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APPENDICES
EMBS – 6 December 2011
OCM – 13 December 2011



Standing Orders Local Law 2011

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**Item
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Western Australia
Local Government Act 1995
Town of Victoria Park
Standing Orders Local Law 2011

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Local Government Act 1995
Town of Victoria Park
Standing Orders Local Law 2011

Under the powers conferred by the *Local Government Act 1995* and under all powers enabling it, the council of the Town of Victoria Park resolved on 13 December 2011 to make the following local law.

Part 1 – Preliminary

1.1 Title

This local law may be cited as the *Town of Victoria Park Standing Orders Local Law 2011*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Gazette*.

1.3 Purpose and effect

- (1) The purpose of this local law is to provide a set of procedures to apply to the conduct of meetings of the council and any committee and to any meeting of electors.
- (2) This local law is intended to result in –
 - (a) better decision-making by the council and any committees;
 - (b) the orderly conduct of meetings dealing with council business;
 - (c) better understanding of the process of conducting meetings; and
 - (d) the more efficient and effective use of time at meetings.

1.4 Application

All meetings of the council, committees and the electors are to be conducted in accordance with the Act, the Regulations and this local law.

1.5 Terms used in this local law

- (1) In this local law, unless the contrary intention appears –

absolute majority has the meaning given to it in the Act;

Act means the *Local Government Act 1995*;

CEO means the Chief Executive Officer of the local government;

committee means a committee of the council established under section 5.8 of the Act;

committee meeting means a meeting of a committee;

council means the council of the local government;

employee means an employee of the local government;

local government means the Town of Victoria Park;

mayor means the mayor of the local government or other presiding member at a council meeting under section 5.6 of the Act;

meeting means a meeting of the council or a committee, as the context requires;

member has the meaning given to it in the Act;

presiding member means –

- (a) in respect of the council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

Regulations means the *Local Government (Administration) Regulations 1996*;

simple majority means more than 50% of the members present and voting; and

substantive motion means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

- (2) Unless otherwise defined in this local law, the terms and expressions used in this local law are to have the meaning given to them in the Act and Regulations.

1.6 Repeal

The Town of Victoria Park Local Law Relating to Standing Orders published in the *Gazette* on 23 July 1998 and as amended and published in the *Gazette* on 31 July 2001 is repealed.

Part 2 – Calling and convening meetings

2.1 Ordinary and special council meetings

Ordinary and special meetings of the council are dealt with in the Act.

2.2 Calling meetings

The calling of meetings of the council is dealt with in the Act.

2.3 Convening meetings

- (1) The convening of meetings of the council is dealt with in the Act.
- (2) Subject to subclause (3), the CEO is to give at least 72 hours' notice, for the purposes of section 5.5, in convening a special meeting of the council.

- (3) Where, in the opinion of the mayor or at least one-third of the members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special meeting.

2.4 Calling committee meetings

The CEO is to call a meeting of any committee when requested by the mayor, the presiding member of a committee or any two members of that committee.

2.5 Public notice of meetings

Public notice of meetings is dealt with in the Regulations.

Part 3 – Presiding member and quorum

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When the deputy mayor can act is dealt with in the Act.

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The reduction of a quorum for committee meetings is dealt with in the Act.

3.11 Procedure where no quorum to begin a meeting

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

3.12 Procedure where quorum not present during a meeting

If at any time during a meeting a quorum is not present, the presiding member is –

- (a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and
- (b) if a quorum is not present at the expiry of that period, is to adjourn the meeting to some future time or date.

3.13 Names to be recorded

At any meeting –

- (a) at which there is not a quorum present; or
- (b) which is adjourned for want of a quorum,

the names of the members then present are to be recorded in the minutes.

Part 4 – Business of a meeting

4.1 Business to be specified

- (1) No business is to be transacted at any ordinary meeting of the council other than that specified in the agenda, without the approval of the presiding member or the council.
- (2) No business is to be transacted at a special meeting of the council other than that given in the notice as the purpose of the meeting.
- (3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the council other than that –
 - (a) specified in the notice of the meeting which had been adjourned; and
 - (b) which remains unresolved.

- (4) Where a meeting is adjourned to the next ordinary meeting of the council then, unless the council decides otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering reports at that ordinary meeting.

4.2 Order of business

- (1) Unless otherwise decided by the council the order of business at any ordinary meeting of the council is to be as follows –
- (a) declaration of opening, prayer and announcement of visitors
 - (b) announcements from the presiding member
 - (c) attendance
 - (i) apologies
 - (ii) approved leave of absence
 - (d) declaration of interest
 - (e) public question time
 - (i) response to previous public questions taken on notice
 - (ii) public question time
 - (f) public statement time
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 - (m) questions from members without notice
 - (n) new business of an urgent nature introduced by decision of the meeting
 - (o) public question time
 - (p) public statement time

- (q) meeting closed to public
 - (i) matters for which the meeting may be closed
 - (ii) public reading of resolutions that may be made public
- (r) closure
- (2) Unless otherwise decided by the council, the order of business at any special meeting of the council is to be the order in which that business stands in the agenda of the meeting.
- (3) In determining the order of business for any meeting of the council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

4.3 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or this local law otherwise provide, a member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least three and a half (3½) clear working days before the meeting day at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO –
 - (a) with the concurrence of the mayor, may exclude from the agenda paper any notice of motion considered to be, or likely to involve, a breach of any of the provision of this local law or any other written law;
 - (b) is to inform members on each occasion that a notice has been excluded and the reasons for that exclusion;
 - (c) may, after consultation with the member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
 - (d) may provide to the council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless –
 - (a) the member who gave notice of it, or some other member authorised by the originating member in writing, moves the motion when called on; or
 - (b) the council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of the lapse.

4.4 New business of an urgent nature

- (1) In this clause –

cases of extreme urgency or other special circumstances means matters that have arisen after the preparation of the agenda that are considered by the presiding member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the council before the next meeting.

- (2) In cases of extreme urgency or other special circumstances, matters may, on a motion by the presiding member that is carried by the meeting, be raised without notice and decided by the meeting.

4.5 Adoption by exception resolution

- (1) In this clause –

adoption by exception resolution means a resolution of the council that has the effect of adopting, for a number of specifically identified reports, the employee recommendation as the council resolution.

- (2) Subject to subclause (3), the council may pass an adoption by exception resolution.

- (3) An adoption by exception resolution may not be used for a matter –

- (a) that requires an absolute majority;
- (b) in which an interest has been disclosed;
- (c) that has been the subject of a petition or deputation;
- (d) that is a matter on which a member wishes to make a statement; or
- (e) that is a matter on which a member wishes to move a motion that is different to the recommendation.

Part 5 – Public participation

5.1 Meetings generally open to the public

Meetings being generally open to the public is dealt with in the Act.

5.2 Meetings not open to the public

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The council, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.

- (3) If a resolution under subclause (2) is carried –
 - (a) the presiding member is to direct everyone to leave the meeting except –
 - (i) the members;
 - (ii) the CEO; and
 - (iii) any employee specified by the presiding member; and
 - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the council decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the presiding member, be removed from the meeting.
- (5) While the decision under subclause (2) remains in force, the operation of clause 6.10 is to be suspended until the council by resolution, decides otherwise.
- (6) A resolution under this clause may be made without notice.
- (7) Unless the council decides otherwise, once the meeting is reopened to members of the public, the presiding member is to ensure that any resolution of the council made while the meeting was closed is to be read out including a vote of a member to be included in the minutes.

5.3 Question time for the public

Question time for the public is dealt with in the Act.

5.4 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in the Regulations.

5.5 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

5.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

5.7 Public statement time

- (1) The procedure for the making of statements by members of the public may be determined by resolution of the council.
- (2) Notwithstanding subclause (1), there is no public statement time in meetings of committees other than a committee to which the local government has delegated a power or duty.

5.8 Distinguished visitors

If a distinguished visitor is present at a meeting of the council, the presiding member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

5.9 Deputations

- (1) A person or group who completes and submits, with at least 24 hours notice, a application form provided by the local government may be received as a deputation –
 - (a) at an agenda briefing forum; or
 - (b) if the council determines, at a council meeting.
- (2) The CEO may either –
 - (a) approve the request and invite the deputation to attend an agenda briefing forum under clause 17.1; or
 - (b) refer the request to the council to decide by simple majority whether or not to receive the deputation and, if so, the meeting or briefing forum at which it is to be received.
- (3) Unless the council resolves otherwise, a deputation invited to attend a council meeting or an informal briefing forum under clause 17.1 –
 - (a) is not to exceed 5 persons, only 2 of whom may address the council, although others may respond to specific questions from members;
 - (b) is not to address the council for a period exceeding 10 minutes without the agreement of the council; and
 - (c) additional members of the deputation may be allowed to speak with the leave of the presiding member.
- (4) Any matter which is the subject of a deputation to the council is not to be decided by the council until the deputation has completed its presentation.

5.10 Petitions

- (1) A petition is to –
 - (a) be addressed to the mayor;
 - (b) be made by electors of the district;
 - (c) state the request on each page of the petition;
 - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
 - (e) contain a summary of the reasons for the request; and
 - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.

- (2) Subject to subclause (3), upon receiving a petition, the local government is to submit the petition to the relevant employee to be included in his or her deliberations and report on the matter that is the subject of the petition.
- (3) At any meeting, the council is not to vote on any matter that is the subject of a petition presented to that meeting, unless –
 - (a) the matter is the subject of a report included in the agenda; and
 - (b) the council has considered the issues raised in the petition.

5.11 Presentations

- (1) In this clause –

presentation means the acceptance of a gift or an award by the council on behalf of the Town or the community.

- (2) A presentation may be made to the council at a meeting only with the prior approval of the CEO.

5.12 Participation at committee meetings

- (1) In this clause a reference to a *person* is to a person who –

- (a) is entitled to attend a committee meeting;
- (b) attends a committee meeting; and
- (c) is not a member of that committee.

- (2) Without the consent of the presiding member, no person is to address a committee meeting.
- (3) The presiding member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
- (4) A person addressing the committee with the consent of the presiding member is to cease that address immediately after being directed to do so by the presiding member.
- (5) A person who fails to comply with a direction of the presiding member under subclause (4) may, by order of the presiding member, be removed from the committee room.
- (6) The council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

5.13 Confidentiality of information withheld

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be –

- (a) identified in the agenda of a council meeting under the item “matters for which meeting may be closed”;
 - (b) marked “*Confidential*” in the agenda; and
 - (c) kept confidential by employees and members until the council resolves otherwise.
- (2) A member or an employee who has –
- (a) confidential information under subclause (1); or
 - (b) information that is provided or disclosed for the purposes of or during a meeting, or part of a meeting, that is closed to the public, and
- discloses any of that information to any person other than another member or an employee to the extent necessary for the purpose of carrying out his or her duties, commits an offence.
- (3) Subclause (2) does not prevent a member or employee from disclosing information –
- (a) at a closed meeting;
 - (b) to the extent specified by the council and subject to such other conditions as the council determines;
 - (c) that is already in the public domain;
 - (d) to an officer of the Department;
 - (e) to the Minister;
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

5.14 Recording of proceedings

A person who uses any electronic, visual or audio recording device or instrument to record the proceedings of the council, without the permission of the presiding member, commits an offence.

5.15 Prevention of disturbance

- (1) A reference in this clause to a *person* is to a person other than a member.
- (2) A person addressing the council or a committee shall extend due courtesy and respect to the council or the committee and the processes under which it operates and shall comply with any direction by the presiding member.
- (3) A person present at or observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the council or a committee.
- (5) The presiding member may warn a person who fails to comply with this clause.

- (6) If –
- (a) after being warned, the person again acts contrary to this clause; or
 - (b) a person refuses or fails to comply with a direction by the presiding member, the presiding member may expel the person from the meeting by ordering him or her to leave the meeting room.
- (7) A person who is ordered to leave the meeting room and fails to do so may, by order of the presiding member, be removed from the meeting room and, if the presiding member orders, from the premises.

Part 6 – Conduct of members

6.1 Members to be in their proper places

- (1) At the first meeting held after each election day, the CEO is to allot by random draw, a position at the council table to each member.
- (2) Each member is to occupy his or her allotted position at each council meeting until such time as there is a call by a majority of members for a re-allotment of positions.

6.2 Respect to the presiding member

After the business of a council has been commenced, a member is not to enter or leave the meeting without first paying due respect to the presiding member.

6.3 Titles to be used

A speaker, when referring to the mayor, deputy mayor or presiding member, or a member or employee, is to use the title of that person's office.

6.4 Advice of entry or departure

During the course of a meeting of the council, a member is not to enter or leave the meeting without first advising the presiding member, in order to facilitate the recording in the minutes of the time of entry or departure.

6.5 Members to indicate their intention to speak

A member of the council who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the council.

6.6 Priority of speaking

- (1) Where two or more members indicate, at the same time, their intention to speak, the presiding member is to decide which member is entitled to be heard first.
- (2) A decision of the presiding member under subclause (1) is not open to discussion or dissent.
- (3) A member is to cease speaking immediately after being asked to do so by the presiding member.

6.7 Questions

- (1) Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.
- (2) A member requesting general information from an employee at a council meeting may ask a question without notice and with the consent of the presiding member, may ask one or more further questions of that employee or another employee present at the meeting.
- (3) Where possible the employee shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the employee may ask that –
 - (a) the question be placed on notice for the next meeting of council; and
 - (b) the answer to the question be given to the member who asked it within 14 days.
- (4) Every question and answer –
 - (a) is to be brief and concise; and
 - (b) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.
- (5) In answering any question, an employee may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

6.8 Presiding member may take part in debates

The presiding member may take part in a discussion of any matter before the council, subject to compliance with this local law.

6.9 Relevance

- (1) A member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The presiding member, at any time, may –
 - (a) call the attention of the meeting to –
 - (i) any irrelevant, repetitious, offensive or insulting language by a member; or
 - (ii) any breach of order or decorum by a member; and
 - (b) direct that member, if speaking, to discontinue his or her speech.

- (3) A member is to comply with the direction of the presiding member under subclause (2) by immediately ceasing to speak.

6.10 Speaking twice

A member is not to address the council more than once on any motion or amendment except –

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

6.11 Duration of speeches

- (1) A member is not to speak on any matter for more than 5 minutes without the consent of the council which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a member's total speaking time to exceed 10 minutes.

6.12 No speaking after conclusion of debate

A member is not to speak on any motion or amendment –

- (a) after the mover has replied; or
- (b) after the question has been put.

6.13 No interruption

A member is not to interrupt another member who is speaking unless –

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 6.14; or
- (d) to move a procedural motion that the member be no longer heard.

