Local Government

Compliance Audit Return

1 January 2003 to 31 December 2003



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JOINT CERTIFICATION BY THE MAYOR/PRESIDENT AND CHIEF EXECUTIVE OFFICER

We,		
bein	g the elected Mayor/President, and	(full name),
_		(full name)
bein	g the appointed Chief Executive Officer	
of th	e	(local government),
here	by Certify that:	
	The information contained in this Return is true and correct to the best o	f our knowledge.
	This Return was included in the agenda papers and considered by Ordinary/Special Meeting of Council held on	Council at the (date).
	Each Councillor has had the opportunity to review the Return and to mathe Council.	ike comment to
	In cases of non-compliance or if full compliance was not achies information explaining or qualifying Council's non-compliance with the with details of remedial action taken or proposed to be taken to compliance was included in the agenda papers and considered by particulars of any matters of concern relating to the Return were minutes of the meeting.	e Act, together ensure future Council. The
	The extract of the minutes attached to this Return is a true and correlevant section(s) of the above mentioned minutes.	ect copy of the
	Subject to the matters of concern raised and recorded, the Council Compliance Audit Return as the official Return of Council for the pe 2003 to 31 December 2003.	cil adopted the criod 1 January
	The resolution of adoption was carried (s	tate vote detail) eg 7/2.
	(signature)	(signature)
MAY	OR/PRESIDENT CHIEF EXECUTIVE	OFFICER
_	(date)	(date)

Instructions

- Each local government is to carry out a compliance audit for the period 1 January to 31 December 2003 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 2004. (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.)
- 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.
- 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

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Position				Signa	ture		
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compliand be taken t	ce was no o ensure	t achieve future co	d. Also de mpliance w	tail what re tith the Act	non-complia emedial actions	on has l	een or will
7	ATTAC	HMENT	A IN	THIS D	ocunent		
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					- 2		

(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 \$3.57 Functions and General Reg. 11		<u>a</u>		
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). F&G Reg 12		a	۵	
3.	All the local government's invitations to tender were given via statewide public notice. F&G Reg 14(1)	Ø			
	All the local government's invitations to tender included: a brief description of the goods and services required; identified a person from whom more detailed information could be obtained about the tender; information as to where and how tenders could be submitted; and the date and time after which tenders were not accepted. F&G Reg 14(3)				
5.	The following information was made available to all prospective tenderers: detailed specifications of the goods or services required; the criteria for deciding which tender would be accepted; whether or not the local government had decided to submit a tender; 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 any other information that should be disclosed to those interested in submitting a tender. F&G Reg 14(3)(4)				



MEMORANDUM

TO:

DIRECTOR CORPORATE SERVICES AND RESOURCE MANAGEMENT

CC:

COORDINATOR CONTRACTS AND PURCHASING

FROM:

MANAGER ASSETS AND COMMISSIONING

DATE:

09 FEBRUARY 2004

FILE REF:

OTHER REFS:

LETTER NO:

SUBJECT:

2003 COMPLIANCE AUDIT RETURN

With reference to the 2003 Compliance Audit Return, please note the additional information pertaining to 'Tenders for providing goods or services 1, 2, 5 & 14 point 8'.

Tenders for providing goods or services 1.

Contracts that are worth more than \$50,000 but did not go to tender includes:

Fleet Maintenance – public tender now invited;

RCS Performance Consulting/ Affinity Consulting - work now ceased;

- Vision Events Management (Joondalup Festival) negotiating one year contract rather than the three year term;
- Traffic Management Services public tender advertised 18 Feb, 2004;

Supply of Hardware – specification to be developed for public tender;

 Warwick Community Centre Churches of Christ management – arrangements being reviewed by Solicitor – resolution to be determined;

Oracle upgrade – Deemed to be sole supply;

LM Electrical – Xmas lights/decorations – specification to be developed.

Malco Floor coverings - specification to be developed.

Tenders for providing goods or services 2.

The City entering into 2 or more contracts thereby avoiding tender requirements

- G&M Parri \$143,006.35
- Gibson Nominees \$232,518.70
- Stewards Home Improvements \$183,184.00
- TLW Roofing \$119,721.00
- Action Glass & Aluminium \$164,064.07
- Underground Services \$211,141.34
- Lyons & Pearce \$174,823.50

Carramar Sand Supplies \$128,541.00

Regarding all the above, responsible staff have been advised of the requirements to invite public tenders.

