



## **SHIRE OF NORTHAM**

**NOTICE OF AN  
AUDIT COMMITTEE MEETING  
COMMENCING AT  
5:00 PM  
MONDAY  
10 MARCH 2008**

**Councillors:**

**Please be advised that the next Audit Committee Meeting will be held as above.**

**P B STEVEN  
ACTING CHIEF EXECUTIVE OFFICER  
15 September 2010**

# SHIRE OF NORTHAM

## SUMMARY OF AGENDA TO BE PRESENTED TO THE AUDIT COMMITTEE MEETING TO BE HELD ON 10 MARCH 2008 AT 5:00 PM

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# SHIRE OF NORTHAM

**Notice and Agenda of the Audit Committee to be held in the Council Chambers on  
Monday, 10 March 2008 at 5:00 pm**

## **DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Northam for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Northam disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Northam during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Northam. The Shire of Northam warns that anyone who has an application lodged with the Shire of Northam must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

### **1. DECLARATION OF OPENING AND WELCOME**

Parts of Division 6 Subdivision 1 of the Local Government Act 1995 requires Council members and employees to disclose any direct or indirect financial interest or general interest in any matter listed in this agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter being discussed.

NB A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the disclosed matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

### **2. ELECTION OF CHAIRMAN**

### **3. DECLARATION OF INTEREST**

**4. ATTENDANCE**

**COUNCIL**

President  
Councillors

Cr S B Pollard  
L B Glass  
K D Saunders  
U Rumjantsev  
R W Tinetti  
T M Little  
G N Beazley  
T M Letch  
R M Head  
A W Llewellyn

Chief Executive Officer  
Manager Finance & Administration

B W Mead  
S D Billingham

**GALLERY**

**5. APOLOGIES**

**6. CONFIRMATION OF MINUTES**

**7. AGENDA ITEMS**

**7.1 MEETING WITH THE SHIRE OF NORTHAM AUDITORS**

Submission To:	Audit Committee
Name of Applicant:	N/A
Location / Address:	N/A
File Ref:	8.2.7.1
Officer:	Stuart Billingham
Policy/Legislation:	Local Government At 1995, Local Government (Audit) Regulation 1996, DLGRD Operational Guidelines-Audit Committees in Local Government No 9
Voting:	Simple Majority
Date:	5/03/2008

**BACKGROUND**

As required by Part 7 of the Local Government (Audit) Regulations 1996, where the local government is to meet with the auditor at least once every year. NB: It does not require the Audit Committee to meet with the Auditor rather the local Government is to meet with the Auditor at least once each year. It should be noted that there will be a fee involved for the auditor to visit the Shire of Northam in person due to travelling and time, hence a free 5-10 minutes teleconference call preferable.

A telephone link up has been arranged with Council's Auditor Mr David Tomasi from UHY Haines Norton at 5.00 pm. NB: Mr Tomasi will be available for approx 15 minutes without charge to the Shire.

**STATUTORY REQUIREMENTS**

The Local Government (Audit) Regulations 1996 Section 7.12A(2) states *'that the Local Government (Council) is to meet with the Auditor at least once each year'*. Council will need to resolve via a formal delegation, a meeting between the Audit Committee and the Auditor by telephone link up would satisfy this requirement.

**ENVIRONMENTAL IMPLICATIONS**

Nil

## **SOCIAL IMPLICATIONS**

Nil

## **BUDGET IMPLICATIONS**

Nil

## **OFFICER'S COMMENTS**

Topics to be discussed with the auditor include;

- Role of the Shire of Northam Audit Committee
- Review of Shire of Northam Auditors Report (Unqualified)
- Review of the Town of Northam Auditors Report (Statutory Compliance matter raised)
- Review of Shire and Town of Northam Management Report Letters (No matters raised requiring the CEO or Councils attention)
- General Business

## **SIGNATURES**

Author:  
Manager Finance & Administration

## **RECOMMENDATION**

1. **That Council agrees via a formal delegation, a meeting between the Audit Committee and the Auditor by telephone would satisfy the requirements of Section 7.12A(2) the Local Government (Audit) Regulations 1996 and that the minutes of the meeting show the auditor was involved and the matters discussed.**
2. **That the verbal report by the Shire Auditor Mr David Tomasi from UHY Haines Norton be noted in the minutes and received.**

**7.2 AUDIT COMMITTEE - TERMS OF REFERENCE & AUDIT SPECIFICATION**

Submission To:	Audit Committee
Name of Applicant:	N/A
Location / Address:	N/A
File Ref:	8.2.7.1
Officer:	Stuart Billingham
Policy/Legislation:	Local Government At 1995, Local Government (Audit) Regulation 1996, DLGRD Operational Guidelines-Audit Committees in Local Government No 9
Voting:	Simple Majority
Date:	5/03/2008

**BACKGROUND**

The new Shire of Northam Audit Committee Term of Reference needs to be adopted by Full Council and are submitted as a separate attachment for Councillors information. The draft 'Terms of Reference' document based on the Department of Local Government and Regional Development (DLGRD) model with minimal changes.

The Shire of Northam Audit Specification also need to also be adopted by Full Council and are also submitted as a separate attachment for Councillors information. The draft 'Audit Specification' document based on the DLGRD model with minimal changes.

The DLGRD has produced Local Government Operational Guidelines No 9 Audit Committees in Local Government - Their appointment, function and responsibilities (Councillors please refer to your copy of guideline No 9 in the DLGRD Guidelines File provided to you shortly after your election).

It should be noted Council has previously resolved that the Shire of Northam Audit Committee be the Full Council.

**STATUTORY REQUIREMENTS**

Local Government Act 1995

**ENVIRONMENTAL IMPLICATIONS**

Nil

**SOCIAL IMPLICATIONS**

Nil

## **BUDGET IMPLICATIONS**

Nil

## **OFFICER'S COMMENTS**

Council needs to establish two documents under the new Regulations and Operational Guidelines. The first is to establish the Terms of Reference for the Audit Committee and the second is to establish the Audit Specification. (Please see attached draft copies of each document)

## **SIGNATURES**

Author:  
Manager Finance & Administration

## **RECOMMENDATION**

**That the Shire of Northam Audit Committee recommends to Council that it adopts the Shire of Northam Draft 'Terms of Reference-Audit Committee' and the Draft 'Audit Specification' as presented.**



**SHIRE OF NORTHAM  
DRAFT  
TERMS OF REFERENCE – AUDIT COMMITTEE**

**1. Objectives of Audit Committee**

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

- the enhancement of the credibility and objectivity of internal and external financial reporting;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to auditing;
- the coordination of the internal audit function with the external audit;
- the provision of an effective means of communication between the external auditor, \*internal auditor, the CEO and the Council.

**2. Powers of the Audit Committee**

The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

**3. Membership**

The committee will consist of the full Council ten (10) elected members. All members shall have full voting rights. The CEO and employees are not members of the committee. The CEO or his/her nominee is to attend all meetings to provide advice and guidance to the committee. The local government shall provide secretarial and administrative support to the committee.