6.14 Personal explanations

- (1) A member who wishes to make a personal explanation relating to a matter referred to by another member who is then speaking is to indicate to the presiding member his or her intention to make a personal explanation.
- (2) The presiding member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other member.
- (3) A member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

6.15 No re-opening of discussion

A member is not to re-open discussion on any decision of the council, except to move that the decision be revoked or changed.

6.16 Adverse reflection

- (1) A member is not to reflect adversely on a decision of the council except on a motion that the decision be revoked or changed.
- (2) A member is not –
 - (a) to reflect adversely on the character or actions of another member or employee; or
 - (b) to impute any motive to a member or employee,unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.
- (3) A member is not to use offensive or objectionable expressions in reference to any member, employee or other person.
- (4) If a member specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes –
 - (a) the presiding member is to cause the words used to be taken down and read to the meeting for verification; and
 - (b) the council may, by resolution, decide to record those words in the minutes.

6.17 Withdrawal of offensive language

- (1) A member who, in the opinion of the presiding member, uses an expression which –
 - (a) in the absence of a resolution under clause 6.16 –
 - (i) reflects adversely on the character or actions of another member or employee; or
 - (ii) imputes any motive to a member or employee; or
 - (b) is offensive or insulting,must, when directed by the presiding member, withdraw the expression and make a satisfactory apology.
- (2) If a member fails to comply with a direction of the presiding member under subclause (1), the presiding member may refuse to hear the member further on the matter then under discussion and call on the next speaker.

6.18 Suspension of the limitations on speaking

The council may suspend the operation of clauses 6.10 and 6.11 during debate on a motion.

6.19 Disclosure of interests

Disclosure of interests is dealt with in the Act.

Part 7 – Preserving order

7.1 Presiding member to preserve order

- (1) The presiding member is to preserve order, and, whenever he or she considers necessary, may call any member to order.
- (2) When the presiding member speaks during a debate, any member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every member present is to preserve strict silence so that the presiding member may be heard without interruption.
- (3) Subclause (2) is not to be used by the presiding member to exercise the right provided in clause 6.8, but to preserve order.

7.2 Point of order

- (1) A member may object, by way of a point of order, only to a breach of –
 - (a) any of the provisions of this local law; or
 - (b) any other written law.
- (2) Despite any other provision of this local law to the contrary, a point of order –
 - (a) takes precedence over any discussion; and
 - (b) until determined, suspends the consideration or discussion of any other matter.

7.3 Procedures on a point of order

- (1) A member who is addressing the presiding member is not to be interrupted except on a point of order.
- (2) A member interrupted on a point of order is to resume his or her seat until –
 - (a) the member raising the point of order has been heard; and
 - (b) the presiding member has ruled on the point of order,and, if permitted, the member who has been interrupted may then proceed.

7.4 Calling attention to breach

A member may, at any time, draw the attention of the presiding member to any breach of the provisions of this local law.

7.5 Ruling by the presiding member

- (1) The presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the presiding member on a point of order –
 - (a) is not to be the subject of debate or comment; and
 - (b) is to be final unless the majority of members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the presiding member rules that –
 - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
 - (b) a statement made or act done by a member is out of order, the presiding member may require the member to make an explanation, retraction or apology.

7.6 Continued breach of order

If a member –

- (a) persists in any conduct that the presiding member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the presiding member under clause 7.5(3),

the presiding member may direct the member to refrain from taking any further part in the debate of that item, other than by voting, and the member is to comply with that direction.

7.7 Right of presiding member to adjourn

- (1) For the purpose of preserving or regaining order, the presiding member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the presiding member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

Part 8 – Debate of substantive motions

8.1 Motions to be stated and in writing

Any member who wishes to move a substantive motion or an amendment to a substantive motion –

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the presiding member, is to put the motion or amendment in writing.

8.2 Motions to be supported

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

8.3 Unopposed business

- (1) Immediately after a substantive motion has been moved and seconded, the presiding member may ask the meeting if any member opposes it.
- (2) If no member opposes the motion, the presiding member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the council.
- (4) If a member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a meeting.

8.4 Only one substantive motion at a time

- (1) When a substantive motion is under debate at a meeting of the council, no further substantive motion is to be accepted.
- (2) The council is not to consider more than one substantive motion at any time.

8.5 Order of call in debate

The presiding member is to call speakers to a substantive motion in the following order –

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;

- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

8.6 Limit of debate

The presiding member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all members may not have spoken.

8.7 Member may require question to be read

A member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other member who is speaking.

8.8 Consent of seconder required for alteration

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

8.9 Order of amendments

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

8.10 Form of an amendment

An amendment must add, delete, or substitute words to the substantive motion.

8.11 Amendment must not negate original motion

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

8.12 Relevance of amendments

Each amendment is to be relevant to the motion in respect of which it is moved.

8.13 Mover of motion may speak on amendment

Any member may speak during debate on an amendment.

8.14 Effect of an amendment

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.

8.15 Withdrawal of motion or amendment

- (1) Subject to subclause (2), the council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.

- (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

8.16 Right of reply

- (1) The mover of a substantive motion has the right of reply.
- (2) The mover of any amendment to a substantive motion has a right of reply.
- (3) The right of the reply may only be exercised –
 - (a) where no amendment is moved to the substantive motion, at the conclusion of the discussion on the motion; or
 - (b) where one or more amendments have been moved to the substantive motion, at the conclusion of the discussion on the substantive motion and any amendments.
- (4) After the mover of the substantive motion has commenced the reply –
 - (a) no other member is to speak on the question; and
 - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

Part 9 – Procedural motions

9.1 Permissible procedural motions

In addition to the right to move an amendment to a substantive motion, a member may move the following procedural motions –

- (a) that the motion be deferred;
- (b) that the meeting proceed to the next item of business;
- (c) that the debate be adjourned;
- (d) that the meeting now adjourn;
- (e) that the question be now put;
- (f) that the member be no longer heard;
- (g) that the ruling of the presiding member be disagreed with; or
- (h) that the meeting be closed to the public.

9.2 No debate

- (1) The mover of a motion specified in paragraph (a), (b), (c), (d) (g) or (h) of clause 9.1 may speak to the motion for not more than 5 minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (e) or (f) of clause 9.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

9.3 Who may move

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

9.4 Procedural motions - right of reply on substantive motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

9.5 Motion to be deferred

- (1) If a motion “that the motion be deferred” is carried, then all debate on the primary motion and any amendment is to cease and the motion or amendment is to be resubmitted for consideration at a time and date specified in the motion.
- (2) A motion that the motion be deferred is not to be moved in respect of the election of presiding person or the mayor (if elected by the council) or the deputy mayor.

9.6 Meeting to proceed to the next item of business

The motion “that the meeting proceed to the next item of business”, if carried, has the effect that –

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

9.7 Debate to be adjourned

A motion “that the debate be adjourned” –

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

9.8 Meeting now adjourn

- (1) A member is not to move or second more than one motion of adjournment during the same sitting of the council.
- (2) Before putting the motion for the adjournment of the council, the presiding member may seek leave of the council to deal first with matters that may be the subject of an adoption by exception resolution.
- (3) A motion “that the meeting now adjourn” –
 - (a) is to state the time and date to which the meeting is to be adjourned; and
 - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the presiding member or the council determines otherwise.

9.9 Question to be put

- (1) If the motion “that the question be now put”, is carried during debate on a substantive motion without amendment, the presiding member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion "that the question be now put" is carried during discussion of an amendment, the presiding member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

9.10 Member to be no longer heard

If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

9.11 Ruling of the presiding member to be disagreed with

If the motion “that the ruling of the presiding member be disagreed with”, is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

Part 10 – Voting

10.1 Question - when put

- (1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the presiding member –
 - (a) is to put the question to the meeting; and
 - (b) if requested by any member, is to again state the terms of the question.
- (2) A member is not to leave the meeting when the presiding member is putting any question.

10.2 Voting

Voting is dealt with in the Act and the Regulations.

10.3 Majorities required for decisions

The majorities required for decisions of the council and committees are dealt with in the Act.

10.4 Method of taking vote

- (1) In taking the vote on any motion or amendment the presiding member –
 - (a) is to put the question, first in the affirmative, and then in the negative;
 - (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
 - (c) is to count and determine the votes of members in any way (such as electronically or by a show of hands) that enables a record to be taken of each member's vote; and
 - (d) subject to this clause, is to declare the result.
- (2) The CEO is ensure that the minutes record –
 - (a) the name of each member who voted; and
 - (b) whether he or she voted in the affirmative or negative.

Part 11 – Minutes of meetings

11.1 Keeping of minutes

The keeping and confirmation of minutes are dealt with in the Act.

11.2 Content of minutes

- (1) The content of minutes is dealt with in the Regulations.
- (2) In addition to the matters required by regulation 11 of the Regulations, the minutes of a meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

11.3 Public inspection of unconfirmed minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

11.4 Confirmation of minutes

- (1) When minutes of an ordinary meeting of the council are distributed for consideration prior to their confirmation at the next meeting, if a member is dissatisfied with the accuracy of the minutes, the member may provide the CEO with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the council.
- (2) At the next ordinary meeting of the council, the member who provided the alternative wording must, at the time for confirmation of minutes –
 - (a) state the item or items with which he or she is dissatisfied; and
 - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (3) members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

Part 12 – Adjournment of meeting

12.1 Meeting may be adjourned

The council may adjourn any meeting –

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

12.2 Effect of adjournment

Where any matter, motion, debate or meeting is adjourned under this local law –

- (a) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 6.10 apply when the debate is resumed.

Part 13 – Revoking or changing decisions

13.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

13.2 Limitations on powers to revoke or change decisions

- (1) Subject to subclause (2), the council is not to consider a motion to revoke or change a decision –

- (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 13.3 to implement the decision; or
 - (b) where the decision is procedural in its form or effect.
- (2) The council may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

13.3 Implementing a decision

- (1) In this clause –
- (a) **authorisation** means a licence, permit, approval or other means of authorising a person to do anything;
 - (b) **implement**, in relation to a decision, includes –
 - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
 - (ii) take any other action to give effect to the decision; and
 - (c) **valid notice of revocation motion** means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and this local law and may be considered, but has not yet been considered, by the council .
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
- (3) The council may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.
- (4) A decision made at a meeting is not to be implemented by the CEO or any other person –
- (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
 - (b) unless and until the valid notice of revocation motion has been determined by the council as the case may be.
- (5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation –
- (a) is to take effect only in accordance with this clause; and
 - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

13.4 Revocation motions

- (1) In this clause –
 - (a) **relevant meeting**, where used in relation to a revocation motion, means –
 - (i) the ordinary or special meeting specified in the notice of revocation motion; or
 - (ii) if that meeting is adjourned before the motion is announced by the presiding person, then at the resumption of the adjourned meeting; or
 - (iii) if that meeting is closed before the motion is announced by the presiding person, then at the next ordinary meeting or a special meeting convened to consider those matters not considered prior to the closure of the meeting, or
 - (iv) if the motion is deferred by the council to another meeting of the council, then at that other meeting,as the case may be;
 - (b) **revocation motion** means a motion to revoke or change a decision made at a meeting.
- (2) This clause does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.
- (3) A member wishing to move a revocation motion at a meeting of the council must give to the CEO notice of the revocation motion, which is to –
 - (a) be in writing;
 - (b) specify the decision proposed to be revoked or changed;
 - (c) include a reason or reasons for the revocation motion;
 - (d) be signed by the number of members required by law to support the motion to revoke or change the decision referred to in the revocation motion;
 - (e) specify the date of the ordinary or special meeting of the council, as the case may be, which next follows the expiry of 7 clear days after the notice is given to the CEO; and
 - (f) be given to the CEO not less than 7 clear days prior to the date of the ordinary or special meeting specified in the notice.
- (4)
 - (a) If, at the relevant meeting, the member who gave the notice of the revocation motion is present, then the presiding person is to call on that member to move the revocation motion.
 - (b) If that member is not present or, being present, does not move the revocation motion when called upon to do so by the presiding person, then notwithstanding clause 3.13 any member of the council may move the revocation motion.

- (5) Where notice of a revocation motion is given in accordance with the requirements of this clause, then the CEO must not implement or continue to implement, the decision the subject of the revocation motion until –
- (a) the revocation motion is not supported by the number of members of the council required by law to support the motion;
 - (b) no member of the council moves the revocation motion;
 - (c) the motion is moved but not seconded; or
 - (d) the motion is moved and seconded but is not made by the kind of majority required by law,
- at the relevant meeting.
- (6) A notice of revocation motion given in accordance with the requirements of this clause is to lapse when –
- (a) the revocation motion is not supported by the number of members of the council required by law to support the motion;
 - (b) no member of the council moves the revocation motion;
 - (c) the motion is moved but not seconded; or
 - (d) the motion is moved and seconded but is not made by the kind of majority required by law,
- at the relevant meeting.
- (7) Subclauses (1), (2), (5) and (6) of clause 4.3 do not apply where the motion is a revocation motion.
- (8) For the avoidance of doubt, subclauses (3) and (4) of clause 4.3 are to apply where the motion is a revocation motion.
- (9) A motion that a revocation motion be deferred is only to be carried by the decision of an absolute majority.

Part 14 – Miscellaneous

14.1 Where this local law makes no provision

- (1) Where there is no provision or insufficient provision is made in this local law, the presiding person is to determine the procedure to be observed.
- (2) The decision of the presiding member under subclause (1) is final, except where a motion is moved and carried under clause 9.11.

14.2 Penalty for breach

A person who breaches a provision of this local law commits an offence.
Penalty: \$1,000.00 and a daily penalty of \$100.00.

14.3 Who can prosecute

Who can prosecute is dealt with in the Act.

Part 15 – Establishment and membership of committees

15.1 Establishment of committees

- (1) The establishment of committees is dealt with in the Act.
- (2) A decision to establish a committee under section 5.8 of the Act is to include –
 - (a) the terms of reference of the committee;
 - (b) the number of council members, employees and other persons to be appointed to the committee;
 - (c) the names or titles of the council members and employees to be appointed to the committee;
 - (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
 - (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.
- (3) The provisions of this local law are to apply to the conduct of a meeting of a committee to which power or duties are delegated by the council under section 5.16 of the Act.

15.2 Types of committees

The types of committees are dealt with in the Act.

15.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

15.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

15.5 Appointment of committee members

The appointment of committee members is dealt with in the Act.

15.6 Tenure of committee membership

Tenure of committee membership is dealt with in the Act.

15.7 Resignation of committee members

The resignation of committee members is dealt with in the Regulations.

15.8 Register of delegations to committees

The register of delegations to committees is dealt with in the Act.

15.9 Committees to report

A committee –

- (a) is answerable to the council; and
- (b) is to report on its activities when, and to the extent, required by the council.

