

TAMALA PARK  
REGIONAL COUNCIL

# Meeting of Council

## AGENDA

Thursday 12 April 2007  
Town of Cambridge, 5.30pm

TAMALA PARK  
REGIONAL COUNCIL  
(TPRC)  
COMPRISES THE  
FOLLOWING  
COUNCILS:

Town of Cambridge  
City of Joondalup  
City of Perth  
City of Stirling  
Town of Victoria Park  
Town of Vincent  
City of Wanneroo

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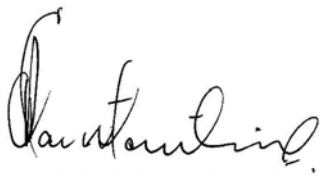
**TAMALA PARK REGIONAL COUNCIL**

Councillors of the Tamala Park Regional Council are respectfully advised that the ordinary meeting of Council will be held in the Council Chambers of the Town of Cambridge, 1 Bold Park Drive, Floreat at 5.30pm on Thursday 12 April 2007.

The business papers pertaining to the meeting follow.

Your attendance is requested.

Yours faithfully



**R A CONSTANTINE**  
Chief Executive Officer

**MEMBERSHIP**

<b>OWNER COUNCIL</b>	<b>MEMBER</b>	<b>ALTERNATE MEMBER</b>
Town of Cambridge	Mayor Anderton	Cr Barlow
City of Joondalup	Mayor Pickard Cr John	Cr Fishwick * Cr Jacob *
City of Perth	Cr Evangel	Cr Sutherland
City of Stirling	Mayor Tyzack Cr Boothman Cr Clarey Cr Stewart	Cr Ham Cr Rose
Town of Victoria Park	Cr Nairn	Cr Skinner
Town of Vincent	Mayor Catania	Deputy Mayor Farrell
City of Wanneroo	Mayor Kelly Deputy Mayor Salpietro	Cr Treby Cr Roberts

**\* Declaration of office to be completed**

## **PRELIMINARIES**

### **1. OFFICIAL OPENING**

## **DISCLOSURE OF INTERESTS**

### **2. PUBLIC STATEMENT/QUESTION TIME**

### **3. APOLOGIES AND LEAVE OF ABSENCE**

- 3.1 Application for leave of absence (due to ill health) from meetings to 5 June 2007. Received by letter dated 23 March 2007 from Chairman S Salpietro (Deputy Mayor-City of Wanneroo).

NB: City of Wanneroo minutes of 13 March 2007; Cr Tracy Roberts has been formally appointed under Section 52 of the Interpretation Act to be the City of Wanneroo representative for the 12 April 2007 Council meeting.

- 3.2 Application for leave of absence because of absence from Western Australia, received verbally on behalf of Cr T Pickard (Mayor-City of Joondalup).

NB: City of Joondalup minutes of 28 March 2007; Cr Russell Fishwick has been formally appointed.

### **4. PETITIONS**

### **5. CONFIRMATION OF MINUTES**

- Ordinary Meeting of Council – 8 February 2007

### **6. ANNOUNCEMENTS BY CHAIRMAN (WITHOUT DISCUSSION)**

### **7. MATTERS FOR WHICH MEETING MAY BE CLOSED**

### **8. REPORTS OF COMMITTEES**

#### **8.1 Audit Committee Meeting - 28 March 2007**

The Chairman of the Committee (Cr B Stewart) reports that the scheduled meeting was not held because of a lack of a quorum. The Committee comprises 3 members, all of whom must be present. Following 30 minutes after the scheduled start time for the meeting, only Chairman B Stewart and Cr M Anderton were present.

The Chairman has requested the items contained on the agenda be referred to the current Council agenda as they are items that require a statutory response to the Department of Local Government & Regional Development within a defined timeframe.

### **9. ADMINISTRATION REPORTS**

## 9.1 BUSINESS REPORT – PERIOD ENDING 31 MARCH 2007

### Report Information

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer

### Recommendation

**That the Business Report to 31 March 2007 be RECEIVED.**

### Voting Requirements

Simple Majority

### Report Purpose

To advise Council of matters of interest not requiring formal resolutions.

### Relevant Documents

Attachments: Nil  
Available for viewing at the meeting: Nil

### Background

The business of the Council requires adherence to many legislative provisions, policies and procedures that aim at best practice. There are also many activities that do not need to be reported formally to the Council but will be of general interest to Council members and will also be of interest to the public who may, from time to time, refer to Council minutes.

In context of the above, a Business Report provides the opportunity to advise on activities that have taken place between meetings. The report will sometimes anticipate questions that may arise out of good governance concerns by Council members.

### Comment

Since the last meeting of the Council held 8 February 2007, the following several matters have been transacted or come to notice:

1. Delegated authority provided by the Council under 9.7 (30 November 2006) authorising the Chairman, TPRC Chief Executive Officer and City of Wanneroo Chief Executive Officer to appoint a planning consultancy to support the TPRC Enquiry by Design Workshop on 18 & 19 January 2007 was duly exercised.

Koltasz Smith town planners, development consultants and project managers were duly appointed. The consultancy submitted the lowest bid for the work at \$15,500 (GST exclusive).

Koltasz Smith work is contained in a report on this agenda headed 'Enquiry by Design Outcomes Report & TPRC Urban Development Brief'.

2. Work has commenced on the aboriginal heritage study for Tamala Park. Depending upon the outcome from the desktop study, the report may be completed for the Council meeting on 14 June 2007.
3. Work is continuing to have a public purpose lot created for the telecommunications tower on lot 9504 to provide greater control of the site.
4. The application for a GST ruling on transfer of land from participant to TPRC is progressing. The ATO has required answers to a series of questions which will need input from individual participant Councils. To this end a meeting of finance officers from participant Councils is being arranged.
5. The rescheduling of the ordinary Council elections from May to October raises the issue of Council meeting dates. The elections will now be held on 21 October 2007. The TPRC has a scheduled meeting on 11 October 2007 and the following meeting is scheduled for 6 December 2007. The Council options include rescheduling the October meeting to an early date in November to facilitate early election of a TPRC Chairman and Deputy Chairman. If the current meeting schedule is maintained, there may be a need to make some delegations to the CEO to cover the period between the elections on 21 October 2007 and the Council meeting on 6 December 2007.
6. Discussions have been initiated with the WAPC about the implications of proposals in the Enquiry by Design outcomes report as the report has implications for major Government infrastructure.

## **9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS JANUARY 2007 – MARCH 2007**

### **Report Information**

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer

### **Recommendation**

**That the Council RECEIVE and NOTE the Statement(s) of Financial Activity for the:**

- **Month ending 31 January 2007;**
- **Month ending 28 February 2007; and**
- **Month ending 31 March 2007.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

Submission of the Statement(s) of Financial Activity required under the Local Government Act.

### **Relevant Documents**

Attachments: Monthly Statement of Financial Activity for the period 1 July 2006 to 31 January 2007; Monthly Statement of Financial Activity for the period 1 July 2006 to 28 February 2007; Monthly Statement of Financial Activity for the period 1 July 2006 to 31 March 2007

Available for viewing at the meeting: Nil

### **Local Government Act/Regulation**

Local Government Act 1995: Sect 6.4(1): Financial Report Required  
Local Government (Financial Management) Regs 1996: Reg 34 Composition of Report  
Local Government (Financial Management) Regs 1996: Reg 34 (5) Material Variance Reports [10%]  
Local Government (Audit) Regs 1996: Reg14 Compliance Audit Item

### **Background**

It is a mandatory requirement that the Council receives, reviews and records in the Regional Council's public minutes a statement of financial activity showing annual budget estimates and the figures for budget estimates, income and expenditure and variances at the end of each month. The report is also to show the composition of assets and other relevant information.

### **Comment**

The formal Council budget review is included in this agenda and contains the comments relating to variances and financial activity to 28 February 2007.

**ATTACHMENT: Monthly Statement of Financial Activity for the period 1 July 2006 to 31 January 2007**

**TAMALA PARK REGIONAL COUNCIL  
MONTHLY STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2006 TO 31 JANUARY 2007**

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**TAMALA PARK REGIONAL COUNCIL  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2006 TO 31 JANUARY 2007**

	NOTE	31 Jan 2007 Actual \$	31 Jan 2007 Y-T-D Budget \$	2006/07 Revised Budget \$	Variences Budget to Actual Y-T-D %
<b><u>Operating</u></b>					
<b>Revenues/Sources</b>	1,2				
Interest Earnings		144,853	290,252	660,000	(50.09%)
		144,853	290,252	660,000	
<b>(Expenses)/(Applications)</b>	1,2				
Employee Costs		-135,107	-176,751	-264,680	(23.56%)
Materials & Contracts		-8,224	-81,601	-206,170	(89.92%)
Utilities		0	-100	-200	0.00%
Depreciation		0	-4	-2,500	0.00%
Insurance		-6,067	-3,660	-4,650	65.77%
Other Expenditure		-40,389	-20,543	-26,470	96.61%
		-189,787	-282,659	-504,670	
<b><u>Adjustments for Non-Cash (Revenue) and Expenditure</u></b>					
Depreciation on Assets	2(a)	0	4	2,500	0.00%
<b><u>Capital Revenue and (Expenditure)</u></b>					
Purchase Furniture and Equipment	3	0	0	-3,500	0.00%
Contributed Equity	6	16,341,439	16,460,000	16,460,000	0.00%
ADD Net Current Assets July 1 B/Fwd	7	0	0	0	0.00%
Net Current Assets Year to Date	7	16,296,505	16,467,593	16,614,330	0.00%

This statement is to be read in conjunction with the accompanying notes.



TAMALA PARK REGIONAL COUNCIL

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2006 TO 31 JANUARY 2007

**1. SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

**(a) Basis of Accounting**

This statement has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

**(c) Rounding Off Figures**

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

**(f) Fixed Assets**

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation or amortisation and any accumulated impairment balances.

**(g) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Infrastructure	30 to 50 years

**TAMALA PARK REGIONAL COUNCIL**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2006 TO 31 JANUARY 2007**

**2. STATEMENT OF OBJECTIVE**

The Regional Council has a specific regional purpose which is:

- a) To undertake, in accordance with the objectives, the rezoning, subdivision, development marketing and sale of land comprising the developable portion of Lot 118 Mindarie; and
- b) To carry out and do all other acts and things which are reasonably necessary for the bringing into effect of the matters referred to in paragraph a).

The objectives of the Regional Council are:

- 1. To develop and improve the value of the land;
- 2. To maximise, and with prudent risk parameters, the financial return to the Participants;
- 3. To balance economic, social and environmental issues; and
- 4. To produce a quality development demonstrating the best urban design and development practice.

**3. ACQUISITION OF ASSETS**

The following assets have been acquired during the period under review:

**By Program**

	<b>31 Jan 2007 Actual \$</b>	<b>2006/07 Revised Budget \$</b>
Furniture and Equipment	0	3,500
	0	3,500
	0	3,500

**By Class**

Furniture and Equipment	0	3,500
	0	3,500
	0	3,500

**4. DISPOSALS OF ASSETS**

There has been no disposal of assets in the period under review. No assets have been budgeted for disposal in this financial year.

**TAMALA PARK REGIONAL COUNCIL**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2006 TO 31 JANUARY 2007**

**5. INFORMATION ON BORROWINGS**

No borrowings have been made in the period under review. No borrowings are budgeted for the 2006-07 financial year.

**6. CONTRIBUTED EQUITY**

The Council has budgeted to receive an amount of \$16,564,927 from member Councils during the 2006/07 financial year.

To the end of January 2007, \$16,341,439 has been received from this source.

<b>7. NET CURRENT ASSETS</b>	<b>31 Jan 2007 Actual \$</b>	<b>Brought Forward 1-Jul \$</b>
<b>Composition of Estimated Net Current Asset Position</b>		
 <b>CURRENT ASSETS</b>		
Cash - Unrestricted	16,305,404	0
Receivables	0	0
Inventories	0	0
	16,305,404	0
 <b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	-8,899	0
	16,296,505	0
Less: Cash - Restricted/Committed	0	0
<b>NET CURRENT ASSET POSITION</b>	<b>16,296,505</b>	<b>0</b>

**ATTACHMENT: Income Statement by Nature & Type July 2006 to January 2007**

**Tamala Park Regional Council  
Income Statement by Nature and Type  
July 2006 through January 2007**

	<u>Jul '2006 - Jan 2007</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Expenses</b>			
Depreciation	0.00	-4.00	-2,500.00
Employee Costs	-135,107.30	-176,751.00	-264,680.00
Insurance	-6,067.00	-3,660.00	-4,650.00
Materials & Contracts MTC	-1,223.91	-250.00	-6,800.00
Materials & Contracts Other	-6,999.92	-81,351.00	-199,370.00
Other	-40,388.62	-20,543.00	-26,470.00
Utilities	0.00	-100.00	-200.00
<b>Total Expenses</b>	<u>-189,786.75</u>	<u>-282,659.00</u>	<u>-504,670.00</u>
<b>Revenue</b>			
Interest Earnings	144,852.52	290,252.00	660,000.00
<b>Total Revenue</b>	<u>144,852.52</u>	<u>290,252.00</u>	<u>660,000.00</u>
<b>TOTAL</b>	<u><u>-44,934.23</u></u>	<u><u>7,593.00</u></u>	<u><u>155,330.00</u></u>

**ATTACHMENT: Income Statement (Detailed) by Function & Activity July 2006 to January 2007**

**Tamala Park Regional Council  
Income Statement (Detailed) by function and activity  
July 2006 through January 2007**

	<u>Jul '2006 - Jan 2007</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
<b>I03 - GENERAL PURPOSE FUNDING</b>				
<b>I032 - Other GPF</b>				
I032030 - Interest on Investment	144,852.52	290,252.00	49.91%	660,000.00
<b>Total I032 - Other GPF</b>	<b>144,852.52</b>	<b>290,252.00</b>	<b>49.91%</b>	<b>660,000.00</b>
<b>Total I03 - GENERAL PURPOSE FUNDING</b>	<b>144,852.52</b>	<b>290,252.00</b>	<b>49.91%</b>	<b>660,000.00</b>
<b>Total Income</b>	<b>144,852.52</b>	<b>290,252.00</b>	<b>49.91%</b>	<b>660,000.00</b>
<b>Gross Profit</b>	<b>144,852.52</b>	<b>290,252.00</b>	<b>49.91%</b>	<b>660,000.00</b>
<b>Expense</b>				
<b>E04 - GOVERNANCE.</b>				
<b>E041 - Membership</b>				
E041005 - Mayoral Allowance	0.00	2,250.00	0.0%	3,000.00
E041010 - Deputy Mayor Allowance	0.00	563.00	0.0%	750.00
<b>E041015 - Elected Members Remuneration</b>				
E041016 - Travelling	815.81			
E041017 - Attendance Fees	5,977.50			
E041018 - Composite Allowance	24,075.00			
E041015 - Elected Members Remuneration - Other	0.00	16,520.00	0.0%	16,520.00
<b>Total E041015 - Elected Members Remuneration</b>	<b>30,868.31</b>	<b>16,520.00</b>	<b>186.85%</b>	<b>16,520.00</b>
E041020 - Conference Expenses	0.00	10.00	0.0%	4,000.00
E041025 - Training	0.00	200.00	0.0%	200.00
E041030 - Other Costs	0.00	1,000.00	0.0%	2,000.00
<b>Total E041 - Membership</b>	<b>30,868.31</b>	<b>20,543.00</b>	<b>150.26%</b>	<b>26,470.00</b>
<b>Total E04 - GOVERNANCE.</b>	<b>30,868.31</b>	<b>20,543.00</b>	<b>150.26%</b>	<b>26,470.00</b>
<b>E14 - OTHER PROPERTY &amp; SERVICES.</b>				
<b>E145 - Administration</b>				
E145005 - Salaries - Basic Costs	107,626.04	143,075.00	75.22%	220,000.00
E145007 - Salaries Occ. Superannuation	9,670.22	2,240.00	431.71%	3,780.00
E145009 - Salaries WALGS Superannuation	953.84	12,875.00	7.41%	19,800.00
E145011 - Advertising Staff Vacancies	6,657.20	12,000.00	55.48%	12,000.00
E145013 - Fringe Benefits Tax	0.00	2,300.00	0.0%	3,600.00
E145015 - Insurance W/comp.	3,567.00	3,960.00	90.08%	4,400.00
E145017 - Medical Exam. Costs	0.00	100.00	0.0%	100.00
E145019 - Staff Training & Dev.	0.00	1.00	0.0%	600.00
E145021 - Telephone - Staff Reimbursement	0.00	200.00	0.0%	400.00
E145022 - Rates Paid	0.00	10.00	0.0%	1,000.00
E145023 - Security Costs	0.00	500.00	0.0%	1,000.00
E145025 - Other Accom & Property Costs	0.00	3,000.00	0.0%	5,400.00
E145027 - Advertising General	0.00	1,000.00	0.0%	3,000.00
E145029 - Advertising Public/Statutory	1,588.23	4,511.00	35.21%	11,000.00
E145031 - Graphics Consumables	0.00	2,500.00	0.0%	5,000.00
E145033 - Photocopying	0.00	1,600.00	0.0%	4,800.00
E145035 - Photography	0.00	200.00	0.0%	200.00
E145037 - Postage, Courier & Freight	0.00	1,150.00	0.0%	2,160.00
E145039 - Printing	0.00	950.00	0.0%	2,000.00
E145041 - Signage/Decals	0.00	10.00	0.0%	1,500.00
E145043 - Stationery	150.00	500.00	30.0%	1,000.00
E145045 - Other Admin Expenses	0.00	10,000.00	0.0%	10,000.00
E145051 - After Hours Telephone Service	0.00	10.00	0.0%	100.00
E145053 - Bank Charges	109.62	100.00	109.62%	340.00
E145055 - Credit Charges	0.00	10.00	0.0%	60.00
E145057 - Audit Fees	0.00	1,000.00	0.0%	3,000.00
E145059 - Membership Fees	0.00	10.00	0.0%	2,000.00
E145061 - Legal Expenses	0.00	2,000.00	0.0%	14,000.00
E145063 - Conveyancing Expenses	0.00	500.00	0.0%	500.00
E145065 - Surveyors Fees	0.00	10.00	0.0%	6,000.00
E145067 - Title Searches	0.00	300.00	0.0%	300.00
E145069 - Valuation Fees	0.00	10.00	0.0%	8,000.00
E145071 - Other Professional Fees	5,700.00	8,090.00	70.46%	12,000.00
E145073 - Public Relations	0.00	1,000.00	0.0%	1,000.00

**ATTACHMENT: Income Statement (Detailed) by Function & Activity July 2006 to January 2007 Continued**

**Tamala Park Regional Council  
Income Statement (Detailed) by function and activity  
July 2006 through January 2007**

	<u>Jul '2006 - Jan 2007</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
E145075 · Promotions	0.00	10.00	0.0%	4,000.00
E145077 · Business Hospitality Expenses	15.00	1,500.00	1.0%	4,000.00
E145079 · Consultancy	15,300.00	26,830.00	57.03%	70,460.00
E145081 · Professional Retainer	0.00	2,000.00	0.0%	2,000.00
E145083 · Research	0.00	1,000.00	0.0%	2,000.00
E145085 · External Contract Services	0.00	10.00	0.0%	600.00
E145087 · Computer Software Mtce	0.00	2,100.00	0.0%	3,000.00
E145089 · Computer Software Purchase	635.96			2,000.00
E145091 · Computer Sundries	45.41	500.00	9.08%	2,000.00
E145092 · Data Communication Links	0.00	2,000.00	0.0%	2,000.00
E145093 · Internet Provider Costs	414.49	600.00	69.08%	1,500.00
E145094 · Plant & Equipment Purchase Non-	0.00	300.00	0.0%	300.00
E145095 · Furniture & Equipment Purchase	0.00	250.00	0.0%	250.00
E145097 · Hire of Equipment	0.00	400.00	0.0%	400.00
E145099 · Vehicle Operating Expense	3,321.43	3,000.00	110.71%	3,000.00
E145101 · Consumable Stores	0.00	10.00	0.0%	100.00
E145103 · Newspapers & Periodicals	0.00	20.00	0.0%	200.00
E145105 · Publications & Brochures	0.00	500.00	0.0%	500.00
E145107 · Subscriptions	0.00	100.00	0.0%	100.00
E145109 · Parking Expenses	0.00	60.00	0.0%	200.00
E145111 · Plans	164.00	180.00	91.11%	400.00
E145113 · Emergency Services	500.00	1,000.00	50.0%	3,000.00
E145115 · Misc Services Expenses	0.00	10.00	0.0%	2,000.00
E145117 · Electricity	0.00	100.00	0.0%	200.00
E145119 · Professional Indemnity	0.00	2,500.00	0.0%	2,500.00
E145121 · Insurance - Public Liability	2,500.00	500.00	500.0%	500.00
E145123 · Insurance - Property (ISR)	0.00	100.00	0.0%	100.00
E145125 · Insurance - Motor Vehicle	0.00	10.00	0.0%	400.00
E145127 · Insurance - Other	0.00	400.00	0.0%	1,000.00
E145128 · Insurance Excess - Other	0.00	150.00	0.0%	150.00
E145200 · Plant Maintenance & Repair	0.00	10.00	0.0%	200.00
E145201 · Furniture Maintenance & Repair	0.00	200.00	0.0%	400.00
E145202 · Fuel, Oils & Grease	0.00	10.00	0.0%	3,000.00
E145203 · Registration	0.00	10.00	0.0%	200.00
E145204 · Fences/Walls (Sumps in Road Res	0.00	10.00	0.0%	1,000.00
E145205 · Recreation Reserves Mtce	0.00	10.00	0.0%	2,000.00
E145220 · Depreciation Plant	0.00	1.00	0.0%	300.00
E145221 · Depreciation Mobile Vehicles	0.00	1.00	0.0%	2,000.00
E145222 · Depreciation Furniture	0.00	1.00	0.0%	100.00
E145223 · Depreciation Other Eng Infrastr	0.00	1.00	0.0%	100.00
<b>Total E145 · Administration</b>	<b>158,918.44</b>	<b>262,116.00</b>	<b>60.63%</b>	<b>478,200.00</b>
<b>Total E14 · OTHER PROPERTY &amp; SERVICES.</b>	<b>158,918.44</b>	<b>262,116.00</b>	<b>60.63%</b>	<b>478,200.00</b>
<b>Total Expense</b>	<b>189,786.75</b>	<b>282,659.00</b>	<b>67.14%</b>	<b>504,670.00</b>
<b>Net Income</b>	<b>-44,934.23</b>	<b>7,593.00</b>	<b>-591.79%</b>	<b>155,330.00</b>

ATTACHMENT: Balance Sheet as of 31 January 2007

1:14 PM  
12/02/07

Tamala Park Regional Council  
Balance Sheet Prev Year Comparison  
As of January 31, 2007

	Jan 31, 2007	Jun 30, 2006	\$ Change
<b>ASSETS</b>			
Current Assets			
Current/Savings			
A01100 · Cash at Bank			
A01101 · Unrestricted Municipal Bank	1,944.67	0.00	1,944.67
A01102 · Unrestricted Short Term Investm	93,558.87	0.00	93,558.87
A01106 · Fixed Term Deposit_BankWest	16,209,900.36	0.00	16,209,900.36
Total A01100 · Cash at Bank	<u>16,305,403.90</u>	<u>0.00</u>	<u>16,305,403.90</u>
Total Current/Savings	<u>16,305,403.90</u>	<u>0.00</u>	<u>16,305,403.90</u>
Total Current Assets	<u>16,305,403.90</u>	<u>0.00</u>	<u>16,305,403.90</u>
<b>TOTAL ASSETS</b>	<u><b>16,305,403.90</b></u>	<u><b>0.00</b></u>	<u><b>16,305,403.90</b></u>
<b>LIABILITIES</b>			
Current Liabilities			
Other Current Liabilities			
2100 · Payroll Liabilities			
L2001 · PAYG Deductions	3,458.00	0.00	3,458.00
L2002 · Superannuation Contributions	6,602.90	0.00	6,602.90
2100 · Payroll Liabilities - Other	119.23	0.00	119.23
Total 2100 · Payroll Liabilities	<u>10,180.13</u>	<u>0.00</u>	<u>10,180.13</u>
2200 · Tax Payable	<u>-1,281.17</u>	<u>0.00</u>	<u>-1,281.17</u>
Total Other Current Liabilities	<u>8,898.96</u>	<u>0.00</u>	<u>8,898.96</u>
Total Current Liabilities	<u>8,898.96</u>	<u>0.00</u>	<u>8,898.96</u>
<b>TOTAL LIABILITIES</b>	<u><b>8,898.96</b></u>	<u><b>0.00</b></u>	<u><b>8,898.96</b></u>
<b>NET ASSETS</b>	<u><b>16,296,504.94</b></u>	<u><b>0.00</b></u>	<u><b>16,296,504.94</b></u>
<b>EQUITY</b>			
L019001 · TVP Contributed Equity	1,361,786.60	0.00	1,361,786.60
L019002 · CP Contributed Equity	1,361,786.60	0.00	1,361,786.60
L019003 · TC Contributed Equity	1,361,786.60	0.00	1,361,786.60
L019004 · CJ Contributed Equity	2,723,573.19	0.00	2,723,573.19
L019005 · CW Contributed Equity	2,723,573.19	0.00	2,723,573.19
L019006 · TV Contributed Equity	1,361,786.60	0.00	1,361,786.60
L019007 · CS Contributed Equity	5,447,146.39	0.00	5,447,146.39
Net Income	<u>-44,934.23</u>	<u>0.00</u>	<u>-44,934.23</u>
<b>TOTAL EQUITY</b>	<u><b>16,296,504.94</b></u>	<u><b>0.00</b></u>	<u><b>16,296,504.94</b></u>

**ATTACHMENT: Monthly Statement of Financial Activity for the period 1 July 2006 to 28 February 2007**

**TAMALA PARK REGIONAL COUNCIL  
MONTHLY STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2006 TO 28 FEBRUARY 2007**

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Statement of Financial Activity	2
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Supplementary Information	
- Detailed Income Statement	
- Balance Sheet	

**TAMALA PARK REGIONAL COUNCIL  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2006 TO 28 FEBRUARY 2007**

	NOTE	28 Feb 2007 Actual \$	28 Feb 2007 Y-T-D Budget \$	2006/07 Revised Budget \$	Variances Budget to Actual Y-T-D %
<b><u>Operating</u></b>					
<b>Revenues/Sources</b>	1,2				
Interest Earnings		145,187	363,180	660,000	(60.02%)
		<u>145,187</u>	<u>363,180</u>	<u>660,000</u>	
<b>(Expenses)/(Applications)</b>	1,2				
Employee Costs		-150,883	-194,428	-264,680	(22.40%)
Materials & Contracts		-8,224	-103,004	-206,170	(92.02%)
Utilities		0	-100	-200	0.00%
Depreciation		0	-4	-2,500	0.00%
Insurance		-6,067	-3,660	-4,650	65.77%
Other Expenditure		-59,761	-21,033	-26,470	184.13%
		<u>-224,935</u>	<u>-322,229</u>	<u>-504,670</u>	
<b><u>Adjustments for Non-Cash (Revenue) and Expenditure</u></b>					
Depreciation on Assets	2(a)	0	4	2,500	0.00%
<b><u>Capital Revenue and (Expenditure)</u></b>					
Purchase Furniture and Equipment	3	0	0	-3,500	0.00%
Contributed Equity	6	16,341,439	16,460,000	16,460,000	0.00%
ADD Net Current Assets July 1 B/Fwd	7	0	0	0	0.00%
Net Current Assets Year to Date	7	<u>16,261,691</u>	<u>16,500,951</u>	<u>16,614,330</u>	0.00%

This statement is to be read in conjunction with the accompanying notes.



TAMALA PARK REGIONAL COUNCIL

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2006 TO 28 FEBRUARY 2007

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) **Basis of Accounting**

This statement has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) **The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

(c) **Rounding Off Figures**

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

(d) **Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) **Goods and Services Tax**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) **Fixed Assets**

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation or amortisation and any accumulated impairment balances.

(g) **Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Infrastructure	30 to 50 years

**TAMALA PARK REGIONAL COUNCIL**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2006 TO 28 FEBRUARY 2007**

**2. STATEMENT OF OBJECTIVE**

The Regional Council has a specific regional purpose which is:

- a) To undertake, in accordance with the objectives, the rezoning, subdivision, development marketing and sale of land comprising the developable portion of Lot 118 Mindarie; and
- b) To carry out and do all other acts and things which are reasonably necessary for the bringing into effect of the matters referred to in paragraph a).

The objectives of the Regional Council are:

- 1. To develop and improve the value of the land;
- 2. To maximise, and with prudent risk parameters, the financial return to the Participants;
- 3. To balance economic, social and environmental issues; and
- 4. To produce a quality development demonstrating the best urban design and development practice.

**3. ACQUISITION OF ASSETS**

The following assets have been acquired during the period under review:

**By Program**

	<b>28 Feb 2007 Actual \$</b>	<b>2006/07 Revised Budget \$</b>
Furniture and Equipment	0	3,500
	0	3,500

**By Class**

Furniture and Equipment	0	3,500
	0	3,500

**4. DISPOSALS OF ASSETS**

There has been no disposal of assets in the period under review. No assets have been budgeted for disposal in this financial year.

**TAMALA PARK REGIONAL COUNCIL**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2006 TO 28 FEBRUARY 2007**

**5. INFORMATION ON BORROWINGS**

No borrowings have been made in the period under review. No borrowings are budgeted for the 2006-07 financial year.

**6. CONTRIBUTED EQUITY**

The Council has budgeted to receive an amount of \$16,564,927 from member Councils during the 2006/07 financial year.

To this period end, \$16,341,439 has been received from this source.