#### **4. Meetings**

The committee shall meet at least bi-annually. Additional meetings shall be convened at the discretion of the presiding person.

#### **5. Reporting**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

#### **6. Duties and Responsibilities**

The duties and responsibilities of the committee will be –

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- c) Develop and recommend to Council –
  - a list of those matters to be audited; and
  - the scope of the audit to be undertaken.
- d) Recommend to Council the person or persons to be appointed as auditor.
- e) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include –
  - the objectives of the audit;
  - the scope of the audit;
  - a plan of the audit;
  - details of the remuneration and expenses to be paid to the auditor; and
  - the method to be used by the local government to communicate with, and supply information to, the auditor.
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
- g) Liaise with the CEO to ensure that the local government does everything in its power to –
  - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
  - ensure that audits are conducted successfully and expeditiously.

- h) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
  - determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action is taken in respect of those matters.
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- j) Review the scope of the audit plan and program and its effectiveness.
- k) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or Chief Executive Officer.
- l) Review the level of resources allocated to internal audit and the scope of its authority.
- m) Review reports of internal audits and by monitoring the implementation of recommendations made by the audit and reviewing the extent to which Council and management reacts to matters raised.
- n) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- o) Review the local government's draft annual financial report, focusing on:
  - accounting policies and practices;
  - changes to accounting policies and practices;
  - the process used in making significant accounting estimates;
  - significant adjustments to the financial report (if any) arising from the audit process;
  - compliance with accounting standards and other reporting requirements;
  - significant variances from prior years.
- p) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
- q) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference.
- r) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.
- s) Review the Statutory Compliance Return and make a recommendation on its adoption to Council.

Separate Attachment Item 7.2B

## SHIRE OF NORTHAM AUDIT SPECIFICATION

### 1. Introduction

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the Shire of Northam. Auditors are required to address all of the matters outlined in the specification. Auditors who submit an application may be asked to provide further information and/or make a presentation to the Audit Committee.

### 2. Objectives of the Audit

To provide an independent audit opinion of the accounts and annual financial reports of the local government for each financial year covered by the term of the audit appointment.

### 3. Term of Audit Appointment

For the financial years commencing 1 July ..... through to 30 June..... (not more than 5 years)

### 4. Scope of the Audit

The auditor is to –

- 4.1 Carry out such work as is necessary to form an opinion as to whether –
  - (a) the accounts are properly kept; and
  - (b) the annual financial report:
    - (i) is prepared in accordance with the financial records; and
    - (ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with the Australian Accounting Standards, the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) and other mandatory professional reporting requirements.
- 4.2 Give an opinion in his or her audit report on –
  - (a) the financial position of the local government; and
  - (b) the results of the operation of the local government.
- 4.3 Include in his or her audit report –
  - (a) any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;
  - (b) any matters indicating non-compliance with financial management requirements of the Act, Regulations and any other written law.

## 5. Audit Methodology and Approach

- (a) The auditor is required to comply with the requirements of section 7.9 of the Local Government Act 1995 and the Local Government (Audit) Regulations 1996.
- (b) An audit is to be carried out in accordance with "Auditing Standards" and "Auditing Guidance Statements" adopted from time to time by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.
- (c) The auditor is to provide the local government with a general outline of his/her methodology.
- (d) The auditor is to provide the local government with a plan for the audit including:
  - timing of interim audit visits;
  - final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
  - timing of the legislative requirement to meet with the local government and whether that meeting will be in person or by some other means; and
  - the method to be used to communicate with, and provide advice and information to, the local government.
- (e) The auditor is required to produce an audit report as required by section 7.9 of the Local Government Act 1995 and, if considered appropriate by the auditor, a management report.

## 6. Critical Matters to be Audited

The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the manner in which they have been maintained.

- (i) Revenue
  - Rates revenue
  - Government grants
  - User pays revenue
  - Profit on sale of non-current assets
  - Other income
- (ii) Expenditure
  - Salary and wage costs
  - Depreciation
  - Materials and contract expenditure
  - Loss on sale of non-current assets
  - Insurances
  - Bad debts
  - Other expenditure
- (iii) Current Assets
  - Bank and short term investments
  - Receivables and prepayments
  - Inventory

- (iv) Non-Current Assets
  - Property, plant, furniture and equipment
  - Infrastructure and depreciation
  - Other receivables
- (v) Liabilities (Current and non-current)
  - Creditors and accruals
  - Loan borrowings including new loans raised
  - Provision for annual and long service leave entitlements
- (vi) Reserve Funds
- (vii) Contingent Liabilities
- (viii) Capital Commitments
- (ix) Accounting Policies and Notes to the Financial Statements
- (x) Cash Flow Statement
- (xi) The financial ratios required by the Local Government (Financial Management) Regulations 1996

## 7. Hours, Fees and Expenditure

The auditor is to provide:

- Estimate of the time to be spent on the audit.
- Fees for completing the audit in accordance with this specification.
- Nominated auditor(s) and registered company audit number(s).
- Experience of the nominated auditors in completing local government audits.

The auditor is to provide a fee for any additional audit requested by Council.

## 8. Terms

Conditions to be noted by auditors:

- The auditor shall not sub contract to a third party.
- The auditor shall not, and has no right to, assign the audit contract to third parties.
- The auditor shall not be engaged by the local government to undertake any financial consultancy with the local government that requires the preparation of financial information that will be the subject of the annual audit.
- The auditor shall confirm that he or she has, and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error, or omission.

## 9. Termination of Appointment

The appointment as auditor is terminated if:

- (a) the auditor ceases to be a registered company auditor;
- (b) the auditor ceases to be an approved auditor under Section 7.5 of the Local Government Act 1995;
- (c) the auditor is a disqualified person under Section 7.4(2) of the Local Government Act 1995;
- (d) the auditor resigns by notice in writing to Council;
- (e) Council serves notice in writing to the auditor terminating the appointment.

### 7.3 REPORT BY CHIEF EXECUTIVE OFFICER ON THE 2006/07 FINAL AUDITS FOR BOTH THE SHIRE & TOWN OF NORTHAM TO THE MINISTER FOR LOCAL GOVERNMENT & REGIONAL DEVELOPMENT

Submission To:	Audit Committee
Name of Applicant:	N/A
Location / Address:	N/A
File Ref:	8.2.7.1
Officer:	Bruce Mead
Policy/Legislation:	Local Government Act 1995
Voting:	Simple Majority
Date:	5/03/2008

#### BACKGROUND

The purpose of the Chief Executive Officers report to the Minister for Local Government and Regional Development is to outline any actions the Local Government has taken in relation to matters identified or raised by the auditor. The new Shire of Northam has received the Audit Reports for the old Shire and Town of Northam from its Auditor, Mr David Tomasi from UHY Haines Norton. The Audit report for the old Shire of Northam being unqualified, that is no items were raised as qualifications requiring attention by the Chief Executive Officer or Council. The Audit report for the old Town of Northam with only a single Audit Statutory Compliance matter being raised as listed below;

*“That of a copy of the Review of the Budget was not submitted to the Director General of the Department of Local Government and Regional Development within 30 days of its adoption by Council as prescribed by Financial Management Regulation 33A(4).”*

No other items were raised as qualifications, requiring attention by the Chief Executive Officer or Council. Both the Shire of Northam President and Chief Executive Officer have also received the Auditors Management Reports for both previous Local Authorities for the 2006/2007 Financial Year.