Part 16 – Meetings of electors

16.1 Electors' general meetings

Electors' general meetings are dealt with in the Act.

16.2 Matters for discussion at electors' general meetings

The matters to be discussed at electors' general meetings are dealt with in the Regulations.

16.3 Electors' special meetings

Electors' special meetings are dealt with in the Act.

16.4 Requests for electors' special meetings

Requests for electors' special meetings are dealt with in the Regulations.

16.5 Convening electors' meetings

Convening electors' meetings is dealt with in the Act.

16.6 Who presides at electors' meetings

Who presides at electors' meetings is dealt with in the Act.

16.7 Procedure for electors' meetings

- (1) The procedure for electors' meetings is dealt with in the Act and the Regulations.
- (2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the presiding member is to have regard to the provisions of this local law.

16.8 Participation of non-electors

A person who is not an elector of the local government must not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.

16.9 Voting at electors' meetings

Voting at electors' meetings is dealt with in the Regulations.

16.10 Minutes of electors' meetings

Minutes of electors' meetings are dealt with in the Act.

16.11 Decisions made at electors' meetings

Decisions made at electors' meetings are dealt with in the Act.

Part 17 – Briefings and other informal forums

17.1 Briefings and other informal forums

- (1) The council may conduct briefings, workshops and other informal forums.
- (2) Where the council conducts briefings, workshops and other informal forums, the CEO is to –
 - (a) advise all members of the time, date and place of the forum; and
 - (b) in respect of a council agenda briefing or major development briefing which is open to the public, advise a person who has made an application that is listed on the agenda for the forum, of the time, date and place of the forum.
- (3) The council is not to make a formal resolution at any forum other than at a meeting or at a meeting of a committee which has delegated authority to do so.

17.2 Restriction on meeting

The council is not to meet except at –

- (a) a council or committee meeting; or
- (b) a briefing, workshop or informal forum under this clause.

Dated: _____

The Common Seal of the Town of Victoria Park
was affixed by the authority of a resolution
of council in the presence of:

TREVOR VAUGHAN
Mayor

ATHANASIOS KYRON
Chief Executive Officer

Part 1 – Preliminary

- 1.1 Title
- 1.2 Commencement
- 1.3 Purpose and effect
- 1.4 Application
- 1.5 Terms used in this local law
- 1.6 Repeal

Part 2 – Calling and convening meetings

- 2.1 Ordinary and special council meetings
- 2.2 Calling meetings
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- 2.4 Calling committee meetings
- 2.5 Public notice of meetings

Part 3 – Presiding member and quorum

Division 1- Presiding Member

- 3.1 Who presides
- 3.2 When the deputy mayor can act
- 3.3 Who acts if no mayor
- 3.4 Election of presiding members of committees
- 3.5 Election of deputy presiding members of committees
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- 3.8 Quorum for meetings
- 3.9 Reduction of quorum for council meetings
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- 3.11 Procedure where no quorum to begin a meeting
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Part 4 – Business of a meeting

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- 5.6 Procedures for question time for the public
- 5.7 Public statement time
- 5.8 Distinguished visitors
- 5.9 Deputations
- 5.10 Petitions
- 5.11 Presentations
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- 6.1 Members to be in their proper places
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- 6.4 Advice of entry or departure
- 6.5 Members to indicate their intention to speak
- 6.6 Priority of speaking
- 6.7 Questions
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- 6.9 Relevance
- 6.10 Speaking twice
- 6.11 Duration of speeches
- 6.12 No speaking after conclusion of debate
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- 6.14 Personal explanations
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Part 7 – Preserving order

- 7.1 Presiding member to preserve order
- 7.2 Point of order
- 7.3 Procedures on a point of order
- 7.4 Calling attention to breach
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- 7.6 Continued breach of order
- 7.7 Right of presiding member to adjourn

Part 8 – Debate of substantive motions

- 8.1 Motions to be stated and in writing
- 8.2 Motions to be supported
- 8.3 Unopposed business
- 8.4 Only one substantive motion at a time
- 8.5 Order of call in debate
- 8.6 Limit of debate
- 8.7 Member may require question to be read
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- 8.9 Order of amendments
- 8.10 Form of an amendment
- 8.11 Amendment must not negate original motion
- 8.12 Relevance of amendments
- 8.13 Mover of motion may speak on amendment
- 8.14 Effect of an amendment
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Part 9 – Procedural motions

- 9.1 Permissible procedural motions
- 9.2 No debate
- 9.3 Who may move
- 9.4 Procedural motions - right of reply on substantive motion
- 9.5 Motion to be deferred
- 9.6 Meeting to proceed to the next item of business
- 9.7 Debate to be adjourned
- 9.8 Meeting now adjourn
- 9.9 Question to be put
- 9.10 Member to be no longer heard
- 9.11 Ruling of the presiding member to be disagreed with

Part 10 – Voting

- 10.1 Question - when put

- 10.2 Voting
- 10.3 Majorities required for decisions
- 10.4 Method of taking vote

Part 11 – Minutes of meetings

- 11.1 Keeping of minutes
- 11.2 Content of minutes
- 11.3 Public inspection of unconfirmed minutes
- 11.4 Confirmation of minutes

Part 12 – Adjournment of meeting

- 12.1 Meeting may be adjourned
- 12.2 Effect of adjournment

Part 13 – Revoking or changing decisions

- 13.1 Requirements to revoke or change decisions
- 13.2 Limitations on powers to revoke or change decisions
- 13.3 Implementing a decision
- 13.4 Revocation motions

Part 14 – Miscellaneous

- 14.1 Where this local law makes no provision
- 14.2 Penalty for breach
- 14.3 Who can prosecute

Part 15 – Establishment and membership of committees

- 15.1 Establishment of committees
- 15.2 Types of committees
- 15.3 Delegation of some powers and duties to certain committees
- 15.4 Limits on delegation of powers and duties to certain committees
- 15.5 Appointment of committee members
- 15.6 Tenure of committee membership
- 15.7 Resignation of committee members
- 15.8 Register of delegations to committees
- 15.9 Committees to report

Part 16 – Meetings of electors

- 16.1 Electors' general meetings
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- 16.6 Who presides at electors' meetings
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- 16.9 Voting at electors' meetings
- 16.10 Minutes of electors' meetings
- 16.11 Decisions made at electors' meetings

Part 17 – Briefings and other informal forums

- 17.1 Briefings and other informal forums
- 17.2 Restriction on meeting



Working Groups & Project Teams – Terms of Reference

Item 11.4		Item 11.4
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PROPOSED GENERIC TERMS OF REFERENCE FOR WORKING GROUPS /
PROJECT TEAMS

TERMS OF REFERENCE — *(Insert name of Working Group or Project Team)*

DEFINITION: *(delete the definition which does not apply)*

Working Group:

- Membership comprises elected members and public with a common interest;
- Works on an on-going basis on problems and issues that affect a group of people or the Town as a whole; and
- Deal with continuous issues.

OR

Project Team:

- Membership comprises elected members and public with an interest in a particular project;
- The project has a time limit;
- The project has an implementation phase and an end.

1. NAME

- 1.1 The name of the *(insert Working Group or Project Team)* shall be the *(Insert name of Working Group or Project Team)*.

2. AIMS AND OBJECTIVES

The strategic focus for the *(insert Working Group or Project Team)* is aligned to the Plan for the Future.

The purpose of the *(insert Working Group or Project Team)* is to contribute to the vibrant lifestyle of the Town by:

2.1 *(Example) “Providing advice to the Council on _____.”*

2.2 *(Example) “Assisting the Council in developing _____.”*

3. MEMBERSHIP

The *(insert Working Group or Project Team)* will comprise a maximum of 8 members consisting of the following:

3.1 Elected Members.

3.1.1 A maximum of three (3) Elected Members with one Elected Member nominated as Presiding Member.

3.2 Community Members shall comprise five (5) inclusive of experts.

- 3.2.1 Preferably at least one community member from each of the 2 wards of the district (to be selected by the Council from nominations received). Criteria for the selection will be based on the individual's interest, experience and/or qualifications in issues pertaining to (*insert purpose of Working Group or Project Team*).
- 3.2.2 Community Member places will be advertised and interested residents/ratepayers will be requested to submit an expression of interest addressing specific criteria outlined in the Expression of Interest Form.
- 3.2.3 Information on the (*insert Working Group or Project Team*) and the call for Expressions of Interest will also be sent to previous members and ratepayers groups in each ward.
- 3.2.4 Final selection for serving on the (*insert Working Group or Project Team*) will be determined by Council.

3.3 Experts.

- 3.3.1 Places will be available for suitably qualified professionals who can provide expert advice/information as necessary.
- 3.3.2 Expert Advisor places will be advertised and interested professionals will be requested to submit an expression of interest addressing specific criteria outlined in the Expression of Interest Form.
- 3.3.3 Information on the (*insert Working Group or Project Team*) and the call for expressions of interest will also be sent to relevant professional networks.
- 3.3.4 Preference will be given to those expressions of interest where the nominee resides, works or owns property in the Town of Victoria Park or has a direct interest in the district.
- 3.3.5 Final selection for serving on the (*insert Working Group or Project Team*) will be determined by Council.
- 3.3.6 The (*insert Working Group or Project Team*) has the authority to second individuals from outside of the (*insert Working Group or Project Team*) on a voluntary basis for their expert advice where required.

3.4 Term of Membership.

The term of membership will be for two years commencing on 1 December and concluding in October in line with the ordinary Council election cycle.

3.5 Town of Victoria Park Officers.

- 3.5.1 The Director (*insert Program name*) or representative will attend meetings of the (*insert Working Group or Project Team*) to present matters of (*insert*

purpose of Working Group or Project Team) with other officers to be invited as required depending on issues on the agenda and Town's officers will provide technical advice and support where required and are not members of the *(insert Working Group or Project Team)*.

4. MEETINGS

- 4.1 The *(insert Working Group or Project Team)* shall convene no more than *(insert number endorsed by Council)* meetings each year.
- 4.2 A quorum for any meeting of the *(insert Working Group or Project Team)* shall be no less than three members one of whom shall be an Elected Member of the Town of Victoria Park.
 - 4.2.1 All members of the *(insert Working Group or Project Team)* shall have one vote. The Presiding Member shall also have the right to a casting vote; simple majority will prevail.
 - 4.2.2 The Presiding Member will preside at all meetings and is responsible for the proper conduct of the meetings. In his/her absence the role of Presiding Member will be assumed by any of the other two Elected Members nominated to the *(insert Working Group or Project Team)* by the Council.

5. AGENDAS

- 5.1 The Town will determine the Agenda for each meeting in accordance with the Work Plan for the *(insert name of Working Group or Project Team)* endorsed by the Council.
- 5.2 All meetings shall be confined to the items listed on the annual Work Plan unless the Council determines that additional matters be referred to the Working Group.
- 5.3 There will be no General Business – additional items are to be submitted for the Town's further consideration for (a) action administratively or (b) for consideration by the Town/Council in development of the next financial period's Work Plan.
- 5.4 The meetings of the *(insert Working Group or Project Team)* cannot call for reports outside of the Work Plan or Terms of Reference.
- 5.5 Work Plans will be developed annually by Town's officers and endorsed by the Council taking account of the Town's Plan for the Future, strategic planning objectives, annual priorities or any other of the Town's plans or initiatives.

6. NOTES

- 6.1 The Town's staff will maintain *Action Notes* of the items discussed at each meeting and the outcomes from the *(insert Working Group or Project Team)* discussions. The notes may be used as the basis for further action by the Town on an item.
- 6.2 Matters requiring action by Council shall be moved and seconded as recommendations to Council and shall be the subject of specific reports by staff to Council.

7. INSURANCES

- 7.1 The Town shall arrange all insurances affecting the *(insert Working Group or Project Team)* in discharging the normal course of its duties and for any associated public liability.

8. MANAGEMENT

- 8.1 The *(insert Working Group or Project Team)* has no delegated powers or authority to:
 - 8.1.1 Represent the Town of Victoria Park.
 - 8.1.2 Implement *(insert Working Group or Project Team)* recommendations without approval of the Council.
 - 8.1.3 Commit Council to the expenditure of funds.
- 8.2 *(insert Working Group or Project Team)* action notes and recommendations will be submitted to the Council for approval with officer comment.
- 8.3 *(insert Working Group or Project Team)* Members must comply with the Town's Code of Conduct.

9. Community Forums

- 9.1 The *(insert Working Group or Project Team)* is to conduct at least one Community Forum each year.
- 9.2 The Community Forum is to be advertised for wide participation to contribute to the agenda / planning of the Annual Work Plan.
- 9.3 The Forum is to be chaired by the Presiding Member.

10. TENURE OF APPOINTMENT

- 10.1 If a member fails to attend three consecutive meetings of the *(insert Working Group or Project Team)* without lodging an apology his/her appointment shall be automatically terminated unless leave of absence has been granted.

10.2 The appointment for all members will expire every two (2) years on the ordinary Election Day as specified in the *Local Government Act 1995*.



