), were made available for inspection.  <i>S5.25(j)</i> <i>Admin Reg 14(1)(2)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. The annual general meeting of electors was held within 56 days of the local government's acceptance of the annual report for the previous financial year.  <i>S5.27(2)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. The CEO convened 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.  <i>s5.29</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. The CEO caused the minutes of all electors' meetings to be kept and made available for public inspection before the Council meeting at which decisions made at the electors' meeting were first considered.  <i>s5.32</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. All decisions made at all electors' meetings were 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.  <i>S5.33(1)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. The reasons for Council decisions, in response to decisions made at all electors' meetings, were recorded in the minutes of the appropriate Council meeting.  <i>S5.33(2)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34. The CEO has kept a register of all token gifts received by Council members and employees.  <i>s5.103(3)</i> <i>Admin Reg 34B</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



(e) DELEGATION OF POWER/DUTY	Yes	No	N/a	Initial
1. All delegations to committees were: <ul style="list-style-type: none"> <li>resolved by absolute majority;</li> <li>in writing; and</li> <li>recorded in a register of delegations.</li> </ul> <i>s5.16, 5.18</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Council reviewed delegations to committees in the 2001/2002 financial year. <i>s5.18</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Powers and duties of the Council delegated to the CEO excluded those as listed in section 5.43 of the Act. <i>s5.42(1), 5.43</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. All delegations to the CEO were: <ul style="list-style-type: none"> <li>resolved by an absolute majority; and</li> <li>in writing.</li> </ul> <i>s5.42(2)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. All delegations by the CEO to any employee were in writing. <i>s5.44(1)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Decisions to amend or revoke a delegation were made by absolute majority. <i>s5.45(1)(b)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. The CEO has kept a register of all delegations made under the Act to the CEO and to employees. <i>s5.46(1)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Delegations made under the Act were reviewed by the delegator at least once during the 2001/2002 financial year. <i>s5.46(2)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Persons exercising a delegated power or duty under the Act have, on all occasions, kept a written record as required. <i>s5.46(3)</i> <i>Admin Reg 19</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Section (f)</b> <b>Finance</b>	
--------------------------------------	--

### Initials

Signature Kevin R. R...

Initials



Signature [Signature]

### Initials












*[Handwritten signature]*

Comments explaining or qualifying any cases of non-compliance or where full compliance was not achieved. Also detail what remedial action has been or will be taken to ensure future compliance with the Act.








This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears slightly aged or off-white. There is no handwriting or other markings on the page.
















(f) FINANCE	Yes	No	N/a	Initials
1. The local government prepared an annual report for the financial year ended 30 June 2002 which contained the prescribed information under the Act and Regulations. s5.53	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The annual report was accepted by the local government either: <ul style="list-style-type: none"> <li>by 31 December 2002; or</li> <li>if the Auditor's report was not available in time for acceptance by 31 December, it will be accepted no more than two months after the Auditor's report is made available.</li> </ul> s5.54(1), (2)	<input checked="" type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	
3. The CEO gave local public notice of the availability of the annual report as soon as practicable after the report was accepted by the local government. s5.55	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. A Principal Activities Plan for the next four or more financial years was prepared for 2002/2003 which contained the details set out in section 5.56(2) of the Act. s5.56	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. The local government after preparing the Principal Activities Plan gave local public notice that: <ul style="list-style-type: none"> <li>the Principal Activities Plan for the next four or more years had be prepared;</li> <li>detailed where and when the plan could be inspected; and</li> <li>extended an invitation for members of the public, within 42 days of the local public notice, to make submission in relation to the plan.</li> </ul> s5.57	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
6. The local government considered any submissions received in relation to the Principal Activities Plan and accepted the plan with or without modification. s5.58	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. The annual allowance for expenses made available to the Mayor or President was within the prescribed range. s5.98(5) Admin Reg 33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. The fee made available to elected members for attending meetings was within the prescribed range. s5.98 Admin Reg 30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. The reimbursement of expenses to elected members was within the prescribed ranges. s5.98 Admin Reg 31	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

