<b>7. NET CURRENT ASSETS</b>	<b>28 Feb 2007 Actual \$</b>	<b>Brought Forward 1-Jul \$</b>
<b>Composition of Estimated Net Current Asset Position</b>		
 <b>CURRENT ASSETS</b>		
Cash - Unrestricted	16,260,265	0
Receivables	2,008	0
Inventories	0	0
	16,262,273	0
 <b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	-582	0
	16,261,691	0
Less: Cash - Restricted/Committed	0	0
<b>NET CURRENT ASSET POSITION</b>	<b>16,261,691</b>	<b>0</b>

**ATTACHMENT: Income Statement by Nature & Type July 2006 to February 2007**

**Tamala Park Regional Council  
Income Statement by Nature and Type  
July 2006 through February 2007**

	<u>Jul '2006 - Feb 2007</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Expenses</b>			
Depreciation	0.00	-4.00	-2,500.00
Employee Costs	-150,883.40	-194,428.00	-264,680.00
Insurance	-6,067.00	-3,660.00	-4,650.00
Materials & Contracts MTC	-1,223.91	-250.00	-6,800.00
Materials & Contracts Other	-6,999.92	-102,754.00	-199,370.00
Other	-59,761.12	-21,033.00	-26,470.00
Utilities	0.00	-100.00	-200.00
<b>Total Expenses</b>	<u>-224,935.35</u>	<u>-322,229.00</u>	<u>-504,670.00</u>
<b>Revenue</b>			
Interest Earnings	145,186.71	363,180.00	660,000.00
<b>Total Revenue</b>	<u>145,186.71</u>	<u>363,180.00</u>	<u>660,000.00</u>
<b>TOTAL</b>	<u><u>-79,748.64</u></u>	<u><u>40,951.00</u></u>	<u><u>155,330.00</u></u>

**ATTACHMENT: Income Statement (Detailed) by Function & Activity July 2006 to February 2007**

**Tamala Park Regional Council  
Income Statement (Detailed) by function and activity  
July 2006 through February 2007**

	<u>Jul 2006 - Feb 2007</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
<b>I03 · GENERAL PURPOSE FUNDING</b>				
<b>I032 · Other GPF</b>				
I032030 · Interest on Investment	145,186.71	363,180.00	39.98%	860,000.00
<b>Total I032 · Other GPF</b>	<b>145,186.71</b>	<b>363,180.00</b>	<b>39.98%</b>	<b>860,000.00</b>
<b>Total I03 · GENERAL PURPOSE FUNDING</b>	<b>145,186.71</b>	<b>363,180.00</b>	<b>39.98%</b>	<b>860,000.00</b>
<b>Total Income</b>	<b>145,186.71</b>	<b>363,180.00</b>	<b>39.98%</b>	<b>860,000.00</b>
<b>Gross Profit</b>	<b>145,186.71</b>	<b>363,180.00</b>	<b>39.98%</b>	<b>860,000.00</b>
<b>Expense</b>				
<b>E04 · GOVERNANCE.</b>				
<b>E041 · Membership</b>				
E041005 · Mayoral Allowance	0.00	2,250.00	0.0%	3,000.00
E041010 · Deputy Mayor Allowance	0.00	563.00	0.0%	750.00
E041015 · Elected Members Remuneration				
E041016 · Travelling	815.81			
E041017 · Attendance Fees	5,977.50			
E041018 · Composite Allowance	24,075.00			
E041015 · Elected Members Remuneration - Other	0.00	16,520.00	0.0%	16,520.00
<b>Total E041015 · Elected Members Remuneration</b>	<b>30,868.31</b>	<b>16,520.00</b>	<b>186.85%</b>	<b>16,520.00</b>
E041020 · Conference Expenses	0.00	500.00	0.0%	4,000.00
E041025 · Training	0.00	200.00	0.0%	200.00
E041030 · Other Costs	0.00	1,000.00	0.0%	2,000.00
<b>Total E041 · Membership</b>	<b>30,868.31</b>	<b>21,033.00</b>	<b>148.78%</b>	<b>26,470.00</b>
<b>Total E04 · GOVERNANCE.</b>	<b>30,868.31</b>	<b>21,033.00</b>	<b>148.78%</b>	<b>26,470.00</b>
<b>E14 · OTHER PROPERTY &amp; SERVICES.</b>				
<b>E145 · Administration</b>				
E145005 · Salaries - Basic Costs	121,880.76	158,460.00	76.92%	220,000.00
E145007 · Salaries Occ. Superannuation	10,953.14	2,548.00	429.87%	3,780.00
E145009 · Salaries WALGS Superannuation	1,192.30	14,260.00	8.38%	19,800.00
E145011 · Advertising Staff Vacancies	6,657.20	12,000.00	55.48%	12,000.00
E145013 · Fringe Benefits Tax	0.00	2,300.00	0.0%	3,600.00
E145015 · Insurance W/comp.	3,567.00	3,960.00	90.08%	4,400.00
E145017 · Medical Exam. Costs	0.00	100.00	0.0%	100.00
E145019 · Staff Training & Dev.	0.00	600.00	0.0%	600.00
E145021 · Telephone - Staff Reimbursement	0.00	200.00	0.0%	400.00
E145022 · Rates Paid	0.00	10.00	0.0%	1,000.00
E145023 · Security Costs	0.00	500.00	0.0%	1,000.00
E145025 · Other Accom & Property Costs	0.00	3,000.00	0.0%	5,400.00
E145027 · Advertising General	0.00	1,500.00	0.0%	3,000.00
E145029 · Advertising Public/Statutory	1,588.23	6,874.00	23.8%	11,000.00
E145031 · Graphics Consumables	0.00	3,500.00	0.0%	5,000.00
E145033 · Photocopying	0.00	2,000.00	0.0%	4,800.00
E145035 · Photography	0.00	200.00	0.0%	200.00
E145037 · Postage, Courier & Freight	0.00	1,350.00	0.0%	2,180.00
E145039 · Printing	0.00	950.00	0.0%	2,000.00
E145041 · Signage/Decals	0.00	10.00	0.0%	1,500.00
E145043 · Stationery	150.00	800.00	25.0%	1,000.00
E145045 · Other Admin Expenses	0.00	10,000.00	0.0%	10,000.00
E145051 · After Hours Telephone Service	0.00	10.00	0.0%	100.00
E145053 · Bank Charges	129.12	100.00	129.12%	340.00
E145055 · Credit Charges	0.00	10.00	0.0%	60.00
E145057 · Audit Fees	0.00	1,000.00	0.0%	3,000.00
E145059 · Membership Fees	0.00	2,000.00	0.0%	2,000.00
E145061 · Legal Expenses	0.00	2,000.00	0.0%	14,000.00
E145063 · Conveyancing Expenses	0.00	500.00	0.0%	500.00
E145065 · Surveyors Fees	0.00	6,000.00	0.0%	6,000.00
E145067 · Title Searches	0.00	300.00	0.0%	300.00
E145069 · Valuation Fees	0.00	10.00	0.0%	8,000.00
E145071 · Other Professional Fees	6,700.00	8,090.00	82.82%	12,000.00
E145073 · Public Relations	0.00	1,000.00	0.0%	1,000.00
E145075 · Promotions	0.00	1,000.00	0.0%	4,000.00
E145077 · Business Hospitality Expenses	15.00	1,500.00	1.0%	4,000.00
E145079 · Consultancy	33,653.00	31,830.00	105.73%	70,460.00
E145081 · Professional Retainer	0.00	2,000.00	0.0%	2,000.00

**ATTACHMENT: Income Statement (Detailed) by Function & Activity July 2006 to February 2007 Continued**

**Tamala Park Regional Council  
Income Statement (Detailed) by function and activity  
July 2006 through February 2007**

	<u>Jul '2006 - Feb 2007</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
E145083 · Research	0.00	2,000.00	0.0%	2,000.00
E145085 · External Contract Services	0.00	300.00	0.0%	600.00
E145087 · Computer Software Mtce	0.00	2,100.00	0.0%	3,000.00
E145089 · Computer Software Purchase	635.96			2,000.00
E145091 · Computer Sundries	45.41	1,000.00	4.54%	2,000.00
E145092 · Data Communication Links	0.00	2,000.00	0.0%	2,000.00
E145093 · Internet Provider Costs	414.49	600.00	69.08%	1,500.00
E145094 · Plant & Equipment Purchase Non-	0.00	300.00	0.0%	300.00
E145095 · Furniture & Equipment Purchase	0.00	250.00	0.0%	250.00
E145097 · Hire of Equipment	0.00	400.00	0.0%	400.00
E145099 · Vehicle Operating Expense	3,321.43	3,000.00	110.71%	3,000.00
E145101 · Consumable Stores	0.00	50.00	0.0%	100.00
E145103 · Newspapers & Periodicals	0.00	30.00	0.0%	200.00
E145105 · Publications & Brochures	0.00	500.00	0.0%	500.00
E145107 · Subscriptions	0.00	100.00	0.0%	100.00
E145109 · Parking Expenses	0.00	80.00	0.0%	200.00
E145111 · Plans	184.00	400.00	41.0%	400.00
E145113 · Emergency Services	500.00	1,000.00	50.0%	3,000.00
E145115 · Misc Services Expenses	0.00	1,000.00	0.0%	2,000.00
E145117 · Electricity	0.00	100.00	0.0%	200.00
E145119 · Professional Indemnity	0.00	2,500.00	0.0%	2,500.00
E145121 · Insurance - Public Liability	2,500.00	500.00	500.0%	500.00
E145123 · Insurance - Property (ISR)	0.00	100.00	0.0%	100.00
E145125 · Insurance - Motor Vehicle	0.00	10.00	0.0%	400.00
E145127 · Insurance - Other	0.00	400.00	0.0%	1,000.00
E145128 · Insurance Excess - Other	0.00	150.00	0.0%	150.00
E145200 · Plant Maintenance & Repair	0.00	10.00	0.0%	200.00
E145201 · Furniture Maintenance & Repair	0.00	200.00	0.0%	400.00
E145202 · Fuel, Oils & Grease	0.00	10.00	0.0%	3,000.00
E145203 · Registration	0.00	10.00	0.0%	200.00
E145204 · Fences/Walls (Sumps in Road Res	0.00	10.00	0.0%	1,000.00
E145205 · Recreation Reserves Mtce	0.00	10.00	0.0%	2,000.00
E145220 · Depreciation Plant	0.00	1.00	0.0%	300.00
E145221 · Depreciation Mobile Vehicles	0.00	1.00	0.0%	2,000.00
E145222 · Depreciation Furniture	0.00	1.00	0.0%	100.00
E145223 · Depreciation Other Eng Infrastr	0.00	1.00	0.0%	100.00
<b>Total E145 · Administration</b>	<b>194,067.04</b>	<b>301,196.00</b>	<b>64.43%</b>	<b>478,200.00</b>
<b>Total E14 · OTHER PROPERTY &amp; SERVICES.</b>	<b>194,067.04</b>	<b>301,196.00</b>	<b>64.43%</b>	<b>478,200.00</b>
<b>Total Expense</b>	<b>224,935.35</b>	<b>322,229.00</b>	<b>69.81%</b>	<b>504,670.00</b>
<b>Net Income e</b>	<b>-79,748.64</b>	<b>40,951.00</b>	<b>-194.74%</b>	<b>155,330.00</b>

**ATTACHMENT: Balance Sheet as of 28 February 2007**

10:46 AM  
06/03/07

**Tamala Park Regional Council**  
**Balance Sheet Prev Year Comparison**  
As of February 28, 2007

	<u>Feb 28, 2007</u>	<u>Jun 30, 2006</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Current/Savings			
A01100 · Cash at Bank			
A01101 · Unrestricted Municipal Bank	-17,528.33	0.00	-17,528.33
A01102 · Unrestricted Short Term Investm	67,893.03	0.00	67,893.03
A01106 · Fixed Term Deposit_BankWest	16,209,900.36	0.00	16,209,900.36
Total A01100 · Cash at Bank	<u>16,260,265.06</u>	<u>0.00</u>	<u>16,260,265.06</u>
Total Current/Savings	<u>16,260,265.06</u>	<u>0.00</u>	<u>16,260,265.06</u>
Total Current Assets	<u>16,260,265.06</u>	<u>0.00</u>	<u>16,260,265.06</u>
<b>TOTAL ASSETS</b>	<u><b>16,260,265.06</b></u>	<u><b>0.00</b></u>	<u><b>16,260,265.06</b></u>
<b>LIABILITIES</b>			
Current Liabilities			
Other Current Liabilities			
2100 · Payroll Liabilities			
L2001 · PAYG Deductions	582.00	0.00	582.00
Total 2100 · Payroll Liabilities	<u>582.00</u>	<u>0.00</u>	<u>582.00</u>
2200 · Tax Payable	-2,007.47	0.00	-2,007.47
Total Other Current Liabilities	<u>-1,425.47</u>	<u>0.00</u>	<u>-1,425.47</u>
Total Current Liabilities	<u>-1,425.47</u>	<u>0.00</u>	<u>-1,425.47</u>
<b>TOTAL LIABILITIES</b>	<u><b>-1,425.47</b></u>	<u><b>0.00</b></u>	<u><b>-1,425.47</b></u>
<b>NET ASSETS</b>	<u><b>16,261,690.53</b></u>	<u><b>0.00</b></u>	<u><b>16,261,690.53</b></u>
<b>EQUITY</b>			
L019001 · TVP Contributed Equity	1,361,786.60	0.00	1,361,786.60
L019002 · CP Contributed Equity	1,361,786.60	0.00	1,361,786.60
L019003 · TC Contributed Equity	1,361,786.60	0.00	1,361,786.60
L019004 · CJ Contributed Equity	2,723,573.19	0.00	2,723,573.19
L019005 · CW Contributed Equity	2,723,573.19	0.00	2,723,573.19
L019006 · TV Contributed Equity	1,361,786.60	0.00	1,361,786.60
L019007 · CS Contributed Equity	5,447,146.39	0.00	5,447,146.39
Net Income	-79,748.64	0.00	-79,748.64
<b>TOTAL EQUITY</b>	<u><b>16,261,690.53</b></u>	<u><b>0.00</b></u>	<u><b>16,261,690.53</b></u>

**ATTACHMENT: Monthly Statement of Financial Activity for the period 1 July 2006 to 31 March 2007**

**TAMALA PARK REGIONAL COUNCIL  
MONTHLY STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2006 TO 31 March 2007**

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- Detailed Income Statement	
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**TAMALA PARK REGIONAL COUNCIL  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2006 TO 31 March 2007**

	NOTE	31 Mar 2007 Actual \$	31 Mar 2007 Y-T-D Budget \$	2006/07 Revised Budget \$	Variences Budget to Actual Y-T-D %
<b><u>Operating</u></b>					
<b>Revenues/Sources</b>	1,2				
Interest Earnings		354,977	436,244	660,000	(18.63%)
		<u>354,977</u>	<u>436,244</u>	<u>660,000</u>	
<b>(Expenses)/(Applications)</b>	1,2				
Employee Costs		-166,659.50	-211,606.00	-264,680	(21.24%)
Materials & Contracts		-8,224	-118,864.00	-206,170	(93.08%)
Utilities		0	-100	-200	0.00%
Depreciation		0	-4	-2,500	0.00%
Insurance		-6,067	-3,660	-4,650	65.77%
Other Expenditure		<u>-74,069.76</u>	<u>-21,970.00</u>	<u>-26,470</u>	237.14%
		<u>-255,020</u>	<u>-356,204</u>	<u>-504,670</u>	
<b><u>Adjustments for Non-Cash (Revenue) and Expenditure</u></b>					
Depreciation on Assets	2(a)	0	4	2,500	0.00%
<b><u>Capital Revenue and (Expenditure)</u></b>					
Purchase Furniture and Equipment	3	0	0	-3,500	0.00%
Contributed Equity	6	16,341,439	16,460,000	16,460,000	0.00%
<b>ADD Net Current Assets July 1 B/Fwd</b>	7	0	0	0	0.00%
<b>Net Current Assets Year to Date</b>	7	<u>16,441,396</u>	<u>16,540,040</u>	<u>16,614,330</u>	0.00%

This statement is to be read in conjunction with the accompanying notes.



TAMALA PARK REGIONAL COUNCIL

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2006 TO 31 March 2007

**1. SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

**(a) Basis of Accounting**

This statement has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

**(c) Rounding Off Figures**

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

**(f) Fixed Assets**

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation or amortisation and any accumulated impairment balances.

**(g) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Infrastructure	30 to 50 years

**TAMALA PARK REGIONAL COUNCIL**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2006 TO 31 March 2007**

**2. STATEMENT OF OBJECTIVE**

The Regional Council has a specific regional purpose which is:

- a) To undertake, in accordance with the objectives, the rezoning, subdivision, development marketing and sale of land comprising the developable portion of Lot 118 Mindarie; and
- b) To carry out and do all other acts and things which are reasonably necessary for the bringing into effect of the matters referred to in paragraph a).

The objectives of the Regional Council are:

- 1. To develop and improve the value of the land;
- 2. To maximise, and with prudent risk parameters, the financial return to the Participants;
- 3. To balance economic, social and environmental issues; and
- 4. To produce a quality development demonstrating the best urban design and development practice.

**3. ACQUISITION OF ASSETS**

The following assets have been acquired during the period under review:

**By Program**

	<b>31 Mar 2007 Actual \$</b>	<b>2006/07 Revised Budget \$</b>
Furniture and Equipment	0	3,500
	0	3,500

**By Class**

Furniture and Equipment	0	3,500
	0	3,500

**4. DISPOSALS OF ASSETS**

There has been no disposal of assets in the period under review. No assets have been budgeted for disposal in this financial year.

**TAMALA PARK REGIONAL COUNCIL**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2006 TO 31 March 2007**

**5. INFORMATION ON BORROWINGS**

No borrowings have been made in the period under review. No borrowings are budgeted for the 2006-07 financial year.

**6. CONTRIBUTED EQUITY**

The Council has budgeted to receive an amount of \$16,564,927 from member Councils during the 2006/07 financial year. This amount included \$120,000 and a compensation settlement transfer of compensation receipts for sale of Pt lot 118 plus interest from 1 July 2006. To this period end, \$16,341,439 has been received from this source.

<b>7. NET CURRENT ASSETS</b>	<b>31 Mar 2007 Actual \$</b>	<b>Brought Forward 1-Jul \$</b>
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	16,441,551	0
Receivables	2,105	0
Inventories	<u>0</u>	<u>0</u>
	16,443,656	0
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>-2,260</u>	<u>0</u>
	16,441,396	0
Less: Cash - Restricted/Committed	<u>0</u>	<u>0</u>
<b>NET CURRENT ASSET POSITION</b>	<u><u>16,441,396</u></u>	<u><u>0</u></u>

**ATTACHMENT: Income Statement by Nature & Type July 2006 to March 2007**

**Tamala Park Regional Council  
Income Statement by Nature and Type  
July 2006 through March 2007**

	<u>Jul '2006 - Mar 2007</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Expenses</b>			
Depreciation	0.00	-4.00	-2,500.00
Employee Costs	-166,659.50	-211,606.00	-264,680.00
Insurance	-6,067.00	-3,660.00	-4,650.00
Materials & Contracts MTC	-1,223.91	-1,430.00	-6,800.00
Materials & Contracts Other	-6,999.92	-117,434.00	-199,370.00
Other	-74,069.76	-21,970.00	-26,470.00
Utilities	0.00	-100.00	-200.00
<b>Total Expenses</b>	<u>-255,020.09</u>	<u>-356,204.00</u>	<u>-504,670.00</u>
<b>Revenue</b>			
Interest Earnings	354,454.67	436,244.00	660,000.00
Revenue - Other	522.48		
<b>Total Revenue</b>	<u>354,977.15</u>	<u>436,244.00</u>	<u>660,000.00</u>
<b>TOTAL</b>	<u><u>99,957.06</u></u>	<u><u>80,040.00</u></u>	<u><u>155,330.00</u></u>

**ATTACHMENT: Income Statement (Detailed) by Function & Activity July 2006 to March 2007**

**Tamala Park Regional Council  
Income Statement (Detailed) by function and activity  
July 2006 through March 2007**

	Jul '2006 - Mar 2007	YTD Budget	% of Budget	Annual Budget
<b>Income</b>				
<b>I03 - GENERAL PURPOSE FUNDING</b>				
<b>I032 - Other GPF</b>				
I032030 - Interest on Investment	354,977.15	436,244.00	81.37%	660,000.00
<b>Total I032 - Other GPF</b>	<b>354,977.15</b>	<b>436,244.00</b>	<b>81.37%</b>	<b>660,000.00</b>
<b>Total I03 - GENERAL PURPOSE FUNDING</b>	<b>354,977.15</b>	<b>436,244.00</b>	<b>81.37%</b>	<b>660,000.00</b>
<b>Total Income</b>	<b>354,977.15</b>	<b>436,244.00</b>	<b>81.37%</b>	<b>660,000.00</b>
<b>Gross Profit</b>	<b>354,977.15</b>	<b>436,244.00</b>	<b>81.37%</b>	<b>660,000.00</b>
<b>Expense</b>				
<b>E04 - GOVERNANCE.</b>				
<b>E041 - Membership</b>				
E041005 - Mayoral Allowance	0.00	3,000.00	0.0%	3,000.00
E041010 - Deputy Mayor Allowance	0.00	750.00	0.0%	750.00
<b>E041015 - Elected Members Remuneration</b>				
E041016 - Travelling	815.81			
E041017 - Attendance Fees	5,977.50			
E041018 - Composite Allowance	36,112.50			
E041015 - Elected Members Remuneration - Other	0.00	16,520.00	0.0%	16,520.00
<b>Total E041015 - Elected Members Remuneration</b>	<b>42,905.81</b>	<b>16,520.00</b>	<b>259.72%</b>	<b>16,520.00</b>
E041020 - Conference Expenses	0.00	500.00	0.0%	4,000.00
E041025 - Training	0.00	200.00	0.0%	200.00
E041030 - Other Costs	0.00	1,000.00	0.0%	2,000.00
<b>Total E041 - Membership</b>	<b>42,905.81</b>	<b>21,970.00</b>	<b>195.29%</b>	<b>26,470.00</b>
<b>Total E04 - GOVERNANCE.</b>	<b>42,905.81</b>	<b>21,970.00</b>	<b>195.29%</b>	<b>26,470.00</b>
<b>E14 - OTHER PROPERTY &amp; SERVICES.</b>				
<b>E145 - Administration</b>				
E145005 - Salaries - Basic Costs	136,135.48	173,845.00	78.31%	220,000.00
E145007 - Salaries Occ. Superannuation	12,236.06	2,856.00	428.43%	3,780.00
E145009 - Salaries WALGS Superannuation	1,430.76	15,645.00	9.15%	19,800.00
E145011 - Advertising Staff Vacancies	6,657.20	12,000.00	55.48%	12,000.00
E145013 - Fringe Benefits Tax	0.00	2,300.00	0.0%	3,600.00
E145015 - Insurance W/comp.	3,567.00	3,960.00	90.08%	4,400.00
E145017 - Medical Exam. Costs	0.00	100.00	0.0%	100.00
E145019 - Staff Training & Dev.	0.00	600.00	0.0%	600.00
E145021 - Telephone - Staff Reimbursement	0.00	300.00	0.0%	400.00
E145022 - Rates Paid	0.00	10.00	0.0%	1,000.00
E145023 - Security Costs	0.00	750.00	0.0%	1,000.00
E145025 - Other Accom & Property Costs	0.00	3,000.00	0.0%	5,400.00
E145027 - Advertising General	0.00	2,000.00	0.0%	3,000.00
E145029 - Advertising Public/Statutory	1,912.47	6,674.00	28.66%	11,000.00
E145031 - Graphics Consumables	0.00	4,500.00	0.0%	5,000.00
E145033 - Photocopying	0.00	2,400.00	0.0%	4,800.00
E145035 - Photography	0.00	200.00	0.0%	200.00
E145037 - Postage, Courier & Freight	0.00	1,550.00	0.0%	2,160.00
E145039 - Printing	0.00	950.00	0.0%	2,000.00
E145041 - Signage/Decals	0.00	1,500.00	0.0%	1,500.00
E145043 - Stationery	150.00	700.00	21.43%	1,000.00
E145045 - Other Admin Expenses	0.00	10,000.00	0.0%	10,000.00
E145051 - After Hours Telephone Service	0.00	10.00	0.0%	100.00
E145053 - Bank Charges	149.37	220.00	67.9%	340.00
E145055 - Credit Charges	0.00	10.00	0.0%	60.00
E145057 - Audit Fees	0.00	1,000.00	0.0%	3,000.00
E145059 - Membership Fees	0.00	2,000.00	0.0%	2,000.00
E145061 - Legal Expenses	0.00	2,000.00	0.0%	14,000.00
E145063 - Conveyancing Expenses	0.00	500.00	0.0%	500.00
E145065 - Surveyors Fees	0.00	6,000.00	0.0%	6,000.00
E145067 - Title Searches	0.00	300.00	0.0%	300.00
E145069 - Valuation Fees	0.00	4,000.00	0.0%	8,000.00
E145071 - Other Professional Fees	7,100.00	8,090.00	87.76%	12,000.00
E145073 - Public Relations	0.00	1,000.00	0.0%	1,000.00

**ATTACHMENT: Income Statement (Detailed) by Function & Activity July 2006 to March 2007 Continued**

**Tamala Park Regional Council  
Income Statement (Detailed) by function and activity  
July 2006 through March 2007**

	Jul '2006 - Mar 2007	YTD Budget	% of Budget	Annual Budget
E145075 · Promotions	0.00	2,000.00	0.0%	4,000.00
E145077 · Business Hospitality Expenses	1,289.83	1,500.00	85.99%	4,000.00
E145079 · Consultancy	33,653.00	36,830.00	91.37%	70,460.00
E145081 · Professional Retainer	0.00	2,000.00	0.0%	2,000.00
E145083 · Research	0.00	2,000.00	0.0%	2,000.00
E145085 · External Contract Services	0.00	300.00	0.0%	600.00
E145087 · Computer Software Mtce	0.00	2,100.00	0.0%	3,000.00
E145089 · Computer Software Purchase	635.96			2,000.00
E145091 · Computer Sundries	297.23	1,000.00	29.72%	2,000.00
E145092 · Data Communication Links	0.00	2,000.00	0.0%	2,000.00
E145093 · Internet Provider Costs	414.49	1,200.00	34.54%	1,500.00
E145094 · Plant & Equipment Purchase Non-	0.00	300.00	0.0%	300.00
E145095 · Furniture & Equipment Purchase	0.00	250.00	0.0%	250.00
E145097 · Hire of Equipment	0.00	400.00	0.0%	400.00
E145099 · Vehicle Operating Expense	3,321.43	3,000.00	110.71%	3,000.00
E145101 · Consumable Stores	0.00	50.00	0.0%	100.00
E145103 · Newspapers & Periodicals	0.00	40.00	0.0%	200.00
E145105 · Publications & Brochures	0.00	500.00	0.0%	500.00
E145107 · Subscriptions	0.00	100.00	0.0%	100.00
E145109 · Parking Expenses	0.00	100.00	0.0%	200.00
E145111 · Plans	164.00	400.00	41.0%	400.00
E145113 · Emergency Services	500.00	1,000.00	50.0%	3,000.00
E145115 · Misc Services Expenses	0.00	1,000.00	0.0%	2,000.00
E145117 · Electricity	0.00	100.00	0.0%	200.00
E145119 · Professional Indemnity	0.00	2,500.00	0.0%	2,500.00
E145121 · Insurance - Public Liability	2,500.00	500.00	500.0%	500.00
E145123 · Insurance - Property (ISR)	0.00	100.00	0.0%	100.00
E145125 · Insurance - Motor Vehicle	0.00	10.00	0.0%	400.00
E145127 · Insurance - Other	0.00	400.00	0.0%	1,000.00
E145128 · Insurance Excess - Other	0.00	150.00	0.0%	150.00
E145200 · Plant Maintenance & Repair	0.00	200.00	0.0%	200.00
E145201 · Furniture Maintenance & Repair	0.00	200.00	0.0%	400.00
E145202 · Fuel, Oils & Grease	0.00	10.00	0.0%	3,000.00
E145203 · Registration	0.00	10.00	0.0%	200.00
E145204 · Fences/Walls (Sumps in Road Res	0.00	1,000.00	0.0%	1,000.00
E145205 · Recreation Reserves Mtce	0.00	10.00	0.0%	2,000.00
E145220 · Depreciation Plant	0.00	1.00	0.0%	300.00
E145221 · Depreciation Mobile Vehicles	0.00	1.00	0.0%	2,000.00
E145222 · Depreciation Furniture	0.00	1.00	0.0%	100.00
E145223 · Depreciation Other Eng Infrastr	0.00	1.00	0.0%	100.00
<b>Total E145 · Administration</b>	<b>212,114.28</b>	<b>334,234.00</b>	<b>63.46%</b>	<b>478,200.00</b>
<b>Total E14 · OTHER PROPERTY &amp; SERVICES.</b>	<b>212,114.28</b>	<b>334,234.00</b>	<b>63.46%</b>	<b>478,200.00</b>
<b>Total Expense</b>	<b>255,020.09</b>	<b>356,204.00</b>	<b>71.59%</b>	<b>504,670.00</b>
<b>Net Income</b>	<b>99,957.06</b>	<b>80,040.00</b>	<b>124.88%</b>	<b>155,330.00</b>

**ATTACHMENT: Balance Sheet as of 31 March 2007**

**Tamala Park Regional Council  
Balance Sheet Prev Year Comparison  
As of March 31, 2007**

	<u>Mar 31, 2007</u>	<u>Jun 30, 2006</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Current/Savings			
A01100 · Cash at Bank			
A01101 · Unrestricted Municipal Bank	2,785.33	0.00	2,785.33
A01102 · Unrestricted Short Term Investm	46,396.57	0.00	46,396.57
A01106 · Fixed Term Deposit_BankWest	16,393,921.09	0.00	16,393,921.09
A01100 · Cash at Bank - Other	-1,551.83	0.00	-1,551.83
Total A01100 · Cash at Bank	<u>16,441,551.16</u>	<u>0.00</u>	<u>16,441,551.16</u>
Total Current/Savings	<u>16,441,551.16</u>	<u>0.00</u>	<u>16,441,551.16</u>
Total Current Assets	<u>16,441,551.16</u>	<u>0.00</u>	<u>16,441,551.16</u>
<b>TOTAL ASSETS</b>	<u><b>16,441,551.16</b></u>	<u><b>0.00</b></u>	<u><b>16,441,551.16</b></u>
<b>LIABILITIES</b>			
Current Liabilities			
Accounts Payable			
L01215 · SUNDRY CREDITORS	1,290.00	0.00	1,290.00
Total Accounts Payable	<u>1,290.00</u>	<u>0.00</u>	<u>1,290.00</u>
Other Current Liabilities			
2100 · Payroll Liabilities			
L2001 · PAYG Deductions	970.00	0.00	970.00
Total 2100 · Payroll Liabilities	<u>970.00</u>	<u>0.00</u>	<u>970.00</u>
2200 · Tax Payable	-2,105.07	0.00	-2,105.07
Total Other Current Liabilities	<u>-1,135.07</u>	<u>0.00</u>	<u>-1,135.07</u>
Total Current Liabilities	<u>154.93</u>	<u>0.00</u>	<u>154.93</u>
<b>TOTAL LIABILITIES</b>	<u><b>154.93</b></u>	<u><b>0.00</b></u>	<u><b>154.93</b></u>
<b>NET ASSETS</b>	<u><b>16,441,396.23</b></u>	<u><b>0.00</b></u>	<u><b>16,441,396.23</b></u>
<b>EQUITY</b>			
L019001 · TVP Contributed Equity	1,361,786.60	0.00	1,361,786.60
L019002 · CP Contributed Equity	1,361,786.60	0.00	1,361,786.60
L019003 · TC Contributed Equity	1,361,786.60	0.00	1,361,786.60
L019004 · CJ Contributed Equity	2,723,573.19	0.00	2,723,573.19
L019005 · CW Contributed Equity	2,723,573.19	0.00	2,723,573.19
L019006 · TV Contributed Equity	1,361,786.60	0.00	1,361,786.60
L019007 · CS Contributed Equity	5,447,146.39	0.00	5,447,146.39
Net Income	99,957.06	0.00	99,957.06
<b>TOTAL EQUITY</b>	<u><b>16,441,396.23</b></u>	<u><b>0.00</b></u>	<u><b>16,441,396.23</b></u>

**9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS JULY 2006-MARCH 2007**

**Report Information**

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer

**Recommendation**

**That the Council RECEIVE and NOTE the list of accounts paid under Delegated Authority to the CEO for each of the months July 2006 to March 2007:**

• Month ending 31 Jul 2006	Total \$ 1,058.31
• Month ending 31 Aug 2006	Total \$48,339.17
• Month ending 30 Sep 2006	Total \$29,492.80
• Month ending 31 Oct 2006	Total \$26,809.57
• Month ending 30 Nov 2006	Total \$26,643.76
• Month ending 31 Dec 2006	Total \$35,347.29
• Month ending 31 Jan 2007	Total \$15,186.89
• Month ending 28 Feb 2007	Total \$45,473.03
• Month ending 31 Mar 2007	Total \$26,952.51
 Year to Date	 Total \$253,303.33

**Voting Requirements**

Simple Majority

**Report Purpose**

Submission of the list of payments made under the CEO's Delegated Authority for the months ending 31 July 2006, 31 August 2006, 30 September 2006, 31 October 2006, 30 November 2006, 31 December 2006, 31 January 2007, 28 February 2007 and 31 March 2007.