#### STATUTORY REQUIREMENTS

Local Government Act 1995

#### ENVIRONMENTAL IMPLICATIONS

Nil

#### SOCIAL IMPLICATIONS

Nil

## **BUDGET IMPLICATIONS**

Nil

## **OFFICER'S COMMENTS**

It is pleasing to see there are no matters I need to raise with the Audit Committee/Council or actions required. The new merged Shire of Northam should still strive for continual ongoing improvement in the area of Financial Management and Administration and not become complacent. The new financial management challenges that lay ahead for the new Shire of Northam are many and varied. The two previous Local Governments have now successfully made the full transition to the Australian Equivalent International Financial Reporting Standards (AIFRS) since its first time introduction for the Financial Year ending 30 June 2006.

## **SIGNATURES**

Author:  
Chief Executive Officer

## **RECOMMENDATION**

- 1. That the Shire of Northam receives the Chief Executive Officers report relating to the 2006/07 Final Audit for Both the Shire and Town of Northam.**
- 2. The Shire of Northam forwards a copy of the Chief Executive Officer's Report to the Minister for Local Government and Regional Development as required by Section 7.12A(4)(b) of the Local Government Act 1995.**



**7.4 DLGRD - SHIRE OF NORTHAM COMPLIANCE AUDIT RETURN 2007**

Submission To:	Audit Committee
Name of Applicant:	N/A
Location / Address:	N/A
File Ref:	1.6.1.5
Officer:	Stuart Billingham
Policy/Legislation:	Local Government Act 1995, and Local Government (Audit) Regulations 1996
Voting:	Simple Majority
Date:	5/03/2008

**BACKGROUND**

Under the Local Government Audit Regulations 1996, a Local Government is required to carry out a compliance audit for the period 1<sup>st</sup> January 2007 to 31<sup>st</sup> December 2007. The certified return needs to be submitted to the Director General, Department of Local Government and Regional Development by 31<sup>st</sup> March 2008. Please refer to letter from the DLGRD (submitted as a separate attachment) advising of the shorted time frame (normally 12 Months from 1 January 2007 to 31 December 2007) of 6 months in view of the Merger (1 July 2007 to 31 December 2007).

The compliance audit return must be:

1. presented to Council at a meeting of the Council
2. adopted by the Council; and
3. recorded in the minutes of the meeting at which it is adopted.

A copy of the return is submitted for Councillors' perusal, comment and adoption by Council before 31<sup>st</sup> March 2008. It is necessary for the Shire President and Chief Executive Officer to sign off the return as a certified copy.

**STATUTORY REQUIREMENTS**

Local Government Act 1995

**ENVIRONMENTAL IMPLICATIONS**

Nil

## **SOCIAL IMPLICATIONS**

Nil

## **BUDGET IMPLICATIONS**

Nil

## **OFFICER'S COMMENTS**

No sections in the report were responded to in the negative and therefore no items are required to be brought to Council's attention.

## **SIGNATURES**

Author:  
Manager Finance & Administration

## **RECOMMENDATION**

1. **That the Report of the Manager of Finance and Administration dated 12 February 2007 be received.**
2. **That the Compliance Audit Return 2007 as submitted as a separate attachment to the report of the Manager Finance and Administration dated 12 February 2008 be adopted.**
3. **That the adoption of the Compliance Audit Return be recorded in the minutes of Council.**
4. **That the Chief Executive Officer and the Shire President be authorised to sign/certify the Compliance Audit Return 2007.**

Department of Local Government and Regional Development - Compliance Audit Return



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

**Separate Attachment Item 7.4A**

**Northam - Compliance Audit Return 2007**

**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>Caravan Parks and Camping Grounds</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s21(1) Caravan Parks and Camping Grounds Act 1995	Did the local government inspect each caravan park or camping ground in its district within the period 1 July 2006 to 30 June 2007.	Yes		Phil Steven
<b>Cemeteries</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all burials in the cemetery, including details of the names and descriptions of the deceased persons and location of the burial.	Yes		Ron Van Welie
2	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all grants of right of burial in the cemetery, including details of assignments or bequests of grants.	Yes		Ron Van Welie
3	s40(2) Cemeteries Act 1986	Have plans been kept and maintained showing the location of all burials registered in 2 above.	Yes		Ron Van Welie

Department of Local Government and Regional Development - Compliance Audit Return



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

<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) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2007.	N/A		Bruce Mead
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2007.	N/A		Bruce Mead
3	s3.59(2)(a)(b)(c) F&G Reg 7,11	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2007.	N/A		Bruce Mead
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 2007.	N/A		Bruce Mead
5	s3.59(5)	Did the Council, during 2007, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Bruce Mead

Department of Local Government and Regional Development - Compliance Audit Return



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

<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.	Yes		Bruce Mead
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Bruce Mead
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Bruce Mead
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Bruce Mead
5	s5.18	Has Council reviewed delegations to its committees in the 2006/2007 financial year.	Yes		Bruce Mead
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Bruce Mead
7	s5.42(1)(2) Admin Reg 18	Were all delegations to the CEO resolved by an absolute majority.	Yes		Bruce Mead
8	s5.42(1)(2) Admin Reg 18	Were all delegations to the CEO in writing.	Yes		Bruce Mead
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Bruce Mead
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Bruce Mead
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Bruce Mead
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 2006/2007 financial year.	N/A		Bruce Mead
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Bruce Mead

  

<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.66(a)	Did the CEO, on all occasions, where a council member gave written notice of a disclosure of interest before a meeting, cause that notice to be given to the person who presided at the meeting.	Yes		Bruce Mead

Department of Local Government and Regional Development - Compliance Audit Return



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

No	Reference	Question	Response	Comments	Respondent
2	s5.66(b)	Did the person presiding at a meeting, on all occasions, when given a member's written financial interest disclosure by the CEO, bring its contents to the attention of persons present immediately before any matters to which the disclosure relates were discussed.	Yes		Bruce Mead
3	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		Bruce Mead
4	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		Bruce Mead
5	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Bruce Mead
6	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Bruce Mead
7	s5.71	On all occasions were delegated powers and duties not exercised by employees that had an interest in the matter to which the delegated power or duty related.	Yes		Bruce Mead
8	s5.71(a)	Did the CEO disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she had an interest in the matter to which the delegated power or duty related.	Yes		Bruce Mead
9	5.71(b)	Did an employee disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she had an interest in the matter to which the delegated power or duty related.	Yes		Bruce Mead
10	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		Bruce Mead
11	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
12	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		Bruce Mead
13	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2007.	N/A		Bruce Mead
14	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2007.	Yes		Bruce Mead
15	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		Bruce Mead
16	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		Bruce Mead
17	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		Bruce Mead
18	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		Bruce Mead
19	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Bruce Mead
20	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		Bruce Mead