Tenders for providing goods or services 5.

Information not being made available to all interested tenderers:

Repair of mobile garbage bins – internal protocol changes to ensure only contracts staff will
provide information to tenderers or respond to queries during the tender process.

Tenders for providing goods or services 14.8.

Not including amount of consideration sought in tender register:

In the case of an awarded contract pricing being based on a schedule of rates, the amounts
are not entered into register due to the amount and complexity of the information. The
information is stored freely available on request.

CHRIS SMITH

Manager Assets and Commissioning

document2

(a)	TENDERS FOR PROVIDING GOODS OR SERVICES	Yes	No	N/a	Initials
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. F&G Reg 14(5)	Þ			
7.	Following the publication of the notice inviting tenders a minimum of 14 days was allowed for the submission of tenders. F&G Reg 15	A			
8.	Tenders submitted, including tenders submitted by facsimile or other electronic means, were: held in safe custody; and remained confidential. F&G Reg 16(1)				
9.	All tenders received were: not opened, examined or assessed until after the time nominated for closure of tenders; opened by one or more employees of the local government or a person authorised by the CEO. F&G Reg 16 (2) & (3)(a)	d d	ا ا	<u> </u>	٨
10	. When tenders were opened, examined or assessed members of the public were not excluded from the process. F&G Reg 16 (3)(b)	Ø			
11	All details of the tender (except the consideration sought) were recorded in the tender register, immediately after opening. F&G Reg 16 (3)(c)				
12	Tenders that were not submitted at the place, and within the time specified in the invitation to tender were rejected. F&G Reg 18(1)	ď			
13	Tenders that were not rejected were assessed by means of a written evaluation of 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. F&G Reg 18 (4)	Þ	_	۵	

(a)	TENDERS FOR PROVIDING GOODS OR SERVICES	Yes	No	N/a	Initials
14.T	he local government's Tender Register includes or each invitation to tender:				
	a brief description of the goods or services required;				
•	tenders and if applicable the decision to seek expressions of interest under Regulation 21(1);				1
•	particulars of any notice by which expressions of interest from prospective tenderers were sought and any person who submitted an expression of interest;	Ճ			
	any list of acceptable tenderers that was prepared under regulation 23(4); a copy of the notice of invitation to tender;			00000	
pa	ach tenderer was sent written notice advising articulars of the successful tender or advising that o tender was accepted. F&G Reg 19	Ø			

Section (b) Thoroughfares

Responsible	Person's		
ull Name	PETER PILLER MANNAGER	_	(1)
Position	MANAGOIC	Signature	LA '
NFOASTO	RY CTUPE & PANGER S	SERVICES	
Responsible	e Person's		Initials
Full Name			
Position		Signature	
Responsible	e Person's		Initials
Full Name			
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(b)	THOROUGHFARES	Yes	No	N/a	Initial
1.	The local government on all occasions when proposing to wholly or partially close a thoroughfare to the passage of vehicles for a period exceeding four weeks but not exceeding four years; gave local public notice of the proposed order which included details of the proposal, the location of the thoroughfare, where, when and why it would be closed; and invited submissions from any person who wished to make a submission; and gave written notice to each person prescribed in Function and General Regulation 4.				
2.	The local government when proposing to fix or alter the level of, or the alignment of, a public thoroughfare or drain water from a public thoroughfare or other public place onto adjoining land; gave written notice to each person having an interest in land likely to be adversely affected by the proposal that included details of the proposal and invited submissions from any person who wished to make a submission; and gave written notice to each person prescribed in Function and General Regulation 5.				
3.	The local government has kept plans of the level and alignments of all public thoroughfares that are under its control or management in the metropolitan area or on land that has been constituted a townsite under section 26 of the Land Administration Act, and made those plans available for public inspection.	ø			A
4.	The local government has kept a register of gates and other devices constructed across public thoroughfares. Uniform Local Provisions Regulation 9(8)			d	