**Relevant Documents**

Attachments: Cheque Detail for Months Ending 31 July 2006; 31 August 2006; 30 September 2006; 31 October 2006; 30 November 2006; 31 December 2006; 31 January 2007; 28 February 2007 and 31 March 2007  
Available for viewing at the meeting: Nil

**Local Government Act/Regulation**

Local Government Act 1995: Sect 5.42 - Delegation given for Payments  
Local Government (Financial Management) Regs 1996: Reg 13(1) - Monthly Payment list required  
Local Government (Audit) Regs 1996: Reg 13 - Compliance Audit Item

**Background**



A list of accounts paid under delegation or submitted for authorisation for payment is to be submitted to the Council at each meeting.

It is a specific requirement of Regulations that list state the month (not the period) for which the account payments or authorisation relates.

**Comment**

Payments made are in accordance with authorisations by Council, budget procurement and other Policies.

Because of bi-monthly meetings previous payment list have referred to elapsed periods rather than individual months.

As the form of the payment list is specifically mentioned in the Local Government Compliance report the current and past monthly data is presented in month format for information and noting by the Council.

**ATTACHMENT: Cheque Detail for Month Ending 31 July 2006**

1:55 PM  
29/03/07

**Tamala Park Regional Council  
Cheque Detail  
July 2006**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Pay Cheque	COS388060	18/07/2006	Kylie Brock	A01101 - Unrestricted Municipal Bank		-1,058.31
				E145005 - Salaries - Basic Costs	-1,292.31	1,292.31
				L2002 - Superannuation Contributions	116.31	-116.31
				L2001 - PAYG Deductions	234.00	-234.00
Liability Cheque	D/D	15/08/2006	WALGSP	L2002 - Superannuation Contributions	-116.31	448.60
Liability Cheque	D/D	16/08/2006	WALGSP	L2002 - Superannuation Contributions	-116.31	1,207.71
<b>TOTAL</b>					<b>-1,174.62</b>	<b>2,598.31</b>

**ATTACHMENT: Cheque Detail for Month Ending 31 August 2006**

1:55 PM  
29/03/07

**Tamala Park Regional Council  
Cheque Detail  
August 2006**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Pay Cheque	COS388382	03/08/2006	Kylie Brock	A01101 - Unrestricted Municipal Bank		-1,505.77
				E145005 - Salaries - Basic Costs	-1,846.15	1,846.15
				L2002 - Superannuation Contributions	166.15	-166.15
				L2001 - PAYG Deductions	340.38	-340.38
Liability Cheque	D/D	15/08/2006	WALGSP	L2002 - Superannuation Contributions	-166.15	448.60
Liability Cheque	D/D	16/08/2006	WALGSP	L2002 - Superannuation Contributions	-166.15	1,207.71
TOTAL					-1,671.92	2,995.93
Pay Cheque	D/D	15/08/2006	Kylie Brock	A01101 - Unrestricted Municipal Bank		-1,438.04
				E145005 - Salaries - Basic Costs	-1,846.04	1,846.04
				L2002 - Superannuation Contributions	166.14	-166.14
				L2001 - PAYG Deductions	408.00	-408.00
Liability Cheque	D/D	15/08/2006	WALGSP	L2002 - Superannuation Contributions	-166.14	448.60
Liability Cheque	D/D	16/08/2006	WALGSP	L2002 - Superannuation Contributions	-166.14	1,207.71
TOTAL					-1,604.18	2,928.21
Liability Cheque	D/D	15/08/2006	WALGSP	A01101 - Unrestricted Municipal Bank		-448.60
Pay Cheque	COS388060	18/07/2006		E145007 - Salaries Occ. Superannuation	-116.31	116.31
Pay Cheque	COS388382	03/08/2006		E145007 - Salaries Occ. Superannuation	-166.15	166.15
Pay Cheque	D/D	15/08/2006		E145007 - Salaries Occ. Superannuation	-166.14	166.14
TOTAL					-448.60	448.60
Bill Pmt -Cheque	Debit	15/08/2006	Beilby	A01101 - Unrestricted Municipal Bank		-5,610.00
Bill	Invoice: 22052PC	15/08/2006		E145079 - Consultancy	-5,100.00	5,100.00
				2200 - Tax Payable	-510.00	510.00
TOTAL					-5,610.00	5,610.00
Bill Pmt -Cheque	Debit	15/08/2006	Initiative Media Australia	A01101 - Unrestricted Municipal Bank		-7,322.92
Bill	Invoice: 37562	15/08/2006		E145011 - Advertising Staff Vacancies	-6,657.20	6,657.20
				2200 - Tax Payable	-665.72	665.72
TOTAL					-7,322.92	7,322.92
Bill Pmt -Cheque	Debit	15/08/2006	Municipal Liability Scheme	A01101 - Unrestricted Municipal Bank		-1,787.50
Bill		15/08/2006		E145121 - Insurance - Public Liability	-875.00	875.00
				E145121 - Insurance - Public Liability	-750.00	750.00
				2200 - Tax Payable	-162.50	162.50
TOTAL					-1,787.50	1,787.50
Bill Pmt -Cheque	Debit	15/08/2006	R A Constantine	A01101 - Unrestricted Municipal Bank		-5,790.40
Bill		15/08/2006		E145079 - Consultancy	-5,100.00	5,100.00
				E145111 - Plans	-164.00	164.00
				2200 - Tax Payable	-526.40	526.40
TOTAL					-5,790.40	5,790.40
Bill Pmt -Cheque	Debit	15/08/2006	State Law Publisher	A01101 - Unrestricted Municipal Bank		-1,302.30
Bill	137776	15/08/2006		E145029 - Advertising Public/Statutory	-1,163.91	1,163.91
				2200 - Tax Payable	-118.39	118.39
TOTAL					-1,302.30	1,302.30
Pay Cheque	D/D	15/08/2006	Rod A Constantine	A01101 - Unrestricted Municipal Bank		-7,927.05
				E145005 - Salaries - Basic Costs	-13,419.05	13,419.05
				L2002 - Superannuation Contributions	1,207.71	-1,207.71
				L2001 - PAYG Deductions	5,492.00	-5,492.00
Liability Cheque	D/D	16/08/2006	WALGSP	L2002 - Superannuation Contributions	-759.11	1,207.71

**Agenda TPRC Meeting of Council – 12 April 2007**

1:55 PM  
29/03/07

**Tamala Park Regional Council  
Cheque Detail  
August 2006**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>TOTAL</b>					-7,478.45	7,927.05
<b>Liability Cheque</b>	<b>D/D</b>	<b>16/08/2006</b>	<b>WALGSP</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,207.71</b>
Pay Cheque	COS388060	18/07/2006		E145007 - Salaries Occ. Superannuation	-116.31	116.31
Pay Cheque	COS388392	03/08/2006		E145007 - Salaries Occ. Superannuation	-166.15	166.15
Pay Cheque	D/D	15/08/2006		E145007 - Salaries Occ. Superannuation	-166.14	166.14
Pay Cheque	D/D	15/08/2006		E145007 - Salaries Occ. Superannuation	-759.11	1,207.71
<b>TOTAL</b>					<b>-1,207.71</b>	<b>1,656.31</b>
<b>Pay Cheque</b>	<b>1</b>	<b>30/08/2006</b>	<b>Rod A Constantine</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>0.00</b>
				E145005 - Salaries - Basic Costs	-4,970.02	4,970.02
				E145007 - Salaries Occ. Superannuation	-447.30	447.30
				L2002 - Superannuation Contributions	447.30	-447.30
				L2002 - Superannuation Contributions	4,970.02	-4,970.02
<b>TOTAL</b>					<b>0.00</b>	<b>0.00</b>
<b>Pay Cheque</b>	<b>1</b>	<b>30/08/2006</b>	<b>Kylie Brock</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,438.04</b>
				E145005 - Salaries - Basic Costs	-1,846.04	1,846.04
				L2002 - Superannuation Contributions	166.14	-166.14
				L2001 - PAYG Deductions	408.00	-408.00
				L2002 - Superannuation Contributions	-164.84	1,226.88
<b>TOTAL</b>					<b>-1,438.74</b>	<b>2,498.78</b>
<b>Bill Pmt -Cheque</b>		<b>31/08/2006</b>	<b>Sutherland, Michael</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-178.99</b>
Bill	Chq No 8	16/08/2006		E041016 - Travelling	-38.99	38.99
				E041017 - Attendance Fees	-140.00	140.00
<b>TOTAL</b>					<b>-178.99</b>	<b>178.99</b>
<b>Bill Pmt -Cheque</b>		<b>31/08/2006</b>	<b>Treby, Brett</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-166.52</b>
Bill	Chq No 9	17/08/2006		E041016 - Travelling	-26.52	26.52
				E041017 - Attendance Fees	-140.00	140.00
<b>TOTAL</b>					<b>-166.52</b>	<b>166.52</b>
<b>Bill Pmt -Cheque</b>		<b>31/08/2006</b>	<b>Clarey, Trevor</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,130.00</b>
Bill	Chq No 2	17/08/2006		E041017 - Attendance Fees	-280.00	280.00
				E041018 - Composite Allowance	-850.00	850.00
<b>TOTAL</b>					<b>-1,130.00</b>	<b>1,130.00</b>
<b>Bill Pmt -Cheque</b>		<b>31/08/2006</b>	<b>Stewart, Bill</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,524.34</b>
Bill	Chq No 7	16/08/2006		E041016 - Travelling	-114.34	114.34
				E041017 - Attendance Fees	-560.00	560.00
				E041018 - Composite Allowance	-850.00	850.00
<b>TOTAL</b>					<b>-1,524.34</b>	<b>1,524.34</b>
<b>Bill Pmt -Cheque</b>		<b>31/08/2006</b>	<b>Salpietro, Sam</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-4,194.73</b>
Bill	Chq No 6	16/08/2006		E041016 - Travelling	-34.73	34.73
				E041017 - Attendance Fees	-1,660.00	1,660.00
				E041018 - Composite Allowance	-2,500.00	2,500.00
<b>TOTAL</b>					<b>-4,194.73</b>	<b>4,194.73</b>
<b>Bill Pmt -Cheque</b>		<b>31/08/2006</b>	<b>Nairn, Vin</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,566.36</b>
Bill	Chq No 5	16/08/2006		E041016 - Travelling	-61.36	61.36
				E041017 - Attendance Fees	-467.50	467.50
				E041018 - Composite Allowance	-1,037.50	1,037.50

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>TOTAL</b>					<b>-1,566.36</b>	<b>1,566.36</b>
<b>Bill Pmt -Cheque</b>		<b>31/08/2006</b>	<b>Catania, Nick</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,174.63</b>
Bill	Chq No 1	16/08/2006		E041016 - Travelling	-44.63	44.63
				E041017 - Attendance Fees	-280.00	280.00
				E041018 - Composite Allowance	-850.00	850.00
<b>TOTAL</b>					<b>-1,174.63</b>	<b>1,174.63</b>
<b>Bill Pmt -Cheque</b>		<b>31/08/2006</b>	<b>Kelly, Jon</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,444.73</b>
Bill	Chq No 4	15/08/2006		E041016 - Travelling	-34.73	34.73
				E041017 - Attendance Fees	-560.00	560.00
				E041018 - Composite Allowance	-850.00	850.00
<b>TOTAL</b>					<b>-1,444.73</b>	<b>1,444.73</b>
<b>Bill Pmt -Cheque</b>		<b>31/08/2006</b>	<b>Evangel, Eleni</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,180.54</b>
Bill	Chq No 3	15/08/2006		E041016 - Travelling	-50.54	50.54
				E041017 - Attendance Fees	-280.00	280.00
				E041018 - Composite Allowance	-850.00	850.00
<b>TOTAL</b>					<b>-1,180.54</b>	<b>1,180.54</b>

**ATTACHMENT: Cheque Detail for Month Ending 30 September 2006**

1:55 PM  
29/03/07

**Tamala Park Regional Council  
Cheque Detail  
September 2006**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Cheque</b>		<b>01/09/2006</b>	<b>Boothman, David</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,429.57</b>
Bill	Withdrawal No 1783	15/08/2006		E041016 - Travelling	-89.57	89.57
				E041017 - Attendance Fees	-490.00	490.00
				E041018 - Composite Allowance	-850.00	850.00
<b>TOTAL</b>					<b>-1,429.57</b>	<b>1,429.57</b>
<b>Bill Pmt -Cheque</b>		<b>01/09/2006</b>	<b>Ham, Brian</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-166.52</b>
Bill	Withdrawal 1783022	17/08/2006		E041016 - Travelling	-26.52	26.52
				E041017 - Attendance Fees	-140.00	140.00
<b>TOTAL</b>					<b>-166.52</b>	<b>166.52</b>
<b>Bill Pmt -Cheque</b>		<b>01/09/2006</b>	<b>John, Michele</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-850.00</b>
Bill	Withdrawal No 1783	17/08/2006		E041018 - Composite Allowance	-850.00	850.00
<b>TOTAL</b>					<b>-850.00</b>	<b>850.00</b>
<b>Bill Pmt -Cheque</b>		<b>01/09/2006</b>	<b>Pickard, Troy</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-850.00</b>
Bill	Withdrawal No 1783	17/08/2006		E041018 - Composite Allowance	-850.00	850.00
<b>TOTAL</b>					<b>-850.00</b>	<b>850.00</b>
<b>Bill Pmt -Cheque</b>		<b>01/09/2006</b>	<b>Tyzack, Terry</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,270.00</b>
Bill	Withdrawal No 1783	17/08/2006		E041017 - Attendance Fees	-420.00	420.00
				E041018 - Composite Allowance	-850.00	850.00
<b>TOTAL</b>					<b>-1,270.00</b>	<b>1,270.00</b>
<b>Pay Cheque</b>		<b>01/09/2006</b>	<b>Kylie Brock</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,438.04</b>
				E145005 - Salaries - Basic Costs	-1,846.04	1,846.04
				L2002 - Superannuation Contributions	166.14	-166.14
				L2001 - PAYG Deductions	408.00	-408.00
Liability Cheque		14/09/2006	WALGSP	L2002 - Superannuation Contributions	-166.14	1,226.88
<b>TOTAL</b>					<b>-1,438.04</b>	<b>2,498.78</b>
<b>Pay Cheque</b>		<b>01/09/2006</b>	<b>Rod A Constantine</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>0.00</b>
				E145005 - Salaries - Basic Costs	-4,970.02	4,970.02
				L2002 - Superannuation Contributions	447.30	-447.30
				L2002 - Superannuation Contributions	4,970.02	-4,970.02
Liability Cheque		14/09/2006	WALGSP	L2002 - Superannuation Contributions	-447.30	1,226.88
<b>TOTAL</b>					<b>0.00</b>	<b>779.58</b>
<b>Cheque</b>	<b>Direct</b>	<b>01/09/2006</b>	<b>National Bank</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-15.50</b>
				E145053 - Bank Charges	-13.00	13.00
				E145053 - Bank Charges	-2.50	2.50
<b>TOTAL</b>					<b>-15.50</b>	<b>15.50</b>
<b>Liability Cheque</b>		<b>14/09/2006</b>	<b>WALGSP</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-9,940.04</b>
			WALGSP	L2002 - Superannuation Contributions	-9,940.04	9,940.04
<b>TOTAL</b>					<b>-9,940.04</b>	<b>9,940.04</b>
<b>Liability Cheque</b>		<b>14/09/2006</b>	<b>WALGSP</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,226.88</b>
Pay Cheque	1	30/08/2006		E145007 - Salaries Occ. Superannuation	-164.84	166.14
Pay Cheque		01/09/2006		E145007 - Salaries Occ. Superannuation	-166.14	166.14
Pay Cheque		01/09/2006		E145007 - Salaries Occ. Superannuation	-447.30	447.30
<b>TOTAL</b>					<b>-778.28</b>	<b>779.58</b>

**Agenda TPRC Meeting of Council – 12 April 2007**

1:55 PM  
29/03/07

**Tamala Park Regional Council  
Cheque Detail  
September 2006**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>25/09/2006</b>	<b>Haines Norton</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-4,840.00</b>
Bill	2007-20056	25/09/2006		E145071 - Other Professional Fees	-3,800.00	3,800.00
				E145089 - Computer Software Purchase	-600.00	600.00
				2200 - Tax Payable	-440.00	440.00
<b>TOTAL</b>					<b>-4,840.00</b>	<b>4,840.00</b>
<b>Pay Cheque</b>		<b>27/09/2006</b>	<b>Kylie Brock</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,438.04</b>
				E145005 - Salaries - Basic Costs	-1,846.04	1,846.04
				L2002 - Superannuation Contributions	166.14	-166.14
				L2001 - PAYG Deductions	-408.00	-408.00
Liability Cheque		27/09/2006	WALGSP	L2002 - Superannuation Contributions	-166.14	613.44
<b>TOTAL</b>					<b>-1,438.04</b>	<b>1,885.34</b>
<b>Pay Cheque</b>		<b>27/09/2006</b>	<b>Rod A Constantine</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>0.00</b>
				E145005 - Salaries - Basic Costs	-4,970.02	4,970.02
				L2002 - Superannuation Contributions	447.30	-447.30
				L2002 - Superannuation Contributions	4,970.02	-4,970.02
Liability Cheque		27/09/2006	WALGSP	L2002 - Superannuation Contributions	-447.30	613.44
<b>TOTAL</b>					<b>0.00</b>	<b>166.14</b>
<b>Liability Cheque</b>		<b>27/09/2006</b>	<b>WALGSP</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-5,583.46</b>
			WALGSP	L2002 - Superannuation Contributions	-4,970.02	4,970.02
Pay Cheque		27/09/2006		E145007 - Salaries Occ. Superannuation	-166.14	166.14
Pay Cheque		27/09/2006		E145007 - Salaries Occ. Superannuation	-447.30	447.30
<b>TOTAL</b>					<b>-5,583.46</b>	<b>5,583.46</b>
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>28/09/2006</b>	<b>WALGA</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-444.75</b>
Bill	Invoice: 43546	28/09/2006		E145029 - Advertising Public/Statutory	-404.32	404.32
				2200 - Tax Payable	-40.43	40.43
<b>TOTAL</b>					<b>-444.75</b>	<b>444.75</b>

**ATTACHMENT: Cheque Detail for Month Ending 31 October 2006**

1:55 PM  
29/03/07

**Tamala Park Regional Council  
Cheque Detail  
October 2006**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Cheque	5	02/10/2006	Westpac Bank	A01101 - Unrestricted Municipal Bank		-21.75
				E145053 - Bank Charges	-13.00	13.00
				E145053 - Bank Charges	-3.25	3.25
				E145053 - Bank Charges	-5.50	5.50
TOTAL					-21.75	21.75
Pay Cheque		11/10/2006	Kylie Brock	A01101 - Unrestricted Municipal Bank		-1,438.04
				E145005 - Salaries - Basic Costs	-1,846.04	1,846.04
				L2002 - Superannuation Contributions	166.14	-166.14
				L2001 - PAYG Deductions	408.00	-408.00
Liability Cheque	D/D	11/10/2006	WALGSP	L2002 - Superannuation Contributions	-166.14	613.44
TOTAL					-1,438.04	1,895.34
Pay Cheque		11/10/2006	Rod A Constantine	A01101 - Unrestricted Municipal Bank		0.00
				E145005 - Salaries - Basic Costs	-4,970.02	4,970.02
				L2002 - Superannuation Contributions	447.30	-447.30
				L2002 - Superannuation Contributions	4,970.02	-4,970.02
Liability Cheque	D/D	11/10/2006	WALGSP	L2002 - Superannuation Contributions	-447.30	613.44
TOTAL					0.00	168.14
Liability Cheque	D/D	11/10/2006	WALGSP	A01101 - Unrestricted Municipal Bank		-5,583.46
			WALGSP	L2002 - Superannuation Contributions	-4,970.02	4,970.02
Pay Cheque		11/10/2006		E145007 - Salaries Occ. Superannuation	-166.14	166.14
Pay Cheque		11/10/2006		E145007 - Salaries Occ. Superannuation	-447.30	447.30
TOTAL					-5,583.46	5,583.46
Bill Pmt -Cheque	Debit	11/10/2006	Netregistry	A01101 - Unrestricted Municipal Bank		-62.00
Bill	Invoice: 102884	28/09/2006		E145093 - Internet Provider Costs	-56.36	56.36
				2200 - Tax Payable	-5.64	5.64
TOTAL					-62.00	62.00
Bill Pmt -Cheque	Debit	11/10/2006	Belby	A01101 - Unrestricted Municipal Bank		-5,610.00
Bill	Inv: 22060PC	11/10/2006		E145079 - Consultancy	-5,100.00	5,100.00
				2200 - Tax Payable	-510.00	510.00
TOTAL					-5,610.00	5,610.00
Bill Pmt -Cheque	Debit	11/10/2006	Westnet	A01101 - Unrestricted Municipal Bank		-393.94
Bill	11/10/06-11/10/07	13/10/2006		E145093 - Internet Provider Costs	-358.13	358.13
				2200 - Tax Payable	-35.81	35.81
TOTAL					-393.94	393.94
Pay Cheque		25/10/2006	Kylie Brock	A01101 - Unrestricted Municipal Bank		-1,438.04
				E145005 - Salaries - Basic Costs	-1,846.04	1,846.04
				L2002 - Superannuation Contributions	166.14	-166.14
				L2001 - PAYG Deductions	408.00	-408.00
Liability Cheque	D/D	26/10/2006	WALGSP	L2002 - Superannuation Contributions	-166.14	702.67
TOTAL					-1,438.04	1,974.57
Pay Cheque		25/10/2006	Rod A Constantine	A01101 - Unrestricted Municipal Bank		0.00
				E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
				L2002 - Superannuation Contributions	536.53	-536.53
				L2002 - Superannuation Contributions	5,961.44	-5,961.44
				2100 - Payroll Liabilities	119.23	-119.23
Liability Cheque	D/D	26/10/2006	WALGSP	2100 - Payroll Liabilities	-119.23	119.23

**Agenda TPRC Meeting of Council – 12 April 2007**

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**Tamala Park Regional Council  
Cheque Detail  
October 2006**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
			WALGSP	L2002 - Superannuation Contributions	-536.53	702.67
TOTAL					0.00	166.14
Bill Pmt -Cheque	Debit	25/10/2006	Haines Norton	A01101 - Unrestricted Municipal Bank		-550.00
Bill	2007-021060	26/09/2006		E145071 - Other Professional Fees	-500.00	500.00
				2200 - Tax Payable	-50.00	50.00
TOTAL					-550.00	550.00
Liability Cheque	Direct	25/10/2006	Australian Taxation Office	A01101 - Unrestricted Municipal Bank		-4,929.00
				2200 - Tax Payable	2,769.00	-2,769.00
				E145053 - Bank Charges	0.38	-0.38
			Australian Taxation Office	L2001 - PAYG Deductions	-7,698.38	7,698.38
TOTAL					-4,929.00	4,929.00
Liability Cheque	D/D	26/10/2006	WALGSP	A01101 - Unrestricted Municipal Bank		-6,783.34
			WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
Pay Cheque		25/10/2006		E145009 - Salaries WALGS Superannuation	-119.23	119.23
Pay Cheque		25/10/2006		E145007 - Salaries Occ. Superannuation	-166.14	166.14
Pay Cheque		25/10/2006		E145007 - Salaries Occ. Superannuation	-536.53	536.53
TOTAL					-6,783.34	6,783.34



**ATTACHMENT: Cheque Detail for Month Ending 30 November 2006**

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**Tamala Park Regional Council  
Cheque Detail  
November 2006**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Cheque	6	02/11/2006	Westpac Bank	A01101 - Unrestricted Municipal Bank		-20.50
			Westpac	E145053 - Bank Charges	-13.00	13.00
			Westpac	E145053 - Bank Charges	-2.00	2.00
			Westpac	E145053 - Bank Charges	-5.50	5.50
TOTAL					-20.50	20.50
Pay Cheque		08/11/2006	Kylie Brock	A01101 - Unrestricted Municipal Bank		-1,438.04
				E145005 - Salaries - Basic Costs	-1,846.04	1,846.04
				L2002 - Superannuation Contributions	166.14	-166.14
				L2001 - PAYG Deductions	408.00	-408.00
Liability Cheque		08/11/2006	WALGSP	L2002 - Superannuation Contributions	-166.14	702.67
TOTAL					-1,438.04	1,974.57
Pay Cheque		08/11/2006	Rod A Constantine	A01101 - Unrestricted Municipal Bank		0.00
				E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
				L2002 - Superannuation Contributions	536.53	-536.53
				L2002 - Superannuation Contributions	5,961.44	-5,961.44
				2100 - Payroll Liabilities	119.23	-119.23
Liability Cheque		08/11/2006	WALGSP	2100 - Payroll Liabilities	-119.23	119.23
			WALGSP	L2002 - Superannuation Contributions	-536.53	702.67
TOTAL					0.00	166.14
Liability Cheque		08/11/2006	WALGSP	A01101 - Unrestricted Municipal Bank		-6,783.34
			WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
Pay Cheque		08/11/2006		E145009 - Salaries WALGS Superannuation	-119.23	119.23
Pay Cheque		08/11/2006		E145007 - Salaries Occ. Superannuation	-166.14	166.14
Pay Cheque		08/11/2006		E145007 - Salaries Occ. Superannuation	-536.53	536.53
TOTAL					-6,783.34	6,783.34
Bill Pmt -Cheque	Debit	14/11/2006	LGIS Liability	A01101 - Unrestricted Municipal Bank		-962.50
Bill	Inv: 104330	16/10/2006		E145121 - Insurance - Public Liability	-875.00	875.00
				2200 - Tax Payable	-87.50	87.50
TOTAL					-962.50	962.50
Bill Pmt -Cheque	Debit	14/11/2006	LGIS Workcare	A01101 - Unrestricted Municipal Bank		-3,918.00
Bill	Inv: 104913	16/10/2006		E145015 - Insurance W/comp.	-3,510.00	3,510.00
				E145015 - Insurance W/comp.	-57.00	57.00
				2200 - Tax Payable	-351.00	351.00
TOTAL					-3,918.00	3,918.00
Pay Cheque		22/11/2006	Kylie Brock	A01101 - Unrestricted Municipal Bank		-1,438.04
				E145005 - Salaries - Basic Costs	-1,846.04	1,846.04
				L2002 - Superannuation Contributions	166.14	-166.14
				L2001 - PAYG Deductions	408.00	-408.00
Liability Cheque		22/11/2006	WALGSP	L2002 - Superannuation Contributions	-166.14	702.67
TOTAL					-1,438.04	1,974.57
Pay Cheque		22/11/2006	Rod A Constantine	A01101 - Unrestricted Municipal Bank		0.00
				E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
				L2002 - Superannuation Contributions	536.53	-536.53
				L2002 - Superannuation Contributions	5,961.44	-5,961.44
				2100 - Payroll Liabilities	119.23	-119.23
Liability Cheque		22/11/2006	WALGSP	2100 - Payroll Liabilities	-119.23	119.23
			WALGSP	L2002 - Superannuation Contributions	-536.53	702.67
TOTAL					0.00	166.14