FINANCE	Yes	No	N/a	Initial
<p>16. The 2002/2003 budget was forwarded to the Department of Local Government and Regional Development within 30 days of its adoption.</p> <p>Date sent <u>15<sup>th</sup> August 2002</u></p> <p><i>Financial Management Reg 33</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>17. Financial reports, other than the annual financial report, and where Council made a resolution as per question 17, have been prepared in accordance with the (FM) Regulations, presented to Council and recorded in the minutes of the meetings where they were submitted.</p> <p><i>s6.4(1)</i> <i>FM Reg 34,35</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>18. Council resolved, by absolute majority, not to prepare a quarterly or triannual report for the period ending 30 June 2002.</p> <p>Date of Resolution _____</p> <p><i>s6.4(1)</i> <i>FM Reg 34(1a)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>19. The annual financial report, prepared for the financial year ended 30 June 2002, was submitted to the Auditor by 30 September 2002 or by the extended time allowed by the Minister.</p> <p><i>s6.4(3)(b)</i> <i>FM Reg 36</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>20. The annual financial report was submitted to the Department of Local Government and Regional Development within 30 days of the receipt by the CEO of the Auditor's report.</p> <p><i>FM Reg 51(2)</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>21. Expenditure that the local government incurred from its municipal fund which was not included in its annual budget was:</p> <ul style="list-style-type: none"> <li>▪ authorised in advance on all occasions by absolute majority resolution; or</li> <li>▪ if authorised in advance by the mayor or president in an emergency, it was reported on all occasions to the next ordinary meeting of council.</li> </ul> <p><i>s6.8</i></p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<p>22. The local government's trust fund consists of all money or the value of assets:</p> <ul style="list-style-type: none"> <li>▪ that are required by the <i>Local Government Act 1995</i> or any other written law to be credited to the fund;</li> <li>▪ held by the local government in trust.</li> </ul> <p><i>s6.9 (1)</i></p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

FINANCE	Yes	No	N/a	Initials
23. The local government's trust fund has been applied for the purposes of and in accordance with the trusts affecting it. <i>s6.9(2)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Money or property held in the trust fund has: <ul style="list-style-type: none"> <li>in the case of money, been paid to the person entitled to it, together with, if the money has been invested, any interest earned from that investment; and</li> <li>in the case of property, been delivered to the persons entitled to it.</li> </ul> <i>s6.9(3)</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
25. All decisions to change the use or purpose of money held in reserve funds have been by absolute majority. <i>s6.11(2)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Except 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, it has given one month's local public notice of the proposed change of purpose or proposed use. <i>s6.11(2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
27. Council determined the following by absolute majority: (applies to money other than rates and service charges). <ul style="list-style-type: none"> <li>at the time of adopting its budget, the granting of a discount or other incentive for early payment; and</li> <li>the setting of interest rates on money owing to council.</li> </ul> <i>s6.12, 6.13</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
28. Fees or charges imposed for: <ul style="list-style-type: none"> <li>a copy of information available under section 5.94;</li> <li>receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate; or</li> <li>any other service prescribed in section 6.16 (2)(f);</li> </ul> were limited to the cost of providing the service or goods. <i>s6.17(3)</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
29. The local government gave local public notices for all fees and charges imposed after the budget was adopted which stated its intention to introduce the proposed fees or charges and the date from which it proposed to introduce the fees or charges. <i>s6.19</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	