**Schedule of Accounts for the Period 1 October 2011
to 31 October 2011**

Item 15.1		Item 15.1
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Town of Victoria Park
Cheque Payments for the Period 1 October 2011 to 31 October 2011

Advance Account Cheques

Creditors

<i>Cheque No.</i>	<i>Chq Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
00075773	05/10/2011	267	Armaguard Pty Ltd	Petty Cash Reimbursement. October 2011 -	\$356.75
00075774	05/10/2011	1505	Target Australia Pty Ltd	5 x \$50 Gift Vouchers - Prizes for Safe	\$250.00
00075775	05/10/2011	731	Western Power	Design Fee MP 123904 199 Swansea St. 09/	\$1,500.00
00075792	12/10/2011	267	Armaguard Pty Ltd	Reimbursement of Petty Cash - Oct 2011 L	\$316.10
00075793	12/10/2011	1517	Perth Electric Tramway Society	Trolley Pole-Public Artwork Tram Bus She	\$110.00
00075794	12/10/2011	407	Builders Registration Board of WA	Levy Payment Collected for September 201	\$1,980.00
00075795	12/10/2011	413	Construction Training Fund	Levy Payment Collected for September 201	\$32,548.70
00075796	18/10/2011	267	Armaguard Pty Ltd	Petty Cash Reimbursement. October 2011 -	\$646.10
00075804	20/10/2011	398	C N Anderson	Child Minding Expenses 06/09 to 04/10/11	\$630.00
00075805	20/10/2011	1510	AMF Cannington	Holiday Program July1 2011 - Aqualife	\$464.80
00075806	20/10/2011	424	Australian Institute Of Building	Sesion 1. Building Act Regs. E George. 1	\$520.00
00075807	20/10/2011	1543	Mr J De Hadleigh	School Holiday Session - Billy Bushrange	\$195.00
00075808	20/10/2011	823	Fiona Enright	Team Dance Classes. October 2011 - LLC	\$585.00
00075811	25/10/2011	267	Armaguard Pty Ltd	Reimbursement of Petty Cash Oct 2011 - SH	\$824.95
00075816	26/10/2011	120	Sensis Pty Ltd	Yellow Online Gold Solution Oct 2011 - L	\$455.82
00075817	26/10/2011	731	Western Power	Tree Pruned @ Lot 61 Lathlain Place May	\$3,351.27
00075818	27/10/2011	473	Department of Premier & Cabinet	Fire Break Notices Govt. Gazette. 23/09/	\$197.60
00075819	27/10/2011	708	Department of Transport	Vehicle Ownership Searches & Certificate	\$699.20
00075820	27/10/2011	342	Quik Kleen Drycleaners	Dry Cleaning for Council Functions. July	\$1,030.70
00075821	27/10/2011	137	State Library of WA	Recoveries Lost & Damaged Books. Sept 20	\$2,423.30
00075822	27/10/2011	181	Victoria Park Veterinary Clinic	Promex 25mg. September 2011. Rangers	\$22.95
00075823	27/10/2011	1487	Whiteman Park Recreation & Conserva	SHP Excursion for 50 Children October 20	\$275.00
00075824	27/10/2011	51	Australian Super	Superannuation	\$848.77
00075825	27/10/2011	186	AXA Australia	Superannuation	\$311.80
00075826	27/10/2011	52	Bankers Trust Business Super	Superannuation	\$217.52
00075827	27/10/2011	53	Catholic Superannuation & Retiremen	Superannuation	\$78.92
00075828	27/10/2011	76	Colonial First State First Choice	Superannuation	\$48.95
00075829	27/10/2011	55	CSA Employer Services	Child Support Payments	\$881.23
00075830	27/10/2011	80	Hesta Super Fund	Superannuation	\$80.74
00075831	27/10/2011	60	Local Government Racing and Cemetri	Union Fees	\$139.20
00075832	27/10/2011	1358	National Australia Bank Group	Superannuation	\$310.38
00075833	27/10/2011	103	Pacific Brands Sport & Leisure -	Uniforms	\$681.80
00075834	27/10/2011	1381	Petch Superannuation Fund	Superannuation	\$448.20
00075835	27/10/2011	61	Qld Lgsuper	Superannuation	\$269.69
00075836	27/10/2011	89	Rest Superannuation	Superannuation	\$54.40
00075837	27/10/2011	90	Sunsuper Pty Ltd	Superannuation	\$63.36
00075838	27/10/2011	492	Town of Victoria Park	Payroll Deduction	\$4,232.25
00075839	27/10/2011	67	Westscheme Superannuation	Superannuation	\$673.64

Non-Creditors

00075776	05/10/2011		Ms G K Donovan 17 Rathay Street	Overpayment Refund	\$257.18
00075777	05/10/2011		Mr A E Bright 2 Patricia Street	Overpayment Refund	\$182.62
00075778	05/10/2011		Danmar Homes Pty Ltd PO Box 1814	Buidling Lience Application - 43 Swansea Street	\$85.00
00075779	05/10/2011		Property People Surveying PO BOX 44	Subdivision Application Fee	\$138.00
00075780	05/10/2011		Coral Fogarty 137C Bishopsgate Stre	Security Incentive Scheme Rebate.	\$150.00
00075781	05/10/2011		Danmar Homes Pty Ltd PO BOX 1814	Planning Fee Refund. APPL12	\$482.85
00075782	05/10/2011		Peggy Knowles 228 Berwick Street	Security Incentive Scheme Rebate - Pensioner	\$220.00
00075783	05/10/2011		Geoffrey George Staton 3/22 Gemini	Security Incentive Scheme Rebate	\$200.00
00075784	05/10/2011		Ms Veronica Smith 20 Star Street	Library Item Previously Returned.	\$3.30
00075785	05/10/2011		Acqua Nominees Pty Ltd 19 Cottage P	Crossover Subsidy. 69 Bank Street, Victoria Park	\$720.00
00075786	12/10/2011		Victoria Park Galaxy Guides 88 Ashb	Adventurous Activities Camp	\$500.00
00075787	12/10/2011		Kerry Fable 33 Rayment Street	Security Incentive Scheme - 33 Rayment St, Lathlai	\$110.00
00075788	12/10/2011		Melissa Yamaguchi 1/16 Boulder Stre	Security Incentive Scheme - 1/16 Boulder St, EVP	\$200.00
00075789	12/10/2011		Marisa Blackburn 84 Etwell Street	Security Incentive Scheme - 84 Etwell St, EVP	\$70.00
00075790	12/10/2011		Mr G E May 101B Bank Street	Overpayment Refund	\$187.29
00075791	12/10/2011		Sarah Ellis 23 Koorda Street	Gym Membership	\$172.71
00075797	20/10/2011		Shaun Douglas 113 Verna Street	Sterilisation of Dog VP057	\$156.50
00075798	20/10/2011		Mr Scott Hatley 147 Mills Street	Refund. Library Item Returned, Previously Paid.	\$24.20
00075799	20/10/2011		Matthew & Linda Forgea 17 Camberwel	Security Incentive Scheme. 17 Camberwell St	\$200.00
00075800	20/10/2011		N Moynihan 94 Goddard Street	Security Incentive Scheme. 94 Goddard St	\$70.00
00075801	20/10/2011		Janice Fawcett 61 Harvey Street	Crossover Subsidy. 14 Benporath St, Burswood	\$360.00
00075803	20/10/2011		Mr Ross Bartninkaitis 311/32 Dumont	Library Item returned -Indignation 31111037874201	\$31.90
00075809	20/10/2011		Anthony Ghisalberti 28 Berwick Stre	Security Incentive Scheme	\$70.00
00075810	20/10/2011		Jason Pontre 47 Drummond Gardens	Sporting Team Refund October 2011	\$80.00
00075812	26/10/2011		Doreen Tester 122B Planet Street	Security Incentive Scheme - 122B Planet St, Carlis	\$250.00
00075813	26/10/2011		Lisa Svensson 36A Swansea Street	Individual Adam - Ten Pin Bowling Shield	\$200.00
00075814	26/10/2011		Carlisle Starlight Girl Guides 13 K	Community Group Outdoor Adventure Camp	\$500.00
00075815	26/10/2011		Ms J E Holmes & Mr D G Moore	Overpayment Refund	\$3,000.00

\$67,345.64

Cancelled Cheques

00075571	18/08/2011		Mr Ross Bartninkaitis	***** CANCELLED *****	\$31.90
00075802	20/10/2011		Anthony G Hisaberti 28 Berwick Str	***** CANCELLED *****	\$70.00
00075728	21/10/2011		Department of Commerce	***** CANCELLED *****	\$560.00

\$661.90

Town of Victoria Park
Cheque Payments for the Period 1 October 2011 to 31 October 2011

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
EFT Payments					
85.125	05/10/2011	125	Ms R Skinner	Members Expenses	\$16.43
85.395	05/10/2011	395	Mr D W Ashton	Reimbursement of 1 year Subscription McAf	\$129.95
86.1032	05/10/2011	1032	Ms D F Wilson	Reimbursement - Devleop Photo's from Ear	\$87.15
86.1215	05/10/2011	1215	4 Logic	Temp IT. September 2011 - Sam Kendall. A	\$2,805.00
86.1223	05/10/2011	1223	Matt Devlin	Annual Report Photography/Library Stock.	\$875.00
86.1246	05/10/2011	1246	Gel Group	Temp IT Support. R Bernardo. September 2	\$3,911.37
86.1287	05/10/2011	1287	Outsource Business Support Solution	Authority Consultants. Sept/October 2011	\$2,337.50
86.13	05/10/2011	13	Australian Institute of Management	Outlook Advanced Training. A.Podmore.	\$1,150.00
86.1311	05/10/2011	1311	Mr A L Kay	Public Art Commission. September 2011 -	\$22,000.00
86.1344	05/10/2011	1344	Light Application Pty Ltd	3 x MC Drivers. 12 x ArcSource Lights. 0	\$22,974.60
86.1512	05/10/2011	1512	Ms M S Zanello	Reimbursement of DVD Stock - Various Tit	\$2,150.44
86.229	05/10/2011	229	John Hughes	Hyundai iLoad. VIN# KMFWBX7JMCU387519 09	\$72,510.65
86.287	05/10/2011	287	BOC Limited	Pool Chemical C02 Gas. September 2011 -	\$367.20
86.316	05/10/2011	316	Mariposa New Media Concept	Maintenance of Existing Website & Hostin	\$3,883.00
86.318	05/10/2011	318	Maxwell Robinson & Phelps	Annual Termite Inspection. August 2011 -	\$121.00
86.363	05/10/2011	363	Michael Ricci	Edward Millan Security. October 2011 - A	\$1,235.00
86.373	05/10/2011	373	Placer Management Group	Placement Fee J Toll Cashier	\$23,316.20
86.378	05/10/2011	378	East Victoria Park Delivery Round	Assorted Papers. September 2011 - Aquali	\$316.68
86.402	05/10/2011	402	Food For Me	Food PA's Meeting. September 2011 - Admi	\$32.50
86.410	05/10/2011	410	Perth Frozen Foods Pty Ltd	Assorted Icecreams. September 2011 - Aqu	\$214.90
86.434	05/10/2011	434	Allied Recruitment	Labour Hire. W/E 25/09/2011 K Claughton	\$1,983.14
86.491	05/10/2011	491	Hays Personal Services	Contract. Building Surveyor. August 2011	\$19,577.80
86.511	05/10/2011	511	City Subaru	Subaru Forester. VIN# JF2SHMK5BG072238	\$35,703.80
86.521	05/10/2011	521	Stuart Jeffery	Body Pump & Step Classes. October 2011 -	\$198.00
86.559	05/10/2011	559	CM Brown	Computer Workshops. September 2011 - Lib	\$390.00
86.583	05/10/2011	583	A2Z Cleaning and Property Maintenanc	Cleaning. August 2011 - Depot Building	\$1,382.50
86.594	05/10/2011	594	Fluid Electrical Pty Ltd	Relocation of Cubicle. Asquith Rsv. Sep	\$2,155.42
86.607	05/10/2011	607	Rampage Design	Transport Resite Skate Ramps. October 20	\$605.00
86.808	05/10/2011	808	CT Building Maintenance	Repair Ceiling & Manhole at Brownes Stad	\$1,088.67
87.106	12/10/2011	106	Zipform Pty Ltd	2nd Instalment Notices Rates 2011/2012	\$7,702.44
87.1060	12/10/2011	1060	Portner Press Pty Ltd	Health & Safety 2011 Update 5 Sept 2011	\$77.00
87.1104	12/10/2011	1104	Domenics Fruit & Veg Mart	Fruit & Veg 03/10/11 Council Dinner	\$142.78
87.1107	12/10/2011	1107	The Planning Group WA Pty Ltd	Refund for Receipt # 55218 & 55337 for A	\$278.00
87.1211	12/10/2011	1211	Brownes Foods Operations	Assorted Milk Products September 2011 -	\$331.17
87.1287	12/10/2011	1287	Outsource Business Support Solution	Authority Consultations 06/10; 08/10; 09	\$2,612.50
87.13	12/10/2011	13	Australian Institute of Management	Course - Having Difficult Conversations	\$295.00
87.1372	12/10/2011	1372	Direct Coffee Supplies	Assorted Supplies for Coffee Machine Jul	\$1,310.00
87.1493	12/10/2011	1493	Environs Consulting Pty Ltd	Design Review Committee Services up to 2	\$8,580.00
87.1526	12/10/2011	1526	Air-Born Amusements	Deposit -Christmas Street Mall 27/11/11	\$100.00
87.252	12/10/2011	252	Les Mills Asia Pacific	CX Tubing, Banners etc September 2011 -	\$2,106.00
87.279	12/10/2011	279	Caltex Australia Petroleum Pty Ltd	Caltex Fuel Cards September 2011	\$21,349.56
87.283	12/10/2011	283	Blackwell & Associates Pty Ltd	TVP- Design Review Group Serivces Sept 2	\$544.50
87.29	12/10/2011	29	WA Local Government Association (WA	In House Training - Preparing Agendas &	\$9,476.52
87.319	12/10/2011	319	McLeods & Co	Matter No. 21585 - Feeding of Wild Birds	\$434.68
87.363	12/10/2011	363	Michael Ricci	Taylor St Toilets Sept 2011 - Renew Life	\$554.35
87.371	12/10/2011	371	Frazzcon Enterprises	Maintenance to Street Signs - Various Lo	\$4,088.28
87.379	12/10/2011	379	Carlisle IGA	Assorted Groceries September 2011 - Kios	\$734.67
87.383	12/10/2011	383	Schweppes Australia Pty Ltd	Spring Water September 2011 - LLC	\$644.62
87.384	12/10/2011	384	Bonissimo	Coffee, Drinking Chocolate, Cups, Lids S	\$511.85
87.402	12/10/2011	402	Food For Me	Sandwiches for Town Centre Meeting 29/09	\$65.00
87.491	12/10/2011	491	Hays Personal Services	Labour Peter Hill Contract Building Surv	\$2,812.08
87.501	12/10/2011	501	Landgate	Land Enquiry Sept 2011 - Rates	\$447.71
87.617	12/10/2011	617	LO GO Appointments	Labour M Valencia Rates Officer W/E 01/1	\$990.99
87.618	12/10/2011	618	WA Rangers Association	52 x WA Rangers Shoulder Badges August 2	\$419.00
87.620	12/10/2011	620	Cinnamon On The Park Pty Ltd	EM Workshop Dinner 27/09/11	\$457.90
87.714	12/10/2011	714	T & C Transport Service	Courier Charges September 2011	\$14.07
87.784	12/10/2011	784	Ms R L Schofield	Music CD's - Various Titles for Library	\$892.33
87.838	12/10/2011	838	People Who Care (Inc)	Donation - "Power A Pensioner" Program O	\$1,100.00
87.886	12/10/2011	886	Dean Trenowden	1 Boot Camp Session 03/10/11 - Aqualife	\$40.00
87.888	12/10/2011	888	Youth Focus	Donation - Youth Counselling October 201	\$1,100.00
87.988	12/10/2011	988	City of Canning	Item Damaged Whilst on Loan - Marooned o	\$25.30
88.98000	19/10/2011	98000	Australian Taxation Office	Payroll Deduction	\$92,889.00
89.1006	20/10/2011	1006	Fitness Australia Ltd	Course - WA Pulse Event. October 2011 -	\$175.00
89.1200	20/10/2011	1200	Brenton Michael Pember	Consulting Services on Civica. B Pember.	\$2,904.00
89.1211	20/10/2011	1211	Brownes Foods Operations	Milk Supplies. September 2011 - Aqualife	\$632.44
89.1215	20/10/2011	1215	4 Logic	Temp IT Services. Sam Kendall. October 2	\$2,431.00
89.124	20/10/2011	124	SJR Civil Consulting Pty Ltd	Antihoon Projects. Teague Street. Oct 20	\$6,336.00
89.1246	20/10/2011	1246	Gel Group	Temp IT Support. R Bernardo. October 201	\$3,738.09
89.1251	20/10/2011	1251	Burswood On Swan	Venue Deposit for Volunteer Morning Tea.	\$425.00
89.1287	20/10/2011	1287	Outsource Business Support Solution	Authority Consultations. October 2011 -	\$3,437.50
89.13	20/10/2011	13	Australian Institute of Management	Cancellation Fee - Word Advance K Kane J	\$150.00
89.1401	20/10/2011	1401	VIP Home Services	Window Cleaning. October 2011 - Library	\$170.00
89.1469	20/10/2011	1469	Perth Region Tourism Organisation I	Advert in Experience Perth. 2012 Holiday	\$6,500.00
89.1515	20/10/2011	1515	Personal Computer Solutions	Fuji Xerox Laser Copier. Quote 413. Oct	\$1,216.47
89.1516	20/10/2011	1516	Bellydance Central	Entertainment for Mayoral Function. Oct	\$160.00
89.1519	20/10/2011	1519	Special Days Pty Ltd	Anuual Re-Subscription Online Adverts. 0	\$99.00
89.1531	20/10/2011	1531	Ms S A O'Donoghue	Kitchenware - Cups, Saucers & Pitcher Oc	\$98.68
89.1534	20/10/2011	1534	The Established Bottled Water Compa	Operation Hydro 24 x 600ml Bottled Water	\$432.00
89.158	20/10/2011	158	The Lucky Charm Newsagency	Library Newspapers & Magazines. Septembe	\$193.90
89.187	20/10/2011	187	Millpoint Veterinary Centre	Desexing Pound Dogs 12/08 to 13/10/11 -	\$975.00
89.216	20/10/2011	216	Insight CCS	Pager Service September 2011 - Rangers	\$631.13