**Agenda TPRC Meeting of Council – 12 April 2007**

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**Tamala Park Regional Council  
Cheque Detail  
November 2006**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Liability Cheque		22/11/2006	WALGSP	A01101 - Unrestricted Municipal Bank		<b>6,783.34</b>
			WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
Pay Cheque		22/11/2006		E145009 - Salaries WALGS Superannuation	-119.23	119.23
Pay Cheque		22/11/2006		E145007 - Salaries Occ. Superannuation	-166.14	166.14
Pay Cheque		22/11/2006		E145007 - Salaries Occ. Superannuation	-536.53	536.53
TOTAL					<b>-6,783.34</b>	<b>6,783.34</b>
Bill Pmt -Cheque	Debit	30/11/2006	City of Stirling	A01101 - Unrestricted Municipal Bank		<b>3,300.00</b>
Bill	EFT	28/09/2006		E145099 - Vehicle Operating Expense	-3,000.00	3,000.00
				2200 - Tax Payable	-300.00	300.00
TOTAL					<b>-3,300.00</b>	<b>3,300.00</b>

**ATTACHMENT: Cheque Detail for Month Ending 31 December 2006**

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**Tamala Park Regional Council  
Cheque Detail  
December 2006**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Cheque	23	01/12/2006	Westpac Bank	A01101 - Unrestricted Municipal Bank		-20.25
			Westpac	E145053 - Bank Charges	-13.00	13.00
			Westpac	E145053 - Bank Charges	-1.75	1.75
			Westpac	E145053 - Bank Charges	-5.50	5.50
TOTAL					-20.25	20.25
Cheque	1	01/12/2006	Westpac Bank	A01102 - Unrestricted Short Term Investm		-10.00
			Westpac	E145053 - Bank Charges	-10.00	10.00
TOTAL					-10.00	10.00
Bill Pmt -Cheque	Debit	05/12/2006	Able Girdon	A01101 - Unrestricted Municipal Bank		-550.00
Bill	Inv 88	05/12/2006		E145113 - Emergency Services	-500.00	500.00
				2200 - Tax Payable	-50.00	50.00
TOTAL					-550.00	550.00
Bill Pmt -Cheque	Debit	05/12/2006	City of Stirling	A01101 - Unrestricted Municipal Bank		-16.50
Bill	Inv 5074	27/11/2006		E145077 - Business Hospitality Expenses	-15.00	15.00
				2200 - Tax Payable	-1.50	1.50
TOTAL					-16.50	16.50
Bill Pmt -Cheque	Debit	05/12/2006	Haines Norton	A01101 - Unrestricted Municipal Bank		-1,100.00
Bill	Inv 2007-023105	27/11/2006		E145071 - Other Professional Fees	-1,000.00	1,000.00
				2200 - Tax Payable	-100.00	100.00
TOTAL					-1,100.00	1,100.00
Bill Pmt -Cheque	Debit	05/12/2006	R A Constantine	A01101 - Unrestricted Municipal Bank		-89.51
Bill	Dick Smith/WebEx	05/12/2006		E145091 - Computer Sundries	-45.41	45.41
				E145089 - Computer Software Purchase	-35.96	35.96
				2200 - Tax Payable	-8.14	8.14
TOTAL					-89.51	89.51
Bill Pmt -Cheque	12/13	06/12/2006	Anderton, Marlene	A01101 - Unrestricted Municipal Bank		-2,396.84
Bill		15/08/2006		E041016 - Travelling	-136.84	136.84
				E041017 - Attendance Fees	-560.00	560.00
				E041018 - Composite Allowance	-850.00	850.00
Bill	Cheque No 13	05/12/2006		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-2,396.84	2,396.84
Bill Pmt -Cheque	EFT	06/12/2006	Boothman, David	A01101 - Unrestricted Municipal Bank		-850.00
Bill	EFT Payment	05/12/2006		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
Bill Pmt -Cheque	15	06/12/2006	Catania, Nick	A01101 - Unrestricted Municipal Bank		-850.00
Bill	Cheque No 15	05/12/2006		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
Bill Pmt -Cheque	19	06/12/2006	Clarey, Trevor	A01101 - Unrestricted Municipal Bank		-850.00
Bill	Cheque No 19	05/12/2006		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
Bill Pmt -Cheque	14	06/12/2006	Evangel, Eleni	A01101 - Unrestricted Municipal Bank		-850.00

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**Tamala Park Regional Council  
Cheque Detail  
December 2006**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	Cheque No 14	05/12/2006		E041018 - Composite Allowance	-850.00	850.00
<b>TOTAL</b>					<b>-850.00</b>	<b>850.00</b>
<b>Bill Pmt -Cheque</b>	<b>EFT</b>	<b>06/12/2006</b>	<b>John, Michele</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-850.00</b>
Bill	EFT Payment	05/12/2006		E041018 - Composite Allowance	-850.00	850.00
<b>TOTAL</b>					<b>-850.00</b>	<b>850.00</b>
<b>Bill Pmt -Cheque</b>	<b>16</b>	<b>06/12/2006</b>	<b>Kelly, Jon</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-850.00</b>
Bill	Cheque No 16	05/12/2006		E041018 - Composite Allowance	-850.00	850.00
<b>TOTAL</b>					<b>-850.00</b>	<b>850.00</b>
<b>Bill Pmt -Cheque</b>	<b>18</b>	<b>06/12/2006</b>	<b>Nairn, Vin</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,037.50</b>
Bill	Cheque No 18	05/12/2006		E041018 - Composite Allowance	-1,037.50	1,037.50
<b>TOTAL</b>					<b>-1,037.50</b>	<b>1,037.50</b>
<b>Bill Pmt -Cheque</b>	<b>EFT</b>	<b>06/12/2006</b>	<b>Pickard, Troy</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-850.00</b>
Bill	EFT Payment	05/12/2006		E041018 - Composite Allowance	-850.00	850.00
<b>TOTAL</b>					<b>-850.00</b>	<b>850.00</b>
<b>Bill Pmt -Cheque</b>	<b>17</b>	<b>06/12/2006</b>	<b>Salpietro, Sam</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-2,500.00</b>
Bill	Cheque No 17	05/12/2006		E041018 - Composite Allowance	-2,500.00	2,500.00
<b>TOTAL</b>					<b>-2,500.00</b>	<b>2,500.00</b>
<b>Bill Pmt -Cheque</b>	<b>20</b>	<b>06/12/2006</b>	<b>Stewart, Bill</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-850.00</b>
Bill	Cheque No 20	05/12/2006		E041018 - Composite Allowance	-850.00	850.00
<b>TOTAL</b>					<b>-850.00</b>	<b>850.00</b>
<b>Bill Pmt -Cheque</b>	<b>EFT</b>	<b>06/12/2006</b>	<b>Tyzack, Terry</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-850.00</b>
Bill	EFT Payment	05/12/2006		E041018 - Composite Allowance	-850.00	850.00
<b>TOTAL</b>					<b>-850.00</b>	<b>850.00</b>
<b>Pay Cheque</b>		<b>06/12/2006</b>	<b>Kylie Brock</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,438.04</b>
				E145005 - Salaries - Basic Costs	-1,846.04	1,846.04
				L2002 - Superannuation Contributions	166.14	-166.14
				L2001 - PAYG Deductions	408.00	-408.00
Liability Cheque		06/12/2006	WALGSP	L2002 - Superannuation Contributions	-166.14	702.67
<b>TOTAL</b>					<b>-1,438.04</b>	<b>1,974.57</b>
<b>Pay Cheque</b>		<b>06/12/2006</b>	<b>Rod A Constantine</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>0.00</b>
				E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
				L2002 - Superannuation Contributions	536.53	-536.53
				L2002 - Superannuation Contributions	5,961.44	-5,961.44
				2100 - Payroll Liabilities	119.23	-119.23
Liability Cheque		06/12/2006	WALGSP	2100 - Payroll Liabilities	-119.23	119.23
			WALGSP	L2002 - Superannuation Contributions	-536.53	702.67
<b>TOTAL</b>					<b>0.00</b>	<b>166.14</b>
<b>Liability Cheque</b>		<b>06/12/2006</b>	<b>WALGSP</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-6,783.34</b>
			WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
Pay Cheque		06/12/2006		E145009 - Salaries WALGS Superannuation	-119.23	119.23
Pay Cheque		06/12/2006		E145007 - Salaries Occ. Superannuation	-166.14	166.14

**Agenda TPRC Meeting of Council – 12 April 2007**

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**Tamala Park Regional Council  
Cheque Detail  
December 2006**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Pay Cheque		06/12/2006		E145007 - Salaries Occ. Superannuation	-536.53	536.53
<b>TOTAL</b>					<b>-6,783.34</b>	<b>6,783.34</b>
Pay Cheque		11/12/2006	Rod A Constantine	A01101 - Unrestricted Municipal Bank		0.00
				E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
				L2002 - Superannuation Contributions	536.53	-536.53
				L2002 - Superannuation Contributions	5,961.44	-5,961.44
				2100 - Payroll Liabilities	119.23	-119.23
Liability Cheque		11/12/2006	WALGSP	2100 - Payroll Liabilities	-119.23	119.23
			WALGSP	L2002 - Superannuation Contributions	-536.53	1,034.95
<b>TOTAL</b>					<b>0.00</b>	<b>498.42</b>
Pay Cheque	2	11/12/2006	Kylie Brock	A01101 - Unrestricted Municipal Bank		-1,438.04
				E145005 - Salaries - Basic Costs	-1,846.04	1,846.04
				L2002 - Superannuation Contributions	166.14	-166.14
				L2001 - PAYG Deductions	408.00	-408.00
Liability Cheque		11/12/2006	WALGSP	L2002 - Superannuation Contributions	-166.14	1,034.95
<b>TOTAL</b>					<b>-1,438.04</b>	<b>2,306.85</b>
Pay Cheque	3	11/12/2006	Kylie Brock	A01101 - Unrestricted Municipal Bank		-1,438.04
				E145005 - Salaries - Basic Costs	-1,846.04	1,846.04
				L2002 - Superannuation Contributions	166.14	-166.14
				L2001 - PAYG Deductions	408.00	-408.00
Liability Cheque		11/12/2006	WALGSP	L2002 - Superannuation Contributions	-166.14	1,034.95
<b>TOTAL</b>					<b>-1,438.04</b>	<b>2,306.85</b>
Pay Cheque	4	11/12/2006	Kylie Brock	A01101 - Unrestricted Municipal Bank		-1,616.57
				E145005 - Salaries - Basic Costs	-825.86	825.86
				E145005 - Salaries - Basic Costs	-1,020.18	1,020.18
				L2002 - Superannuation Contributions	166.14	-166.14
				E145005 - Salaries - Basic Costs	-178.53	178.53
				L2001 - PAYG Deductions	408.00	-408.00
Liability Cheque		11/12/2006	WALGSP	L2002 - Superannuation Contributions	-166.14	1,034.95
<b>TOTAL</b>					<b>-1,616.57</b>	<b>2,485.38</b>
Liability Cheque		11/12/2006	WALGSP	A01101 - Unrestricted Municipal Bank		-7,115.62
			WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
Pay Cheque		11/12/2006		E145009 - Salaries WALGS Superannuation	-119.23	119.23
				E145007 - Salaries Occ. Superannuation	-536.53	536.53
Pay Cheque	2	11/12/2006		E145007 - Salaries Occ. Superannuation	-166.14	166.14
Pay Cheque	3	11/12/2006		E145007 - Salaries Occ. Superannuation	-166.14	166.14
Pay Cheque	4	11/12/2006		E145007 - Salaries Occ. Superannuation	-166.14	166.14
<b>TOTAL</b>					<b>-7,115.62</b>	<b>7,115.62</b>
Bill Pmt -Cheque	21	13/12/2006	Cr Elizabeth Re	A01101 - Unrestricted Municipal Bank		-167.04
Bill	Cheque No 21	13/12/2006		E041016 - Travelling	-157.04	157.04
<b>TOTAL</b>					<b>-157.04</b>	<b>157.04</b>
Pay Cheque		21/12/2006	Rod A Constantine	A01101 - Unrestricted Municipal Bank		0.00
				E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
				L2002 - Superannuation Contributions	536.53	-536.53
				L2002 - Superannuation Contributions	5,961.44	-5,961.44
				2100 - Payroll Liabilities	119.23	-119.23
Liability Cheque		10/01/2007	WALGSP	2100 - Payroll Liabilities	-119.23	119.23
			WALGSP	L2002 - Superannuation Contributions	-536.53	536.53
<b>TOTAL</b>					<b>0.00</b>	<b>0.00</b>

**ATTACHMENT: Cheque Detail for Month Ending 31 January 2007**

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**Tamala Park Regional Council  
Cheque Detail  
January 2007**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Cheque	25	03/01/2007	Westpac Bank	A01101 - Unrestricted Municipal Bank		-22.00
			Westpac	E145053 - Bank Charges	-13.00	13.00
			Westpac	E145053 - Bank Charges	-3.50	3.50
			Westpac	E145053 - Bank Charges	-5.50	5.50
TOTAL					-22.00	22.00
Pay Cheque	6	04/01/2007	Rod A Constantine	A01101 - Unrestricted Municipal Bank		0.00
			Includes 9 days holiday leave	E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
				L2002 - Superannuation Contributions	536.53	-536.53
				L2002 - Superannuation Contributions	5,961.44	-5,961.44
				2100 - Payroll Liabilities	119.23	-119.23
Liability Cheque	24	25/01/2007	WALGSP	2100 - Payroll Liabilities	-119.23	119.23
			WALGSP	L2002 - Superannuation Contributions	-536.53	536.53
TOTAL					0.00	0.00
Bill Pmt -Cheque	22	10/01/2007	Worldwide Online Printing	A01101 - Unrestricted Municipal Bank		-165.00
Bill	Cheque No 22	13/12/2006		E145043 - Stationery	-150.00	150.00
				2200 - Tax Payable	-15.00	15.00
TOTAL					-165.00	165.00
Liability Cheque		10/01/2007	WALGSP	A01101 - Unrestricted Municipal Bank		-6,617.20
			WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
Pay Cheque		21/12/2006		E145009 - Salaries WALGS Superannuation	-119.23	119.23
				E145007 - Salaries Occ. Superannuation	-536.53	536.53
TOTAL					-6,617.20	6,617.20
Bill Pmt -Cheque	Debit	10/01/2007	City of Stirling	A01101 - Unrestricted Municipal Bank		-353.57
Bill	Invoice 6436	10/01/2007	City of Stirling.	E145099 - Vehicle Operating Expense	-321.43	321.43
				2200 - Tax Payable	-32.14	32.14
TOTAL					-353.57	353.57
Bill Pmt -Cheque	Debit	10/01/2007	Haines Norton	A01101 - Unrestricted Municipal Bank		-440.00
Bill	Invoice 2007-0240	10/01/2007		E145071 - Other Professional Fees	-400.00	400.00
				2200 - Tax Payable	-40.00	40.00
TOTAL					-440.00	440.00
Liability Cheque	24	25/01/2007	WALGSP	A01101 - Unrestricted Municipal Bank		-6,617.20
			WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
Pay Cheque	6	04/01/2007		E145009 - Salaries WALGS Superannuation	-119.23	119.23
				E145007 - Salaries Occ. Superannuation	-536.53	536.53
TOTAL					-6,617.20	6,617.20
Pay Cheque		31/01/2007	Kylie Brock	A01101 - Unrestricted Municipal Bank		-971.92
				E145005 - Salaries - Basic Costs	-1,165.92	1,165.92
				L2002 - Superannuation Contributions	104.93	-104.93
				L2001 - PAYG Deductions	194.00	-194.00
Liability Cheque	28	08/02/2007	WALGSP	L2002 - Superannuation Contributions	-104.93	641.46
TOTAL					-971.92	1,508.45
Pay Cheque		31/01/2007	Rod A Constantine	A01101 - Unrestricted Municipal Bank		0.00
				E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
				L2002 - Superannuation Contributions	536.53	-536.53
				L2002 - Superannuation Contributions	5,961.44	-5,961.44
				2100 - Payroll Liabilities	119.23	-119.23

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Liability Cheque	28	08/02/2007	WALGSP	2100 - Payroll Liabilities	-119.23	119.23
			WALGSP	L2002 - Superannuation Contributions	-536.53	641.46
TOTAL					0.00	104.93

**ATTACHMENT: Cheque Detail for Month Ending 28 February 2007**

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**Tamala Park Regional Council  
Cheque Detail  
February 2007**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Cheque</b>	<b>26</b>	<b>02/02/2007</b>	<b>Westpac Bank</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-19.50</b>
			Westpac	E145053 - Bank Charges	-13.00	13.00
			Westpac	E145053 - Bank Charges	-1.00	1.00
			Westpac	E145053 - Bank Charges	-5.50	5.50
<b>TOTAL</b>					<b>-19.50</b>	<b>19.50</b>
<b>Liability Cheque</b>	<b>28</b>	<b>08/02/2007</b>	<b>WALGSP</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-6,722.13</b>
			WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
Pay Cheque		31/01/2007		E145009 - Salaries WALGS Superannuation	-119.23	119.23
				E145007 - Salaries Occ. Superannuation	-536.53	536.53
Pay Cheque		31/01/2007		E145007 - Salaries Occ. Superannuation	-104.93	104.93
<b>TOTAL</b>					<b>-6,722.13</b>	<b>6,722.13</b>
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>13/02/2007</b>	<b>Koltasz Smith</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-8,750.33</b>
Bill	Invoice 211343	13/02/2007		E145079 - Consultancy	-7,954.85	7,954.85
				2200 - Tax Payable	-795.48	795.48
<b>TOTAL</b>					<b>-8,750.33</b>	<b>8,750.33</b>
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>19/02/2007</b>	<b>Estill &amp; Associates</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-11,437.97</b>
Bill	Invoice 2006-397-1	14/02/2007		E145079 - Consultancy	-10,398.15	10,398.15
				2200 - Tax Payable	-1,039.82	1,039.82
<b>TOTAL</b>					<b>-11,437.97</b>	<b>11,437.97</b>
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>19/02/2007</b>	<b>Haines Norton</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-660.00</b>
Bill	Invoice 2007-0250	01/02/2007		E145071 - Other Professional Fees	-600.00	600.00
				2200 - Tax Payable	-60.00	60.00
<b>TOTAL</b>					<b>-660.00</b>	<b>660.00</b>
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>19/02/2007</b>	<b>Haines Norton</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-440.00</b>
Bill	Invoice 2007-0260	13/02/2007		E145071 - Other Professional Fees	-400.00	400.00
				2200 - Tax Payable	-40.00	40.00
<b>TOTAL</b>					<b>-440.00</b>	<b>440.00</b>
<b>Pay Cheque</b>	<b>7</b>	<b>19/02/2007</b>	<b>Kylie Brock</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-971.92</b>
				E145005 - Salaries - Basic Costs	-1,165.92	1,165.92
				L2002 - Superannuation Contributions	104.93	-104.93
				L2001 - PAYG Deductions	194.00	-194.00
Liability Cheque	29	19/02/2007	WALGSP	L2002 - Superannuation Contributions	-104.93	641.46
<b>TOTAL</b>					<b>-971.92</b>	<b>1,508.45</b>
<b>Pay Cheque</b>	<b>8</b>	<b>19/02/2007</b>	<b>Rod A Constantine</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>0.00</b>
				E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
				L2002 - Superannuation Contributions	536.53	-536.53
				L2002 - Superannuation Contributions	5,961.44	-5,961.44
				2100 - Payroll Liabilities	119.23	-119.23
Liability Cheque	29	19/02/2007	WALGSP	2100 - Payroll Liabilities	-119.23	119.23
			WALGSP	L2002 - Superannuation Contributions	-536.53	641.46
<b>TOTAL</b>					<b>0.00</b>	<b>104.93</b>
<b>Liability Cheque</b>	<b>29</b>	<b>19/02/2007</b>	<b>WALGSP</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-6,722.13</b>
			WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
Pay Cheque	8	19/02/2007		E145009 - Salaries WALGS Superannuation	-119.23	119.23
Pay Cheque	7	19/02/2007		E145007 - Salaries Occ. Superannuation	-104.93	104.93
Pay Cheque	8	19/02/2007		E145007 - Salaries Occ. Superannuation	-536.53	536.53

**Agenda TPRC Meeting of Council – 12 April 2007**

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**Tamala Park Regional Council  
Cheque Detail  
February 2007**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-6,722.13	6,722.13
Liability Cheque	30	28/02/2007	Australian Taxation Office	A01101 - Unrestricted Municipal Bank		-2,055.00
				2200 - Tax Payable	1,209.00	-1,209.00
			Australian Taxation Office	L2001 - PAYG Deductions	-3,264.00	3,264.00
TOTAL					-2,055.00	2,055.00
Pay Cheque		28/02/2007	Kylie Brock	A01101 - Unrestricted Municipal Bank		-971.92
				E145005 - Salaries - Basic Costs	-1,165.92	1,165.92
				L2002 - Superannuation Contributions	104.93	-104.93
				L2001 - PAYG Deductions	194.00	-194.00
Liability Cheque	27	28/02/2007	WALGSP	L2002 - Superannuation Contributions	-104.93	641.46
TOTAL					-971.92	1,508.45
Pay Cheque		28/02/2007	Rod A Constantine	A01101 - Unrestricted Municipal Bank		0.00
				E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
				L2002 - Superannuation Contributions	536.53	-536.53
				L2002 - Superannuation Contributions	5,961.44	-5,961.44
				2100 - Payroll Liabilities	119.23	-119.23
Liability Cheque	27	28/02/2007	WALGSP	2100 - Payroll Liabilities	-119.23	119.23
			WALGSP	L2002 - Superannuation Contributions	-536.53	641.46
TOTAL					0.00	104.93
Liability Cheque	27	28/02/2007	WALGSP	A01101 - Unrestricted Municipal Bank		-6,722.13
			WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
Pay Cheque		28/02/2007		E145009 - Salaries WALGS Superannuation	-119.23	119.23
Pay Cheque		28/02/2007		E145007 - Salaries Occ. Superannuation	-104.93	104.93
Pay Cheque		28/02/2007		E145007 - Salaries Occ. Superannuation	-536.53	536.53
TOTAL					-6,722.13	6,722.13



**ATTACHMENT: Cheque Detail for Month Ending 31 March 2007**

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**Tamala Park Regional Council  
Cheque Detail  
March 2007**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Cheque</b>	<b>31</b>	<b>02/03/2007</b>	<b>Westpac Bank</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-20.25</b>
			Westpac	E145053 - Bank Charges	-13.00	13.00
			Westpac	E145053 - Bank Charges	-1.75	1.75
			Westpac	E145053 - Bank Charges	-5.50	5.50
<b>TOTAL</b>					<b>-20.25</b>	<b>20.25</b>
<b>Liability Cheque</b>	<b>32</b>	<b>15/03/2007</b>	<b>WALGSP</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-6,722.13</b>
			WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
Pay Cheque		16/03/2007		E145009 - Salaries WALGS Superannuation	-119.23	119.23
Pay Cheque		16/03/2007		E145007 - Salaries Occ. Superannuation	-104.93	104.93
Pay Cheque		16/03/2007		E145007 - Salaries Occ. Superannuation	-536.53	536.53
<b>TOTAL</b>					<b>-6,722.13</b>	<b>6,722.13</b>
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>15/03/2007</b>	<b>WALGA</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-356.66</b>
	Invoice 45901	15/03/2007		E145029 - Advertising Public/Statutory	-324.24	324.24
				2200 - Tax Payable	-32.42	32.42
<b>TOTAL</b>					<b>-356.66</b>	<b>356.66</b>
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>15/03/2007</b>	<b>COW</b>	<b>A01100 - Cash at Bank</b>		<b>-1,274.83</b>
	3782-01	15/03/2007		E145077 - Business Hospitality Expenses	-1,274.83	1,274.83
<b>TOTAL</b>					<b>-1,274.83</b>	<b>1,274.83</b>
<b>Pay Cheque</b>		<b>16/03/2007</b>	<b>Kylie Brock</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-971.92</b>
				E145005 - Salaries - Basic Costs	-1,165.92	1,165.92
				L2002 - Superannuation Contributions	104.93	-104.93
				L2001 - PAYG Deductions	194.00	-194.00
Liability Cheque	32	15/03/2007	WALGSP	L2002 - Superannuation Contributions	-104.93	641.46
Liability Cheque		31/03/2007	WALGSP	L2002 - Superannuation Contributions	-104.93	641.46
<b>TOTAL</b>					<b>-1,076.85</b>	<b>2,149.91</b>
<b>Pay Cheque</b>		<b>16/03/2007</b>	<b>Rod A Constantine</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>0.00</b>
				E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
				L2002 - Superannuation Contributions	536.53	-536.53
				L2002 - Superannuation Contributions	5,961.44	-5,961.44
				2100 - Payroll Liabilities	119.23	-119.23
Liability Cheque	32	15/03/2007	WALGSP	2100 - Payroll Liabilities	-119.23	119.23
			WALGSP	L2002 - Superannuation Contributions	-536.53	641.46
Liability Cheque		31/03/2007	WALGSP	2100 - Payroll Liabilities	-119.23	119.23
			WALGSP	L2002 - Superannuation Contributions	-536.53	641.46
<b>TOTAL</b>					<b>-655.76</b>	<b>865.62</b>
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>24/03/2007</b>	<b>R A Constantine</b>	<b>A01100 - Cash at Bank</b>		<b>-277.00</b>
	91 2240540	07/03/2007		E145091 - Computer Sundries	-251.82	251.82
				2200 - Tax Payable	-25.18	25.18
<b>TOTAL</b>					<b>-277.00</b>	<b>277.00</b>
<b>Pay Cheque</b>		<b>31/03/2007</b>	<b>Kylie Brock</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-971.92</b>
				E145005 - Salaries - Basic Costs	-1,165.92	1,165.92
				E145007 - Salaries Occ. Superannuation	-104.93	104.93
				L2002 - Superannuation Contributions	104.93	-104.93
				L2001 - PAYG Deductions	194.00	-194.00
<b>TOTAL</b>					<b>-971.92</b>	<b>971.92</b>
<b>Pay Cheque</b>		<b>31/03/2007</b>	<b>Rod A Constantine</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>0.00</b>

**Agenda TPRC Meeting of Council – 12 April 2007**

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**Tamala Park Regional Council  
Cheque Detail  
March 2007**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
				E145007 - Salaries Occ. Superannuation	-536.53	536.53
				L2002 - Superannuation Contributions	536.53	-536.53
				L2002 - Superannuation Contributions	5,961.44	-5,961.44
				E145009 - Salaries WALGS Superannuation	-119.23	119.23
				2100 - Payroll Liabilities	119.23	-119.23
TOTAL					0.00	0.00
<b>Liability Cheque</b>		<b>31/03/2007</b>	<b>WALGSP</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-6,722.13</b>
			WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
Pay Cheque		16/03/2007		E145009 - Salaries WALGS Superannuation	-119.23	119.23
Pay Cheque		16/03/2007		E145007 - Salaries Occ. Superannuation	-104.93	104.93
Pay Cheque		16/03/2007		E145007 - Salaries Occ. Superannuation	-536.53	536.53
TOTAL					-6,722.13	6,722.13
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>31/03/2007</b>	<b>Anderton, Marlene</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-850.00</b>
Bill	Cheque No 25	31/03/2007		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>31/03/2007</b>	<b>Boothman, David</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-850.00</b>
Bill	EFT Transfer	31/03/2007		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>31/03/2007</b>	<b>Catania, Nick</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-850.00</b>
Bill	Cheque No 26	31/03/2007		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>31/03/2007</b>	<b>Clarey, Trevor</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-850.00</b>
Bill	Cheque No 28	31/03/2007		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>31/03/2007</b>	<b>Evangel, Eleni</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-850.00</b>
Bill	Cheque No 24	31/03/2007		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>31/03/2007</b>	<b>John, Michele</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-850.00</b>
Bill	EFT	31/03/2007		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>31/03/2007</b>	<b>Nairn, Vin</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,037.50</b>
Bill	Cheque No 29	31/03/2007		E041018 - Composite Allowance	-1,037.50	1,037.50
TOTAL					-1,037.50	1,037.50
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>31/03/2007</b>	<b>Pickard, Troy</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-850.00</b>
Bill	EFT Transfer	31/03/2007		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
<b>Bill Pmt -Cheque</b>	<b>Debit</b>	<b>31/03/2007</b>	<b>Salpietro, Sam</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-2,500.00</b>
Bill	Cheque No 30	31/03/2007		E041018 - Composite Allowance	-2,500.00	2,500.00
TOTAL					-2,500.00	2,500.00

**Agenda TPRC Meeting of Council – 12 April 2007**

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**Tamala Park Regional Council  
Cheque Detail  
March 2007**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Cheque	Debit	31/03/2007	Stewart, Bill	A01101 - Unrestricted Municipal Bank		-850.00
Bill	Cheque No 23	31/03/2007		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
Bill Pmt -Cheque	Debit	31/03/2007	Tyzack, Terry	A01101 - Unrestricted Municipal Bank		-850.00
Bill	EFT Transfer	31/03/2007		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00

## 9.4 LOCAL GOVERNMENT ACT AMENDMENT ACT 66 OF 2006

### Report Information

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer

### Recommendation

**That the report on the implications of Local Government Act Amendment 66 of 2006, in respect of the term of office of councillors and Chairman of the TPRC, be RECEIVED and NOTED.**

### Voting Requirements

Simple Majority

### Report Purpose

To advise the essential points contained in, and implications of, the Local Government Act Amendment Act 66 of 2006. In particular that the terms of office of councillors and Chairman will, without need for any specific action, automatically adjust to expire on the Friday prior to the ordinary local government elections to be held on the third Saturday in October 2007.