FINANCE	Yes	No	N/a	Initials
<p>30. 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:</p> <ul style="list-style-type: none"> <li>the local government gave one month's local public notice of the proposal (except where the proposal was of the kind prescribed in (FM) Regulation 20); and</li> <li>the decision to exercise that power was by absolute majority.</li> </ul> <p style="text-align: right;"><i>s6.20(2)</i></p>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	
<p>31. On each occasion where the local government changed the use of borrowing and details of the change of purpose were not included in the annual budget or of the kind prescribed in (FM) Regulation 21;</p> <ul style="list-style-type: none"> <li>the local government gave one month's local public notice of the proposed change of purpose; and</li> <li>the decision on the change of use was by absolute majority.</li> </ul> <p style="text-align: right;"><i>s6.20(3)</i></p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<p>32. The prior approval of the Treasurer, or someone authorised to give the Treasurer's approval, was obtained prior to the local government exercising the power to borrow under Section 6.20(1).</p> <p style="text-align: right;"><i>S6.21.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>33. Ministerial approval was granted to impose a differential general rate that was more than twice the lowest differential rate imposed.</p> <p style="text-align: right;"><i>s6.33(3)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>34. Ministerial approval was sought and obtained to adopt a budget with a yield from general rates that was plus or minus 10% of the amount of the budget deficiency.</p> <p style="text-align: right;"><i>s6.34</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>35. A minimum payment was not imposed on more than 50% of the number of separately rated properties in a district unless the general minimum did not exceed \$200.00.</p> <p style="text-align: right;"><i>s6.35(4)</i> <i>FM Reg 53</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



FINANCE	Yes	No	N/a	Initial
<p>36. The local government before imposing any differential general rate or a minimum payment applying to a differential rate category gave local public notice of its intention to do so:</p> <ul style="list-style-type: none"> <li>containing details of each rate or minimum proposed;</li> <li>extending an invitation for a period of 21 days or longer for submissions to be lodged in respect of the proposed rate or minimum payment; and</li> <li>detailing the time and place where the document describing the objects and reasons for each proposed rate and minimum payment may be inspected.</li> </ul> <p style="text-align: right;"><i>s6.36</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<p>37. Where a service charge was imposed in the budget, the local government used the income raised under the service charge for the purpose of:</p> <ul style="list-style-type: none"> <li>television and radio rebroadcasting;</li> <li>volunteer bush fire brigades;</li> <li>underground electricity;</li> <li>property surveillance and security; and</li> <li>water supplies.</li> </ul> <p style="text-align: right;"><i>s6.38(2)(4)</i> <i>FM Reg 54</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<p>38. Council, in granting a discount or other incentive for early payment of any rate or service charge, did so by absolute majority.</p> <p style="text-align: right;"><i>s6.46</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>39. On all occasions Council resolved to waive a rate or service charge or grant other concessions in relation to a rate or service charge, by absolute majority.</p> <p style="text-align: right;"><i>s6.47</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>40. Council, in setting an interest rate on a rate or service that remained unpaid, did so by absolute majority.</p> <p style="text-align: right;"><i>s6.51</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>41. The outcome of an objection under Section 6.76(1) was promptly conveyed to the person who made the objection and included a statement of the local government's decision on the objection and its reasons for that decision.</p> <p style="text-align: right;"><i>s6.76(6)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

FINANCE	Yes	No	N/a	Initials
<p>42. The local government has developed procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for and properly authorised use of:</p> <ul style="list-style-type: none"> <li>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; and</li> <li>petty cash systems.</li> </ul> <p style="text-align: right;"><i>FM Reg 11(1)</i></p>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	
<p>43. The local government has developed procedures for the approval of accounts to ensure that before payment of an account a determination is made that:</p> <ul style="list-style-type: none"> <li>the debt was incurred by a person who was properly authorised to do so; and</li> <li>the goods or services to which each account relates were provided in a satisfactory condition or to a satisfactory standard.</li> </ul> <p style="text-align: right;"><i>FM Reg 11(2)</i></p>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	
<p>44. All payments from the Municipal or Trust funds were:</p> <ul style="list-style-type: none"> <li>made under the appropriate delegated authority; or</li> <li>upon presentation of a list detailing the accounts to be paid, authorised in advance by resolution of Council.</li> </ul> <p style="text-align: right;"><i>FM Reg 12</i></p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<p>45. The list of payments made or accounts for approval to be paid from the Municipal or Trust fund were recorded in the minutes of the relevant meeting and included:</p> <ul style="list-style-type: none"> <li>the payee's name;</li> <li>the amount of the payment;</li> <li>sufficient information to identify the transaction; and</li> <li>in the case of the list of accounts for approval to be paid, the date of the meeting of Council where the listed was presented.</li> </ul> <p style="text-align: right;"><i>FM Reg 13(2)</i></p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>46. The local government has established and documented internal control procedures to ensure control over investments. These control procedures enable the identification of:</p> <ul style="list-style-type: none"> <li>the nature and location of all investments; and</li> <li>the transactions related to each investment.</li> </ul> <p style="text-align: right;"><i>FM Reg 19</i></p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<p>47. The local government's rate record includes all particulars set out in accordance with the (FM) Regulations.</p> <p style="text-align: right;"><i>FM Reg 55</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