Town of Victoria Park
Cheque Payments for the Period 1 October 2011 to 31 October 2011

<i>Cheque No.</i>	<i>Chq Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
89.217	20/10/2011	217	Interconnect It Solutions	Avanti PCi3 & Monitor. August 2011 - IT	\$777.00
89.222	20/10/2011	222	Jackson McDonald Lawyers	Service Fees. September 2011 Ref: JKS:71	\$2,858.90
89.242	20/10/2011	242	KRS Contracting	Green Waste Pick up Charges. September 2	\$73,376.40
89.252	20/10/2011	252	Les Mills Asia Pacific	Licence Fees to 31.12.2011 - LLC	\$1,761.22
89.273	20/10/2011	273	Australia Post	Postage Charge September 2011	\$4,719.27
89.287	20/10/2011	287	BOC Limited	Forklift Gas T Size. September 2011 - De	\$531.34
89.29	20/10/2011	29	WA Local Government Association (WA	Roman II Pavement Management System Subs	\$8,017.90
89.292	20/10/2011	292	Burke Air	Preventative Maintenance. September 2011	\$1,204.43
89.312	20/10/2011	312	The Royal Life Saving Society Weste	Lifeguard Requalification. October 2011	\$960.00
89.322	20/10/2011	322	Local Government Planners Associati	Breakfast Forum - Building Act Registrat	\$330.00
89.363	20/10/2011	363	Michael Ricci	Repairs to Toy Library August 2011 - Ren	\$570.00
89.369	20/10/2011	369	City of Perth	Building/Dev Applic Archive Retrievals 2	\$371.57
89.382	20/10/2011	382	Max Green Carcraft	Insurance Excess. Rego# 110VPK. Septembe	\$500.00
89.383	20/10/2011	383	Schweppes Australia Pty Ltd	Cold Drinks for Kiosk. October 2011 - LL	\$365.22
89.433	20/10/2011	433	IPWEA Limited	NAMS Plus Subscription Fee (01/07/11-30/	\$990.00
89.434	20/10/2011	434	Allied Recruitment	Labour Hire. W/E 02/10/2011 K Claughton.	\$1,610.07
89.457	20/10/2011	457	Lochness Pty Ltd	Turf Mowing & Maintenance. Various Locat	\$5,610.00
89.474	20/10/2011	474	Nextgen Networks Pty Ltd	Internet Services Charge. October 2011 -	\$3,346.20
89.483	20/10/2011	483	Cleanaway	Domestic & Commerical Waste Collection S	\$170,805.66
89.491	20/10/2011	491	Hays Personal Services	Contract Building Surveyer. October 2011	\$2,776.49
89.632	20/10/2011	632	Rankine Mosquito Management	Mosquito Monitoring. September 2011 - Ad	\$4,417.60
89.636	20/10/2011	636	Carlisle Seniors Centre	Donation - Remaining Balance for 2011/20	\$86,044.05
89.735	20/10/2011	735	Blue Fitness (Aust) Pty Ltd	Repairs to Treadmills. August 2011 - Aqu	\$1,941.50
89.797	20/10/2011	797	Rehab Repairs	Repairs to Pool Hoist. August 2011 - Aqu	\$110.00
89.886	20/10/2011	886	Dean Trenowden	Combat Class. October 2011 - Aqualife	\$40.00
89.950	20/10/2011	950	RSEA Pty Ltd	Filter Combination Gas June 2011 - Aqual	\$149.70
89.959	20/10/2011	959	Able Westchem	Assorted Cleaning Products August 2011 -	\$627.29
90.828	25/10/2011	828	Western Australia Treasury Corporat	Loan # 7 Repayment September 2011	\$208,553.70
91.372	26/10/2011	372	Mr J G Bissett	Reimbursement of Travel Expense 17/08 to	\$1,496.59
91.400	26/10/2011	400	Ms J A Armstrong	Child Care Expenes 02/08 to 13/09/11	\$520.00
92.178	25/10/2011	178	Mr T Vaughan	Mayoral Allowance	\$1,948.00
93.1002	26/10/2011	1002	Mr A R Lantzke	Reimbursement of Fuel Expenses Rego # 10	\$141.34
93.1120	26/10/2011	1120	Coca-Cola Amatil WA	Assorted Drinks October 2011 - Aqualife	\$361.27
93.1287	26/10/2011	1287	Outsource Business Support Solution	Authority Consulting October 2011 - Fina	\$2,612.50
93.13	26/10/2011	13	Australian Institute of Management	Training - Improving Your Interpersonal	\$2,140.00
93.1315	26/10/2011	1315	Mr T MacFarlane Reid	Public Art for Kensington Bushland Stage	\$11,000.00
93.1316	26/10/2011	1316	B Mettam	Public Art - Albany Hwy Stage 2 Banner P	\$10,000.00
93.1382	26/10/2011	1382	Ms N Faddy	Air Brush Body Paint @ Moreton Bag Fig F	\$480.00
93.1451	26/10/2011	1451	Associated Security Services Pty Lt	Security Officer for Moreton Bag Fig Fes	\$352.00
93.1521	26/10/2011	1521	Perth Zoo	School Holiday Program Excursion October	\$493.00
93.1527	26/10/2011	1527	ND Engineering	Nosie Monitoring Report October 2011 - H	\$2,103.75
93.252	26/10/2011	252	Les Mills Asia Pacific	Group Fitness Management Seminar Attend	\$297.00
93.326	26/10/2011	326	Bubblemania	Incredibuddle Activities & Sky Walker 23	\$880.00
93.347	26/10/2011	347	Old MacDonald's Travelling Farm	Animal Farm Display 23/10/11 Moreton Bag	\$840.00
93.383	26/10/2011	383	Schweppes Australia Pty Ltd	Assorted Drinks October 2011 - Aqualife	\$525.26
93.434	26/10/2011	434	Allied Recruitment	Labour - K Claughton W/E 04/09/11	\$1,511.90
93.491	26/10/2011	491	Hays Personal Services	Labour P Hill W/E 14/10/11 Building Surg	\$2,883.28
93.501	26/10/2011	501	Landgate	Gross Rental Valuation Schedule No. G201	\$498.05
93.521	26/10/2011	521	Stuart Jeffery	Instruction in Step & Bodypump 2 x 09/10	\$148.50
93.585	26/10/2011	585	Statewide Demolition & Recycling	Removal of Asbestos Fencing Aug 2011 - R	\$300.00
93.603	26/10/2011	603	Syme Marmion & Co	Bowling Club Proposal October 2011	\$1,188.00
93.712	26/10/2011	712	Ms H Y Ng	Reimbursement of Expenses October 2011 -	\$522.00
93.804	26/10/2011	804	Cool Clear Water Group Ltd	Rental Service for Water Cooler July 201	\$247.50
93.828	26/10/2011	828	Western Australia Treasury Corporat	Loan 10 Repayment October 2011	\$65,878.03
93.834	26/10/2011	834	History Council of Western Australi	Membership 2011/2012 Library	\$50.00
93.886	26/10/2011	886	Dean Trenowden	Fitness Classes 14 & 17th Oct 2011 - Aqu	\$80.00
94.10	27/10/2011	10	Acme Communicare Pty Ltd	Nokia X3 Mobile Phone - S Woods Sept 201	\$149.00
94.1015	27/10/2011	1015	Kooperman Project Management P/L	TVP Centre Redevelopment Project Septemb	\$3,080.00
94.1042	27/10/2011	1042	Holding Educational Aids Australasi	Library Stock Purchases. September 2011	\$925.20
94.1053	27/10/2011	1053	Opus International Consultants (PCA	Road Safety Audit. Oats/Rutland/Bank. Se	\$2,200.00
94.11	27/10/2011	11	Active Transport & Tilt Tray Serv	Towing Abandoned Vehicles. September 201	\$770.98
94.1107	27/10/2011	1107	The Planning Group WA Pty Ltd	Victoria Park Town Centre Implementation	\$14,861.00
94.112	27/10/2011	112	Icon-Septech Pty Ltd	Drainage Products. September 2011 - Depo	\$1,375.72
94.1145	27/10/2011	1145	E & M J Roshier Pty Ltd	Blades/Bolts & Washers. September 2011 -	\$1,102.15
94.1164	27/10/2011	1164	Eastern Metropolitan Regional Council	Contract Enviro Officer Bredan Nock 28/0	\$6,821.76
94.1189	27/10/2011	1189	Porter Consulting Engineers	Manchester St/Hordern St Roundabout Stag	\$16,863.00
94.1200	27/10/2011	1200	Brenton Michael Pember	Consulting Service Authority - Health an	\$1,815.00
94.121	27/10/2011	121	Sifting Sands	Sand Pit Cleaning. Vaious Locations. Sep	\$7,106.33
94.123	27/10/2011	123	Simmons Electrical	Repairs & Electrical Maintenance. Sept 2	\$4,133.97
94.1236	27/10/2011	1236	Star Tint	Ting fglass Panels & Door. Toy Library/P	\$220.00
94.127	27/10/2011	127	Slater Gartrell Sports	New Synthetic Pitch. Raphael Rsv. Sept	\$14,289.00
94.1278	27/10/2011	1278	Insignia	12 x Dusted Film to Admin Partition High	\$1,226.50
94.1280	27/10/2011	1280	Forestvale Trees Pty Ltd	5 x Jacaranda Trees Sept 2011 - Depot	\$1,067.00
94.1308	27/10/2011	1308	VDM Consulting	Phase 2 - Eng Services TVP Centre Redevo	\$1,560.35
94.132	27/10/2011	132	Southern Scene P/L	Various Spoken Work & Playaway. Sept 201	\$244.88
94.1334	27/10/2011	1334	Carabooda Pty Ltd	Supply & Install 400sqm Kikuyu Carlisle	\$4,994.00
94.1337	27/10/2011	1337	Peter Hammond	Constuct 88m Footpath Gallipoli St Sept	\$9,133.74
94.136	27/10/2011	136	Sportsworld of WA	Swimming Accessories Sept 2011 - Aqualif	\$366.30
94.1372	27/10/2011	1372	Direct Coffee Supplies	Assorted Supplier for Coffee Machine Sep	\$2,400.00
94.1376	27/10/2011	1376	JBA Survey	Jupiter to Mercury to Lion Full Feature.	\$7,282.00
94.1379	27/10/2011	1379	Touch of Class Tiling Services	Tiling to Ladies Toilets Oct 2011 - Libr	\$2,695.00
94.139	27/10/2011	139	Stonetraders Pty Ltd	4m Lanscape Mix for Maple/Gt Eastn Hwy.	\$297.00
94.1408	27/10/2011	1408	BG & E Pty Ltd	Structural Design for Sculpture Sept 201	\$1,375.00

Town of Victoria Park
Cheque Payments for the Period 1 October 2011 to 31 October 2011