### Relevant Documents

Attachments: Extract of LGA Amendment 2006; Extract of TPRC Establishment Agreement (relating to tenure of office of members and Chairman)  
Available for viewing at the meeting: The full text of attachments referred to above

### Background

The LGA (1995) – Section 4.7 provided that local government elections would be held bi-annually on the first Saturday in May.

LGA Amendment 66 of 2006 adjusts the date for elections to the third Saturday in October or, in specific circumstances, to a later Saturday in October or the first, second or third Saturday in November.

Other provisions of the LGA – most specifically section 2.28, set out the date on which a Council member's term of office or the term of office of an elector or councillor elected Mayor and Deputy Mayor expires.

Where Councils come together to establish a Regional Council, the term of office of members elected to be the participant representatives on the Regional Council and the term of office of the Chairman and Deputy Chairman of the Regional Council may be defined within, but be different from, the normal terms of office of Council members, Chairman and Deputy Chairman set out in the LGA.

Regional local governments have terms of office set in their Establishment Agreements, and terms of office may differ between Regional Councils.

## Comment

In the case of TPRC, the possibility of the change of election date prescribed in the LGA was foreseen. In consequence, clause 6.2(a) of the TPRC Establishment Agreement provided that a member of the TPRC Council is to hold office until the Friday before the ordinary local government elections, currently held every 2 years in May, or at such other time as may be prescribed for the ordinary local government elections by the Act (local government elections), after the Operative date. Therefore the term of office of existing representatives of the participant Councils on the TPRC are automatically extended to the new ordinary Council election date in October 2007.

The general position with respect to the Chairman of a Regional Council is different.

Section 3.64(e) of the LGA provides specifically that the term of office of Chairman of a regional local government may not be greater than a period of 2 years. In normal circumstances the Chairman of the TPRC will hold office for a period of up to 2 years. The particular circumstances for the TPRC in 2007 are that:

- a) The Council's inaugural meeting and election of Chairman occurred on 9 March 2006.
- b) The automatic extension of terms of TPRC Councillors under clause 6.2(a) also automatically extends the terms of office of Chairman and Deputy Chairman until the Friday before the October 2007 Council elections being within the maximum 2-year term of office set out in section 36.4(e) of the LGA.
- c) The TPRC Council members will be again appointed by participant local governments following the October 2007 ordinary Council elections and the Council members will then elect a Chairman and Deputy Chairman.

Although not of concern in this instance to the TPRC, it is noted that if the maximum 2 year term of office of Chairman of the TPRC had expired prior to the October 2007 Council elections, that a provision in the 2006 LGA Amendment provides the mechanism to extend the Chairman's term of office until the October 2007 ordinary Council election date.

The relevant provision is Schedule 9.3 clause 14a(3), which reads as follows:

*Despite section 3.64(e), the establishment agreement for a regional local government may be amended under section 3.65 in consequence of the new ordinary election day provisions even though the amendments result in the current chairman and deputy chairman of the regional local government holding office for terms exceeding 2 years.*

**ATTACHMENT: Extract of LGA Amendment 2006**

**15 Schedule 9.3 Amended**

After Schedule 9.3 clause 14 the following clause is inserted in Division 3 -

**14A Transition to October Elections**

(1) In this clause-  
“**amending act**” means the *Local Government Amendment Act 2006*;

“**new ordinary election day provisions**” means section 4.7 as amended by section 6 of the amending Act.

(2) If by operation of-  
(a) item 3, 8, 9 or 10 of the Table to section 2.28; and  
(b) a determination made by the returning officer under section 4.78 before the coming into operation of section 6 of the amending Act,  
the term of office of a councillor would end on the first Saturday in May in a year, that term of office is to end on the third Saturday in October in that year (but note section 2.30).

(3) Despite section 3.64(e), the establishment agreement for a regional local government may be amended under section 3.65 in consequence of the new ordinary election day provisions even though the amendments result in the current chairman and deputy chairman of the regional local government holding office for terms exceeding 2 years.

**ATTACHMENT: Extract of TPRC Establishment Agreement (relating to tenure of office of members and Chairman)**

**6.2 Tenure of members of the TPRC Council**

A member of the TPRC Council is to hold office until:

- (a) the Friday before the ordinary local government elections, currently held every 2 years in May, or at such other time as may be prescribed for the ordinary local government elections by the Act (**local government elections**), after the Operative Date;
- (b) the member's office, as a member of the council of the Participant, becomes vacant; or
- (c) the member's appointment is terminated by the Participant,

whichever occurs first.

## 9.5 NEGOTIATED PLANNING SOLUTION - POTENTIAL ACQUISITION FROM STATE GOVERNMENT

### Report Information

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer

### Recommendation

**That the Council PROCEED to preliminary negotiations with the State Government for acquisition of land between the eastern boundary of Lot 9504 and the Mitchell Freeway alignment comprising between 12-16 hectares in accordance with the provisions of the Negotiated Planning Solution (NPS) between the local authority owners of Lot 9504 and the WAPC contained in WAPC correspondence dated 27 September 2006.**

### Voting Requirements

Simple Majority

### Report Purpose

### Relevant Documents

Attachments: Nil  
Available for viewing at the meeting: Nil

### Background

In Metropolitan Region Scheme (MRS) planning it has been envisaged that all of the land south of Neerabup Road, west of the Mitchell Freeway alignment and north of Bush Forever conservation area 322, would be zoned for urban uses. This area comprises land owned by the participants of the TPRC and also land owned by Government agencies. The Government land comprises approximately 12 hectares in 3 components which are marked 19, 11 and 17 on the plan titled 'Area Calculations' below.

The NPS that the TPRC participants completed with the WAPC recognised that the Government land should be considered jointly with the TPRC for rezoning and urban development.

MRS Amendment 992/33 Clarkson – Butler rezoned the subject land from rural to deferred urban in a process commencing August 1999.

The MRS Amendment has now been completed and arrangements need to be put in place to include the Government land in structure planning to be undertaken by TPRC.

It has long been recognised that one option is for the local authority owners or the TPRC to acquire the Government land direct or enter into some joint venture development arrangement. The NPS relating to the TPRC development specifically



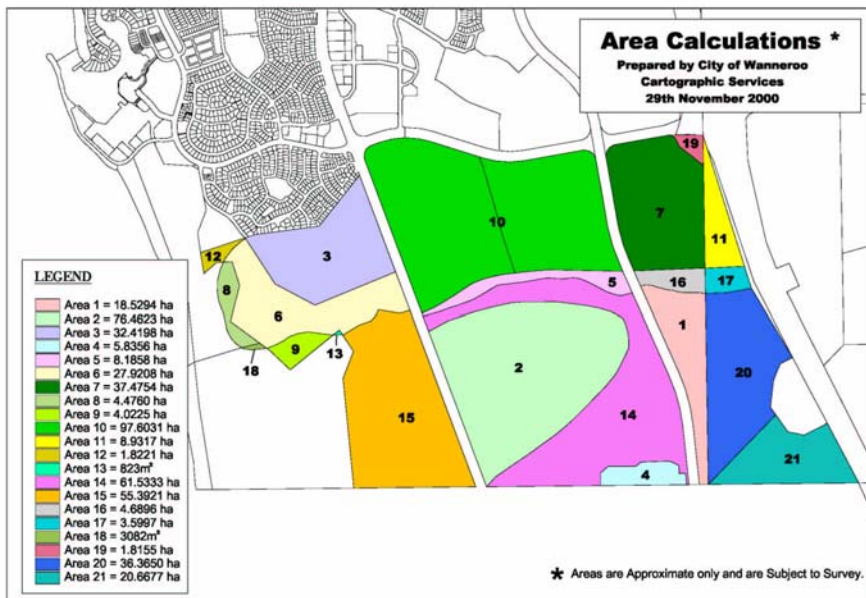
provides for the TPRC or the participant local authorities to negotiate for purchase of the land from the State Government.

**Comment**

In reference to the matters raised in the background section of this report, a letter has been directed to the land asset manager of the WAPC (dated 3 March 2007) in the following terms:

*As part of the Negotiated Planning Solution (NPS) covering Lot 9504 (previously Lot 118 Mindarie), it was agreed that the 7 local authority joint owners of Lot 118 would have an opportunity to include in the urban development undertaken by the Tamala Park Regional Council (TPRC) the land currently owned by the WAPC and Main Roads between the eastern boundary of Lot 9504 and the Mitchell Freeway reserve immediately south of the Clarkson Rail Station.*

*The area in question currently comprises approximately 12 hectares and may include additional land subject to structure plan design. Specifically the land in question is that shown as areas 19, 11 and 17 on the plan below.*



*Previous discussions have focused on the land being brought into the TPRC*

*development through an exchange with land from Lot 118 that will eventually become part of regional open space reserves. The exchange would be accompanied by an assessment of values of the involved land with any adjustment in value being made by the party acquiring the additional value.*

*Specifically options that are available are:*

- *TPRC and WAPC proceed with the land exchange as originally proposed;*
- *TPRC purchases the land outright;*
- *TPRC and the State Government enter into a joint venture arrangement providing for structure planning and development of the land;*
- *An agreement is made between the parties with respect to a joint commission for structure planning. The parties would then independently develop their land parcels.*

*You will appreciate that the TPRC has recently conducted an Enquiry by Design Workshop which has taken account of all of the urban deferred land south of Neerabup Road and north of the public open space and public utility reservations*

*straddling Marmion Avenue, Connolly Drive through to the Mitchell Freeway alignment.*

*The draft outcomes report was mentioned in an earlier correspondence, which also pointed to the URL on the TPRC website, which gives access to the report. This is repeated below:*

*[http://www.tamalapark.wa.gov.au/bulletin\\_board.htm](http://www.tamalapark.wa.gov.au/bulletin_board.htm).*

*Having completed the workshop, the next task for the TPRC is to proceed with structure planning. The structure planning should include the Government land mentioned above and, ideally, there should be some head of agreement made for TPRC to acquire the subject land or for some other arrangement to be put in place.*

*The TPRC wishes to commence negotiations to determine future planning arrangements and ownership for the land in question. The specific purpose of this letter is to request a commencement of negotiations.*

*It is supposed that there would need to be some assembly of the Government land into one ownership and arrangements made for the land to be valued along with the local government land parcels that might be incorporated in any exchange.*

*Could you please advise the parties that should be involved in this matter at WAPC. A report will be made to the TPRC Council meeting on 12 April 2007 requesting authorisation to proceed and it would be advantageous if an action plan could be attached to show how matters will be progressed.*

*I will contact you in a few days to arrange a meeting to discuss and develop this matter further.*

Discussions with the WAPC have yet to be concluded about steps and the timetable required for any negotiations.

In the event that negotiations do ensue and the TPRC proposes an acquisition of the subject land, a Business Plan will need to be prepared and advertised in accordance with the Local Government Act (Section 3.59). Development of the Plan at this stage is premature as specific areas, monetary consideration and timeframes would need to be included in the Business Plan.

## 9.6 COMPLIANCE AUDIT RETURN – YEAR ENDING 31 DECEMBER 2006

### Report Information

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer

### Recommendation

**That the Compliance Audit Return for the TPRC for the year ended 31 December 2006 be ADOPTED, RECORDED in the minutes, CERTIFIED and SENT to the Departmental CEO (DLGRD) as required by the Local Government Act and Regulations.**

### Voting Requirements

Simple Majority

### Report Purpose

To submit for adoption the TPRC Local Government Compliance report for the year ended 31 December 2006.

NB: This item has been referred from the scheduled Audit Committee meeting of 28 March 2007.

### Legislation

Local Government Act 1995: Sect 7.13 Minister may require Compliance Audit  
Local Government (Audit) Regs 1996: Reg 13-15 Audit items and Procedure

### Relevant Documents

Attachments: Copy of the Compliance Audit Return for Tamala Park Regional Council 2006; DLGRD Report on Compliance Breaches for 2005 Compliance Audit Return

Available for viewing at the meeting: Nil

### Background

Each local government is required to complete an annual compliance audit against requirements established under regulations.

The compliance audit return is one of the tools to assist Councils to understand how the local government is functioning.

### Comment

Some items mentioned in the return are not relevant to operations of the TPRC for the return period. These have been noted 'N/A'.

The first section of the return deals with commercial enterprises and the requirement for business plans. At some stage, the TPRC will be required to prepare a business

plan outlining the proposal for the TPRC urban development. In earlier analysis it has been concluded that the appropriate time for the business plan will be at the time that a structure plan is available for advertising.

Non-compliance items relate to submission of primary and annual returns (item 4 & 6 page 3). Late returns may have been associated with the date of the first meeting of the TPRC - 9 March 2006. An annual return is not normally required if the primary return of a member is submitted within 3 months of the date for an annual return – 30 June.

The DLGRD report on compliance breaches for the previous year is submitted for interest. The report does indicate a high standard achieved by local authorities and some areas in which local governments experience compliance difficulties. The areas of difficulty may be of specific interest to the committee in performing its advice functions to the Council.

**ATTACHMENT: Copy of the Compliance Audit Return for TPRC 2006**

Department of Local Government and Regional Development - Compliance Audit Return



**Tamala Park Regional Council - Compliance Audit Return Regional Local Government 2006**

**Certified Copy of Return**

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

<b>Commercial Enterprises by Local Governments</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.59(2)(a)(b)(c) Functions & General Regulation 7,9	Has the local government prepared a business plan for each major trading undertaking in 2006.	N/A		Rod Constantine
2	s3.59(2)(a)(b)(c) Functions & General Regulation 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2006.	N/A		Rod Constantine
3	s3.59(2)(a)(b)(c) Functions & General Regulation 7,11	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2006.	N/A		Rod Constantine
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2006.	N/A		Rod Constantine
5	s3.59(5)	Did the Council, during 2006, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Rod Constantine

## Agenda TPRC Meeting of Council – 12 April 2007

Department of Local Government and Regional Development - Compliance Audit Return



<b>Delegation of Power / Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A	There were no delegations to Committees	Rod Constantine
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Rod Constantine
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Rod Constantine
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Rod Constantine
5	s5.18	Has Council reviewed delegations to its committees in the 2005/2006 financial year.	N/A	TPRC commenced operations in 2006. First resolutions for delegations 3 August 2006.	Rod Constantine
6	s5.42(1),5.43 Administration Regulation 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Rod Constantine
7	s5.42(1)(2) Admin Reg 18	Were all delegations to the CEO resolved by an absolute majority.	Yes		Rod Constantine
8	s5.42(1)(2) Admin Reg 18	Were all delegations to the CEO in writing.	Yes	Contained in delegation register and communicated by action memo.	Rod Constantine
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes	By delegation register and action memo.	Rod Constantine
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Rod Constantine
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Rod Constantine
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2005/2006 financial year.	N/A	Delegations first made 3 August 2006.	Rod Constantine
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	No	Payment accounts considered covered by lists submitted to Council Reg 13(1).	Rod Constantine

<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Rod Constantine

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## Agenda TPRC Meeting of Council – 12 April 2007

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No	Reference	Question	Response	Comments	Respondent
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Rod Constantine
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Rod Constantine
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	No	One late return	Rod Constantine
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Rod Constantine
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2006.	No	Some late returns and representatives commencing after 31 March 2006 not required to lodge - s5.76(3).	Rod Constantine
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2006.	No	Not required as delegations and designation commenced 3 August 2006.	Rod Constantine
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Rod Constantine
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Rod Constantine
10	s5.88(1)(2) Admin Reg 2	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Rod Constantine
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Rod Constantine
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	N/A	Council formed in 2006.	Rod Constantine
13	s5.103 Admin Reg 34C	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Rod Constantine

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## Agenda TPRC Meeting of Council – 12 April 2007

Department of Local Government and Regional Development - Compliance Audit Return



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

<b>Finance</b>					
No	Reference	Question	Response	Comments	Respondent
1	s5.53, Admin Reg19B	Has the local government prepared an annual report for the financial year ended 30 June 2006 that contained the prescribed information under the Act and Regulations.	No	Advice to DLGRD that no financial transactions and only 2 formal meetings following inaugural meeting. No annual report required.	Rod Constantine
2	s5.54(1), (2)	Was the annual report accepted by absolute majority by the local government by 31 December 2006.	N/A		Rod Constantine
3	s5.54(1), (2)	If the Auditor's report was not available in time for acceptance by 31 December, will it be accepted no more than two months after the Auditor's report is made available.	N/A	DLGRD advised no financial transactions, therefore no report.	Rod Constantine
4	s5.55	Did the CEO give local public notice of the availability of the annual report as soon as practicable after the local government accepted the report.	N/A		Rod Constantine
5	S5.56 Admin Reg 19C(2)	Has the local government made a plan for the future of its district in respect of the period specified in the plan (being at least 2 financial years).	N/A	Inaugural plan in progress.	Rod Constantine
6	Admin Reg 19D	After a plan for the future, or modifications to a plan were adopted under regulation 19C, did the local government give public notice in accordance with subsection (2).	N/A		Rod Constantine
7	s5.98 Admin Reg 30	Was the fee made available to elected members for attending meetings within the prescribed range.	Yes		Rod Constantine
8	s5.98 Admin Reg 31	Was the reimbursement of expenses to elected members within the prescribed ranges or as prescribed.	Yes		Rod Constantine
9	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it resolved by absolute majority.	Yes		Rod Constantine

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## Agenda TPRC Meeting of Council – 12 April 2007

Department of Local Government and Regional Development - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
10	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it up to (or below) the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98 (5).	Yes		Rod Constantine
11	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it resolved by absolute majority.	Yes		Rod Constantine
12	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it within the prescribed range.	Yes		Rod Constantine
13	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it resolved by absolute majority.	N/A		Rod Constantine
14	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it within the prescribed range.	N/A		Rod Constantine
15	s5.100 (1)	Did the local government pay a fee for attending committee meetings only to a committee member who was a council member or employee.	N/A		Rod Constantine
16	s5.100 (2)	Where the local government decided to reimburse a committee member, who was not a council member or employee, for an expense incurred by the person in relation to a matter affecting the local government, was it within the prescribe range.	N/A		Rod Constantine
17	s6.2	Did Council, prior to 31 August in the review period, adopt by absolute majority, a budget in the form and manner prescribed by Financial Management (FM) Reg 22 and the Act. (Please enter the date of the Council Resolution in the "Comments" column)	Yes	Adopted at 3 August 2006 Council meeting.	Rod Constantine
18	s6.2	If 'no', was Ministerial approval sought for an extension.	N/A		Rod Constantine
19	Financial Management Reg 33	Was the 2006/2007 budget forwarded to the Department of Local Government and Regional Development within 30 days of its adoption. (Please enter the date sent in the "Comments" column).	Yes		Rod Constantine
20	s6.4(1) FM Reg 34	Did the local government prepare an annual financial report as prescribed.	N/A	Council financial operations commenced after 1 July 2006.	Rod Constantine

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## Agenda TPRC Meeting of Council – 12 April 2007

Department of Local Government and Regional Development - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
21	s6.4(1) FM Reg 34	Did the local government prepare other financial reports as prescribed.	Yes		Rod Constantine
22	FM Reg 34	If the local government prepared other financial reports as prescribed in s6.4 (1) FM Reg 34, were they presented to Council and recorded in the minutes of the meetings in which they were submitted.	Yes		Rod Constantine
23	s6.4(3)(b)	Was the annual financial report, prepared for the financial year ended 30 June 2006, submitted to the Auditor by 30 September 2006 or by the extended time allowed by the Minister or his delegate.	N/A		Rod Constantine
24	FM Reg 51(2)	Was the annual financial report submitted to the Department of Local Government and Regional Development sent by the CEO within 30 days after receiving the Auditor's report.	N/A		Rod Constantine
25	s6.8	Was expenditure that the local government incurred from its municipal fund, but not included in its annual budget, authorised in advance on all occasions by absolute majority resolution.	Yes		Rod Constantine
26	s6.8	In relation to expenditure that the local government incurred from its municipal fund that was authorised in advance by the mayor or president in an emergency, was it reported on all occasions to the next ordinary meeting of council.	N/A		Rod Constantine
27	s6.9 (1)	Does the local government's trust fund consist of all money (or the value of assets) that are required by the Local Government Act 1995 or any other written law to be credited to the fund.	N/A	No trust accounts.	Rod Constantine
28	s6.9 (1)	Does the local government's trust fund consist of all money or the value of assets held by the local government in trust.	N/A		Rod Constantine
29	s6.9(2)	Has the local government's trust fund been applied for the purposes of and in accordance with the trusts affecting it.	N/A		Rod Constantine
30	s6.9(3)	Has money held in the trust fund, been paid to the person entitled to it, together with, if the money has been invested, any interest earned from that investment.	N/A		Rod Constantine
31	s6.9(3)	Has property held in trust been delivered to the persons entitled to it.	N/A		Rod Constantine
32	s6.11(2)	Have all decisions to change the use or purpose of money held in reserve funds been by absolute majority.	N/A	No reserve funds.	Rod Constantine

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## Agenda TPRC Meeting of Council – 12 April 2007

Department of Local Government and Regional Development - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
33	s6.11(2) FM Reg 18	Did the local government give one months public notice of the proposed change of purpose or proposed use of money held in reserve funds . (Notice not required where the local government has disclosed the change of purpose or proposed use of reserve funds in its annual budget or where the money was used to meet expenditure authorised under s6.8(1) (c) of the Act or where the amount to be used did not exceed \$5,000).	N/A		Rod Constantine
34	s6.12, 6.13, 6.16 (1),(3)	Did Council at the time of adopting its budget, determine the granting of a discount or other incentive for early payment by absolute majority.	N/A		Rod Constantine
35	s6.12, 6.13, 6.16 (1),(3)	Did Council determine the setting of an interest rate on money owing to Council by absolute majority .	N/A		Rod Constantine
36	s6.12, 6.13, 6.16 (1),(3)	Did Council determine to impose or amend a fee or charge for any goods or services provided by the local government by absolute majority . (Note: this applies to money other than rates and service charges).	N/A	No charges imposed.	Rod Constantine
37	s6.17(3)	Were the fees or charges imposed for a copy of information available under section 5.96, limited to the cost of providing the service or goods.	N/A	Notes to the budget indicated no goods or services for sale.	Rod Constantine
38	s6.17(3)	Were the fees or charges imposed for receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate, limited to the cost of providing the service or goods.	N/A		Rod Constantine
39	s6.17(3)	Were the fees or charges imposed for any other service prescribed in section 6.16 (2)(f), limited to the cost of providing the service or goods.	N/A		Rod Constantine
40	s6.19	After the budget was adopted, did the local government give local public notice for all fees and charges stating its intention to introduce the proposed fees or charges and the date from which it proposed to introduce the fees or charges.	N/A		Rod Constantine
41	s6.20(2) FM Reg 20	On each occasion where the local government exercised the power to borrow and details of the proposal were not included in the annual budget for that financial year, did the local government give one month's local public notice of the proposal (except where the proposal was of a kind prescribed in FM Regulation 20).	N/A		Rod Constantine

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## Agenda TPRC Meeting of Council – 12 April 2007

Department of Local Government and Regional Development - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
42	s6.20(2) FM Reg 20	On each occasion where the local government exercised the power to borrow, was the Council decision to exercise that power by absolute majority (Only required where the details of the proposal were not included in the annual budget for that financial year).	N/A		Rod Constantine
43	s6.20(3) FM Reg 21	On each occasion where the local government changed the use of borrowings, did the local government give one month's local public notice of the change in purpose. (Only required if the details of the change of purpose were not included in the annual budget or were of the kind prescribed in FM Regulation 21).	N/A		Rod Constantine
44	s6.20(3) FM Reg 21	On each occasion where the local government changed the use of borrowings, was the decision on the change of use by absolute majority. (Only required if the details of the change of purpose were not included in the annual budget or were of the kind prescribed in FM Regulation 21)	N/A		Rod Constantine
45	S6.76(6)	Was the outcome of an objection under section 6.76(1) promptly conveyed to the person who made the objection including a statement of the local government's decision on the objection and its reasons for that decision.	N/A		Rod Constantine
46	FM Reg 11(1)	Has the local government developed procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and other devices or methods by which goods, services, money or other benefits may be obtained.	Yes		Rod Constantine
47	FM Reg 11(1)	Has the local government developed procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for and properly authorised use of petty cash systems.	Yes		Rod Constantine
48	FM Reg 11(2)	Has the local government developed procedures that ensure a determination is made that the debt was incurred by a person who was properly authorised, before any approval for payment of an account is made.	Yes		Rod Constantine
49	FM Reg 11(2)	Has the local government developed procedures that ensure a determination is made that the goods or services to which each account relates were provided in a satisfactory condition or to a satisfactory standard, before payment of the account.	Yes		Rod Constantine

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## Agenda TPRC Meeting of Council – 12 April 2007

Department of Local Government and Regional Development - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
50	FM Reg 12	Have payments from the Municipal or Trust fund been made under the appropriate delegated authority.	Yes		Rod Constantine
51	FM Reg 12	When Council are presented with a list detailing the accounts to be paid, have payments from the Municipal or Trust fund been authorised in advance by resolution of Council.	N/A	All paid under delegated authority.	Rod Constantine
52	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting include the payee's name.	Yes		Rod Constantine
53	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund, that were recorded in the minutes of the relevant meeting, include the amount of the payment.	Yes		Rod Constantine
54	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting, include sufficient information to identify the transaction.	Yes		Rod Constantine
55	FM Reg 13	Did the list of accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting, include the date of the meeting of Council.	Yes		Rod Constantine
56	FM Reg 19	Do the internal control procedures over investments established and documented by the local government enable the identification of the nature and location of all investments.	Yes		Rod Constantine
57	FM Reg 19	Do the internal control procedures over investments, established and documented by the local government, enable the identification of the transactions related to each investment.	Yes		Rod Constantine
58	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Rod Constantine
59	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Rod Constantine
60	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Rod Constantine
61	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes		Rod Constantine

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## Agenda TPRC Meeting of Council – 12 April 2007

Department of Local Government and Regional Development - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
62	s7.3	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Rod Constantine
63	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2006 received by the local government within 30 days of completion of the audit.	N/A		Rod Constantine
64	s7.9(1)	Was the Auditor's report for 2005/2006 received by the local government by 31 December 2006.	N/A		Rod Constantine
65	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Rod Constantine
66	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Rod Constantine
67	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Rod Constantine
68	A Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	N/A	Included for 2006/07 audit (first audit).	Rod Constantine
69	A Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	N/A	Included for 2006/07 audit (first audit).	Rod Constantine
70	A Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	N/A	Included for 2006/07 audit (first audit).	Rod Constantine
71	A Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	N/A	Included for 2006/07 audit (first audit).	Rod Constantine
72	A Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	N/A	Included for 2006/07 audit (first audit).	Rod Constantine
73	FM Reg 33A	Did the local government, between 1 January and 31 March 2006, carry out a review of its annual budget for the year ended 30 June 2006.	No	No transactions for Y/E 30 June 2006.	Rod Constantine

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## Agenda TPRC Meeting of Council – 12 April 2007

Department of Local Government and Regional Development - Compliance Audit Return



<b>Local Government Employees</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s9.59, Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position was advertised.	Yes		Rod Constantine
2	s5.36(4), 5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and for designated senior employees advertised.	Yes		Rod Constantine
3	s5.36(4), 5.37(3), Admin Reg 18A	Did the local government advertise for the position of CEO and for designated senior employees in a newspaper circulated generally throughout the State.	Yes		Rod Constantine
4	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the remuneration and benefits offered.	Yes		Rod Constantine
5	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the place where applications for the position were to be submitted.	Yes		Rod Constantine
6	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees detail the date and time for closing of applications.	Yes		Rod Constantine
7	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees indicate the duration of the proposed contract.	Yes		Rod Constantine
8	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees provide contact details of a person to contact for further information.	Yes		Rod Constantine
9	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Rod Constantine
10	s5.38	Was the performance of each employee, employed for a term of more than one year, (including the CEO and each senior employee), reviewed within the most recently completed 12 months of their term of employment.	N/A		Rod Constantine
11	Admin Reg 18D	When the Council considered the CEO's performance review did it decide to accept the review ( with or without modification).	N/A	First review due November 2007.	Rod Constantine
12	Admin Reg 18D	When the Council considered the CEO's performance review did it decide to reject the review.	N/A		Rod Constantine
13	s5.39	During the period covered by this Return, were written performance based contracts in place for the CEO and all designated senior employees who were employed since 1 July 1996.	Yes		Rod Constantine

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## Agenda TPRC Meeting of Council – 12 April 2007

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No	Reference	Question	Response	Comments	Respondent
14	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date. This amount is the lesser of the value of one year's remuneration under the contract.	Yes		Rod Constantine
15	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date and this amount is the lesser of the value of the remuneration they would be entitled to had the contract not been terminated.	Yes		Rod Constantine
16	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the circumstances in which council would pay an additional amount to that which the employee is entitled under a contract or award.	No		Rod Constantine
17	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the manner of assessment of an additional amount.	No		Rod Constantine
18	s5.50(2)	Did the local government give public notice on all occasions where council made a payment that was more than the additional amount set out in its policy.	N/A		Rod Constantine
19	S5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of employees of the local government entitled to an annual salary of \$100,000 or more.	N/A		Rod Constantine
20	S5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of those employees with an annual salary entitlement that falls within each band of \$10,000 and over \$100,000.	N/A		Rod Constantine
21	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	Yes		Rod Constantine
22	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true. (Applicable if staff engaged in 2006)	Yes		Rod Constantine