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Disposal of Property					
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)).	Yes		Bruce Mead
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.	Yes		Bruce Mead

Elections					
No	Reference	Question	Response	Comments	Respondent
1	4.17(3)	Was approval sought from the Electoral Commissioner where council allowed a vacancy to remain unfilled as a result of a councillor's position becoming vacant under s2.32 and in accordance with s4.17(3)(a) & (b).	N/A		Bruce Mead
2	s4.20(2)	Did the local government appoint a person other than the CEO to be the returning officer of the local government for an election or all other elections held while that appointment applied, after having written agreement of the person concerned and the Electoral Commissioner.	Yes		Bruce Mead
3	s4.20(4)	Did the local government declare the electoral commissioner to be responsible for the conduct of an election, after having first obtained the written agreement of the electoral commissioner.	Yes		Bruce Mead
4	s4.20(5)	Where a declaration has not already been made, was a declaration made under s4.20(4) prior to the 80th day before election day.	N/A		Bruce Mead
5	s4.32(4)	Did the CEO, within 14 days after receiving a claim for enrolment, decide whether the claimant was eligible or not eligible under s4.30(1)(a)&(b) and accept or reject the claim accordingly.	Yes		Bruce Mead
6	s4.32(6) Elect Reg 13	Did the CEO record on all occasions the decision in the owners and occupiers register in accordance with Regulation 13 of the Local Government (Elections) Regulations 1997 and give written notice of the decision to the claimant without delay, for eligibility to enrol.	Yes		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
7	s4.35(2)	Did the CEO give written notice to the person before making a decision under subsection (1)(c) and allow 28 days for the person to make submissions on the matter.	Yes		Bruce Mead
8	s4.35(3)	Did the CEO, after making a decision under subsection (1)(c), give written notice of it to the person.	Yes		Bruce Mead
9	s4.35(5)	Did the CEO, on receipt of advice of the Electoral Commission's decision on an appeal, take any action necessary to give effect to that decision.	Yes		Bruce Mead
10	s4.35(6)	Did the CEO give written notice on all occasions to the person, where after considering submissions made under subsection 2, the CEO decided that the person was still eligible under s4.30 to be enrolled to vote at elections for the district or ward.	Yes		Bruce Mead
11	s4.35(7)	Did the CEO, on all occasions, record any decision under subsection (1) or (6) in the register referred to in section 4.32(6).	Yes		Bruce Mead
12	s4.39(2)	Did the CEO on or after the 70th day, but no later than the 56th day give statewide public notice of the time and date of the close of enrolments.	Yes		Bruce Mead
13	s4.41(1)	Did the CEO prepare an owners and occupiers roll for the election on or before the 36th day before election day.	Yes		Bruce Mead
14	s4.41(2)	Did the CEO certify that the owners and occupiers roll included the names of all persons who were electors of the district or ward under s4.30 at the close of enrolments.	Yes		Bruce Mead
15	s4.43(1)	Where the CEO was returning officer (RO) and the rolls were not consolidated, did the RO delete the names of any person from the owners and occupiers roll whose name also appeared on the residents roll, on or before the 22nd day before election day.	N/A		Bruce Mead
16	s4.47(1)	Where the CEO was returning officer (RO), did the RO give statewide public notice calling for nominations of candidates for the election on or after the 56th day but no later than the 45th day before election day.	N/A		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
17	s4.47(2)(a)	Did the notice referred to in s4.47(1) calling for nominations specify the kind of election to be held and the vacancy or vacancies to be filled.	Yes		Bruce Mead
18	s4.47(2)(b)	Did the notice referred to in s4.47(1) calling for nominations specify the place where nominations may be delivered or sent.	Yes		Bruce Mead
19	s4.47(2)(c)	Did the notice referred to in s4.47(1) calling for nominations specify the period within which nominations have to be delivered or sent.	Yes		Bruce Mead
20	s4.47(2)(d)	Did the notice referred to in s4.47(1) calling for nominations specify any other arrangements made for the receipt by the returning officer of nominations.	Yes		Bruce Mead
21	s4.61(2)	Did the Council of the local government, where it decided to conduct the election as a postal election, make that decision by absolute majority.	Yes		Bruce Mead
22	s4.61(3)	Where a decision was made under s4.61(2) and a relevant declaration had not already been made, was that decision made prior to the 80th day before election day.	Yes		Bruce Mead
23	s4.64	Where the CEO was returning officer (RO), did the RO give Statewide public notice (election notice) as soon as practicable after preparations for the election, but no later than on the 19th day before election day, in accordance with regulations that included details of how, when and where the election will be conducted and the names of the candidates.	N/A		Bruce Mead
24	Elect Reg 7	Did a person, before acting as an electoral officer, make the required declaration as stated in local government election regulation 7.	Yes		Bruce Mead
25	Elect Reg 8(2)	Where the CEO was returning officer (RO), did the RO prepare and adopt a Code of Conduct for the 2007 Ordinary Elections.	N/A		Bruce Mead
26	Elect Reg 8(3)	Where the CEO was returning officer (RO), did the RO provide each electoral officer a copy or access to a copy of the electoral code of conduct for the 2007 Ordinary Elections.	N/A		Bruce Mead
27	Elect Reg 13(1)	Has the relevant information as listed in Election Reg 13 been recorded in the owners and occupiers register.	Yes		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
28	Elect Reg 13(4)	Did the CEO amend the register from time to time to make sure that the information recorded in it is accurate.	Yes		Bruce Mead
29	Elect Reg 17	Did the local government keep an enrolment eligibility claim form, if accepted, a copy of a notice of acceptance for 2 years after the claim and notice expired, and a copy of a notice of rejection for 2 years after the claim was rejected.	Yes		Bruce Mead
30	Elect Reg 26(4)	Did the CEO or an employee of the local government appointed as Returning Officer keep the deposit referred to in s4.49(d) separate from other money and credited to a fund of the local government.	Yes		Bruce Mead
31	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Bruce Mead
32	Elect Reg 30G(3)	Did the CEO remove any "disclosure of gifts" forms completed by unsuccessful candidates from the electoral gift register in accordance with the period under regulation 30C and retain those forms separately for a period of at least 2 years.	Yes		Bruce Mead
33	Elect Reg 30H	Has the electoral gift register been kept at the appropriate local government offices.	Yes		Bruce Mead
34	Elect Reg 40	Has a postal voters register been kept of electors whose applications are under regulation 37(1)(b) and are accepted under regulation 38(1), which contains the enrolment details of each elector included on it and any ward in respect of which the elector is registered.	Yes		Bruce Mead
35	Elect Reg 81	Was the report relating to an election under s4.79 provided to the Minister within 14 days after the declaration of the result of the election.	Yes		Bruce Mead