<i>Cheque No.</i>	<i>Chq Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
94.141	27/10/2011	141	Sunny Sign Company Pty Ltd	Set of Signage. Alday St Speed Cushion.	\$569.80
94.1411	27/10/2011	1411	EnvisionWare Pty Ltd	Computer & Financial Management Soluctio	\$6,989.40
94.1428	27/10/2011	1428	Braxford Consultancy Pty Ltd	TVP Centre Redevelopment Services Sept 2	\$4,335.96
94.1443	27/10/2011	1443	Pricewaterhouse Coopers	Consulting Advice - Multi Purpose Sporti	\$16,500.00
94.1446	27/10/2011	1446	G & B Carpet Specialists	Supply & Install Vinyl to Creche Sept 20	\$20,890.80
94.1447	27/10/2011	1447	Blue Force Pty Ltd	Commerical Alarm Monitoring 01/09 to 30/	\$100.10
94.1448	27/10/2011	1448	AMC Commercial Cleaning (WA) Pty Lt	Admin Cleaning September 2011	\$3,924.12
94.145	27/10/2011	145	Taborda Contracting Pty Ltd	Traffic Control. Berwick Street. Sept 20	\$1,701.75
94.1452	27/10/2011	1452	Kone ELevators Pty Ltd	Replace Battery & PE Beam. Sept 2011 - L	\$926.20
94.1459	27/10/2011	1459	Oracle Surveys Pty Ltd	Feature Survey. Bishopsgate/Roberts/Godd	\$9,405.00
94.1473	27/10/2011	1473	Air Roofing Co Pty Ltd	Roofing Repairs Sept 2011 - LLC, Edward	\$9,658.00
94.1480	27/10/2011	1480	Liquid Public Relations	Annual report. Copy & Research. 10 pages	\$3,520.00
94.1484	27/10/2011	1484	Independant Slip Testing Services	Slip Testing Sports Court Surfaces Sept	\$385.00
94.1495	27/10/2011	1495	Eaton & Passarelli Pty Ltd	Strategic Town Planning Service 31/08 to	\$5,500.00
94.1496	27/10/2011	1496	Global CCTV	DVR Maintenance at McCallum Skate Park S	\$432.30
94.1502	27/10/2011	1502	Industrial Rubber Supplies	Latches x 2 Mini Black Pop. September 20	\$57.20
94.1503	27/10/2011	1503	CCM Cleaning Services	Cleaning of public toilets. Various Loca	\$8,351.97
94.1509	27/10/2011	1509	Asphalt in a Bag	5 x 20kg Bags of Asphalt Sept 2011 - Dep	\$1,636.80
94.1518	27/10/2011	1518	Jaz	Desaign Mayoral Cocktail Function Invite	\$756.80
94.1520	27/10/2011	1520	Gillan-Urban Projects	Belmont Park Structure Paln June to Sept	\$2,115.00
94.154	27/10/2011	154	Telford Industries	Pool Chemicals. September 2011 - Aqualif	\$155.36
94.156	27/10/2011	156	The Pressure King	Graffiti Removal. Alban Hwy Roofs. Sept	\$346.50
94.157	27/10/2011	157	The Smart Security Company	Repair to Alarm. Ed Millen. September 20	\$518.10
94.160	27/10/2011	160	Timothy Harvey Graphic Design	Artwork - Parking Guide Update Brochure.	\$594.00
94.163	27/10/2011	163	Total Packaging (WA) Pty Ltd	120 Dog Poo Bags Sept 2011 - Rangers	\$2,574.00
94.164	27/10/2011	164	Totally Workwear Victoria Park	Safety Books for G Cameron Sept 2011 - R	\$356.99
94.167	27/10/2011	167	Tox Free Solutions Ltd	Removal of Drums. Unknown Flammable Liqu	\$914.73
94.171	27/10/2011	171	Trisley Hydraulics Services	Pool Plant Service. Monthly. September 2	\$7,326.59
94.172	27/10/2011	172	Triset Boss Pty Ltd	Printing of 2000 Municipal Cheques. Sept	\$1,001.00
94.189	27/10/2011	189	Mindarie Regional Council	Tip Fees - Processable. 30/09/2011 - Dep	\$197,462.13
94.19	27/10/2011	19	All Suburbs Glass & Glazing	Replace Broken Glass JA Less Reserve Sep	\$1,490.50
94.192	27/10/2011	192	Beacon Equipment	Couplings. September 2011 - Depot	\$138.60
94.197	27/10/2011	197	NEC Australia Pty Ltd	Telephones x 2. September 2011 - Admin	\$638.00
94.201	27/10/2011	201	OCLC (UK) Ltd	Annual Maintenance DIY/SIP2 Modules. 09/	\$577.47
94.203	27/10/2011	203	Office Line	2 x Bookcases. September 2011 - Admin/Bu	\$721.60
94.207	27/10/2011	207	Oven Sparkle Pty Ltd	BBQ Cleaning. Various Locations Septembe	\$3,950.10
94.21	27/10/2011	21	Volkswagen Commercial Centre	Replace R/H Door Trim. Rego# 126VPK. Sep	\$552.80
94.210	27/10/2011	210	Indoor Gardens Pty Ltd	Monthly Indoor Plant Hire Sept 2011 - Ad	\$971.27
94.212	27/10/2011	212	Innovation Engineering Pty Ltd	Drinking Fountain/Dog Bowls for Parks. S	\$5,604.50
94.224	27/10/2011	224	Jaram Fleet Equipment	Brackets & Pipe Clamps. Rego# 134VPK. Se	\$99.00
94.226	27/10/2011	226	Cristal JBE Office Choice	Copy & Laser A4 Paper Sept 2011 - Aquali	\$913.00
94.227	27/10/2011	227	Jim's Fencing North Perth	Fencing Repairs Sump. Stiles Ave. Sept 2	\$3,329.00
94.229	27/10/2011	229	John Hughes	Service 15,000km. Rego# 163VPK Sept 2011	\$420.40
94.230	27/10/2011	230	Johns Building Supplies Pty Ltd	Pallet of Concrete. Charles Patterson. 0	\$338.32
94.239	27/10/2011	239	Kerb-Fix	Industrial Kerbing. Maple/GE Hwy. Sept 2	\$2,397.00
94.242	27/10/2011	242	KRS Contracting	Bulk Waster Collection Sept 2011 - Depot	\$68,907.89
94.244	27/10/2011	244	Label Express	2000 Library Brochures Correction Labels	\$242.00
94.245	27/10/2011	245	Laidlaw Australia	Repairs to Heat Binder Sept 2011 - Admin	\$365.75
94.248	27/10/2011	248	Lasertronics	Call out to colour printer. Sept 2011 -	\$209.00
94.263	27/10/2011	263	Fire & Emergency Services Authority	2011/12 ESL FESA WA Act 1998 Part6A - Ra	\$28,864.85
94.266	27/10/2011	266	Arcus Australia Pty Ltd	Repairs to Bar Fridge Function Room Sept	\$259.88
94.268	27/10/2011	268	Armaguard Pty Ltd	Banking, Cash Collection 25/08 to 22/09	\$970.20
94.280	27/10/2011	280	Beaver Tree Services	Area 8 Pruning Commending August 2011 -	\$132,438.90
94.281	27/10/2011	281	Benara Nurseries	Entry Statement Trees. Assorted. Septemb	\$2,574.44
94.286	27/10/2011	286	Bob Jane T-Mart Victoria Park	Tyre. Dunlop 215. Rego #108VPK. Septembe	\$1,240.00
94.29	27/10/2011	29	WA Local Government Association (WA)	Perth Biodiversity Project Subs 2011/12	\$2,577.19
94.290	27/10/2011	290	Bunnings Building Supplies Pty Ltd	Batteries & Caution Tape Edward Millen S	\$1,084.37
94.292	27/10/2011	292	Burke Air	Preventative Maintenance. September 2011	\$10,995.47
94.300	27/10/2011	300	Carlisle Events Hire Pty Ltd	Hire Cockery etc Sept 2011 Early Settler	\$467.50
94.302	27/10/2011	302	CDM Australia Pty Ltd	CPC Charge Sept 2011 Renew Life	\$64.08
94.305	27/10/2011	305	Charter Plumbing & Gas	Plumbing repairs to Leaking Tap. Kitchen	\$1,100.00
94.309	27/10/2011	309	Chubb Fire & Security Pty Ltd	After Hours Call Out. 15 August 2011 - L	\$819.83
94.317	27/10/2011	317	Marlbroh Bingo Enterprises	Bingo Requirements & Levy. September 201	\$4,997.10
94.318	27/10/2011	318	Maxwell Robinson & Phelps	Yearly Termite Inspections - Lathian Ov	\$572.00
94.320	27/10/2011	320	Mega Gift Baskets	Gift Baskets. Naim & Trevor Vaughn. Sept	\$137.50
94.324	27/10/2011	324	Stamp-It Rubber Stamps	Self Inking Stamp. September 2011 - Rene	\$59.66
94.327	27/10/2011	327	Community Newspapers Group Ltd	Advert - Grab a Gladi Event September 20	\$2,572.74
94.328	27/10/2011	328	Medical Hand	Immunisation Services. September 2011 -	\$1,296.00
94.333	27/10/2011	333	Boral Construction Materials Group	Supply of Ashalf for Road Repairs August	\$923.09
94.344	27/10/2011	344	Acure Technology Pty Ltd	Wi Fi Monthly Charge October 2011 - Libr	\$313.50
94.345	27/10/2011	345	Captivate Global	On Line Hold Admin, Library, LLC & Aqua	\$934.43
94.346	27/10/2011	346	Della's Group Pty Ltd	2000 LLC - Aqualife Centre Booklets. Sep	\$10,594.10
94.350	27/10/2011	350	Recall Information Management Pty L	MOntly Charges Storage Destruction. Sep	\$390.54
94.351	27/10/2011	351	Fuji Xerox Australia Pty Ltd	Impression Charges Sept 2011 Black Copie	\$3,874.46
94.354	27/10/2011	354	Sigma Chemicals	Pool Chemicals. September 2011 - Aqualif	\$1,485.00
94.357	27/10/2011	357	Mirage Photographics Laboratory Pty	Posters A1 School Hol Program. Oct 2011	\$190.00
94.364	27/10/2011	364	Holcim (Australia) Pty Ltd	Concrete for Cnr Alb Hwy/Harper St. Sept	\$2,736.90
94.37	27/10/2011	37	Water 2 Water Pty Ltd	Water Coolers. 3 Months Rental. Library	\$148.50
94.375	27/10/2011	375	Welshpool Central Waste	Tippling for Footpath Maintenance. Septem	\$2,927.93
94.376	27/10/2011	376	Corporate Express Australia P/L	Assorted Stationary Stock. September 201	\$1,027.71
94.4	27/10/2011	4	AAC Wristbands Australia Pty Ltd	Wristbands & Delivery. September 2011 -	\$822.00
94.401	27/10/2011	401	Perth Cricket Club Inc	Ground Maintenance Fletcher Park Sept 20	\$8,744.89
94.404	27/10/2011	404	Prime Corporate Psychology Service	Case # 23220 Initial Session. Sept 2011	\$639.39

Town of Victoria Park
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<i>Cheque No.</i>	<i>Chq Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
94.405	27/10/2011	405	Centropak Australia	Assorted Packaging. September 2011 - LLC	\$720.98
94.408	27/10/2011	408	The Distributors Perth	Assorted Confectionary. September 2011 -	\$1,094.50
94.409	27/10/2011	409	Bidvest (WA) Pty Ltd	Frozen Chips September 2011 - LLC Kiosk	\$6,099.43
94.41	27/10/2011	41	Weston Road Systems	Grinding & Spotting. Alday St. September	\$13,654.30
94.411	27/10/2011	411	Dunbar Services (WA) Pty Ltd	Canopy Clean & Filter Changes. Sept 2011	\$33.00
94.417	27/10/2011	417	Frucor Beverages (Australia) Pty Lt	Assorted Drinks September 2011 - Aqualif	\$551.64
94.42	27/10/2011	42	West Coast Lunches	Milk Delivery to Depot. September 2011 -	\$10.10
94.421	27/10/2011	421	Elite Pool Covers	Repair Pool Blanket Sept 2011 - Aqualife	\$3,940.20
94.422	27/10/2011	422	GHD Pty Ltd	Investiagte Excessive Electricity Usage.	\$1,320.00
94.426	27/10/2011	426	Daytone Printing Pty Ltd	500 Moreton Bay Fig Festival Leafs Sept	\$664.40
94.429	27/10/2011	429	Bin Bath Australia Pty Ltd	Bin Cleaning September 2011 - Admin	\$290.40
94.430	27/10/2011	430	AEC Group Ltd	Feasibility Study & Business Plan-Edward	\$18,200.60
94.438	27/10/2011	438	Bibby Financial Services Aust Pty L	Assorted Signs. September 2011 - Depot	\$965.80
94.44	27/10/2011	44	Western Resource Recovery Pty Ltd	Removal of Waste. Grease Trap. September	\$152.90
94.445	27/10/2011	445	Duncan Autos Pty Ltd	Service 50,000km. Rego# 169VPK. Septembe	\$322.85
94.448	27/10/2011	448	Perth Pressure Jet Services Trust	Pressure Jet Clean. Burswood Rd/KGeorge	\$1,945.90
94.449	27/10/2011	449	Biowise	Biowise Mulch for Landscaping. Sept 2011	\$313.50
94.451	27/10/2011	451	Embroidery WA	Embroidered Logo on Uniform Sept 2011 -	\$43.73
94.453	27/10/2011	453	Gronbek Security	Taylor St Toilets. Repair Lock. Sept 201	\$395.56
94.457	27/10/2011	457	Lochness Pty Ltd	Turf Mowing & Maintenance. JA Lee Rsv.	\$17,180.90
94.458	27/10/2011	458	Print Smart On Line Pty Ltd	Just for Kids Program. Sept 2011 - LLC	\$491.73
94.466	27/10/2011	466	Civica Pty Ltd	Update BIS oncost Calc's. September 2011	\$6,730.00
94.479	27/10/2011	479	Centre Ford	Service 45,000km Rego # 100VPK Sept 2011	\$450.25
94.482	27/10/2011	482	PLE Computers	ASUS VH242H Monitors. September 2011 - A	\$8,750.00
94.504	27/10/2011	504	Allcom Communications	Relocate 2 Way Radio September 2011 - Ra	\$220.00
94.511	27/10/2011	511	City Subaru	Service. 12500KM. Rego #171VPK September	\$766.90
94.512	27/10/2011	512	Callaghan Security Services	Lock Up Service Sept 2011 - Library	\$270.27
94.529	27/10/2011	529	UN Plumbing	Repair Drink Fountain Albany/Duncan St S	\$2,497.00
94.549	27/10/2011	549	Saferoads Pty Ltd	Speed Cushions Supply & Install. Alday S	\$8,371.00
94.558	27/10/2011	558	Roy Gripske & Sons Pty Ltd	Grinding Disc & Chain Stop Sept 2011 - D	\$72.37
94.586	27/10/2011	586	Red 11 Pty Ltd	Adapters & Delivery. x 2 September 2011	\$580.80
94.600	27/10/2011	600	Message4U Pty Ltd	SMS Message Fee - September 2011	\$375.76
94.614	27/10/2011	614	Domus Nursery	Assorted Trees/Plants. September 2011 -	\$553.63
94.616	27/10/2011	616	Hart Sport	Medallions Junior Netball. September 201	\$733.50
94.621	27/10/2011	621	Fleet Fitness	Callout to Service Strength & Cardio Equ	\$649.00
94.629	27/10/2011	629	Clever Patch Pty Ltd	Art Items for School Holiday Program Sep	\$97.13
94.646	27/10/2011	646	MMM (WA) Pty Ltd	Allday Street - Installation of Brick Pa	\$116,075.15
94.648	27/10/2011	648	Hosemasters International Pty Ltd	Clamps x 2. September 2011 - Depot	\$36.06
94.661	27/10/2011	661	PMP Print Pty Ltd	Distribution Costs. Life in the park. Se	\$622.72
94.674	27/10/2011	674	Keynote Conferences Waste & Recycle	Waste Conference. Meet the Authority. Ri	\$150.00
94.685	27/10/2011	685	Dymocks Bookshop	Various Books Sept 2011 - Library	\$998.80
94.686	27/10/2011	686	Daniels Sharpsmart Australia Pty Lt	Servicing Sharps Containers. Sept 2011 -	\$406.81
94.689	27/10/2011	689	Copley Contracting	Drainage Works. Berwick Street. Septembe	\$5,148.00
94.693	27/10/2011	693	Mr J Tutte	Fence Repairs. 210 Shepperton Rd. Sept 2	\$1,210.00
94.696	27/10/2011	696	Carlisle Retravision	Upright Freezer E388LWW Sept 2011 - Func	\$1,959.00
94.724	27/10/2011	724	Baileys Fertilisers	Grosorb 20kg Bags fore Various Area Sept	\$5,747.50
94.746	27/10/2011	746	Quick Corporate Australia	Coffee, Tea Bags & Assorted Stationery S	\$5,445.72
94.757	27/10/2011	757	J Tagz Pty Ltd	Blue & Yellow Dog Wrap Strap Tags Sept 2	\$555.50
94.758	27/10/2011	758	Shopper Anonymous	Telephone Mystery Shopping Reports. 09/1	\$396.00
94.774	27/10/2011	774	Skye Group Pty Ltd	Swimwear & Accessories. September 2011 -	\$1,964.60
94.775	27/10/2011	775	Brett Rabey	Remove Bee Hive 92 Teague St Sept 2011 -	\$165.00
94.777	27/10/2011	777	Gilden Tree Farm	Various Trees September 2011 - Depot	\$462.00
94.778	27/10/2011	778	Ellenby Tree Farm Pty Ltd	Street Trees & Delivery. September 2011	\$1,072.50
94.786	27/10/2011	786	Gerry Gibbs Camera House	Photo Framse for Early Settlers Event Se	\$550.00
94.8	27/10/2011	8	Accidental First Aid Supplies	Wall Mounnted, Portable FA Kits & Bum Ba	\$608.30
94.804	27/10/2011	804	Cool Clear Water Group Ltd	Rental Water Dispenser Sept 2011 - Aqual	\$297.00
94.808	27/10/2011	808	CT Building Maintenance	Repair Leaking Roof & Ceiling Panel. Fra	\$1,045.01
94.846	27/10/2011	846	Presidential Services	Cleaning Services. September 2011 - Aqua	\$8,010.20
94.851	27/10/2011	851	Harvey Norman	HP Pavillion DV6-6136TX Laptop. Sept 201	\$2,202.85
94.859	27/10/2011	859	Dulux Australia	Paint for Graffiti Removal. September 20	\$1,093.69
94.874	27/10/2011	874	Garland Cycleworks	Aqualife. Spin Bike Services. September	\$480.00
94.883	27/10/2011	883	Clan WA Inc	Five Love Languages Children W/E. Sept 2	\$136.15
94.897	27/10/2011	897	Landmark Engineering & Design	New Gazebo at McCallum Park. September 2	\$3,289.00
94.910	27/10/2011	910	Flowers in the Park	Foral Arrangement Joelene Thompson (Baby	\$120.00
94.914	27/10/2011	914	Pink Hygene Solutions	Sanitary Services 30/09 to 29/12/11 Vari	\$1,899.40
94.920	27/10/2011	920	Mandana Eizadi	Photography for Early Settlers. Sept 201	\$399.30
94.925	27/10/2011	925	Educational Art Supplies	Craft Items for Teddy Bears Picnic Sept 2	\$182.90
94.930	27/10/2011	930	Malcolm & Caril Barker	Weed Control. Etwell/Kensington/BaronHay	\$6,600.00
94.951	27/10/2011	951	Elliotts Irrigation Pty Ltd	Assorted Retic Parts September 2011 - De	\$17,978.12
94.955	27/10/2011	955	Award Contracting	Locate Mainline at Patterson Rsv. Sept	\$4,859.25
94.958	27/10/2011	958	McLernons Supply & Demand	Assorted Furniture. September 2011 - LLC	\$2,067.50
94.96	27/10/2011	96	Mike Willems Contracting	Supply maching Auger for Repairs at Patt	\$11,946.00
94.99	27/10/2011	99	Work Clobber	Uniform Clothing for Grace. September 20	\$910.80
95.98000	27/10/2011	98000	Australian Taxation Office	Payroll Deduction	\$99,291.00
96.57	27/10/2011	57	City of Perth Superannuation Plan	Superannuation	\$6,502.00
97.1283	27/10/2011	1283	The Samy Superannuation Fund	Superannuation	\$98.11
97.50	27/10/2011	50	Australian Service Union	Union Fees	\$86.40
97.58	27/10/2011	58	WA Local Government Superannuation	Superannuation	\$123,566.73
97.59	27/10/2011	59	Town of Victoria Park - Lotto Club	Lotto Club Payments	\$228.00
97.69	27/10/2011	69	Australian Government Employees	Superannuation	\$104.02