### Local Laws

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## Agenda TPRC Meeting of Council – 12 April 2007

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No	Reference	Question	Response	Comments	Respondent
1	s3.12(2) F&G Reg 3	On each occasion that Council resolved to make a local law, did the person presiding at the Council meeting give notice of the purpose and effect of each proposed local law in the manner prescribed in Functions and General Regulation 3.	Yes		Rod Constantine
2	s3.12(3)(a)	On each occasion that Council proposed to make a local law, did the local government give Statewide and local public notice stating the purpose and effect of the proposed local law	Yes		Rod Constantine
3	s3.12(3)(a)	Did the local government give Statewide and local public notice stating details of where a copy of the local law may be inspected or obtained.	Yes		Rod Constantine
4	s3.12(3)(b)	On all occasions, as soon as a Statewide and local public notice was published, did the local government provide a copy of the proposed law, together with a copy of the notice, to the Minister for Local Government and Regional Development	Yes		Rod Constantine
5	s3.12(3)(b)	On all occasions, as soon as a Statewide and local public notice was published, did the local government provide a copy of the proposed law, together with a copy of the notice where applicable, to the Minister who administers the Act under which the local law was made.	Yes		Rod Constantine
6	s3.12(4)	Have all Council's resolutions to make local laws been by absolute majority.	Yes		Rod Constantine
7	s3.12(4)	Have all Council's resolutions to make local laws been recorded as such in the minutes of the meeting.	Yes		Rod Constantine
8	s3.12(5)	After making the local law, did the local government publish the local law in the Gazette.	Yes		Rod Constantine
9	s3.12(5)	After making the local law, did the local government give a copy to the Minister for Local Government and Regional Development and where applicable to the Minister who administers the Act under which the local law was made.	Yes		Rod Constantine
10	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice stating the title of the local law.	Yes		Rod Constantine
11	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice summarising the purpose and effect of the local law and the day on which it came into operation.	Yes		Rod Constantine

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No	Reference	Question	Response	Comments	Respondent
12	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice advising that copies of the local law may be inspected or obtained from its office.	Yes		Rod Constantine
13	s3.16(1)	Have all reviews of local laws under section 3.16(1) of the Act been carried out within a period of 8 years.	N/A	First local laws made 2006.	Rod Constantine
14	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice stating that it intended to review the local law.	N/A		Rod Constantine
15	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice advising that a copy of the local law could be inspected or obtained at the place specified in the notice.	N/A		Rod Constantine
16	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice detailing the closing date for submissions about the local law.	N/A		Rod Constantine
17	s3.16(3)	Did the local government (after the last day for submissions) prepare a report of the review and have it submitted to Council.	N/A		Rod Constantine
18	s3.16(4)	Was the decision to repeal or amend a local law determined by absolute majority on all occasions.	N/A		Rod Constantine

### Meeting Process

No	Reference	Question	Response	Comments	Respondent
1	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council was it by Council resolution.	Yes		Rod Constantine
2	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council, was it recorded in the minutes of the meeting at which the leave was granted.	Yes		Rod Constantine
3	s2.25(3)	Where Council refused to grant leave to a member from attending 6 or less consecutive ordinary meetings of Council, was the reason for refusal recorded in the minutes of the meeting.	N/A		Rod Constantine

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No	Reference	Question	Response	Comments	Respondent
4	s2.25(2)	Was Ministerial approval sought (on all occasions) before leave of absence was granted to an elected member in respect of more than 6 consecutive ordinary meetings of council.	N/A		Rod Constantine
5	s5.4	On all occasions when the mayor or president called an ordinary or special meeting of Council, was it done by notice to the CEO setting out the date and purpose of the proposed meeting;	N/A		Rod Constantine
6	s5.5	On all occasions when councillors called an ordinary or special meeting of Council was it called by at least 1/3 (one third) of the councillors, by notice to the CEO setting out the date and purpose of the proposed meeting.	N/A		Rod Constantine
7	s5.5(1)	Did the CEO give each council member at least 72 hours notice of the date, time, place and an agenda for each ordinary meeting of Council.	Yes		Rod Constantine
8	s5.5(2)	Did the CEO give each council member notice before the meeting, of the date, time, place and purpose of each special meeting of Council.	Yes		Rod Constantine
9	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member needed for a quorum at a Council meeting	N/A		Rod Constantine
10	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member required for absolute majorities.	N/A		Rod Constantine
11	s5.8	Did the local government ensure all Council committees (during the review period) were established by an absolute majority.	Yes		Rod Constantine
12	s5.10(1)(a)	Did the local government ensure all members of Council committees, during the review period, were appointed by an absolute majority (other than those persons appointed in accordance with section 5.10 (1)(b)).	Yes		Rod Constantine
13	s5.10(2)	Was each Council member given their entitlement during the review period, to be appointed as a committee member of at least one committee, as referred to in section 5.9(2)(a) & (b) of the Act.	Yes	Within limitation that only 2 committees established - Audit Committee & CEO Recruitment Committee.	Rod Constantine
14	s5.12(1)	Were Presiding members of committees elected by the members of the committees (from amongst themselves) in accordance with Schedule 2.3, Division 1 of the Act.	Yes		Rod Constantine

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## Agenda TPRC Meeting of Council – 12 April 2007

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No	Reference	Question	Response	Comments	Respondent
15	s5.12(2)	Were Deputy presiding members of committees elected by the members of the committee (from amongst themselves) in accordance with Schedule 2.3 Division 2 of the Act.	N/A	No deputy presiding members appointed.	Rod Constantine
16	s5.15	Where the local government reduced a quorum of a committee meeting, was the decision made by absolute majority on each occasion.	N/A		Rod Constantine
17	s5.21 (4)	When requested by a member of Council or committee, did the person presiding at a meeting ensure an individual vote or the vote of all members present, were recorded in the minutes.	Yes		Rod Constantine
18	s5.22(1)	Did the person presiding at a meeting of a Council or a committee ensure minutes were kept of the meeting's proceedings.	Yes		Rod Constantine
19	s5.22(2)(3)	Were the minutes of all Council and committee meetings submitted to the next ordinary meeting of Council or committee, as the case requires, for confirmation.	Yes		Rod Constantine
20	s5.22(2)(3)	Were the minutes of all Council and committee meetings signed to certify their confirmation by the person presiding at the meeting at which the minutes of Council or committee were confirmed.	Yes		Rod Constantine
21	s5.23 (1)	Were all council meetings open to members of the public (subject to section 5.23(2) of the Act).	Yes		Rod Constantine
22	s5.23 (1)	Were all meetings of committees to which a power or duty had been delegated open to members of the public (subject to section 5.23(2) of the Act).	Yes		Rod Constantine
23	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public, in accordance with the Act.	Yes		Rod Constantine
24	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public recorded in the minutes of that meeting.	Yes		Rod Constantine
25	s5.24 (1) AR 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every ordinary meeting of Council.	Yes		Rod Constantine
26	s5.24 (1) AR 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every special meeting of Council.	Yes		Rod Constantine

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No	Reference	Question	Response	Comments	Respondent
27	s5.24 (1) AR 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every meeting of a committee to which the local government has delegated a power or duty.	Yes		Rod Constantine
28	Admin Reg 8	Was a period of 30 minutes allowed from the advertised commencement time before any Council or committee was adjourned due to the lack of a quorum.	Yes		Rod Constantine
29	Admin Reg 9	Was voting at Council or committee meetings conducted so that no vote was secret.	Yes	Except election of Chairman & Deputy Chairman	Rod Constantine
30	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in the case where an attempt to revoke or change the decision had been made within the previous 3 months but failed, by an absolute majority.	Yes		Rod Constantine
31	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in any other case, by at least one third of the number of officers of member (whether vacant or not) of the Council or committee.	Yes		Rod Constantine
32	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made (in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority), by that kind of majority.	Yes		Rod Constantine
33	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made in any other case, by an absolute majority.	Yes		Rod Constantine
34	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include the names of members present at the meeting.	Yes		Rod Constantine
35	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include where a member entered or left the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting.	Yes		Rod Constantine
36	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each motion moved at the meeting, including details of the mover and outcome of the motion.	Yes		Rod Constantine
37	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each decision made at the meeting.	Yes		Rod Constantine

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No	Reference	Question	Response	Comments	Respondent
38	Admin Reg 11	Did the contents of the minutes of all Council or committee meetings include, where the decision was significantly different from written recommendation of a committee or officer, written reasons for varying that decision.	Yes		Rod Constantine
39	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include a summary of each question raised by members of the public and a summary of the response given.	N/A	No questions asked.	Rod Constantine
40	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include in relation to each disclosure made under sections 5.65 or 5.70, where the extent of the interest has been disclosed, the extent of the interest.	Yes		Rod Constantine
41	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of ordinary Council meetings.	Yes		Rod Constantine
42	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of those committee meetings that were required under the Act to be open to the public or that were proposed to be open to the public.	Yes		Rod Constantine
43	Admin Reg 12(2)	Did the local government give local public notice of any changes to the dates, time or places referred to in the question above.	Yes		Rod Constantine
44	Admin Reg 12(3) (4)	In the CEO's opinion, where it was practicable, were all special meetings of Council (that were open to members of the public) advertised via local public notice.	Yes		Rod Constantine
45	Admin Reg 12(3) (4)	Did the notice referred to in the question above include details of the date, time, place and purpose of the special meeting.	Yes		Rod Constantine
46	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all Council meetings within 10 business days after the Council meetings.	Yes		Rod Constantine
47	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all committee meetings within 5 business days after the committee meetings.	Yes		Rod Constantine
48	Admin Reg 14(1) (2)	Were notice papers, agenda and other documents relating to any Council or committee meeting, (other than those referred to in Admin Reg 14(2)) made available for public inspection.	Yes		Rod Constantine

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## Agenda TPRC Meeting of Council – 12 April 2007

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No	Reference	Question	Response	Comments	Respondent
49	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (by means of audio, telephone or other instantaneous contact) as provided for in Administration Regulation 14A, did the Council approve of the arrangement by absolute majority.	N/A		Rod Constantine
50	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (as provided for in Administration Regulation 14A) was the person in a suitable place as defined in Administration Regulation 14A(4)	N/A		Rod Constantine
51	s5.27(2)	Was the annual general meeting of electors held within 56 days of the local government's acceptance of the annual report for the previous financial year.	N/A		Rod Constantine
52	s5.29	Did the CEO convene all electors' meetings by giving at least 14 days local public notice and each Council member at least 14 days notice of the date, time, place and purpose of the meeting.	N/A		Rod Constantine
53	s5.32	Did the CEO ensure the minutes of all electors' meetings were kept and made available for public inspection before the Council meeting at which decisions made at the electors' meeting were first considered.	N/A		Rod Constantine
54	s5.33(1)	Were all decisions made at all electors' meetings considered at the next ordinary Council meeting, or, if not practicable, at the first ordinary Council meeting after that, or at a special meeting called for that purpose.	N/A		Rod Constantine
55	s5.33(2)	Were the reasons for Council decisions in response to decisions made at all electors' meetings recorded in the minutes of the appropriate Council meeting.	N/A		Rod Constantine
56	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all token gifts received by Council members and employees.	Yes		Rod Constantine
57	s5.103	Has the local government reviewed its code of conduct in the 12 months immediately following each ordinary election day. (Please advise of the Date of Review in the comments column. If the review has not been done please indicate when the review will be undertaken).	N/A		Rod Constantine

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<b>Miscellaneous Provisions</b>					
No	Reference	Question	Response	Comments	Respondent
1	s9.4	Has each person who received an unfavourable decision from Council, or from an employee of the local government exercising delegated authority, (that is appealable under Part 9 of the Act) been informed of his or her right to object and appeal against the decision.	N/A		Rod Constantine
2	s9.29(2)(b)	On all occasions, were those employees who represented the local government in court proceedings, appointed in writing by the CEO.	N/A		Rod Constantine

<b>Tenders for Providing Goods and Services</b>					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than \$50,000. (Subject to Functions and General Regulation 11(2))	N/A	Notwithstanding, some contracts < \$50,000 were subject of tender.	Rod Constantine
2	F&G Reg 12	Is the local government aware of any occasion in which it entered into 2 or more contracts to avoid the requirements to call tenders in accordance with F&G Reg 11(1).	No		Rod Constantine
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Rod Constantine
4	F&G Reg 14(3)	Did all the local government's invitations to tender include a brief description of the goods and services required and contact details for a person from whom more detailed information could be obtained about the tender.	Yes		Rod Constantine
5	F&G Reg 14(3)	Did all the local government's invitations to tender include information as to where and how tenders could be submitted.	Yes		Rod Constantine
6	F&G Reg 14(3)	Did all the local government's invitations to tender include the date and time after which tenders would not be accepted.	Yes		Rod Constantine
7	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers concerning detailed specifications of the goods or services required.	Yes		Rod Constantine
8	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers of the criteria for deciding which tender would be accepted.	Yes		Rod Constantine

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No	Reference	Question	Response	Comments	Respondent
9	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers about whether or not the local government had decided to submit a tender.	No	Tender for audit services did not require this advice.	Rod Constantine
10	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers on whether or not tenders were allowed to be submitted by facsimile or other electronic means and if so, how tenders were to be submitted.	Yes		Rod Constantine
11	F&G Reg 14(3)(4)	Did the local government ensure all prospective tenderers had any other information that should be disclosed to those interested in submitting a tender.	Yes		Rod Constantine
12	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Rod Constantine
13	F&G Reg 15	Following the publication of the notice inviting tenders, did the local government allow a minimum of 14 days for tenders to be submitted.	Yes		Rod Constantine
14	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) were held in safe custody.	Yes		Rod Constantine
15	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) remained confidential.	Yes		Rod Constantine
16	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were not opened, examined or assessed until after the time nominated for closure of tenders.	Yes		Rod Constantine
17	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were opened by one or more employees of the local government or a person authorised by the CEO.	Yes		Rod Constantine
18	F&G Reg 16 (3)(b)	Did the local government ensure members of the public were not excluded when tenders were opened.	Yes		Rod Constantine
19	F&G Reg 16 (3)(c)	Did the local government record all details of the tender (except the consideration sought) in the tender register immediately after opening.	Yes		Rod Constantine
20	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A	Case did not arise.	Rod Constantine

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No	Reference	Question	Response	Comments	Respondent
21	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Rod Constantine
22	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a brief description of the goods or services required.	Yes		Rod Constantine
23	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of the decision made to invite tenders and if applicable the decision to seek expressions of interest under Regulation 21(1).	Yes		Rod Constantine
24	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of any notice by which expressions of interest from prospective tenderers were sought and any person who submitted an expression of interest.	Yes		Rod Constantine
25	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) any list of acceptable tenderers that was prepared under regulation 23(4)	Yes		Rod Constantine
26	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a copy of the notice of invitation to tender.	Yes		Rod Constantine
27	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of each tenderer whose tender was opened.	Yes		Rod Constantine
28	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of the successful tenderer.	Yes		Rod Constantine
29	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the amount of consideration or the summary of the amount of the consideration sought in the accepted tender.	Yes		Rod Constantine
30	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Rod Constantine
31	F&G Reg 21(3)	On each occasion that the local government decided to invite prospective tenderers to submit an expression of interest for the supply of goods or services, did the local government issue a Statewide public notice.	N/A		Rod Constantine

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No	Reference	Question	Response	Comments	Respondent
32	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include a brief description of the goods and services required.	N/A		Rod Constantine
33	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include particulars of a person from whom more detailed information could be obtained.	N/A		Rod Constantine
34	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include information as to where and how expressions of interest could be submitted.	N/A		Rod Constantine
35	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include the date and time after which expressions of interest would not be accepted.	N/A		Rod Constantine
36	F&G Reg 22	Following the publication of the notice inviting expressions of interest, did the local government allow a minimum of 14 days for the submission of expressions of interest.	N/A		Rod Constantine
37	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Rod Constantine
38	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Rod Constantine
39	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Rod Constantine
40	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government prepare a proposed regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	No regional price preference proposed.	Rod Constantine
41	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government give Statewide public notice of its intention to have a regional price preference policy and include in that notice the region to which the policy is to relate (only if a policy had not been previously adopted by Council).	N/A		Rod Constantine
42	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice details of where a complete copy of the proposed policy may be obtained (only if a policy had not been previously adopted by Council).	N/A		Rod Constantine

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## Agenda TPRC Meeting of Council – 12 April 2007

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Department of Local Government and Regional Development - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
43	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions (only if a policy had not been previously adopted by Council).	N/A		Rod Constantine
44	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice (only if a policy had not been previously adopted by Council).	N/A		Rod Constantine

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

\_\_\_\_\_  
Signed Mayor / President, Tamala Park Regional Council

\_\_\_\_\_  
Signed CEO, Tamala Park Regional Council

## **ATTACHMENT: DLGRD Report on Compliance Breaches for 2005 Compliance Audit Return**

### **INTRODUCTION**

The purpose of this report is to inform local governments of the Department's analysis of its 2005 Compliance Audit Return (CAR).

The CAR is a document containing a series of parts (13 parts in the 2005 return). Each part contains questions on separate areas of compliance within a range of categories from local laws through to local government employees.

The intent of the compliance provisions is to test local governments on all areas of compliance listed in the Table under Regulation 13 of the *Local Government (Audit) Regulations 1996*.

The CAR is to be completed by local governments on an annual basis for the return period 1 January to 31 December each year.

Section 7.13(1)(i) of the *Local Government Act 1995* (the Act) requires a local government to carry out an audit of compliance in respect to such statutory requirements as prescribed in Regulation 13 of the *Local Government (Audit) Regulations 1996*.

The CAR is one of the tools that assists councils to monitor how the organisation is functioning. The purpose of the return is to bring to Council's attention cases of non-compliance, or instances where full compliance was not achieved. In addition to explaining or qualifying cases of non-compliance, the return also requires Council to endorse any remedial action taken or action that is proposed in regard to instances of non-compliance.

The Department's role in ensuring local government adherence to statutory compliance is being further resourced to meet increased expectations in monitoring the financial health and statutory compliance of local governments. This has included the development of new software, which allows the Department to be more proactive with greater analysis of compliance and financial data.

The CAR forms part of the process involved in the Department's compliance monitoring function that is aimed at identifying problems at both an individual level and systemic level. The Department recognises those local governments that appear to be having operational difficulties and may need support or some kind of assistance in meeting its fundamental obligations of providing for the "good governance" of persons within its district. At a higher level, systemic problems may require a whole of local government approach to achieve an effective response.

A team of Departmental officers will continue to examine the returns, recording the areas of non-compliance and checking for comments by local governments concerning any remedial action taken or proposed.

Should the local government's response not satisfactorily address the areas of non-compliance, then the Department will seek further information from the relevant local government to determine what action is proposed.

**SUMMARY OF FINDINGS  
2005 COMPLIANCE AUDIT RETURN**

**Total Number of Breaches in Compliance Categories**

The following chart (fig 1) and graph (fig 2) show (in percentage and number form) all categories of non-compliance in the 2005 Compliance Audit Return for all local governments in Western Australia. It can be seen from the chart and graph that the main categories with the greater areas of non-compliance are *Finance, Meeting Process, Tenders for Providing Goods & Services and Local Government Employees*.

In future, an analysis will be undertaken to compare previous years' CARs in order for the Department to target areas of non-compliance for further support and development of strategies to address the relevant areas of non-compliance.

**FIG 1: SUMMARY OF COMPLIANCE BREACHES - 2005 COMPLIANCE AUDIT  
PERCENTAGE**

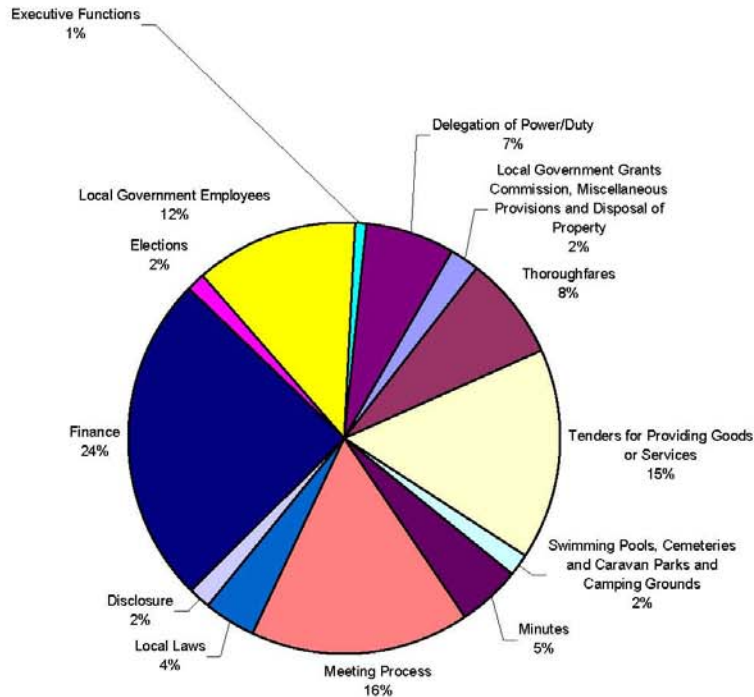
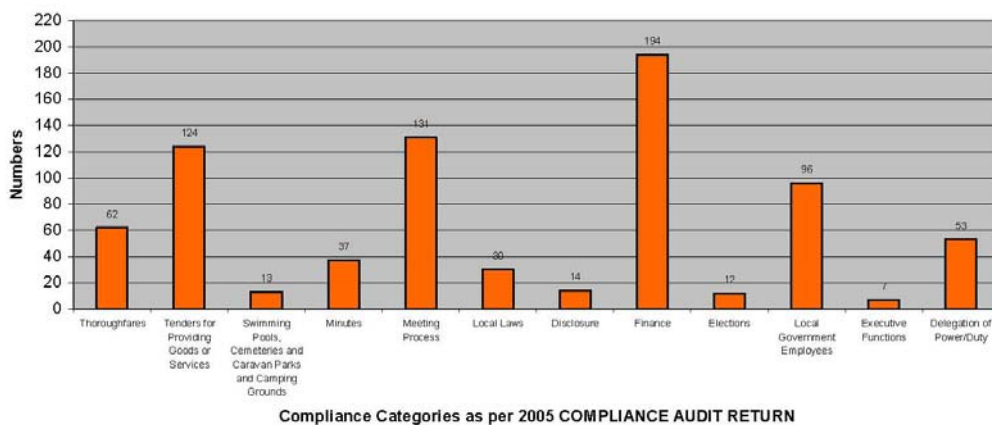


FIG 2: SUMMARY OF COMPLIANCE BREACHES  
2005 COMPLIANCE AUDIT  
(Total of 791 Breaches)



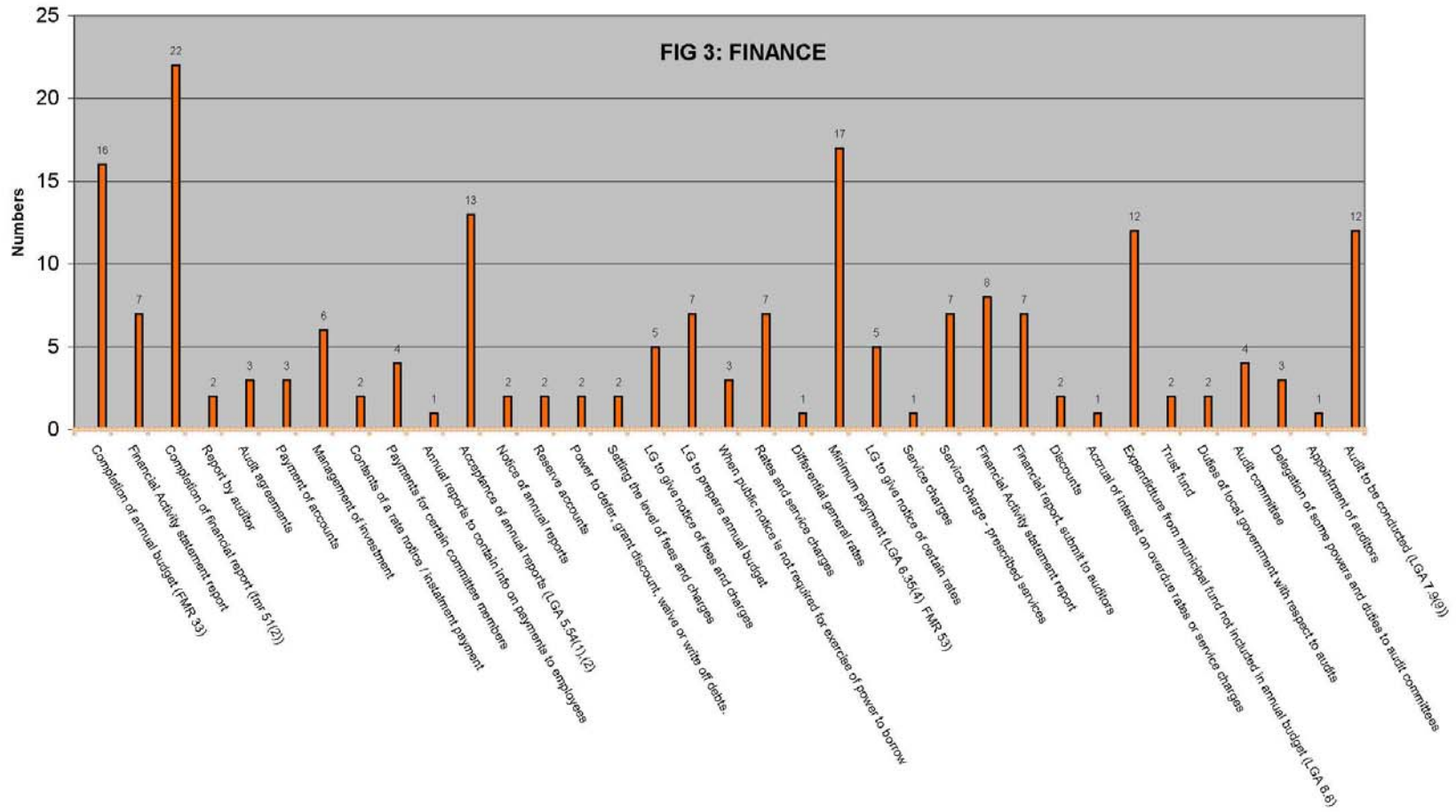
## Finance

The Finance category in the 2005 CAR contains a relatively high number of breaches. The following graph (fig 3) reveals that the sections/regulations with most breaches in this category are:

- Completion of annual budget (FMR 33);
- Completion of financial report (FMR 51(2));
- Acceptance of annual reports (LGA 5.54(1)&(2)); and
- Minimum payment (LGA 6.35(4) FMR 53).

Some of these breaches are interlinked. For example, there is a direct connection between the annual report not being accepted by absolute majority by the local government in the required time and the annual financial report not being submitted to the Department by the due date.

Whilst the underpinning reasons for non-compliance in these areas have not been specifically investigated, there is support for the view that the difficulties in complying with the areas relating to the lodgement and completion of financial reports may reflect local governments' inability to attract and retain qualified and experienced staff in the area of finance.



Non-Compliance Breaches by Section



## Meeting Process

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The *Meeting Process* category in the 2005 CAR contains 16% of all breaches, the second highest number. The graph on the next page (fig 4) reveals that the sections/regulations within this category having the most breaches are:

- Codes of conduct (LGA 5.103); and
- Minutes of council and committee meetings to be submitted, confirmed and signed (LGA 5.22(2)&(3)).

A large majority of local governments did not review their Codes of Conduct. Although many local governments did not comment on their reasons for non-compliance of this section, of those that did, some advised they would be reviewing the codes at a later stage and a few explained that they did not comply with this provision as they were awaiting the new Local Government (Official Conduct) Amendment Bill 2005 (*which includes a clause relating to the removal of the requirement to undertake a review of the codes of conduct*) to be introduced.

Regarding the other major breach in this category (*minutes of council and committee meetings being submitted, confirmed and signed*), many councils made comments accepting there had been non-compliance, but advised they would ensure compliance with the Act in the future. It is anticipated that the number of local governments breaching this section should reduce significantly next year.

## Tenders for Providing Goods or Services

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The *Tenders for providing goods or services* category in the 2005 CAR contains the third highest number of breaches. The graph on the following page (fig 5) demonstrates that the sections/regulations with the most breaches in this category are:

- Information available to prospective tenderers (FGR 14(3)&(4));
- Tender register to include each invited tender (FGR 17(2)&(3)); and
- Tenders to be invited for certain contracts (LGA 3.57 FGR 11).

In relation to the comments received by local governments, most advised that they accepted that they have not complied and stated that they were in the process of, or will be, taking measures to address these breaches.

## Local Government Employees

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The *Local Government Employees* category in the 2005 CAR also contains large numbers of breaches. The graph in (fig 6) shows that the sections/regulations with the most breaches in this category are: *Contracts for CEOs and senior employees* (LGA 5.39), *Annual review of certain employees* (LGA 5.38) and *LG to consider performance review on CEO* (ADMR 18D).