FINANCE	Yes	No	N/a	Initials
48. The contents of the local government's: <ul style="list-style-type: none"> <li>▪ rate notice; and</li> <li>▪ reminder notice for instalment payments;</li> </ul> is in accordance with the (FM) Regulations. <i>FM Reg 56,57</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
49. The person(s) appointed by the local government to be its auditor, is: <ul style="list-style-type: none"> <li>▪ a registered company auditor; or</li> <li>▪ an approved auditor; and</li> <li>▪ was appointed by an absolute majority decision of Council.</li> </ul> <i>s7.3</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
50. The Auditor's report for the financial year ended 30 June 2002 was received by the local government within 30 days of completion of the audit. <i>Audit Reg 10</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51. The Auditor's report for 2001/2002 was received by the local government by 31 December 2002. <i>s7.9(1)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52. The agreement between the local government and its auditor includes: <ul style="list-style-type: none"> <li>▪ the objective of the audit;</li> <li>▪ the scope of the audit;</li> <li>▪ a plan for the audit;</li> <li>▪ details of the remuneration and expenses to be paid to the auditor; and</li> <li>▪ the method to be used by the local government to communicate with, and supply information to, the auditor.</li> </ul> <i>A Reg 7</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

*This page left blank  
intentionally*

Sections (g), (h) and (i)  
Swimming Pools  
Cemeteries  
Caravan Parks and Camping Grounds

Responsible Person's

Full Name VICTOR PAUL ETHERINGTON

Initials



Position PRINCIPAL BUILDING SURVEYOR.

Signature

V. Etherington

Responsible Person's

Full Name MICHAEL GEORGE SMITH

Initials



Position M. MARKETING COMMUNICATIONS & PUBLIC SPACES

Signature

Michael George Smith

Responsible Person's

Full Name ALISON LOUISE EDMUNDS

Initials



Position Co-ordinator Health & Environmental Services

Signature

Alison Louise Edmunds

Comments explaining or qualifying any cases of non-compliance or where full compliance was not achieved. Also detail what remedial action has been or will be taken to ensure future compliance with the Act.

CARAVAN PARKS

Resource difficulties meant that the City's Caravan Parks were not inspected within the period, however were inspected shortly after Restructuring of the Environmental Health area will ensure that future inspections will occur within the specified time frames

(g) SWIMMING POOLS	Yes	No	N/a	Initial
1. Inspections of known private swimming pools either have been, or are proposed to be, carried out as required by section 245A(5)(aa) of the <i>Local Government (Miscellaneous Provisions) Act 1960</i> .  <div style="text-align: right;"><i>s245A(5)(aa)</i> <i>Local Government (Miscellaneous Provisions) Act 1960</i></div>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(h) CEMETERIES				
1. A register has been maintained which contains details of: <ul style="list-style-type: none"> <li>▪ all burials in the cemetery, including details of the names and descriptions of the deceased persons and location of the burial; and</li> <li>▪ all grants of right of burial in the cemetery, including details of assignments or bequests of grants.</li> </ul> <div style="text-align: right;"><i>s40(1)(a), (b)</i> <i>Cemeteries Act 1986</i></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Plans have been kept and maintained showing the location of all burials registered in 1 above.  <div style="text-align: right;"><i>s40(2)</i> <i>Cemeteries Act 1986</i></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(i) CARAVAN PARKS AND CAMPING GROUNDS				
1. The local government has inspected each caravan park or camping ground in its district within the period 1 July 2001 to 30 June 2002.  <div style="text-align: right;"><i>s21(1)</i> <i>Caravan Parks and Camping Grounds Act 1995</i></div>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AE