Section (c) Disclosure of Interest

Responsible Person's	Initials
Full Name Brenda Romanchuk	0.000.000 C
. Manager, Marketing, Commu	mica hous
Position Council Support	Signature
Responsible Person's	Initials
Full Name	
Position	Signature
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3	
Responsible Person's	Initials
Full Name	
Position	Signature
Comments explaining or qualifying any c compliance was not achieved. Also deta be taken to ensure future compliance wit	il what remedial action has been or will
NUMBER 1. AT THE COUNCE	L MEETING HELD ON
	JOHN HOLLYWOOD
	TELEST IN ITEM (86-05/03
ON THIS ITEM. A LETTER WI	SENT TO THE DEPARTMENT
OF LOCAL GOVERNMENT NOTIS	YING THEM OF THE SITUATION
24	
NUMBERS 4+5 THE GTY HAS	APPROXIMATELY 180 OFFICERS
THAT ARE REQUIRED TO	COMPLETE FINANCIAL RETURNS.
WERE SUBMITTED OUTSIDE &	ECTIFIED AND PROCEDURES
THE SITUATION HAS BEEN R	ECTIFIED AND PROCEDURES
PUT IN PLACE TO ENSURE	

(c)	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. \$5.67		Ø	۵	
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. \$5.68(2)\$	Ò	, d		
3.	Disclosures under section 5.65 or 5.70 were recorded in the minutes of the meeting at which the disclosure was made. \$5.73\$	Ø			
4.	A primary return was lodged by: all newly elected members; and all newly designated employees, within three months of their start day. s5.75(1) Administration Reg 22 Form 2	1			
5.	An annual return was lodged by: all continuing elected members; and all designated employees, by 31 August 2003. \$5.76(1) Admin Reg 23 Form 3				
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. \$5.77\$	<u>d</u>			
7.	The CEO kept a register of financial interest which contained: the returns lodged under section 5.75 and 5.76 and arecord of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28. \$5.88(1)(2) Admin Reg 28	<u>J</u>			

(c)	DISCLOSURE OF INTEREST	Yes	No	N/a	Initials
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. \$5.88 (3)				
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. \$5.88(4)\$	☑			
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. \$5.103	Ø	0		

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Section (d) Elections

Responsib	le Person's		Initials	100
	Brenda Romanchill			
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Position	Manager, Marketing, Communic	Signature (16C	
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Responsib	ole Person's		Initials	
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Position	Marger Thanciel Loves	Signature	11/1	7.
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Full Name				
Position		Signature		
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(d) ELECTIONS PERSON CONCERNED	Yes	No	N/a	Initial
 Council, having first obtained the written agreement of the CEO and the written approval of the Electoral Commissioner, in resolving to appoint a person other than the CEO to be Returning Officer: decided by an absolute majority, decided at least 80 days before all election days. 				
 Council, in resolving to declare the Electoral Commissioner to be responsible for the conduct of any election: decided by a special majority decided at least 80 days before all election days. 	J	00		a
 3. Council, in deciding to conduct a postal election: decided by a special majority; and decided at least 80 days prior to all election days. 	I I			
 4. The CEO kept a register of enrolment eligibility claims of non-resident owners and occupiers which included the following information: full name and postal address (unless the address is suppressed in accordance with regulation 13(2)) of each person making an enrolment eligibility claim; each decision to accept or reject an enrol eligibility claim; date of the decision; where the eligibility claim was accepted, the expiry date of the claim, details of each parcel of rateable land subject of the claim, whether the person making the claim was an owner or occupier or as an nominee of joint owners or joint occupiers or of a cooperate body and the ward to which the claim related. 	图 图 图			

(d)	ELECTIONS	Yes	No	N/a	Initial
5.	On or after the 70 th day, but not later than the 56 th day before all election days the CEO gave statewide public notice of the time and date of the close of enrolments for a person to be included on the electoral roll. \$4.39(2)	☑			B
Ĝ.	The CEO prepared and certified the owners and occupiers roll on or before the 36 th day before all election days.	\square			B
7.	On or before the 22 nd day before all election days the Returning Officer, where required, deleted from the Owners and Occupiers Roll the name of any person whose name also appeared on the Residents Roll. \$4.43(1)			₫	2
8.	Statewide public notice calling for nominations of candidates was given by the Returning Officer on or before the 56 th day, but not later than on the 45 th day, before all election days.			\(\rightarrow \)	
9.	Statewide public notice was given no later than the 19 th day before all election days, giving details on the election including details of how, when and where the election will be conducted and who the candidates are.			☑	2
10	S4.64(1) (2) Before beginning to act as an electoral officer a declaration was made in the prescribed form by the Returning Officer or a person appointed under section 4.21 or 4.23 of the Act. S4.27(1)(c) Electoral Reg 7	-		Ø	B .
11	The Returning Officer prepared or adopted an electoral code of conduct for the election and provided each electoral officer with a copy or access to a copy of the code. 4.27(1)(d) E Reg 8			Ø	Q