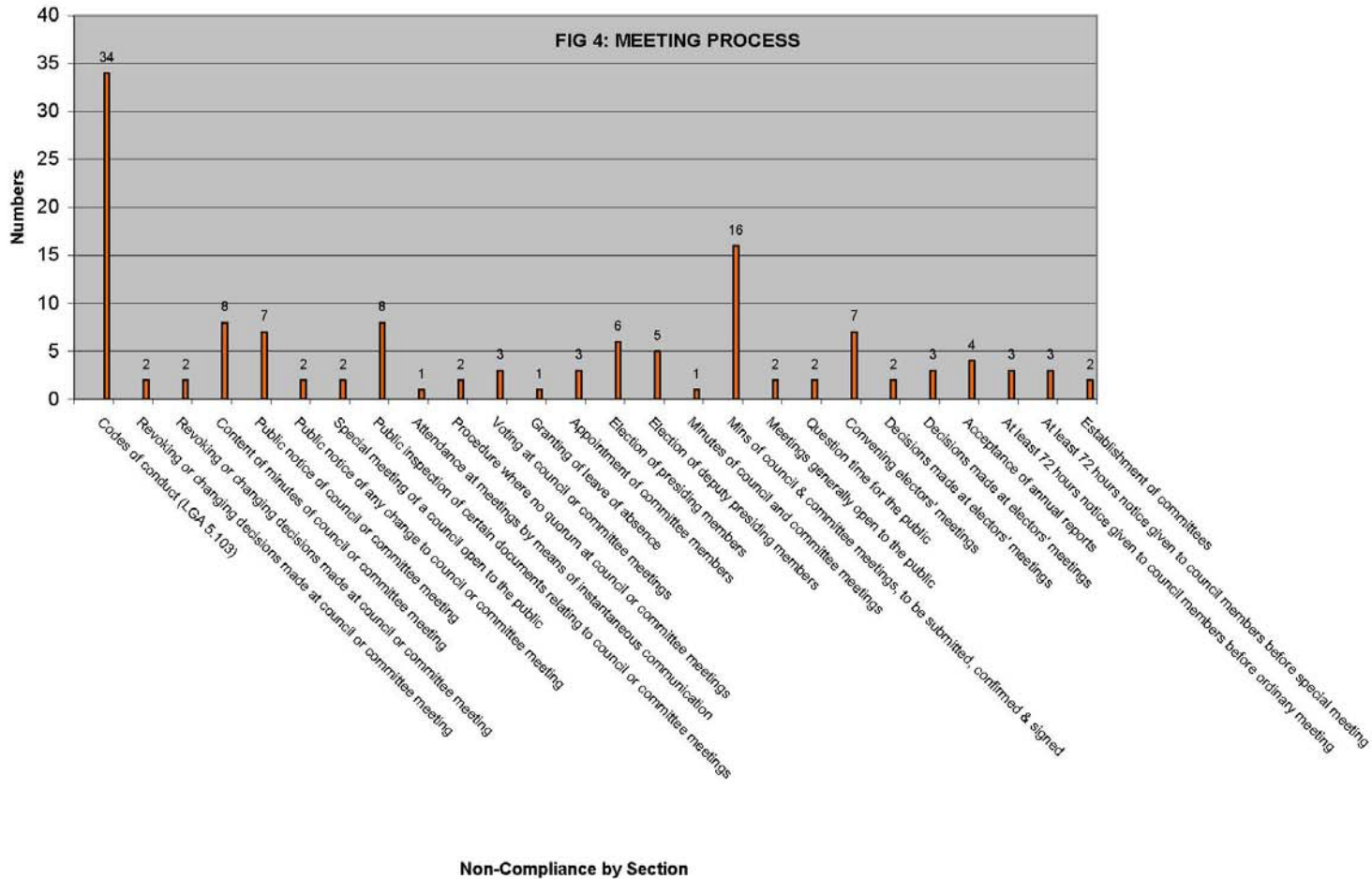
Most of the breaches in this category (*contracts for CEOs and senior employees*) appear to stem from the fact that many local governments had employee contracts in

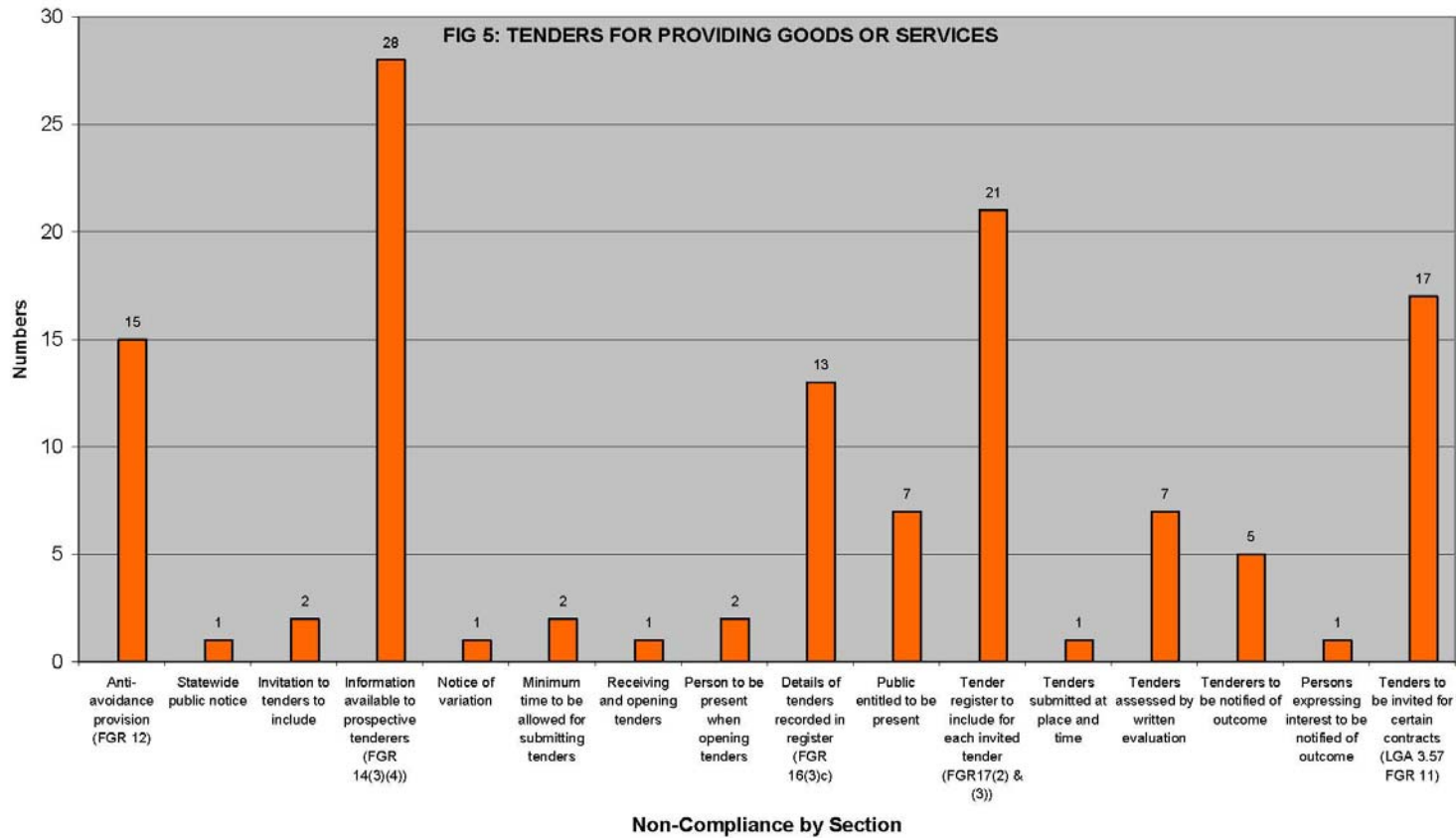
Report on the Compliance Audit Return – 2005

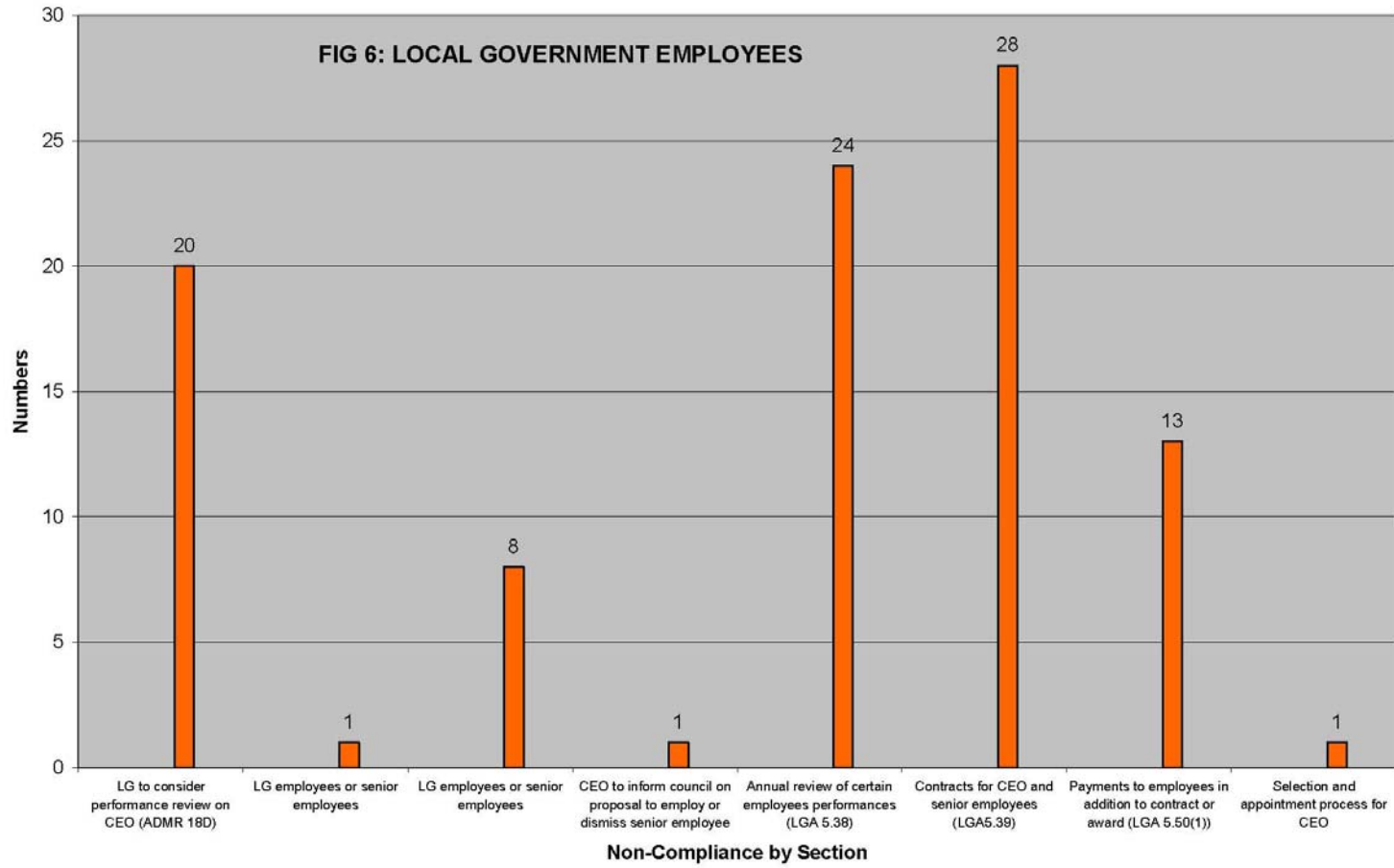
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place prior to the legislation being introduced and, as a result, have not been able to comply with this section. The other main comments made by local governments about this area explain the reason for non-compliance and indicate that compliance will be achieved in the future.

Similar comments were received by the majority of local governments for the other major areas of non-compliance in this category, with most accepting they breached the particular section and offering explanations for non-compliance and advising they would ensure compliance in the future.







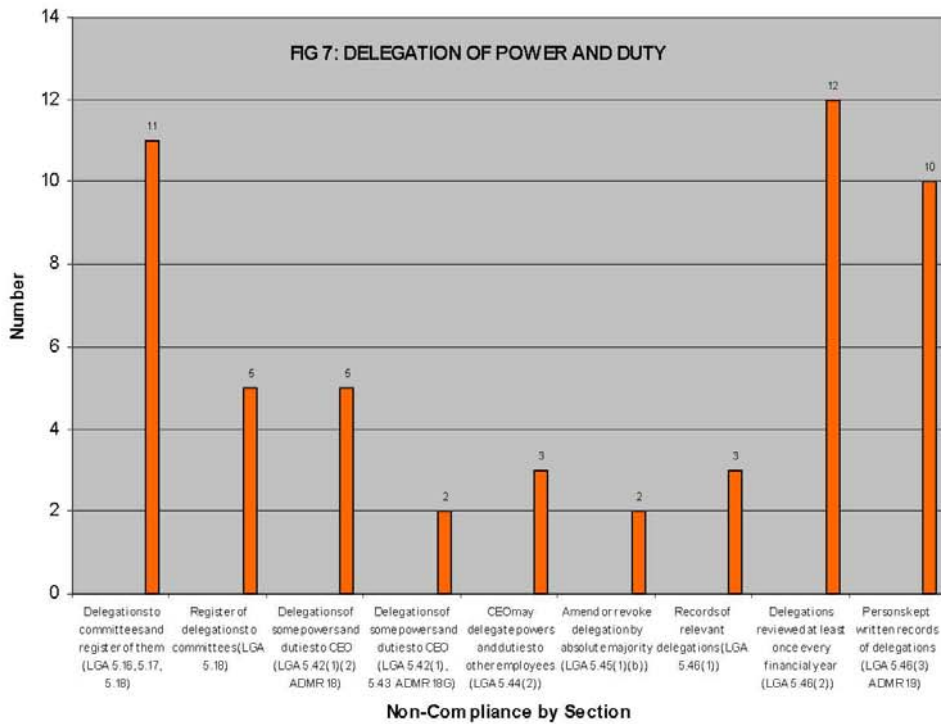
## Delegation of Power/Duty

The Delegation of Power/Duty category in the 2005 CAR contains three main areas of non-compliance. The graph shown in (fig 7) shows that the sections/regulations with the most breaches in this category are:

- Delegations reviewed at least once every financial year (LGA 5.46(2));
- Delegations to committees and the relevant register (LGA 5.16, 5.17, 5.18); and
- Persons keeping written records of delegations (LGA 5.46(3) ADMR 19).

In regard to the breach relating to *delegations being reviewed at least once every year*, 75% of councils have commented that they have either now complied or will comply in the future.

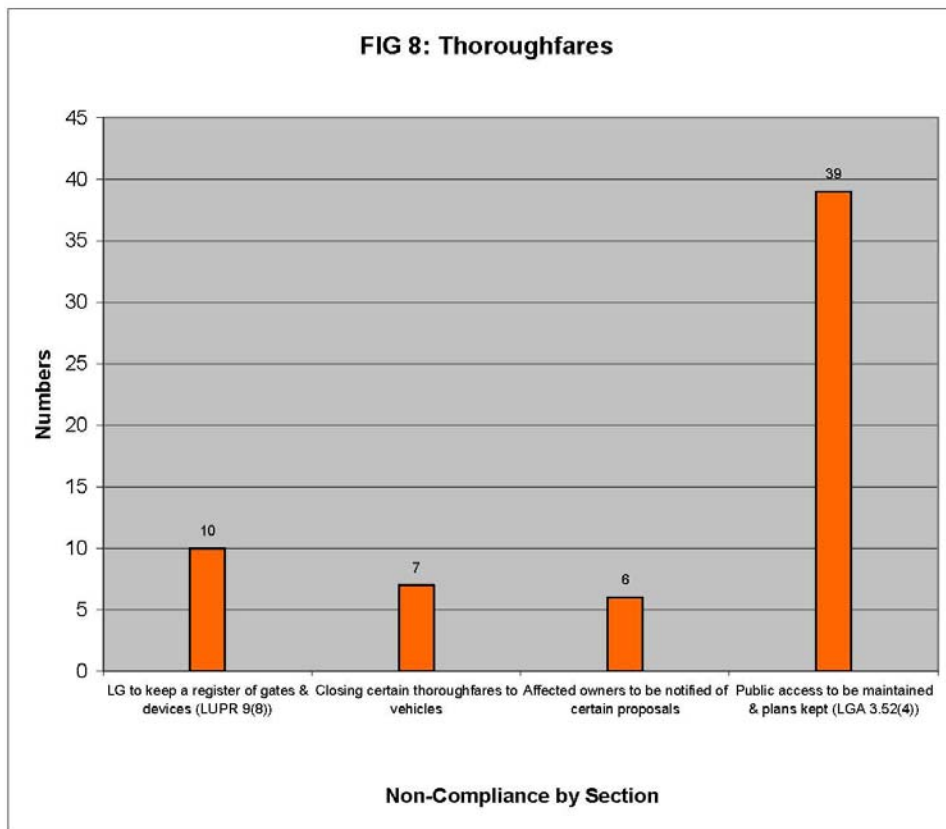
The majority of local governments did not comment on the other two main breaches in this category.



## Thoroughfares

The Thoroughfares category in the 2005 CAR contains four areas of non-compliance. The graph in (fig 8) shows that *Public access to be maintained & plans kept* (LGA 3.52(4)) has the largest number of breaches in this category.

Most councils have commented that they will ensure compliance with this section in the future in relation to new thoroughfares. However, they have been unable to comply with the provisions of this section for old thoroughfares. The main reasons offered in explanation are local governments did not keep such records in the past and they do not have enough resources to retrieve historical data. Some other local governments simply advised they were unable to comply with this provision as they had insufficient funds to fully address this requirement.



## Minutes

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The category relating to *Minutes* in the 2005 CAR contains one area of common non-compliance. This relates to providing the Department with a certified copy of the CAR, along with a copy of the relevant section of the minutes, showing the CAR was presented to council (AR 15.1(a)). Although this information was not provided, attempts were made to obtain the information via the Department itself downloading the minutes from local government websites to check compliance with this section. Obviously, this was not possible in cases where either the CAR had not been presented to Council or the information was not on the website.

## Other

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There are a total of 76 breaches in the remaining categories in the 2005 CAR. However, the extent of these breaches is considered minor in comparison with the other major areas of non-compliance. Therefore, it is not necessary at this time to make any comment on these items.

**9.7 TPRC BUDGET REVIEW – 1 JULY 2006 TO 30 JUNE 2007 AT 28 FEBRUARY 2007**

**Report Information**

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer

**Recommendation**

**That the Budget Review for the period 1 July 2006 to 30 June 2007 (as at 28 February 2007) be RECEIVED, NOTED and FORWARDED to the Department of Local Government and Regional Development.**

**Voting Requirements**

Absolute Majority

**Report Purpose**

Submission of the Budget Review prescribed by Regulation.

NB: This item has been referred from the scheduled Audit Committee meeting of 28 March 2007.

**Legislation**

Local Government Act 1995: S 6.2 Requires budget and allows regulations  
Local Government (Financial Management) Regs 1996: Reg 33A Review Required by 31 March and Copy to Department within 30 Days  
Local Government (Audit) Regs 1996: Reg 13 Compliance Audit Item  
Local Govt Circular No 6 -2006: Suggesting Budget Review Format

**Relevant Documents**

Attachment: TPRC Statement of Financial Activity 2006/07 – Projected Variances to 30 June 2007 for the 8 month period 1 July 2006-28 February 2007  
Available for viewing at the meeting: Nil

**Background**

A formal review of the Local Government's budget is required in a prescribed manner between 1 January and 31 March each year. A Council is to consider the review and determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.

With the TPRC budget adoption a 10% Variance for Income Expenditure was determined a material variance. Income and expenditure, which is greater than the material variance, is explained in the review.

The current review follows a format suggested in Local Government Department circular 6 - 2006.



**Comment**

The review predicts no material change to income projections and a reduction of 10% in operating expenditure for the year.

Material items and items of note are as follows:

1. Compensation payments which form the basis of contributed equity were scheduled for receipt on 1 July but were not received until 5 November. Notwithstanding the late receipt, interest on investment is still projected to meet budget projections.
2. Council member expenses will increase consequent upon a change in the method of payment to Councillors for the financial year. Originally the payment method was based on a fee for each meeting attendance. Subsequent clarification of matters relating to deputy members of the Council facilitated payment as an annual allowance. In consequence, the overall amount required to meet obligations for the year has increased.
3. Listed superannuation variances are substantial but only because amounts were originally budgeted against inappropriate accounts. The actual projected result is a 20.1% decrease in expenditure.
4. Projected legal and valuation fees may not be expensed but have been retained at original budget estimates which will facilitate specialist advice and valuations, if needed, to resolve a GST application issue with the Australian Taxation Office.
5. Consultancy expenses have increased from a budgeted \$70,460 to \$106,678. The increase reflects a change to the projected number of consultancies and volume of work. The projected consultancies for the year are now as follows:

<b>Subject</b>	<b>Consultant</b>	<b>Council Meeting Date</b>	<b>Amount Ex GST</b>	<b>Amt Inc GST</b>
<b>Consultants</b>				
Enquiry By Design Workshop - Facilitator	Estill & Associates	2006_11_30	9,600	10,560
Enquiry By Design Workshop - Planning Consultants	Koltasz Smith	2006_11_30	15,500	17,050
Aboriginal Heritage Investigation	AIC	2006_11_30		
Aboriginal Her Invest - part A Desktop	AIC	2007_02_08	5,700	6,270
Aboriginal Her Invest - part B Arch Ethnog	AIC		26,180	28,798
Appointment of external Auditor	Barrett & Partners		4,545	5,000
Geological study				25,000
Structure Planning ( preliminary site research)				10,000
Consultant extras - prints/materials , base data				4,000
<b>Total Consultants</b>				<b>106,678</b>

6. Capital expenses have increased by \$38,500 following a Council resolution to pre-fund optical fibre conduits in Connolly Drive.
7. A refund of contributed equity amounting to \$120,000 has been approved by Council to be made to participants in June 2007.

**ATTACHMENT: TPRC Statement of Financial Activity 2006/07 – Projected Variances to 30 June 2007 for the 8 Month Period 1 July 2006-28 February 2007**

	Annual Budget	YTD Budget	Jul '2006 - Feb 2007	Projected Actuals	Variance Projected Actuals to Budget	Variance Projected Actuals as % of Budget
<b>Income</b>						
<b>I03 - GENERAL PURPOSE FUNDING</b>						
<b>I032 - Other GPF</b>						
I032030 - Interest on Investment	660,000.00	363,180.00	145,186.71	659,039	- 961	-0.1%
<b>Total I032 - Other GPF</b>	660,000.00	363,180.00	145,186.71	659,038.76	- 961	-0.1%
<b>Total I03 - GENERAL PURPOSE FUNDING</b>	660,000.00	363,180.00	145,186.71	659,038.76	- 961	-0.1%
<b>Total Income</b>	660,000.00	363,180.00	145,186.71	659,038.76	- 961	-0.1%
<b>Gross Profit</b>	660,000	363,180	145,187	659,039	- 961	-0.1%
<b>Expense</b>						
<b>E04 - GOVERNANCE</b>						
<b>E041 - Membership</b>						
E041005 - Mayoral Allowance	3,000.00	2,250.00	0.00	3,000	-	0.0%
E041010 - Deputy Mayor Allowance	750.00	563.00	0.00	750	-	0.0%
<b>E041015 - Elected Members Remuneration</b>						
E041016 - Travelling			815.81	816	816	
E041017 - Attendance Fees			5,977.50	5,978	5,978	
E041018 - Composite Allowance			24,075.00	44,400	44,400	
E041015 - Elected Members Remuneration - Other	16,520.00	16,520.00	0.00	-	- 16,520	-100.0%
<b>Total E041015 - Elected Members Remuneration</b>	16,520.00	16,520.00	30,868.31	51,193.31	34,673	209.9%
E041020 - Conference Expenses	4,000.00	500.00	0.00	2,000	- 2,000	-50.0%
E041025 - Training	200.00	200.00	0.00	200	-	0.0%
E041030 - Other Costs	2,000.00	1,000.00	0.00	1,000	- 1,000	-50.0%
<b>Total E041 - Membership</b>	26,470.00	21,033.00	30,868.31	58,143	31,673	119.7%
<b>Total E04 - GOVERNANCE</b>	26,470	21,033	30,868	58,143	31,673	119.7%

**Agenda TPRC Meeting of Council – 12 April 2007**

								Annual Budget	YTD Budget	Jul '2006 - Feb 2007	Projected Actuals	Variance Projected Actuals to Budget	Variance Projected Actuals as % of Budget
<b>E14 - OTHER PROPERTY &amp; SERVICES.</b>													
<b>E145 - Administration</b>													
							E145005 - Salaries - Basic Costs	220,000.00	158,460.00	121,880.76	189,602	- 30,398	-13.8%
							E145007 - Salaries Occ. Superannuation	3,780.00	2,548.00	10,953.14	16,598	12,818	339.1%
							E145009 - Salaries WALGS Superannuation	19,800.00	14,260.00	1,192.30	2,242	- 17,558	-88.7%
							E145011 - Advertising Staff Vacancies	12,000.00	12,000.00	6,657.20	8,000	- 4,000	-33.3%
							E145013 - Fringe Benefits Tax	3,600.00	2,300.00	0.00	2,300	- 1,300	-36.1%
							E145015 - Insurance W/comp.	4,400.00	3,960.00	3,567.00	3,960	- 440	-10.0%
							E145017 - Medical Exam. Costs	100.00	100.00	0.00	-	- 100	-100.0%
							E145019 - Staff Training & Dev.	600.00	600.00	0.00	400	- 200	-33.3%
							E145021 - Telephone - Staff Reimbursement	400.00	200.00	0.00	200	- 200	-50.0%
							E145022 - Rates Paid	1,000.00	10.00	0.00	-	- 1,000	-100.0%
							E145023 - Security Costs	1,000.00	500.00	0.00	-	- 1,000	-100.0%
							E145025 - Other Accom & Property Costs	5,400.00	3,000.00	0.00	-	- 5,400	-100.0%
							E145027 - Advertising General	3,000.00	1,500.00	0.00	3,000	-	0.0%
							E145029 - Advertising Public/Statutory	11,000.00	6,674.00	1,588.23	11,000	-	0.0%
							E145031 - Graphics Consumables	5,000.00	3,500.00	0.00	2,000	- 3,000	-60.0%
							E145033 - Photocopying	4,800.00	2,000.00	0.00	2,000	- 2,800	-58.3%
							E145035 - Photography	200.00	200.00	0.00	200	-	0.0%
							E145037 - Postage, Courier & Freight	2,160.00	1,350.00	0.00	500	- 1,660	-76.9%
							E145039 - Printing	2,000.00	950.00	0.00	2,000	-	0.0%
							E145041 - Signage/Decals	1,500.00	10.00	0.00	1,500	-	0.0%
							E145043 - Stationery	1,000.00	600.00	150.00	600	- 400	-40.0%
							E145045 - Other Admin Expenses	10,000.00	10,000.00	0.00	10,000	-	0.0%
							E145051 - After Hours Telephone Service	100.00	10.00	0.00	-	- 100	-100.0%
							E145053 - Bank Charges	340.00	100.00	129.12	340	-	0.0%
							E145055 - Credit Charges	60.00	10.00	0.00	60	-	0.0%
							E145057 - Audit Fees	3,000.00	1,000.00	0.00	3,000	-	0.0%
							E145059 - Membership Fees	2,000.00	2,000.00	0.00	500	- 1,500	-75.0%
							E145061 - Legal Expenses	14,000.00	2,000.00	0.00	4,000	- 10,000	-71.4%
							E145063 - Conveyancing Expenses	500.00	500.00	0.00	-	- 500	-100.0%
							E145065 - Surveyors Fees	6,000.00	6,000.00	0.00	6,000	-	0.0%
							E145067 - Title Searches	300.00	300.00	0.00	-	- 300	-100.0%
							E145069 - Valuation Fees	8,000.00	10.00	0.00	8,000	-	0.0%
							E145071 - Other Professional Fees	12,000.00	8,090.00	6,700.00	12,000	-	0.0%
							E145073 - Public Relations	1,000.00	1,000.00	0.00	1,000	-	0.0%
							E145075 - Promotions	4,000.00	1,000.00	0.00	4,000	-	0.0%
							E145077 - Business Hospitality Expenses	4,000.00	1,500.00	15.00	4,000	-	0.0%
							E145079 - Consultancy	70,460.00	31,830.00	33,653.00	106,678	36,218	51.4%
							E145081 - Professional Retainer	2,000.00	2,000.00	0.00	2,000	-	0.0%
							E145083 - Research	2,000.00	2,000.00	0.00	500	- 1,500	-75.0%
							E145085 - External Contract Services	600.00	300.00	0.00	600	-	0.0%
							E145087 - Computer Software Mtce	3,000.00	2,100.00	0.00	600	- 2,400	-80.0%
							E145089 - Computer Software Purchase	2,000.00		635.96	2,000	-	0.0%
							E145091 - Computer Sundries	2,000.00	1,000.00	45.41	1,000	- 1,000	-50.0%