**Executive Functions**

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No	Reference	Question	Response	Comments	Respondent
1	s3.18(3)(a)	Has the local government satisfied itself that the services and facilities that it provides ensure integration and co-ordination of services and facilities between governments.	Yes		Bruce Mead
2	s3.18(3)(b)	Has the local government satisfied itself that the services and facilities that it provides avoid unnecessary duplication of services or competition particularly with the private sector.	Yes		Bruce Mead
3	s3.18(3)(c)	Has the local government satisfied itself that the services and facilities that it provides ensure services and facilities are properly managed.	Yes		Bruce Mead
4	s3.32(1)	Was a notice of intended entry given to the owner or occupier of the land, premises or thing that had been entered.	Yes		Bruce Mead
5	s3.32(2)	Did the notice of intended entry specify the purpose for which the entry was required.	Yes		Bruce Mead
6	s3.32(3)	Was the notice of intended entry given not less than 24 hours before the power of entry was exercised.	Yes		Bruce Mead
7	s3.40A(1)	Where in the opinion of the local government a vehicle was an abandoned vehicle wreck, was it removed and impounded by an employee authorised (for that purpose) by the local government.	Yes		Chadd Hunt
8	s3.40A(2)	Where the owner of the vehicle was identified within 7 days after its removal under s3.40A(1), did the local government give notice to that person advising that the vehicle may be collected from a place specified during such hours as are specified in the notice.	Yes		Chadd Hunt
9	s3.40A(3)	Where notice was given under s3.40A(2) did it include a short statement of the effect of subsection (4)(b) and the effect of the relevant provisions of sections 3.46 and 3.47.	Yes		Chadd Hunt
10	s3.50	Did the local government close a thoroughfare wholly or partially for a period not exceeding 4 weeks under the guidelines of 3.50.	N/A		Chadd Hunt

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No	Reference	Question	Response	Comments	Respondent
11	s3.51(3)	Did the local government give notice of what is proposed to be done giving details fo the proposal and inviting submissions from any person who wishes to make a submission and allow a reasonable time for submissions to be made and consider any submissions made.	Yes		Chadd Hunt
12	s3.52(4)	Has the local government kept plans for the levels and alignments of public thoroughfares that are under its control or mangement, and made those plans available for public inspection.	Yes		Chadd Hunt