(d)	ELECTIONS	Yes	No	N/a	Initial
12.T	he local government has kept: accepted enrolment eligibility claim forms for a				
1	period of two years after the claim expires; a copy of notices of acceptance of enrolment	1			
	eligibility claims for a period on two years after the claim expires; rejected enrolment eligibility claim forms for a				
	period of two years after the claim was rejected; a copy of the notice of rejection of enrolment	\Box			47
• . (1)	eligibility claims for a period of two years after the claim was rejected. E Reg 17	⊴			
13.T	he local government kept moneys paid for omination deposits in its trust fund.				8
-23	E Reg 26	\triangle	Ч	Ч	B
el	ne CEO has established and maintained an ectoral gift register and has allowed the public to ave access to the register.				B
	E Reg 30G (1) 30H				
re ur re	nree days after any election day the CEO moved 'disclosure of gifts' forms completed by successful candidates from the electoral gift gister and has retained these forms separately raperiod of two years.	⊴			
. 01	E Reg 30G (3)				
el te re	ne CEO has removed any 'disclosure of gift' forms ompleted by successful candidates from the ectoral gift register, after they completed their rm of office resulting from the election and tained these forms separately for a period of two ears.	⊴			B -
	E Reg 30G (4)				
of to	postal voters register has been kept which ontains enrolment details and the respective ward f electors who have made successful application be given postal papers for all voting in person lections.			₫	B
23	E Reg 40				

(d) ELECTIONS	Yes	No	N/a	Initial
18. A report relating to each election held was provided to the Minister within 14 days of the declaration of the result of the election. E Reg 81			I	82
 19. A person elected as Mayor or President, Deputy Mayor or President, or Councillor, took an oath or affirmation of allegiance and made a declaration in the prescribed form; before acting in the office; and before a prescribed person. 	S S			

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Section (e) Meeting Process

Responsible					100	
	Person's			Initials	s U	2
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	war or					
Responsible	Person's			Initials	s 4	
Full Name						
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(e)	MEETING PROCESS	Yes	No	N/a	Initials
	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council: it was by Council resolution; and it was recorded in the minutes of the meeting at which the leave was granted. \$2.25(1)(3)\$ On all occasions, Ministerial approval was sought	1		00	
	before leave of absence was granted to an elected member in respect of more than six consecutive ordinary meetings of council. \$2.25(2)			ð	
3.	On all occasions where: 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 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	a			
	out the date and purpose of the proposed meeting.				
	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. \$5.5(1)	I	<u> </u>		<u>a</u>
5.	The CEO gave each council member notice, before the meeting, of the date, time, place and purpose of each special meeting of Council. \$5.5(2)	a		47 (A)	
6.	The Minister or his delegate, approved, on each occasion, as required: a reduction in the number of offices of member needed for a quorum at a Council meeting; or a reduction in the number of offices of member required for absolute majorities.			a	
	All Council committees during the review period were established by an absolute majority. \$5.8\$	⊴′			3

(e) MEETING PROCESS	Yes	No	N/a	Initials
 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). 	ď			
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. \$5.10(2)	Ø			
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. \$55.12(1)\$	Ø			
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. \$55.12(2)\$				
12. On each occasion where a quorum of a committee meeting was reduced, the decision was made by absolute majority. \$5.15\$			Ø	
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 present to be recorded in the minutes. \$\sigma 5.21 (4)\$	4			8
14. The person presiding at a meeting of a Council or a committee caused minutes to be kept of the meeting's proceedings. \$5.22(1)\$	d			6
90,12-(17)				