**Agenda TPRC Meeting of Council – 12 April 2007**

	Annual Budget	YTD Budget	Jul '2006 - Feb 2007	Projected Actuals	Variance Projected Actuals to Budget	Variance Projected Actuals as % of Budget
E145092 · Data Communication Links	2,000.00	2,000.00	0.00	400	- 1,600	-80.0%
E145093 · Internet Provider Costs	1,500.00	600.00	414.49	750	- 750	-50.0%
E145094 · Plant & Equipment Purchase Non-	300.00	300.00	0.00	300	-	0.0%
E145095 · Furniture & Equipment Purchase	250.00	250.00	0.00	-	- 250	-100.0%
E145097 · Hire of Equipment	400.00	400.00	0.00	-	- 400	-100.0%
E145099 · Vehicle Operating Expense	3,000.00	3,000.00	3,321.43	3,321	321	10.7%
E145101 · Consumable Stores	100.00	50.00	0.00	100	-	0.0%
E145103 · Newspapers & Periodicals	200.00	30.00	0.00	-	- 200	-100.0%
E145105 · Publications & Brochures	500.00	500.00	0.00	500	-	0.0%
E145107 · Subscriptions	100.00	100.00	0.00	100	-	0.0%
E145109 · Parking Expenses	200.00	80.00	0.00	60	- 140	-70.0%
E145111 · Plans	400.00	400.00	164.00	400	-	0.0%
E145113 · Emergency Services	3,000.00	1,000.00	500.00	750	- 2,250	-75.0%
E145115 · Misc Services Expenses	2,000.00	1,000.00	0.00	2,000	-	0.0%
E145117 · Electricity	200.00	100.00	0.00	200	-	0.0%
E145119 · Professional Indemnity	2,500.00	2,500.00	0.00	-	- 2,500	-100.0%
E145121 · Insurance - Public Liability	500.00	500.00	2,500.00	2,500	2,000	400.0%
E145123 · Insurance - Property (ISR)	100.00	100.00	0.00	100	-	0.0%
E145125 · Insurance - Motor Vehicle	400.00	10.00	0.00	-	- 400	-100.0%
E145127 · Insurance - Other	1,000.00	400.00	0.00	1,000	-	0.0%
E145128 · Insurance Excess - Other	150.00	150.00	0.00	150	-	0.0%
E145200 · Plant Maintenance & Repair	200.00	10.00	0.00	200	-	0.0%
E145201 · Furniture Maintenance & Repair	400.00	200.00	0.00	400	-	0.0%
E145202 · Fuel, Oils & Grease	3,000.00	10.00	0.00	-	- 3,000	-100.0%
E145203 · Registration	200.00	10.00	0.00	-	- 200	-100.0%
E145204 · Fences/Walls (Sumps in Road Res	1,000.00	10.00	0.00	1,000	-	0.0%
E145205 · Recreation Reserves Mtce	2,000.00	10.00	0.00	2,000	-	0.0%
E145220 · Depreciation Plant	300.00	1.00	0.00	300	-	0.0%
E145221 · Depreciation Mobile Vehicles	2,000.00	1.00	0.00	-	- 2,000	-100.0%
E145222 · Depreciation Furniture	100.00	1.00	0.00	100	-	0.0%
E145223 · Depreciation Other Eng Infrastr	100.00	1.00	0.00	100	-	0.0%
<b>Total E145 · Administration</b>	<b>478,200.00</b>	<b>301,196.00</b>	<b>194,067.04</b>	<b>429,110</b>	<b>- 49,090</b>	<b>-10.3%</b>
<b>Total E14 · OTHER PROPERTY &amp; SERVICES.</b>	<b>478,200.00</b>	<b>301,196.00</b>	<b>194,067.04</b>	<b>429,110</b>	<b>- 49,090</b>	<b>-10.3%</b>
<b>Total Operating Expense</b>	<b>504,670.00</b>	<b>322,229.00</b>	<b>224,935.35</b>	<b>487,253</b>	<b>- 17,417</b>	<b>-3.5%</b>
<b>Net Income Before Capital Works</b>	<b>155,330</b>	<b>40,951</b>	<b>- 79,749</b>	<b>171,785</b>	<b>16,455</b>	<b>10.6%</b>
<b>Capital Works</b>						
E145047- Office Communication Equipment	2,500.00	0.00	0.00	2,500	-	0.0%
E145049- Office Equipment	750.00	0.00	0.00	750	-	0.0%
Optical Fibre Conduits - Connolly Drive				38,500	38,500	100.0%
<b>Total Capital Expenditure</b>	<b>3,250</b>	<b>-</b>	<b>-</b>	<b>41,750</b>	<b>38,500</b>	<b>1184.6%</b>
<b>Total Operating and non Operating Items</b>						
<b>Contributed Equity</b>						
NB Contributed Equity Via pmt of compensation	15,887,156		16,221,439	16,221,439	334,283	2.1%
Contributed Equity Via Special Interim funding	120,000		120,000	120,000	-	0.0%
Proposed return of contributed equity	# - 120,000			- 120,000	-	0.0%

## 9.8 DEVELOPMENT PRINCIPLES AND BRIEF – ENQUIRY BY DESIGN WORKSHOP OUTCOMES

### Report Information

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer

### Recommendation

That the following schedule of activity be **AGREED** with respect to the development principles and brief report arising out of the Enquiry by Design Workshop held on 18 & 19 January 2007, as follows:

- |  |               |
|--|---------------|
| ○ Council formal receipt DPR                     | 12 April 2007 |
| ○ Government Agencies Review DPR – Feedback      | 30 May 2007   |
| ○ Local Government Planners DPR Review           | 30 May 2007   |
| ○ Research Bodies Review EOI                     | 30 May 2007   |
| ○ Development Structure Plan Brief               | 25 May 2007   |
| ○ Prepare Structure Plan Brief Tender            | 6 June 2007   |
| ○ Council Review Structure Plan Brief            | 14 June 2007  |
| ○ Council Approval SP Brief & Tender Advertising | 14 June 2007  |
| ○ Structure Plan Brief Review COW                | 22 June 2007  |
| ○ Structure Plan Review Brief WAPC               | 22 June 2007  |
| ○ Advertise Structure Plan Brief                 | 2 August 2007 |
| ○ Council Advice of Tenders Received             | 9 August 2007 |
| ○ Council Decision Ref Evaluation Program        | 9 August 2007 |

### Voting Requirements

Simple Majority

### Report Purpose

To report principles arising from the 18 & 19 January 2007 Workshop framed in a development brief format to inform future structure planning for Lot 9504 (part) Mindarie.

### Relevant Documents

Attachments: Combined Report EBD Workshop Outcomes and Tamala Park (Volume 2) Principles and Development Brief (Volume 1)  
Available for viewing at the meeting: Nil

### Previous Minutes

Item 9.4 - Council Meeting 8 February 2007 (Preliminary EBD Report)

### Background

The Council conducted an Enquiry by Design Workshop to highlight essential criteria and guidelines to be taken into consideration in structure planning for the TPRC urban development on Lot 9504 Mindarie. The EBD Workshop also produced sketch

plans demonstrating the application of the intellectual input from participants at the Workshop.

A preliminary outcomes report was presented to the Council on 8 February 2007.

### **Comment**

Based upon the preliminary report, a further report was being prepared in conjunction with Koltasz Smith, development consultants and town planners, setting out a series of principles around the workshop outcomes and the strategies that are in place at City of Wanneroo and other relevant state agencies.

The report identifies, in table form, criteria, vision, values and principles. These items need to be confirmed by workshop participants and endorsed by the Council to advance to the next stage of structure planning.

The report is submitted for review at this stage. It is expected that some time will be needed to digest the report content and its implications.

The following schedule of activity is required to engage all of the relevant people in the review process prior to resubmission of the report for approval by the Council at the next scheduled meeting on 14 June 2007:

○ EBD Workshop Preparation Complete	10 January 2007
○ Enquiry by Design Workshop	19 January 2007
○ Workshop Outcomes Report (prelim)	1 February 2007
○ Council Receipt of Outcomes Report (prelim)	8 February 2007
○ Workshop Outcomes Report (final)	8 March 2007
○ Development Principles Report (DPR)	2 April 2007
○ Distributed EBD Outcomes & DPR Report	11 April 2007
○ Council formal receipt DPR	12 April 2007
○ Government Agencies Review DPR – Feedback	30 May 2007
○ Local Government Planners DPR Review	30 May 2007
○ Research Bodies Review EOI	30 May 2007
○ Development Structure Plan Brief	25 May 2007
○ Prepare Structure Plan Brief Tender	6 June 2007
○ Council Review Structure Plan Brief	14 June 2007
○ Council Approval SP Brief & Tender Advertising	14 June 2007
○ Structure Plan Brief Review COW	22 June 2007
○ Structure Plan Review Brief WAPC	22 June 2007
○ Advertise Structure Plan Brief	2 August 2007
○ Council Advice of Tenders Received	9 August 2007
○ Council Decision Ref Evaluation Program	9 August 2007

In respect of each of the items above, brief comment is made as follows.

### **Government Agencies Review of the Development Brief – Principles Report (DPR) – Item 9 on Schedule**

The principles and strategies and the proposed relocation of major infrastructure facilities must be supported by State Government prior to the preparation of a brief for structure planning. If the State is not prepared to consider changes that are canvassed by the report, there will be time lost and wasted expenditure in the total project plan.

### **Local Government Planners' DPR Review - Item 10 on Schedule**

A meeting of local government planning representatives is proposed to ensure that the technical officers at all of the participant local authorities are supportive of the direction proposed for the structure planning. The technical officers will need to make input to planning decisions on an ongoing basis and also advise Councillors from participant local governments on technical aspects of the ongoing structure plan and structure plan process.

### **Research Body's Review and EOI of DPR - Item 11 on Schedule**

Many of the principles espoused in the DPR touch on contemporary but new notions for structure planning – particularly with respect to social, water conservation, energy management and building design and utilisation. It is desirable to have input on many matters at the cutting edge of research.

Association of the TPRC urban design project with appropriate disciplines at universities will greatly assist the process of acceptance of new concepts when submitted for approval by Government agencies.

An approach to town planning design schools, conservation and architectural schools at universities as well as professional associations is proposed. These bodies could be asked to express interest in either direct involvement in the project or participation in a monitoring role of key planning conservation and resource utilisation activities.

### **Development Structure Plan Brief - Item 12 on Schedule**

Based upon input from Government, local government and others mentioned above, a development brief will be prepared containing distilled principles and criteria. This brief will then form part of the tender documentation to be responded to by consultants capable of contributing to various aspects of the structure plan.

### **Advertising of the Structure Plan - Item 18 on Schedule**

It would be proposed that the consultation on the DPR be completed in time for the Council to be informed of results and to review a tender package that could be advertised if approved at the Council meeting on 14 June 2007.

### **City of Wanneroo and WAPC - Items 16 & 17 on Schedule**

On an ongoing basis, these parties will be advised of progress with the plan outlined above, It is important that the City of Wanneroo and the WAPC are in consort with the TPRC program and objectives so that the TPRC structure plan brief, when advertised, does not contain any matters that will result in any diversions or delays.

As part of the review program prior to the Council meeting on 14 June 2007, Council members may find it desirable to meet as a Committee to discuss and confirm the principles outlined in the DPR report.

## **9.9 TELECOMMUNICATIONS TOWER – LOT 9504 MINDARIE – FUTURE CONCENTRATION OF ANTENNAE FACILITIES**

### **Report Information**

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer

### **Recommendation**

- 1. That the owners of Lot 9504 Mindarie be REQUESTED:**
  - a) To not approve any further antennae to be constructed on the communications tower, (currently) operated by Crown Castle Pty Ltd;**
  - b) To seek advice on the total transmission signal strength and potential implications for residential development in Tamala Park;**
  - c) To advise Crown Castle of the owners' concern that the impending residential development at Tamala Park may render the use of the tower undesirable and request Crown Castle to seek an alternative locations for antennae facilities; and**
  - d) To establish what legal remedies may be available to prevent installation of further antenna on the telecommunication tower.**
  
- 2. That the Council NOTE that WAPC Planning Policy 2.4 relating to the location of schools suggests that schools should be located away from communication towers and that Australian Communication Industry Code C564\_2004 also suggests locating towers away from schools and hospital facilities and that these codes will have an impact on the land use planning for Tamala Park.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

Pre-planning for the potential impact of the communication tower on Lot 9504 Mindarie for the TPRC urban development.

### **Relevant Documents**

Attachments: Site Plan; Diagram of Communication Tower  
Available for viewing at the meeting: Nil

### **Background**

A communication tower has been installed on Lot 9504 Mindarie near the Mindarie Regional Council recycling and drop-off facilities.

The tower is 48m high and currently contains 36 separate antennae servicing 4 telecommunication carriers.



The tower is located on a 150m<sup>2</sup> site which is leased to Crown Castle Pty Ltd.

The current lease was granted on 1 November 1998. There are 2 x 5 year extensions exercisable by the lessee so that the total lease term could extend to 31 October 2013.

The lease provides for a rental review upon each extension. The current rental was last reviewed in 2003. The lease fee settled at that time was \$35,000 per annum subject to annual increments at CPI.

The Telecommunications Act (Federal) provides extensive powers for telco's to identify and use sites for telecommunication requirements. The Act provides few rights to owners of properties to prevent the installation of facilities even though provision is made for notice of installation to be given to landowners and for certain rights of objection to be made. In most instances objections must first be filtered through a series of codes and legislation that strongly supports the Telco operations.

The Telecommunications industry has developed codes, which require measurements to assess the impact of transmission and other facilities. In the case of antennae, signal strength of transmissions from certain classes of antennae must be periodically measured to ensure that the transmissions fall within defined standards. Measurements are made at prescribed distances from the facilities. In the case of Tamala Park facility the measurements are 20m, 100m, 300m and 500m.

A recent measurement of the signal strength measured at 292 degrees north, 300m from the tower, indicated the signal was 45% of that permitted under the Code. The measurement did not include radio signals which are distinct from digital data signals.

### **Comment**

Crown Castle recently gave the required statutory notice to local authority owners of intention to provide an additional 600mm dish at 30m height on the communications tower. The additional dish is the 37<sup>th</sup> transmission facility on the tower.

In response to queries, Crown Castle advised details of transmission signal measurements in a single direction and also advised that the existing transmissions are well within the allowable code definition.

The 7 local authority landowners were separately asked to agree or not agree the installation of the 37<sup>th</sup> transmission facility. Some responses were made direct to Crown Castle.

Crown Castle were advised through input by TPRC that an urban development was being proposed north of the existing tower and within the measurement range for assessing signal strength from the tower facility. Concern was expressed that the tower may impact the land use planning within the urban development and suggested Crown Castle be mindful of the future use of land north of the existing tower and consider finding locations for future and, possibly replacement, of existing facilities.

The Crown Castle response has indicated that the company is acting within the provisions of the existing lease and the relevant codes. Although this may be the case, the local government landowners and the TPRC should be aware of potential

conflict of the tower with best use of the Tamala Park urban land and the concerns of future residents in relation to transmission facilities.

Notwithstanding the existing measurements from the tower being within the standard, it may transpire that:

- Change in use of telecommunication facilities predicates an increase in required signal strength;
- Any further antennae will have an increased effect on total transmission signal;
- The standards do not take account of radio signals that may also be emitted from the tower;

Taking an optimistic view, future technology may have the following effects:

- Reduce required signal strength of transmissions;
- Produce new transmitter devices that reduce current impacts;
- Combine transmissions from multiple carriers so that fewer transmission devices are required.

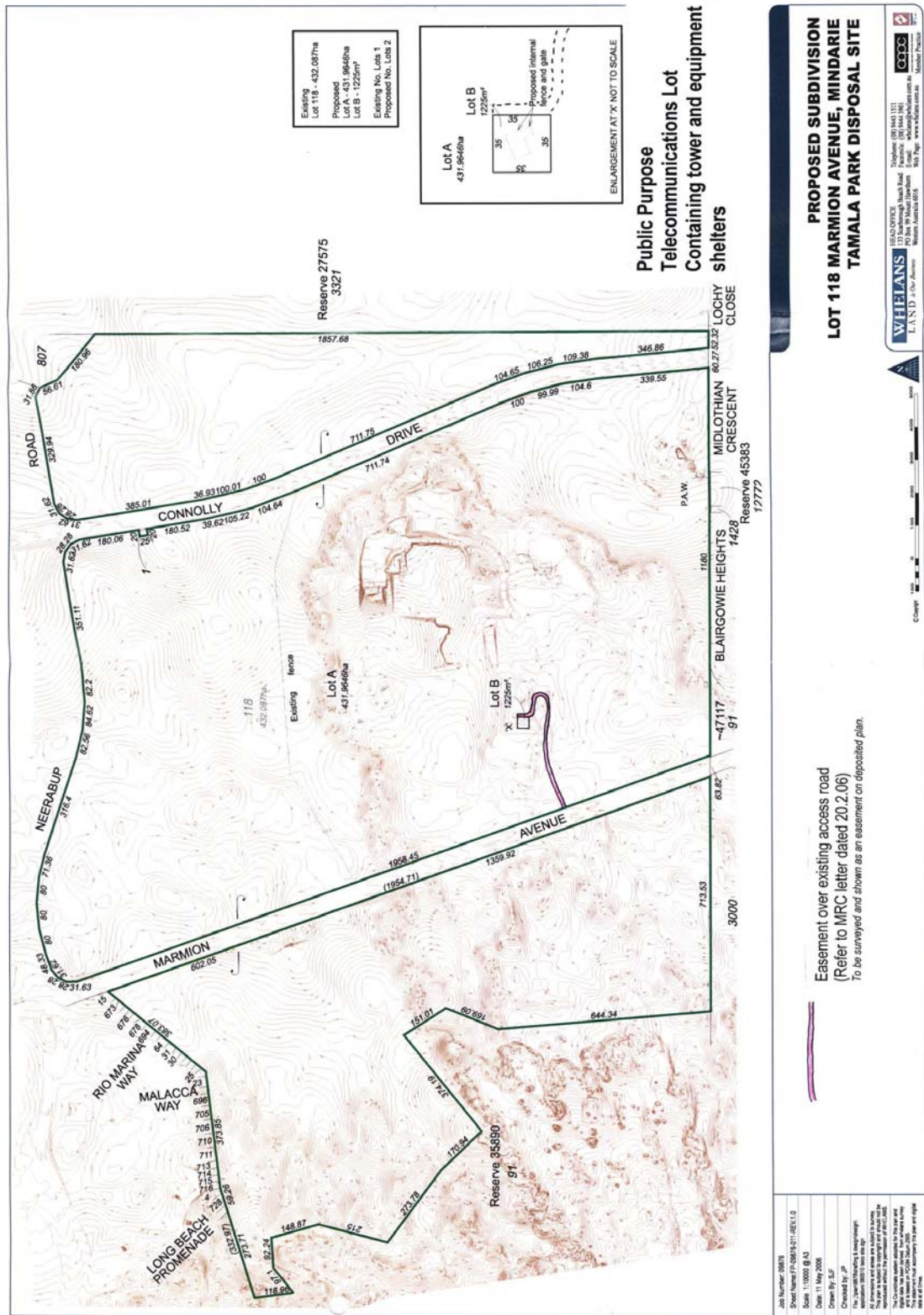
An improved knowledge of the potential impacts of the transmission tower should be obtained as part of the necessary planning of the new TPRC urban development. That knowledge should be developed in context of the very positive benefits that can be derived from digital transmissions and also the potential to obviate use of signals from communication towers through extensive provision of optical fibre within the TPRC urban development.

Until such time as more knowledge is available, it may be appropriate for the local authority owners and for the TPRC to make a joint formal submission to Crown Castle that:

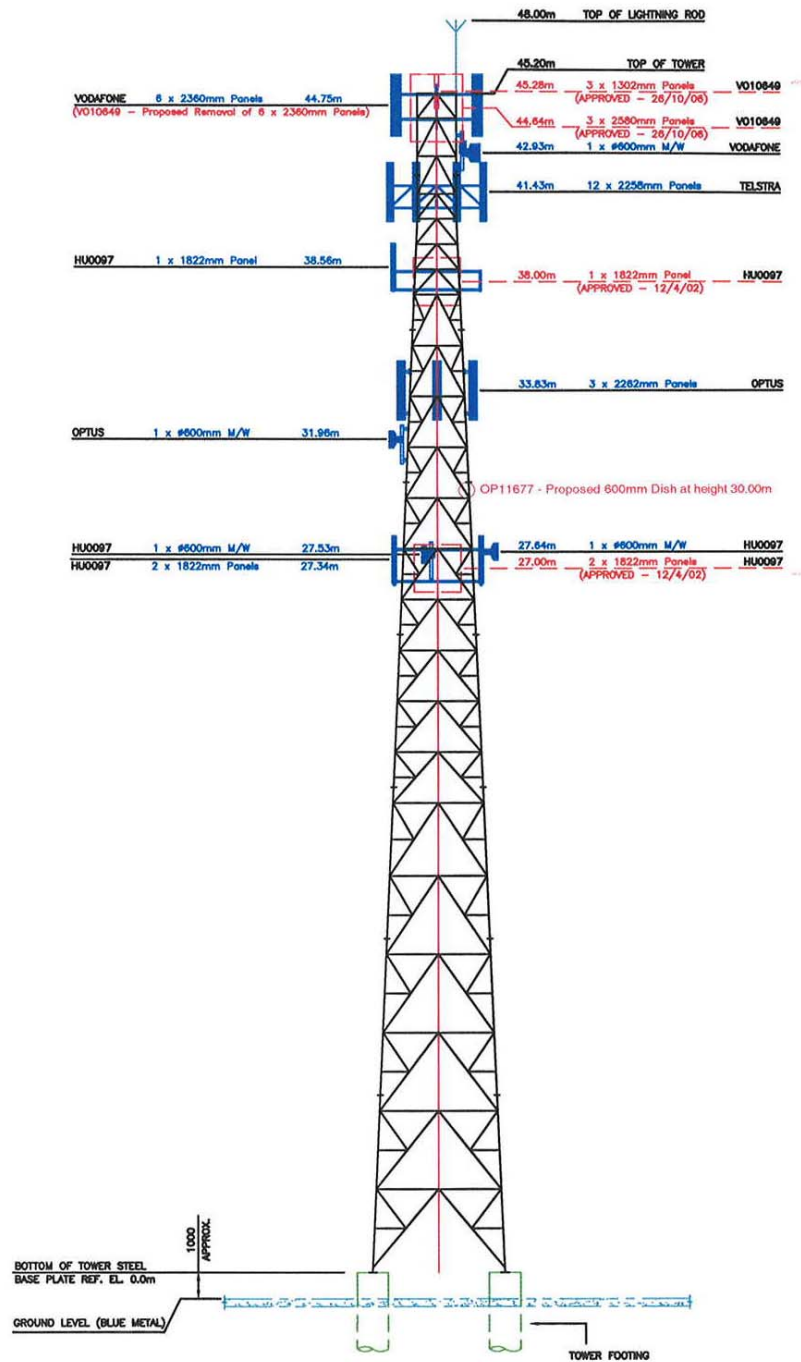
- The impending TPRC urban development will raise concerns about the continued use of the communications tower;
- Alternatives to the tower should be considered for the future;
- Further facilities on the tower are not, generally, supported and that automatic approval by the owners cannot be assumed for any additional transmission devices.

Additionally, the owners may wish to seek legal advice on the liability they may incur if permission is withheld for installation of any further facilities on the communications tower, having regard for the absence of any specific provisions in the lease except those in clause 3.10, which indicate that consent to installation of facilities '*shall not be unreasonably withheld*'.

ATTACHMENT: Site Plan



ATTACHMENT: Diagram of Communication Tower



BUSINESS UNIT: 3200635 TOWER ID: A

**9.10 CODE OF CONDUCT – COUNCIL MEMBERS, COMMITTEE MEMBERS & EMPLOYEES – YEAR 2007 REVIEW**

**Report Information**

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer

**Recommendation**

1. That the TPRC Code of Conduct is REVIEWED and CONFIRMED.
2. That, following publication, the Local Government (Official Conduct) Amendment Act and associated Regulations be LISTED for CONSIDERATION at the first available Council Meeting.
3. That the Council NOTE that the CCC hearings in February 2007 made reference to the matters leading up to the election of Chairman of the TPRC. The Council further notes that the procedures surrounding election of Chairman, Deputy Chairman and Committee members should be subject of particular review when examining the regulations to be issued by the Minister.

**Voting Requirements**

Simple Majority

**Report Purpose**

For review of the TPRC Code of Conduct, as per Council Resolution 9 March 2006.

**Relevant Documents**

Attachment: TPRC Code of Conduct document (adopted 9 March 2006)

Available for viewing at the meeting (and on TPRC website):

- a) Local Government (Official Conduct) Amendment Bill passed 21 March 2007
- b) Minister's Press Release in Reference to the Local Government (Official Conduct) Amendment Act and proposed

**Local Government Act/Regulation**

Local Government Act Sect 5.103. Codes of Conduct - Requirement For  
Local Government (Administration) Regulations 1996 Reg 34B, Reg 34C -  
Local Government (Constitution) Regulations 1998 Form 7. Declaration by Elected Member  
of Council [r. 13(1)(c)] Regulations

**Previous Minutes This Item**

Council 9 March 2006 as follows:

1. That the Model Code of Conduct developed by the West Australian Local Government Association be ADOPTED as the Code of Conduct for the Tamala Park Regional Council (TPRC).
2. That a review of the Code of Conduct be SCHEDULED for January 2007.
3. That it be NOTED that the Code of Conduct adopted as in (1) is the Code of Conduct

that has been used in the Declaration by Elected Members of Council taking elected office of the Tamala Park Regional Council.

### **Background**

A Local Government must adopt a code of conduct. Council Members make a declaration to observe the code of conduct when taking office. A Local Government is required to review its code of conduct within 12 months after each ordinary election.

The Local Government (Official Conduct) Amendment Bill was passed by the WA Parliament this month (21 March 2007). The Minister has advised Local Governments that Regulations will be made that will replace individual Local Government Codes of Conduct.

### **Comment**

In view of the changes to the Local Government Act, the Council may wish to accept the existing TPRC Code of Conduct in its current review and concentrate attention to review of processes and procedures in reference to the new Regulations which have been substantially completed and should be available in the near future - having already been subject of discussion with the WALGA.

**ATTACHMENT: Code of Conduct Document**



**Tamala Park Regional Council  
Code of Conduct for Elected  
Members and Staff**

**February 2006**

*Based upon the WALGA Model Code of Conduct*

## **PREAMBLE**

The Code of Conduct provides elected members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct.

The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in:

- a) Better decision-making by local governments;
- b) Greater community participation in the decisions and affairs of local governments;
- c) Greater accountability of local governments to their communities; and
- d) More efficient and effective local government.

The Code provides a guide and a basis of expectations for elected members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

## **ROLE OF ELECTED MEMBERS**

A Councillor's primary role is to represent the community, and the effective translation of the community's needs and aspirations in to a direction and future for the Local Government will be the focus of the Councillor's public life.

A Councillor is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, elected members' activities will focus on:

- Achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- Achieving sound financial management and accountability in relation to the Local Government's finances;
- Ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- Working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- Having an awareness of the statutory obligations imposed on Councillors and on Local Governments.

## **1. CONFLICT AND DISCLOSURE OF INTEREST**

### **1.1 Conflict of Interest**

- a) Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that



private dealings could conflict with performance of duties must be scrupulously avoided.

- c) Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the municipality or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- d) Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti discriminatory legislation.

## **1.2 Financial Interest**

Members and staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

## **1.3 Disclosure of Interest**

- a) In addition to disclosure of financial interests, members and staff, including persons under a contract for services –
  - attending a council or committee meeting; or
  - giving advice to a council or committee meeting;are required to disclose any interest they have in a matter to be discussed at the meeting that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected.
- b) Where an interest must be disclosed under (a) above, the disclosure is to be made at the meeting immediately before the matter is discussed or at the time the advice is given, and is to be recorded in the minutes of the meeting.

## **2. PERSONAL BENEFIT**

### **2.1 Use of Confidential Information**

Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

### **2.2 Intellectual Property**

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

### **2.3 Improper or Undue Influence**

Members and staff will not take advantage of their position to improperly influence other members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

## **2.4 Gifts and Bribery**

- a) Members and staff are not to accept a gift, other than a gift of or below \$200 from a person who is undertaking, or is likely to undertake, business:
  - that requires the person to obtain any authorisation from the local government;
  - by way of contract between the person and the local government; or
  - by way of providing any service to the local government.
- b) Members and staff who accept a gift of or below \$200 from a person referred to in (a) above are to record in a register of token gifts:
  - the names of the persons who gave and received the gift;
  - the date of receipt of the gift; and
  - a description, and the estimated value of the gift;unless the Local Government decided that –
  - specified gifts given by way of hospitality; or
  - specified classes of gift given by way of hospitality, need not be recorded.
- c) This clause does not apply to gifts received from a relative (as defined in section 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).

## **3. CONDUCT OF MEMBERS AND STAFF**

### **3.1 Personal Behaviour**

- a) Members and staff will:
  - i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
  - ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
  - iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
  - iv) make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
  - v) always act in accordance with their obligation of fidelity to the Local Government.
- b) Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

### **3.2 Honesty and Integrity**

Members and staff will:

- a) Observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;

- b) Bring to the notice of the Chairman any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- c) Be frank and honest in their official dealing with each other.

### **3.3 Performance of Duties**

- a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- b) Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

### **3.4 Compliance with Lawful Orders**

- a) Members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution can not be achieved, with the Chief Executive Officer.
- b) Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

### **3.5 Administrative and Management Practices**

Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, professional and responsible management practices.

### **3.6 Corporate Obligations**

- a) Standard of Dress

Staff are expected to comply with neat and responsible dress standard at all times. Management reserves the right to raise the issue of dress with individual staff.

- b) Communication and Public Relations

- i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
- ii) As a representative of the community Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Members should acknowledge that:
  - as a member of the Council there is a respect for the decision making processes of the Council which are based on a decision of the majority of the Council;

- information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
- information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

### **3.7 Relationships between Members and Staff**

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Members and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position Members need to:

- Accept that their role is a leadership, not a management or administrative one;
- Acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- Refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility.

### **3.8 Appointments to Committees**

As part of their representative role Members are often asked to represent the Council on external organisations. It is important that Members:

- Clearly understand the basis of their appointment; and
- Provide regular reports on the activities of the organisation.

## **4. DEALING WITH COUNCIL PROPERTY**

### **4.1 Use of Local Government Resources**

Members and staff will:

- a) Be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- b) Use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- c) Not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

### **4.2 Travelling and Sustenance Expenses**

Members and staff will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provision of the Local Government Act.

**4.3 Access to Information**

- i) Staff will ensure that members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as members.
- ii) Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

10. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN
  
11. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
  
12. URGENT BUSINESS APPROVED BY THE CHAIRMAN
  - 12.1 COUNCILLOR QUESTIONS APPROVED BY THE CHAIRMAN
  
13. MATTERS BEHIND CLOSED DOORS
  
14. FORMAL CLOSURE OF MEETING