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s5.53, Admin Reg 19B	Has the local government prepared an annual report for the financial year ended 30 June 2007 that contained the prescribed information under the Act and Regulations.	Yes		Bruce Mead
2	s5.54(1), (2)	Was the annual report accepted by absolute majority by the local government by 31 December 2007.	Yes		Bruce Mead
3	s5.54(1), (2)	Where the Auditor's report was not available in time for acceptance by 31 December, was it accepted no more than two months after the Auditor's report was made available.	N/A		Bruce Mead
4	s5.55	Did the CEO give local public notice of the availability of the annual report as soon as practicable after the local government accepted the report.	Yes		Bruce Mead
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		Bruce Mead
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		Bruce Mead
7	s5.94, s5.95	Did the local government allow any person attending the local government during office hours to inspect information, free of charge, listed in s5.94 of the Act and subject to s5.95 whether or not the information was current at the time of inspection.	Yes		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
8	s5.96	Where a person inspected information under Part 5, Division 7 of the Act and requested a copy of that information, did the local government ensure that copies were available at a price that did not exceed the cost of providing those copies.	Yes		Bruce Mead
9	s5.98 Admin Reg 30	Was the fee made available to elected members for attending meetings within the prescribed range.	Yes		Bruce Mead
10	s5.98 Admin Reg 31	Was the reimbursement of expenses to elected members within the prescribed ranges or as prescribed.	Yes		Bruce Mead
11	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it resolved by absolute majority.	Yes		Bruce Mead
12	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it up to (or below) the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98 (5).	Yes		Bruce Mead
13	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it resolved by absolute majority.	N/A		Bruce Mead
14	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it within the prescribed range.	N/A		Bruce Mead
15	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it resolved by absolute majority.	N/A		Bruce Mead
16	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it within the prescribed range.	N/A		Bruce Mead
17	s5.100 (1)	Did the local government pay a fee for attending committee meetings only to a committee member who was a council member or employee.	Yes		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
18	s5.100 (2)	Where the local government decided to reimburse a committee member, who was not a council member or employee, for an expense incurred by the person in relation to a matter affecting the local government, was it within the prescribe range.	N/A		Bruce Mead
19	s6.2	Did Council, prior to 31 August in the review period, adopt by absolute majority, a budget in the form and manner prescribed by Financial Management (FM) Reg 22 and the Act. (Please enter the date of the Council Resolution in the "Comments" column)	Yes		Bruce Mead
20	s6.2	If 'no', was Ministerial approval sought for an extension.	N/A		Bruce Mead
21	s6.3	Did the council prepare and adopt a budget in a manner similar to the annual budget with modifications as listed in section 6.3.	N/A		Bruce Mead
22	FM Reg 33	Was the 2007/2008 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		Bruce Mead
23	s6.4(1) FM Reg 34	Did the local government prepare an annual financial report as prescribed.	Yes		Bruce Mead
24	s6.4(1) FM Reg 34	Did the local government prepare other financial reports as prescribed.	Yes		Bruce Mead
25	FM Reg 34	If the local government prepared other financial reports as prescribed in s6.4 (1) FM Reg 34, were they presented to Council and recorded in the minutes of the meetings in which they were submitted.	Yes		Bruce Mead
26	s6.4(3)(b)	Was the annual financial report, prepared for the financial year ended 30 June 2007, submitted to the Auditor by 30 September 2007 or by the extended time allowed by the Minister or his delegate.	Yes		Bruce Mead
27	FM Reg 51(2)	Was the annual financial report submitted to the Department of Local Government and Regional Development sent by the CEO within 30 days after receiving the Auditor's report.	Yes		Bruce Mead
28	s6.8	Was expenditure that the local government incurred from its municipal fund, but not included in its annual budget, authorised in advance on all occasions by absolute majority resolution.	Yes		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
29	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		Bruce Mead
30	s6.9 (1)	Does the local government's trust fund consist of all money (or the value of assets) that are required by the Local Government Act 1995 or any other written law to be credited to the fund.	Yes		Bruce Mead
31	s6.9 (1)	Does the local government's trust fund consist of all money or the value of assets held by the local government in trust.	Yes		Bruce Mead
32	s6.9(2)	Has the local government's trust fund been applied for the purposes of and in accordance with the trusts affecting it.	Yes		Bruce Mead
33	s6.9(3)	Has money held in the trust fund, been paid to the person entitled to it, together with, if the money has been invested, any interest earned from that investment.	Yes		Bruce Mead
34	s6.9(3)	Has property held in trust been delivered to the persons entitled to it.	Yes		Bruce Mead
35	s6.11(2)	Have all decisions to change the use or purpose of money held in reserve funds been by absolute majority.	N/A		Bruce Mead
36	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		Bruce Mead
37	s6.12, 6.13, 6.16 (1),(3)	Did Council at the time of adopting its budget, determine the granting of a discount or other incentive for early payment by absolute majority.	Yes		Bruce Mead
38	s6.12, 6.13, 6.16 (1),(3)	Did Council determine the setting of an interest rate on money owing to Council by absolute majority.	Yes		Bruce Mead
39	s6.12, 6.13, 6.16 (1),(3)	Did Council determine to impose or amend a fee or charge for any goods or services provided by the local government by absolute majority. (Note: this applies to money other than rates and service charges).	Yes		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
40	s6.17(3)	Were the fees or charges imposed for receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate, limited to the cost of providing the service or goods.	Yes		Bruce Mead
41	s6.17(3)	Were the fees or charges imposed for any other service prescribed in section 6.16 (2)(f), limited to the cost of providing the service or goods.	Yes		Bruce Mead
42	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.	Yes		Bruce Mead
43	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		Bruce Mead
44	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		Bruce Mead
45	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		Bruce Mead
46	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		Bruce Mead
47	s6.32(1)(a)	Did Council determine by absolute majority to impose a general rate on rateable land within its district .	Yes		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
48	s6.32(1)(b)(i)	Did Council determine by absolute majority to impose a specified area rate on rateable land within its district .	Yes		Bruce Mead
49	s6.32(1)(b)(ii)	Did Council determine by absolute majority to impose a minimum payment on rateable land within its district .	Yes		Bruce Mead
50	s6.32(1)(c)	Did Council determine by absolute majority to impose a service charge on rateable land within its district .	Yes		Bruce Mead
51	s6.33(3)	Did Council obtain the approval of the Minister or his delegate before it imposed a differential general rate that was more than twice the lowest differential rate imposed.	Yes		Bruce Mead
52	s6.34	Did Council obtain the approval of the Minister or his delegate before it adopted a budget with a yield from general rates that was plus or minus 10% of the amount of the budget deficiency.	N/A		Bruce Mead
53	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties in the district (unless the general minimum did not exceed \$200).	Yes		Bruce Mead
54	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties, rated on gross rental value (unless the general minimum did not exceed \$200).	Yes		Bruce Mead
55	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties rated on unimproved value (unless the general minimum did not exceed \$200).	Yes		Bruce Mead
56	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties in each differential rating category (unless the general minimum did not exceed \$200).	Yes		Bruce Mead
57	s6.36	Did the local government before imposing any differential general rate, or a minimum payment applying to a differential rate category, give local public notice of its intention to do so containing details of each rate or minimum proposed.	Yes		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
58	s6.36	Did the local government, before imposing any differential general rate or a minimum payment applying to a differential rate category, give local public notice of its intention to do so by extending an invitation for a period of 21 days or longer for submissions.	Yes		Bruce Mead
59	s6.36	Did the local government before imposing any differential general rate or a minimum payment applying to a differential rate category, give local public notice of its intention to do so, detailing the time and place where the document describing the objects and reasons for each proposed rate and minimum payment may be inspected.	Yes		Bruce Mead
60	s6.38(1) 54	FM Reg Where a local government imposed a service charge was it only imposed for a prescribed purposes of television and radio rebroadcasting, volunteer bush fire brigades, underground electricity, water, property surveillance and security.	N/A		Bruce Mead
61	s6.38	Was money received from the imposition of a service charge applied in accordance with the provisions of s6.38 of the Act.	N/A		Bruce Mead
62	s6.46	Did Council, in granting a discount or other incentive for early payment of any rate or service charge, do so by absolute majority.	Yes		Bruce Mead
63	s6.47	When a local government resolved to waive a rate or service charge or grant other concessions did it do so by absolute majority.	Yes		Bruce Mead
64	s6.51	Did Council, in setting an interest rate on a rate or service charge that remained unpaid, do so by absolute majority.	Yes		Bruce Mead
65	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.	Yes		Bruce Mead
66	FM Reg 5	Has efficient systems and procedures been established by the CEO of a local government as listed in Finance Reg 5.	Yes		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
67	FM Reg 6	Has the local government ensured that an employee to whom is delegated responsibility for the day to day accounting or financial management operations of a local government is not also delegated the responsibility for conducting an internal audit or reviewing the discharge of duties by that employee.	Yes		Bruce Mead
68	FM Reg 8	Did the local government maintain a separate account with a bank or other financial institution for money to be held in a municipal fund, trust fund or reserve accounts.	Yes		Bruce Mead
69	FM Reg 9	On all occasions have separate financial records been kept for each trading undertaking and each major land transaction.	Yes		Bruce Mead
70	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		Bruce Mead
71	FM Reg 11(1)	Has the local government developed procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for and properly authorised use of petty cash systems.	Yes		Bruce Mead
72	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		Bruce Mead
73	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		Bruce Mead
74	FM Reg 12	Have payments from the Municipal or Trust fund been made under the appropriate delegated authority.	Yes		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
75	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.	Yes		Bruce Mead
76	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		Bruce Mead
77	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund, that were recorded in the minutes of the relevant meeting, include the amount of the payment.	Yes		Bruce Mead
78	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting, include sufficient information to identify the transaction.	Yes		Bruce Mead
79	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		Bruce Mead
80	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		Bruce Mead
81	FM Reg 33A	Did the local government, between 1 January and 31 March 2007, carry out a review of its annual budget for the year ended 30 June 2007.	N/A		Bruce Mead
82	FM Reg 55	Does the local government's rate record include all particulars set out in the FM Regulations.	Yes		Bruce Mead
83	FM Reg 56,57	Are the contents of the local government's rate notice in accordance with the FM Regulations.	Yes		Bruce Mead
84	FM Reg 56,57	Are the contents of the local government's reminder notice for instalment payments in accordance with the FM Regulations.	Yes		Bruce Mead
85	FM Reg 68	Was the maximum rate of interest imposed 5.5% as prescribed under section 6.45(3).	Yes		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
86	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		Bruce Mead
87	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.	Yes		Bruce Mead
88	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Bruce Mead
89	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes		Bruce Mead
90	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		Bruce Mead
91	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2007 received by the local government within 30 days of completion of the audit.	Yes		Bruce Mead
92	s7.9(1)	Was the Auditor's report for 2006/2007 received by the local government by 31 December 2007.	Yes		Bruce Mead
93	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.	Yes		Bruce Mead
94	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	Yes		Bruce Mead
95	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a 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.	Yes		Bruce Mead
96	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Bruce Mead