⊿	0
	R)
	3

(e)	MEETING PROCESS	Yes	No	N/a	Initials
	motions to revoke or change decisions at Council committee meetings were 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; or 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. \$5.25(e)\$ Admin Reg 10(1)				
Co	I decisions to revoke or change decisions made at buncil or committee meetings were 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; or in any other case, by an absolute majority. \$5.25(e)\$ Admin Reg 10(2)	I I			
	from written recommendation of a committee or officer, written reasons for varying that decision; a summary of each question raised by members of the public and a summary of the response		00 0 00 0	00000	
s _e he	given; and 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. \$5.25(f)\$ Admin Reg 11	a			

(e)	MEETING PROCESS	Yes	No	N/a	Initials
re fo pl	t least once during the period covered by this sturn, the local government gave local public notice or the next twelve months of the date, time and lace of:	$ \rightarrow $			
	Ordinary Council meetings; and 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. \$5.25(g)\$ Admin Reg 12(1)				3
ch	he local government gave local public notice of any nanges to the dates, times or places referred to in 4 above.			<u>s</u>	A
	s5.25(g) Admin Reg 12(2)				03
m •	the CEO's opinion, where it was practicable, all pecial meetings of Council that were open to tembers of the public: were advertised via local public notice; and the notice included details of the date, time, place and purpose of the special meeting \$5.25(g)\$ Admin Reg 12(3)(4)	D D	. 00	00	
in	he local government made available for public spection unconfirmed minutes of all Council and ommittee meetings:				
×.	Within 10 business days after the Council meetings; or within 5 business days after the committee meetings.	2			
	s5.25(I) Admin Reg 13	6			
to th	otice papers, agenda and other documents relating any Council or committee meeting, other than ose referred to in Admin Reg 14(2), were made vailable for inspection.	<u>J</u>			8
	s5.25(j) Admin Reg 14(1)(2)				

(e)	MEETING PROCESS	Yes	No	N/a	Initials
٧	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. \$5.27(2)	\square	٥		8
r	The CEO convened all electors' meetings by giving at least 14 days local public notice and each Council nember at least 14 days notice of the date, time, place and purpose of the meeting. \$55.29\$				B
r	The CEO caused the minutes of all electors' meetings to be kept and made available for public aspection before the Council meeting at which decisions made at the electors' meeting were first considered. \$5.32\$	☑			B
i 1	All decisions made at all electors' meetings were considered at the next ordinary Council meeting, or, f not practicable, at the first ordinary Council meeting after that, or at a special meeting called for that purpose. \$5.33(1)\$	a			B
1	The reasons for Council decisions, in response to decisions made at all electors' meetings, were recorded in the minutes of the appropriate Council meeting. \$5.33(2)\$	Ø		٥	8
	The CEO has kept a register of all token gifts received by Council members and employees. \$5.103(3) Admin Reg 34B	Ø			
i	The local government reviewed its code of conduct in the 12 months immediately following each ordinary election day.		Ø		A
	Date of Review Due 27/4/04				(A)
	If the review has not been done please indicate when the review will be undertaken.				

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Section (f) Local Government Employees

Responsible Person's Full Name MANK LOADER	Initials
Position Manager HR	Signature Woods
Responsible Person's Full Name	Initials
Position	Signature
Responsible Person's Full Name	Initials
Position	Signature
hund her of resident was a buy monthly reminders to a house of a task numbers in performance should be admiss a few numbers completed to increase shafeau of 2004 1000 His maintainal her formance Aquelu Feb non distributed to con non expected all still will have	conducted a performance when or will the Act. conducted a performance where were wave to would hetter was achieved will managers with the resolution of generaled by the wood approximant with the continuous improvement with the adapted with his adapted with his adapted with the
is het to remuneation.	a man prome in

Compliance Audit Return 1 January - 31 December 2003

(f)	LOCAL GOVERNMENT EMPLOYEES	Yes	No	N/a	Initial
1.	The salary and total value of all remuneration, and benefits was stated in all advertisements for the position of CEO and for designated senior employees. \$\sigma 5.36(4), 5.37(3)\$				uk
2.	The CEO informed council of each proposal to employ or dismiss a designated senior employee. \$5.37(2)			\square	M
3.	The performance of employees, including the CEO was reviewed, within the most recently completed 12 months of their term of employment. \$5.38\$				μk
4.	During the period covered by this Return, written performance based contracts were in place for the CEO and all designated senior employees who were employed since 1 July 1996. \$55.39				M
5.	Council has adopted 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; and the manner of assessment of an additional amount. \$5.50(1)\$				W.
6.	Public notice was given on all occasions where council made a payment that was more than the additional amount set out in its policy. \$5.50(2)\$			1	ML
				-1607	