\$2,384,762.84

Town of Victoria Park
Cheque Payments for the Period 1 October 2011 to 31 October 2011

<i>Cheque No.</i>	<i>Chq Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Trust Accounts Cheques					
00002618	05/10/2011	Mr S J Lines		Refund Fraser Park Bond	\$50.00
00002619	05/10/2011	Shamrock Rovers Soccer Club		Refund Harold Rosssiter Bond & Keys	\$200.00
00002620	12/10/2011	Shamrock Rovers Soccer Club		Harold Rosssiter Key Bond	\$50.00
00002621	12/10/2011	Carlisle Football Club (Inc)		Carlisle Reserve Key Bond	\$150.00
00002622	12/10/2011	Carlisle Football Club (Inc)		Carlisle & Higgins Park Bond	\$100.00
00002624	12/10/2011	Mr H Opdam		Electric Dog Collar Bond	\$80.00
00002625	12/10/2011	Ms S Worswich		Refund GO Edwards Park	\$250.00
00002626	12/10/2011	Ms M Lannaitioni		Refund GO Edwards Bond	\$200.00
00002627	12/10/2011	Mr O Tasyurek		Refund McCallum Park Bond	\$250.00
00002628	12/10/2011	Mr J T RYDER		Refund GO Edwards Bond	\$250.00
00002629	12/10/2011	Victoria Park District Junior Footb		Refund Higgins Clubroom/Key Bond	\$600.00
00002630	12/10/2011	Ms H K TRAN		Refund of Cat Trap Bond	\$50.00
00002631	12/10/2011	Carlisle Football Club (Inc)		Refund Carlisle Clubroom/Key Bond	\$500.00
00002632	12/10/2011	Curtin Victoria Park Cricket Club		Refund Fraser Park Key Bond	\$50.00
00002633	12/10/2011	Curtin Victoria Park Cricket Club		Refund Raphael Park Key Bond	\$50.00
00002634	12/10/2011	Ms G Robertson		Refund GO Edward Gazebo Bond	\$250.00
00002635	12/10/2011	Rock N' Roll Record Collectors Club		Refund Leisurelife Centre Bond	\$500.00
00002636	12/10/2011	Shamrock Rovers Soccer Club		Refund Harold Rosssiter Bond	\$450.00
00002637	26/10/2011	MR BJ Braden 12 Carson Street		Fraser Park & Key Bond	\$300.00
					\$4,330.00
Cancelled Trust Cheques					
00002623	12/10/2011	Mr B J Braden		***** CANCELLED *****	\$300.00
					\$300.00



**Financial Statements for the Period Ending
31 October 2011**

Item 15.2		Item 15.2
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Town of Victoria Park Operating Statement



Posting Year: 2012
Posting Period: October

	2011 / 12 YTD Actual	2011 / 12 Orig Budget	2010 / 11 Actual
General Operating Revenue			
General Purpose Funding	(26,504,307)	(28,057,272)	(26,502,547)
Governance	0	0	(7,356)
Law Order & Public Safety	(31,389)	(93,377)	(108,879)
Health	(31,875)	(223,286)	(192,359)
Education and Welfare	0	(1,001)	0
Community Amenities	(547,679)	(979,417)	(938,729)
Recreation & Culture	(1,819,434)	(5,559,497)	(4,999,826)
Transport	(178,487)	(796,348)	(667,514)
Economic Services	(171,295)	(5,246,109)	(667,986)
Other Property & Services	(46,559)	(241,484)	(330,302)
Total Operating Revenue	(29,331,025)	(41,197,791)	(34,415,498)
General Operating Expenditure			
General Purpose Funding	105,957	634,153	692,486
Governance	257,288	1,881,791	2,104,309
Law Order & Public Safety	151,439	813,045	800,002
Health	111,286	649,389	646,936
Education and Welfare	182,893	414,076	352,078
Community Amenities	1,824,654	7,014,179	5,513,671
Recreation & Culture	2,647,076	13,223,921	11,036,566
Transport	1,649,670	8,058,266	7,260,609
Economic Services	325,738	7,635,594	751,172
Other Property & Services	2,057,214	1,246,786	2,351,709
Total Operating Expenditure	9,313,215	41,571,200	31,509,538
Borrowing Costs			
Recreation & Culture	95,838	379,309	372,511
Other Property & Services	65,487	270,382	265,103
Total Operating Expenditure	161,325	649,691	637,613
Grants/Contributions for Asset Development			
General Purpose Funding	0	(175,000)	(174,255)
Community Amenities	0	0	0
Recreation & Culture	0	0	(145,000)
Transport	(494,424)	(881,219)	(271,846)
Other Property & Services	(20,000)	0	0
Total Operating Revenue	(514,424)	(1,056,219)	(591,101)
Profit on Asset Disposal			
Governance	0	19,191	0
Law Order & Public Safety	36,249	34,006	0
Health	0	24,338	7,394
Education and Welfare	0	0	0
Community Amenities	0	45,827	16,008
Recreation & Culture	159	10,610	17,630
Transport	0	0	(1,136)
Economic Services	0	23,635	9,080
Other Property & Services	0	223,028	126,222
Total Operating Expenditure	36,407	380,635	175,199
NET PROFIT OR LOSS	(20,334,502)	347,516	(2,684,249)



Town of Victoria Park
Balance Sheet & Change in Equity

Posting Year: 2012
Posting Period: October

	2011 / 12 YTD Actual	2010 / 11 Actual
CURRENT ASSETS		
Receivables	9,852,253	1,176,066
Cash	26,349,362	15,308,483
Inventories	48,948	48,948
TOTAL CURRENT ASSETS	36,250,562	16,533,497
CURRENT LIABILITIES		
Trade & Other Payables	(5,079,006)	(3,797,929)
Borrowings	(745,900)	(745,900)
Provisions	(1,492,281)	(1,798,132)
TOTAL CURRENT LIABILITIES	(7,317,187)	(6,341,961)
TOTAL CURRENT	28,933,375	10,191,536
NON CURRENT ASSETS		
Receivables	3,866,810	3,870,396
Property Plant & Equipment		
Land	16,512,496	16,512,496
Buildings & Fixed Equipment	29,744,252	29,670,551
Furniture Fittings & Equipment	1,136,854	695,609
Computer Equipment	62,632	221,639
Plant & Machinery	3,692,343	3,519,043
Light Fleet	97,644	0
Infrastructure	68,704,788	67,911,181
Roads	37,170,445	37,170,445
Footpaths	6,966,734	6,966,734
Parks	11,133,855	11,133,855
Drainage	4,705,659	4,705,659
Other Infrastructure	4,276,726	4,276,726
Work In Progress	4,451,369	3,657,763
TOTAL NON CURRENT ASSETS	123,817,818	122,400,915
NON CURRENT LIABILITIES		
Borrowings	(8,993,027)	(9,168,786)
Provisions	(131,848)	(131,848)
TOTAL NON CURRENT LIABILITIES	(9,124,875)	(9,300,634)
TOTAL NON CURRENT	114,692,943	113,100,281
NET ASSETS	143,626,319	123,291,817
EQUITY		
Reserves	(5,850,932)	(5,850,932)
Asset Revaluation Reserve	(19,130,874)	(19,130,874)
Accumulated Surplus	(118,644,513)	(98,310,011)
TOTAL EQUITY	(143,626,319)	(123,291,817)
RESERVES		
Opening Balance	(5,850,932)	(5,741,601)
Transfer to Reserves from Surplus	0	(729,090)
Transfer from Reserves to Surplus	0	619,760
TOTAL RESERVES	(5,850,932)	(5,850,932)
ASSET REVALUATION RESERVE		

Opening Balance	(19,130,874)	(19,130,874)
TOTAL ASSET REVALUATION RESERVE	(19,130,874)	(19,130,874)
ACCUMULATED SURPLUS		
Opening Balance	(98,310,011)	(95,735,093)
Change in Net Assets from Operating	(20,334,502)	(2,684,249)
Transfer to Surplus from Reserve	0	(619,760)
Transfer from Surplus to Reserve	0	729,090
TOTAL ACCUMULATED SURPLUS	(118,644,513)	(98,310,011)
TOTAL EQUITY	(143,626,319)	(123,291,817)



**Adoption of Annual Financial Report Between 1 October
2011 and 31 October 2011**

Item 15.3		Item 15.3
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TOWN OF VICTORIA PARK
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011

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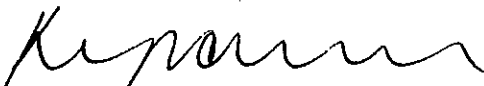
TOWN OF VICTORIA PARK
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Town of Victoria Park being the annual financial report and other information for the financial year ended 30th June 2011 are in my opinion properly drawn up to present fairly the financial position of the Town of Victoria Park at 30th June 2011 and the results of the operations for the financial year then ended in accordance with the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and the regulations under that Act.