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

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	Yes		Bruce Mead
2	s5.36(4) s5.37(3)	Were all vacancies for the position of CEO and for designated senior employees advertised.	Yes		Bruce Mead
3	s5.36(4) s5.37(3) Admin Reg 18A(1)	Did the local government advertise for the position of CEO and for designated senior employees in a newspaper circulated generally throughout the State.	Yes		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
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		Bruce Mead
9	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Bruce Mead
10	s5.38	Was the performance of each employee, employed for a term of more than one year, (including the CEO and each senior employee), reviewed within the most recently completed 12 months of their term of employment.	Yes		Bruce Mead
11	Admin Reg 18D	Where Council considered the CEO's performance review did it decide to accept the review with or without modification (if Council did not accept the review, the preferred answer is N/A & refer Q12).	N/A		Bruce Mead
12	Admin Reg 18D	Where the Council considered the CEO's performance review, but decided not to accept the review, did it decide to reject the review (if Council accepted the review, the preferred answer is N/A refer Q11).	N/A		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
16	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the circumstances in which council would pay an additional amount to that which the employee is entitled under a contract or award.	Yes		Bruce Mead



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No	Reference	Question	Response	Comments	Respondent
17	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the manner of assessment of an additional amount.	Yes		Bruce Mead
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.	Yes		Bruce Mead
19	S5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of employees of the local government entitled to an annual salary of \$100,000 or more.	Yes		Bruce Mead
20	S5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of those employees with an annual salary entitlement that falls within each band of \$10,000 and over \$100,000.	Yes		Bruce Mead
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		Bruce Mead
22	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	Yes		Bruce Mead
23	Admin Reg 33	Was the allowance paid to the mayor or president for the purposes of s5.98 (5) within the prescribed range.	Yes		Bruce Mead

Local Government Grants Commission					
No	Reference	Question	Response	Comments	Respondent
1	s12(4) Local Government Grants Act 1978	Did the local government supply to the Grants Commission such financial and other information as to its affairs as specified and required by the Commission.	Yes		Bruce Mead

Local Laws					

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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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
6	s3.12(4)	Have all Council's resolutions to make local laws been by absolute majority.	Yes		Bruce Mead
7	s3.12(4)	Have all Council's resolutions to make local laws been recorded as such in the minutes of the meeting.	Yes		Bruce Mead
8	s3.12(5)	After making the local law, did the local government publish the local law in the Gazette.	Yes		Bruce Mead
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		Bruce Mead
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		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
18	s3.16(4)	Was the decision to repeal or amend a local law determined by absolute majority on all occasions.	Yes		Bruce Mead

**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.	N/A		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
5	s5.4	On all occasions when the mayor or president called an ordinary or special meeting of Council, was it done by notice to the CEO setting out the date and purpose of the proposed meeting;	Yes		Bruce Mead
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.	Yes		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
11	s5.8	Did the local government ensure all Council committees (during the review period) were established by an absolute majority.	Yes		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
21	s5.23 (1)	Were all council meetings open to members of the public (subject to section 5.23(2) of the Act).	Yes		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
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		Bruce Mead
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		Bruce Mead
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		Bruce Mead
25	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every ordinary meeting of Council.	Yes		Bruce Mead
26	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every special meeting of Council.	Yes		Bruce Mead
27	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every meeting of a committee to which the local government has delegated a power or duty.	Yes		Bruce Mead
28	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		Bruce Mead
29	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		Bruce Mead
30	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		Bruce Mead
31	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		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
32	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		Bruce Mead
33	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all token gifts received by Council members and employees.	Yes		Bruce Mead
34	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		Bruce Mead
35	Admin Reg 9	Was voting at Council or committee meetings conducted so that no vote was secret.	Yes		Bruce Mead
36	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		Bruce Mead
37	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		Bruce Mead
38	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		Bruce Mead
39	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		Bruce Mead
40	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include the names of members present at the meeting.	Yes		Bruce Mead
41	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		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
42	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		Bruce Mead
43	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each decision made at the meeting.	Yes		Bruce Mead
44	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		Bruce Mead
45	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include a summary of each question raised by members of the public and a summary of the response given.	Yes		Bruce Mead
46	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		Bruce Mead
47	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		Bruce Mead
48	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		Bruce Mead
49	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		Bruce Mead
50	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		Bruce Mead
51	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		Bruce Mead



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No	Reference	Question	Response	Comments	Respondent
52	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		Bruce Mead
53	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		Bruce Mead
54	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		Bruce Mead
55	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		Bruce Mead
56	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		Bruce Mead

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

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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	Yes		Bruce Mead
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Bruce Mead
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Bruce Mead
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Bruce Mead
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Bruce Mead
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) (c).	Yes		Bruce Mead

Swimming Pools					
No	Reference	Question	Response	Comments	Respondent
1	s245A(5)(aa) LG (MiscProv) Act 1960	Have inspections of known private swimming pools, either been, or are proposed to be, carried out as required by section 245A(5)(aa) of the Local Government (Miscellaneous Provisions) Act 1960.	Yes		Phil Steven

Tenders for Providing Goods and Services					

Department of Local Government and Regional Development - Compliance Audit Return



**Department of Local Government  
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No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Bruce Mead
2	F&G Reg 11A(1)	Has the local government prepared and adopted a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less or worth \$100,000 or less.	Yes		Bruce Mead
3	F&G Reg 11A(3)(a)	Did the purchasing policy that was prepared and adopted make provision in respect of the form of quotations acceptable.	Yes		Bruce Mead
4	F&G Reg 11(3)(b)	Did the purchasing policy that was prepared and adopted make provision in respect to the recording and retention of written information, or documents for all quotations received and all purchases made.	Yes		Bruce Mead
5	F&G Reg 12	Has the local government, as far as it is aware, only entered into a single contract rather than multiple contracts so as to avoid the requirements to call tenders in accordance with F&G Reg 11 (1).	Yes		Bruce Mead
6	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Bruce Mead
7	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		Bruce Mead
8	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		Bruce Mead
9	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		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
10	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		Bruce Mead
11	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		Bruce Mead
12	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers about whether or not the local government had decided to submit a tender.	Yes		Bruce Mead
13	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		Bruce Mead
14	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		Bruce Mead
15	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Bruce Mead
16	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		Bruce Mead
17	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		Bruce Mead
18	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		Bruce Mead
19	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		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
20	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		Bruce Mead
21	F&G Reg 16 (3)(b)	Did the local government ensure members of the public were not excluded when tenders were opened.	Yes		Bruce Mead
22	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		Bruce Mead
23	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		Bruce Mead
24	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		Bruce Mead
25	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		Bruce Mead
26	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		Bruce Mead
27	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		Bruce Mead
28	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		Bruce Mead
29	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		Bruce Mead
30	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		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
31	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		Bruce Mead
32	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		Bruce Mead
33	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Bruce Mead
34	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.	Yes		Bruce Mead
35	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include a brief description of the goods and services required.	Yes		Bruce Mead
36	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.	Yes		Bruce Mead
37	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.	Yes		Bruce Mead
38	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.	Yes		Bruce Mead
39	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.	Yes		Bruce Mead
40	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		Bruce Mead
41	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.	Yes		Bruce Mead

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No	Reference	Question	Response	Comments	Respondent
42	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.	Yes		Bruce Mead
43	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		Bruce Mead
44	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		Bruce Mead
45	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		Bruce Mead
46	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		Bruce Mead
47	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		Bruce Mead

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**Department of Local Government  
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I certify this Compliance Audit return has been adopted by Council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor / President, Northam

\_\_\_\_\_  
Signed CEO, Northam





Department of Local Government and Regional Development  
Government of Western Australia

Our Ref: NS1-16 (E0800095)

Stuart

Separate Attachment Item 7.4B

Mr Bruce Mead  
Chief Executive Officer  
Shire of Northam  
PO Box 613  
NORTHAM WA 6401

SHIRE OF NORTHAM RECEIVED	
10 JAN 2008	
FILE 1.6.1.6	STATUS OUT
DOCT 6932	REG. No.