Section (g) Finance

Responsib	ole Person's		Initials	A .W
NAME OF TAXABLE PARTY OF TAXABLE PARTY.	Alexander Scott		mitials	//
Position	Manager, Financial Services	Signature _	DM	
Responsib	ole Person's		Initials	CAL.
Full Name	Rhonda Hardy			
Position	Manager, Strategië & Sustainable Development	Signature _	KON	-8
Responsib	le Person's		Initials	13
Full Name	Brenda Romanchuk			
Position	Manager, Marketing, Communica & Council Support	hone Signature	R)	
be taken to	explaining or qualifying any case was not achieved. Also detail we ensure future compliance with the annual Report - petition Policy (NCP) disclosure	what remedia the Act.	al action has	s been or will
Com	petition Policy (NCP) disclosurements and information require	nes in its Ar	nnual Repor	t. The
- bun	ciples have been identified an	ad will be i	ncluded in	the 2003/04
ipr of	ecording of payments in minutes and funds for investment payments were identified as no flayments. The bank fees at the Warment of Payments for February 2004.	ot being in	gether with cluded on t	n credit card the Warrant
The by	the Audit Committee and we Payments following the exam	yments are vill be incli nination.	Subject to	o an examination Le Warrant

	(g)	FINANCE	Yes	No	N/a	Initials
	1.	The local government prepared an annual report for the financial year ended 30 June 2003 which contained the prescribed information under the Act and Regulations.		d	۵	A .
		s5.53				
	2.	The annual report was accepted by the local government either: • by 31 December 2003; or • if the Auditor's report was not available in time	Ø			1
ř	~~	for acceptance by 31 December, it will be accepted no more than two months after the Auditor's report is made available. \$5.54(1), (2)				Hq.
	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. \$5.55	$ \underline{\sigma} $			A
	4.	A Principal Activities Plan for the next four or more financial years was prepared for 2003/2004 which contained the details set out in section 5.58(2) of the Act. \$5.56\$	ď			do.
		The local government after preparing the Principal				
		Activities Plan gave local public notice that: the Principal Activities Plan for the next four or more years had be prepared;				
		 detailed where and when the plan could be inspected; and extended an invitation for members of the 	d			H-
		public, within 42 days of the local public notice, to make submission in relation to the plan. \$5.57\$	\square			
		The local government considered any submissions received in relation to the Principal Activities Plan and accepted the plan with or without modification. \$5.58	Ø			BL
		The annual allowance for expenses made available to the Mayor or President was within the prescribed range. \$5.98(5)Admin Reg 33\$	₫			
		The street of th				

(g)	FINANCE	Yes	No	N/a	Initials
8.	The fee made available to elected members for attending meetings was within the prescribed range.	Ø	۵		
	s5.98 Admin Reg 30				
9.	The reimbursement of expenses to elected members was within the prescribed ranges. \$5.98\$ Admin Reg 31	Q			
10	Where a local government decided to pay the Deputy Mayor or the Deputy President an allowance, it was: resolved by absolute majority; and up to the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98(5). s5.98A Admin Reg 33A	ত্ত			
11	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, it was: resolved by absolute majority; and within the prescribed range. \$5.99 Admin Reg 34	ব্ৰ			
12	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication expenses, it was: resolved by absolute majority; and within the prescribed range. \$55.99A Admin Reg 34A	ত্য	00	00	
13.	The local government did not pay a fee for attending committee meetings to a committee member who was not a council member or employee.	Ø			

(g)	FINANCE	Yes	No	N/a	Initial
r t	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 it was within the prescribe range. \$5.100 (2)		٥	g	
a	Council, prior to 31 August in the review period, adopted by absolute majority, a budget in the form and manner prescribed by Financial Management FM) Reg 22 and the Act.	Ø			- Q-
	Date of Council Resolution If 'no', Ministerial approval was sought for an extension. \$6.2			₫	M
	Department of Local Government and Regional Development within 30 days of its adoption. Date sent H Sylva 2003 Financial Management Reg 33	₫			M -
q w a	Financial reports, other than the annual financial eport, and where Council made a resolution as per question 18, have been prepared in accordance with the (FM) Regulations, presented to Council and recorded in the minutes of the meetings where they were submitted.	Ó			Real Property of the Control of the
p	S6.4(1) FM Reg 34,35 Council resolved, by absolute majority, not to repare a quarterly or triannual report for the period ending 30 June 2003. Date of Resolution		۵	ď	4
23	s6.4(1) FM Reg 34(1a)				

(g) FINANCE	Yes	No	N/a	Initials
19. The annual financial report, prepared for the financial year ended 30 June 2003, was submitted to the Auditor by 30 September 2003 or by the extended time allowed by the Minister or his delegate.	Ø			13
s6.4(3)(b)				
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. FM Reg 51(2)	₫	0		As a second
21.Expenditure that the local government incurred from its municipal fund which was not included in its annual budget was:				
 authorised in advance on all occasions by absolute majority resolution; or 			A	The.
 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. 			Ø	1
s6.8				
 22. The local government's trust fund consists 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 	Ø			-th.
the fund; held by the local government in trust. \$6.9 (1)	ď			AC
23. The local government's trust fund has been applied for the purposes of and in accordance with the trusts affecting it. \$6.9(2)\$	· J			Alc
 24. Money or property held in the trust fund has: 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 	Ø			A.
in the case of property, been delivered to the persons entitled to it. \$6.9(3)			₫	

(g)	FINANCE	Yes	No	N/a	Initials
r	All decisions to change the use or purpose of money held in reserve funds have been by absolute majority. \$6.11(2)\$			Ø	
t f u s u	Except where the local government has disclosed he change of purpose or proposed use of reserve unds in its annual budget or where the money was used to meet expenditure authorised under 66.8(1)(c) of the Act or where the amount to be used did not exceed \$5,000, it has given one nonth's local public notice of the proposed change of purpose or proposed use. \$6.11(2)\$			3	B
r	Council determined the following by absolute najority: (applies to money other than rates and service		*		0
	charges). at the time of adopting its budget, the granting of a discount or other incentive for early				A
•	payment; and the setting of interest rates on money owing to council.				
	s6.12, 6.13				
28.F	ees or charges imposed for:	- 7			
	a copy of information available under section 5.96;	A			
•	receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate; or	d			A.
	any other service prescribed in section 6.16 (2)(f);	\mathbf{Y}			
	vere limited to the cost of providing the service or oods.	74			
3	s6.17(3)				
a a p	The local government gave local public notice for all fees and charges imposed after the budget was dopted which stated its intention to introduce the roposed fees or charges and the date from which proposed to introduce the fees or charges. S6.19			ď	

(g)	FINANCE	Yes	No	N/a	Initial
ex	n each occasion where the local government dercised the power to borrow and details of the oposal were not included in the annual budget for at financial year:			,	
•	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			(4)	A
	the decision to exercise that power was by absolute majority. \$6.20(2)				
ch ch bu	n each occasion where the local government hanged the use of borrowing and details of the hange of purpose were not included in the annual udget or of the kind prescribed in (FM) Regulation				
2	the local government gave one month's local public notice of the proposed change of purpose; and		O		H.
•	the decision on the change of use was by absolute majority. \$6.20(3)			Ø	
at of	ne prior approval of the Treasurer, or someone athorised to give the Treasurer's approval, was otained prior to the local government exercising e power to borrow under Section 6.20(1). S6.21.				B
th	inisterial approval or approval of his delegate, as granted to impose a differential general rate at was more than twice the lowest differential rate aposed. \$6.33(3)\$			Ø	A.
	inisterial approval was sought and obtained to dopt a budget with a yield from general rates that				10
	as plus or minus 10% of the amount of the budget eficiency.			4	Mr.
th	minimum payment was not imposed on more an 50% of the number of separately rated operties in a district unless the general minimum d not exceed \$200.00.	Ø			A
	FM Reg 53				