**ATT. Mr Stuart Billingham**

Dear Mr Mead

I refer to your discussions with Mr Tim Fowler, Director Capacity Building, regarding the Compliance Audit Return (CAR) for 2007 for the Shire of Northam.

The Department's view is that the Shire of Northam is required to complete and submit a CAR for the relevant period (i.e. 1 July 2007 to 31 December 2007). The other entities no longer exist and therefore it is considered that the Shire of Northam's CAR will include all matters relevant to the new Local Government area.

Should you have any concerns regarding this matter please contact Brendan Peyton on 9217 1491.

Yours sincerely

Brendan Peyton  
A/DIRECTOR GOVERNANCE & STATUTORY SUPPORT

7 Jan 2008

**7.5 SHIRE OF NORTHAM BUDGET REVIEW 2007/2008**

Submission To:	Audit Committee
Name of Applicant:	N/A
Location / Address:	N/A
File Ref:	1.6.1.5
Officer:	Stuart Billingham
Policy/Legislation:	Local Government Act 1995 and Local Government (Audit) Regulations 1996
Voting:	Absolute Majority Vote Required
Date:	5/03/2008

**BACKGROUND**

As part of the 2007/08 Budget Review conducted by the Manager Finance & Administration several errors were discovered in the 2007/08 Budget document, with corrections required for the 2007/08 Reviewed Budget as set out below. (Please refer to Shire of Northam Budget Review document submitted as a separate attachment.)

Corrections required to 2007/08 Budget Document listed below:

1. Schedule 11 Recreation & Culture COA 11349605 'Grants' in 'Other Recreation and Sport' reduce Federal Water Grant Income by \$70,000 in Operating Statement only (NB: does not affect Cash Schedules) Error arisen from figure not being deleted from excel upload file. Fed Water Grant received by old Shire in 2006/07.
2. Schedule 11 Recreation & Culture COA 11343093 'Government Grants' 'Other Recreation & Culture' reduce Income by \$20,000 in Operating Statement only. (NB: does not affect Cash Schedules) Error arisen from figure not being deleted from excel upload file. Physical Activity Program Grant received by old Town in 2006/07.
3. Schedule 12 COA 12373043 'Wheatbelt North Regional Road Group Projects' reduce Income by \$9,840 in Operating Statement only. (NB: does not affect Cash Schedules) Error arisen from figure not being amended in excel upload file.
4. Deprecation written back figure requires change from Capital Account to Operating Account. (NB: does not affect Cash Schedules)
5. Schedule 8 Rental Housing Sub Program Income of \$13,480 and Expenditure \$18,570 missing from Cash Schedules, (NB: does not affect Operating Statement only affects Cash Schedules) Net affect \$5,090 cash deficit.
6. Law Order and Public Safety FESA Grant Income of \$30,050 change from Capital to Operating Income. (NB: does not affect Cash Schedules)
7. Schedule 12 COA 12399104 Plant Purchases Transfer to Reserve, Merger Savings reduced from \$457,010 to \$498,870. (NB This is the balancing entry for

the Cash Budget to be balanced for the rates Setting Statement) See breakdown of changes listed below:

Original Merger Saving Figure	<u>\$457,010</u>
<u>Less</u> Killara Reserve Funds increase	\$124,030
<u>Less</u> Building Surveyor Vehicle	\$29,000
<u>Less</u> Net Deficit 'Rental Housing'	\$5,090
<u>Add</u> Deferred Rates Error	<u>\$199,980</u>
Sub Total	<u>\$498,870</u>
Add Internal Depreciation Transfer to Reserve	<u>\$263,730</u>
New Grand Total	<u>\$762,600</u>

**STATUTORY REQUIREMENTS**

Local Government Act 1995

**ENVIRONMENTAL IMPLICATIONS**

Nil

**SOCIAL IMPLICATIONS**

Nil

**BUDGET IMPLICATIONS**

Yes Various

**OFFICER'S COMMENTS**

2007/08 proposed Budget Amendments required:

1. Killara Reserve Fund

Current Budget COA 08219304 Transfer to Killara Reserve Fund only \$63,470.

Additional \$124,030 required for a total of \$187,500 in Budget.

2. Allocation of Administration

It is considered too much Administration has been allocated to the Killara Sub-Programs. The previous Killara Coordinator Linda Smith and Accounting Contractor Mr Bob Waddell have requested a reduction of approximately \$40,000. It is proposed to reallocate the following:

From

- COA 08758012 Admin Allocation - Killara NRCP Employed Carers Respite of \$9,920
- COA 08748002 Admin Allocation - Killara NRCP Cottage Respite of \$9,920.
- COA 08758012 Admin Allocation - Killara NRCP Carer Respite of \$9,920.
- COA 08718002 Admin Allocations – Killara HACC Social Support of \$9,920.

To

- COA 13468002 Admin Allocation – Building Control Administration of \$9,920.
- COA 13778002 Admin Allocation – Visitor Servicing of \$9,920.
- COA 12418002 Admin Allocation – Traffic Control of \$9,920.
- COA 12388002 Admin Allocation – Mtce Sts, Roads Footpaths, Depots of \$9,920.

SIGNATURES

Author  
Manager Finance & Administration

**RECOMMENDATION**

**That the above listed corrections and 2007/08 Budget amendments be approved by Council for the Revised 2007/08 Budget.**

**ABSOLUTE MAJORITY VOTE REQUIRED**

- 8. GENERAL BUSINESS**
- 9. CLOSURE OF MEETING**

Item	Description	Officer	File
6.1	MEETING WITH THE SHIRE OF NORTHAM AUDITORS	Stuart Billingham	8.2.7.1
6.2	AUDIT COMMITTEE - TERMS OF REFERENCE & AUDIT SPECIFICATION	Stuart Billingham	8.2.7.1
6.3	REPORT BY CHIEF EXECUTIVE OFFICER ON THE 2006/07 FINAL AUDITS FOR BOTH THE SHIRE & TOWN OF NORTHAM TO THE MINISTER FOR LOCAL GOVERNMENT & REGIONAL DEVELOPMENT	Bruce Mead	8.2.7.1
6.4	DLGRD - SHIRE OF NORTHAM COMPLIANCE AUDIT RETURN 2007	Stuart Billingham	1.6.1.5
6.5	SHIRE OF NORTHAM BUDGET REVIEW 2007/2008	Stuart Billingham	1.6.1.5