(g)	FINANCE	Yes	No	N/a	Initials
d	he local government before imposing any ifferential general rate or a minimum payment pplying to a differential rate category gave local ublic notice of its intention to do so: containing details of each rate or minimum proposed; extending an invitation for a period of 21 days or	0 0	0	a	,0
	longer for submissions to be lodged in respect of the proposed rate or minimum payment; and detailing the time and place where the	П	Ч	<u> </u>	TO
	document describing the objects and reasons for each proposed rate and minimum payment may be inspected. \$6.36\$			₫	
С	volunteer bush fire brigades; underground electricity;	00000	00000	DEBLE	
С	Money received from the imposition of a service harge have been applied in accordance with the provisions of s6.38 of the Act \$6.38	Ø			
е	Council, in granting a discount or other incentive for early payment of any rate or service charge, did so by absolute majority. \$6.46\$			Image: Control of the	
	Where a local government resolved to waive a rate or service charge it did so by absolute majority. \$6.47			ď	
S	Council, in setting an interest rate on a rate or ervice that remained unpaid, did so by absolute najority. \$6.51\$	₫			Ac

(g)	FINANCE	Yes	No	N/a	Initials
ti g	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 easons for that decision. \$6.76(6)\$	0		d	
fe	The local government has developed procedures or the authorisation of, and the payment of, accounts to ensure that there is effective security or 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; and		0 0		A
1	petty cash systems. FM Reg 11(1)	Y	Ч	Ч	
fo	The local government has developed procedures or the approval of accounts to ensure that before payment of an account a determination is made that:				
	the debt was incurred by a person who was properly authorised to do so; and	V			10
•		d			
45. /	All payments from the Municipal or Trust funds				
W	/ere:	1			187
	made under the appropriate delegated authority; or	J			1
	upon presentation of a list detailing the accounts to be paid, authorised in advance by resolution of Council.	d			
	FM Reg 12				

(g)	FINANCE	Yes	No	N/a	Initials
to	he list of payments made or accounts for approval be paid from the Municipal or Trust fund were ecorded in the minutes of the relevant meeting and included:				
	the payee's name; the amount of the payment; sufficient information to identify the transaction; and 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.	0000	DODD	0000	
	FM Reg 13(2)				
d	he local government has established and ocumented internal control procedures to ensure ontrol over investments. These control rocedures enable the identification of: the nature and location of all investments; and the transactions related to each investment. FM Reg 19	S S	. 00	00	3
p	he local government's rate record includes all articulars set out in accordance with the (FM) egulations. FM Reg 55	Q			No.
	he contents of the local government's: rate notice; and reminder notice for instalment payments; s in accordance with the (FM) Regulations. FM Reg 56,57				
	he person(s) appointed by the local government be its auditor, is: a registered company auditor; or an approved auditor; and was appointed by an absolute majority decision of Council.	DOD	000	000	
Ju	ne Auditor's report for the financial year ended 30 une 2002 was received by the local government thin 30 days of completion of the audit. Audit Reg 10	4			B.

(g)	FINANCE	Yes	No	N/a	Initials
	he Auditor's report for 2002/2003 was received by ne local government by 31 December 2003 \$7.9(1)				A
	paid to the auditor; and	50000	00000	00000	

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Sections (h) and (i) Cemeteries Caravan Parks and Camping Grounds

	8*.			15 /
Responsib	ole Person's		Initials	4+
Full Name	Alison Edmunds			
Position	Principal Environmental	Signature	Ldmin	ch
£.	Health Officer			
Responsible Person's			Initials	PCC
Full Name	Brenda Romanchuk	(0	
Position	Manager, Marketing,	Signature	the .	
1974	Communications & Council	Support		
Responsib	ole Person's		Initials	
Full Name			MINOR COLUMN	
Position		Signature		
complianc	e explaining or qualifying any of e was not achieved. Also deta o ensure future compliance wit	il what remedia	al action has l	been or wil
		*		

(h	CEMETERIES	Yes	No	N/a	Initial
1.	A register has 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; and 			⊴	וללמו
	 all grants of right of burial in the cemetery, including details of assignments or bequests of grants. 			\square	1 CL
	s40(1)(a), (b) Cemeteries Act 1986	party.	er (1)	۸.	
2.	Plans have been kept and maintained showing the location of all burials registered in 1 above.			✓I	മ
	Cemeteries Act 1986				
(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 2002 to 30 June 2003.	ď	, D	- 0	AE
	Caravan Parks and Camping Grounds Act 1995				