Signed on the *29* day of *NOVEMBER* 2011



Athanasios (Arthur) Kyron
Chief Executive Officer

TOWN OF VICTORIA PARK
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2011

	NOTE	2011 \$	2011 Budget \$	2010 \$
REVENUE				
Rates	22	24,157,173	24,116,085	21,917,631
Operating Grants, Subsidies and Contributions	28	1,588,925	1,203,465	1,265,362
Fees and Charges	27	7,416,836	6,638,651	6,025,791
Interest Earnings	2(a)	1,243,475	1,033,433	837,232
Other Revenue		9,089	361,281	641,126
		<u>34,415,498</u>	<u>33,352,915</u>	<u>30,687,142</u>
EXPENSES				
Employee Costs		(13,601,772)	(12,378,996)	(12,020,742)
Materials and Contracts		(11,248,723)	(12,367,469)	(3,543,965)
Utility Charges		(1,425,519)	(1,923,710)	(1,634,415)
Depreciation on Non-Current Assets	2(a)	(3,972,430)	(3,966,927)	(3,952,828)
Interest Expenses	2(a)	(637,613)	(637,614)	(608,342)
Insurance Expenses		(384,591)	(320,839)	(305,068)
Donations, Contributions & Grants		(475,823)	(407,178)	(316,583)
Other Expenditure		(308,825)	(794,878)	(7,609,611)
		<u>(32,055,296)</u>	<u>(32,797,611)</u>	<u>(29,991,554)</u>
		2,360,202	555,304	695,588
Non-Operating Grants, Subsidies and Contributions	28	591,101	366,911	723,489
Profit on Asset Disposals	20	12,705	0	1,767
Loss on Asset Disposal	20	(187,905)	(274,203)	(563,127)
Change in Equity - Joint Ventures		(91,854)	0	2,254,540
		<u>2,684,249</u>	<u>648,012</u>	<u>3,112,257</u>
NET RESULT		2,684,249	648,012	3,112,257
TOTAL COMPREHENSIVE INCOME		<u><u>2,684,249</u></u>	<u><u>648,012</u></u>	<u><u>3,112,257</u></u>

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

TOWN OF VICTORIA PARK
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2011

	NOTE	2011 \$	2011 Budget \$	2010 \$
REVENUE				
Governance		7,356	0	777
General Purpose Funding		26,502,547	26,108,273	23,874,115
Law, Order, Public Safety		108,879	84,600	167,581
Health		192,359	201,600	157,575
Community Amenities		938,729	829,350	805,981
Recreation and Culture		4,999,826	4,839,372	4,419,769
Transport		667,514	783,000	616,359
Economic Services		667,986	375,600	439,659
Other Property and Services		330,302	131,120	205,326
	2 (a)	<u>34,415,498</u>	<u>33,352,915</u>	<u>30,687,142</u>
EXPENSES EXCLUDING FINANCE COSTS				
Governance		(2,104,309)	(2,199,271)	(1,881,731)
General Purpose Funding		(692,486)	(691,498)	(496,636)
Law, Order, Public Safety		(800,002)	(894,711)	(675,925)
Health		(646,936)	(635,372)	(626,976)
Education and Welfare		(352,078)	(385,720)	(376,229)
Community Amenities		(5,421,816)	(6,394,765)	(5,568,248)
Recreation & Culture		(11,036,566)	(12,002,381)	(11,131,970)
Transport		(7,260,609)	(8,204,799)	(8,001,805)
Economic Services		(751,172)	(761,292)	(677,924)
Other Property and Services		(2,351,709)	9,812	54,232
	2 (a)	<u>(31,417,683)</u>	<u>(32,159,997)</u>	<u>(29,383,212)</u>
Contributions/Grants for the Development of Assets				
General Purpose Funding		174,255	0	0
Recreation and Culture		160,386	50,000	150,000
Transport		256,460	316,911	573,489
		<u>591,101</u>	<u>366,911</u>	<u>723,489</u>
Disposal of Assets				
Proceeds on Sale		381,629	462,000	388,684
Book Value		(556,828)	(736,203)	(950,044)
Gain/(Loss) on Disposal		<u>(175,199)</u>	<u>(274,203)</u>	<u>(561,360)</u>
Finance Costs				
Recreation and Culture		(372,510)	(372,511)	(398,362)
Other Property and Services		(265,103)	(265,103)	(209,980)
	2 (a)	<u>(637,613)</u>	<u>(637,614)</u>	<u>(608,342)</u>
Changes in Equity - Joint Ventures				
Community Amenities		(91,855)	0	2,254,540
NET RESULT		<u>2,684,249</u>	<u>648,012</u>	<u>3,112,257</u>
TOTAL COMPREHENSIVE INCOME		<u><u>2,684,249</u></u>	<u><u>648,012</u></u>	<u><u>3,112,257</u></u>

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

**TOWN OF VICTORIA PARK
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2011**

	NOTE	2011 \$	2010 \$
CURRENT ASSETS			
Cash and Cash Equivalents	3	15,308,484	11,113,703
Trade and Other Receivables	4	1,218,614	1,171,177
Inventories	5	48,948	55,805
TOTAL CURRENT ASSETS		<u>16,576,046</u>	<u>12,340,685</u>
NON-CURRENT ASSETS			
Other Receivables	4	181,524	163,747
Property, Plant and Equipment	6	50,619,338	50,784,332
Infrastructure	7	67,911,181	67,779,950
Other Financial Assets	16	3,688,871	3,764,080
TOTAL NON-CURRENT ASSETS		<u>122,400,914</u>	<u>122,492,109</u>
TOTAL ASSETS		<u>138,976,960</u>	<u>134,832,794</u>
CURRENT LIABILITIES			
Trade and Other Payables	8	3,840,476	1,830,157
Long Term Borrowings	9	745,900	730,859
Provisions	10	1,798,132	1,606,635
TOTAL CURRENT LIABILITIES		<u>6,384,508</u>	<u>4,167,651</u>
NON-CURRENT LIABILITIES			
Long Term Borrowings	9	9,168,786	9,914,686
Provisions	10	131,848	142,889
TOTAL NON-CURRENT LIABILITIES		<u>9,300,634</u>	<u>10,057,575</u>
TOTAL LIABILITIES		<u>15,685,142</u>	<u>14,225,226</u>
NET ASSETS		<u>123,291,818</u>	<u>120,607,568</u>
EQUITY			
Retained Surplus		98,310,012	95,735,093
Reserves - Cash Backed	11	5,850,931	5,741,601
Reserves - Asset Revaluation	12	19,130,874	19,130,874
TOTAL EQUITY		<u>123,291,817</u>	<u>120,607,568</u>

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

**TOWN OF VICTORIA PARK
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2011**

	NOTE	RETAINED SURPLUS \$	RESERVES CASH/ INVESTMENT BACKED \$	ASSET REVALUATION RESERVE \$	TOTAL EQUITY \$
Balance as at 1 July 2009		92,560,811	5,803,626	19,130,874	117,495,311
Net Result		3,112,257	0	0	3,112,257
Total Other Comprehensive Income		0	0	0	0
Reserve Transfers		62,025	(62,025)	0	0
Balance as at 30 June 2010		95,735,093	5,741,601	19,130,874	120,607,568
Net Result		2,684,249	0	0	2,684,249
Total Other Comprehensive Income		0	0	0	0
Reserve Transfers		(109,330)	109,330	0	0
Balance as at 30 June 2011		98,310,012	5,850,931	19,130,874	123,291,817

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

**TOWN OF VICTORIA PARK
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2011**

	NOTE	2011 \$	2011 Budget \$	2010 \$
Cash Flows From Operating Activities				
Receipts				
Rates		24,050,049	24,007,862	21,894,778
Operating Grants, Subsidies and Contributions		515,531	203,300	1,265,362
Fees and Charges		7,231,666	6,638,651	6,360,797
Service Charges		2	0	0
Interest Earnings		1,275,911	0	817,467
Goods and Services Tax			0	1,179,137
Other Revenue		9,226	301,281	641,126
		<u>33,082,385</u>	<u>31,151,094</u>	<u>32,158,667</u>
Payments				
Employee Costs		(13,279,140)	(12,451,176)	(11,923,774)
Materials and Contracts		(9,502,459)	(5,178,271)	(4,742,001)
Utility Charges		(1,034,219)	(1,923,710)	(1,634,415)
Insurance Expenses		(384,591)	(338,467)	(305,068)
Interest expenses		(637,613)	(407,178)	(316,583)
Goods and Services Tax		(115,591)	(637,614)	0
Other Expenditure		(744,058)	(7,343,641)	(8,538,788)
		<u>(25,697,671)</u>	<u>(28,280,057)</u>	<u>(27,460,629)</u>
Net Cash Provided By (Used In) Operating Activities	13(b)	<u>7,384,714</u>	<u>2,871,037</u>	<u>4,698,038</u>
Cash Flows from Investing Activities				
Payments for Purchase of Land & Buildings		(837,661)	0	0
Payments for Purchase of Plant, Furniture & Equipment		(1,164,098)	(4,669,758)	(2,363,739)
Payments for Construction of Infrastructure		(2,493,737)	(2,255,830)	(3,260,889)
Equity in Mindarie Regional Council Non-Operating Grants, Subsidies and Contributions used for the Development of Assets		(16,645)	(25,162)	(15,613)
Proceeds from Sale of Plant & Equipment		1,655,876	1,367,076	723,489
Proceeds from Sale of Furniture & Equipment		397,191	462,000	387,739
Interest Earnings			0	945
			<u>903,433</u>	<u>0</u>
Net Cash Provided By (Used In) Investing Activities		<u>(2,459,074)</u>	<u>(4,218,241)</u>	<u>(4,528,068)</u>
Cash Flows from Financing Activities				
Repayment of Borrowings		(730,859)	(730,859)	(1,289,366)
Proceeds from New Debentures			<u>1,405,000</u>	<u>1,261,801</u>
Net Cash Provided By (Used In) Financing Activities		<u>(730,859)</u>	<u>674,141</u>	<u>(27,565)</u>
Net Increase (Decrease) in Cash Held		4,194,781	(673,063)	142,405
Cash at Beginning of Year		11,113,703	10,710,288	10,971,299
Cash and Cash Equivalents at the End of the Year	13(a)	<u><u>15,308,484</u></u>	<u><u>10,037,225</u></u>	<u><u>11,113,704</u></u>

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

**TOWN OF VICTORIA PARK
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2011**

	NOTE	2011 \$	2011 Budget \$
REVENUE			
Governance		7,355	0
General Purpose Funding		2,345,372	1,802,188
Law, Order, Public Safety		108,879	84,600
Health		184,965	201,600
Community Amenities		922,721	829,350
Recreation and Culture		4,982,196	4,839,372
Transport		668,650	783,000
Economic Services		658,906	375,600
Other Property and Services		204,080	131,120
		<u>10,083,124</u>	<u>9,046,830</u>
EXPENSES			
Governance		(2,104,309)	(2,199,271)
General Purpose Funding		(692,486)	(691,498)
Law, Order, Public Safety		(800,002)	(894,711)
Health		(646,936)	(635,372)
Education and Welfare		(352,078)	(385,720)
Community Amenities		(5,513,671)	(6,394,765)
Recreation & Culture		(11,409,076)	(12,374,892)
Transport		(7,260,609)	(8,204,799)
Economic Services		(751,172)	(761,292)
Other Property and Services		(2,616,811)	(255,291)
		<u>(32,147,150)</u>	<u>(32,797,611)</u>
Net Operating Result Excluding Rates		(22,064,026)	(23,750,781)
Adjustments for Cash Budget Requirements:			
Non-Cash Expenditure and Revenue			
(Profit)/Loss on Asset Disposals		175,199	0
Movement in Deferred Pensioner Rates (Non-Current)		(15,768)	0
Capital Contributions from Other Parties		591,101	366,911
Depreciation and Amortisation on Assets		3,972,430	3,966,927
Capital Expenditure and Revenue			
Purchase Land and Buildings		(837,661)	(2,945,237)
Purchase Infrastructure Assets		(2,493,735)	(3,255,830)
Purchase Plant and Equipment		(671,706)	(1,128,641)
Purchase Furniture and Equipment		(492,392)	(776,057)
Equity in Mindarie Regional Council		75,209	(25,162)
Proceeds from Disposal of Assets		381,629	462,000
Repayment of Debentures		(730,859)	(730,859)
Proceeds from New Debentures		0	1,405,000
Transfers to Reserves (Restricted Assets)		(729,090)	(648,544)
Transfers from Reserves (Restricted Assets)		619,760	985,327
ADD Opening Funds July 1 B/Fwd		3,118,931	1,768,861
LESS Closing Funds June 30 C/Fwd		(5,056,195)	0
Amount Required to be Raised from Rates	22	<u>(24,157,173)</u>	<u>(24,306,085)</u>

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

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

1. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Preparation

The financial report is a general purpose financial statement which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the local Government Act 1995 and accompanying regulations.

The report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of the selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears at Note 19 to these financial statements.

(c) Goods and Services Tax

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

(d) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities on the statement of financial position.

(e) Trade and Other Receivables

Collectibility of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until Finance costs and holding charges incurred after development is completed are expensed.

Revenue arising from the sale of property is recognised in the statement of comprehensive income as at the time of signing an unconditional contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intention to release for sale.

(g) Fixed Assets

Each class of fixed assets is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation or impairment losses.

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Revaluation

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Fixed Assets (Continued)

Land under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB1051 - Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

Depreciation of Non-Current Assets

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

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

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

Buildings - General	40 years
Buildings - Minor	10 - 20 years
Furniture & Fittings	5 - 10 years
Computer Equipment & Peripherals	3 years
Communication Equipment	3 - 5 years
Other Equipment	3 - 10 years
Plant	2 - 10 years
Infrastructure excluding unsealed carpark, grassed wickets and courts	5 - 80 years
Unsealed carpark, grassed wickets and courts and parks landscaping	Infinite

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Fixed Assets (Continued)

Depreciation of Non-Current Assets (Continued)

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

Capitalisation Threshold

Expenditure on items of equipment under \$1,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

(h) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or at cost.

Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments;
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount
- (b) less any reduction for impairment.

The effective interest rate method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Financial Instruments (Continued)

Classification and Subsequent Measurement (Continued)

(i) Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost.

Loans and receivables are included in current assets, except for those which are not expected to mature within 12 months after the end of the reporting period (classified as non-current assets).

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity.

Held-to-maturity financial assets are included in non-current assets, except for those which are expected to mature within 12 months after the end of the reporting period (classified as current assets).

If the Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale.

(iv) Available-for-sale financial assets

Available-for-sale financial assets, are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable.

Available-for-sale financial assets are included in non-current assets, except for those which are expected to mature within 12 months after the end of the reporting period (classified as current assets).

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in the statement of comprehensive income.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Estimation of Fair Value

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the reporting date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. The Council uses a variety of methods and makes assumptions that are based on market conditions existing at each reporting date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

(j) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 *'Impairment of Assets'* and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the statement of comprehensive income.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Council has a present obligation to pay resulting from employees services provided to reporting date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

(ii) Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when:

- a) the Council has a present legal or constructive obligation as a result of past events;
- b) for which it is probable that an outflow of economic benefits will result to settle the obligation; and
- c) that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Provisions are not recognised for future operationg losses.

(o) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Council, are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Joint Venture

The Council's interest in a joint venture has been recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the appropriate line items of the financial statement. Information about the joint venture is set out in Note 16.

(q) Rates, Grants, Donations and Other Contributions

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

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

(r) Superannuation

The Council contributes to a number of superannuation funds on behalf of employees.

(s) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

(t) Rounding Off Figures

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

(u) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

(v) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) New Accounting Standards and Interpretations for Application in Future Periods

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet effective have not been adopted by the Council for the annual reporting period ending 30 June 2011.

Council's assessment of these new standards and interpretations is set out below:

Title and Topic	Issued	Applicable (*)	Impact
(i) AASB 9 – Financial Instruments	December 2009	01 January 2013	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Council, it is not anticipated the standard will have any material effect.
(ii) AASB 124 – Related Party Disclosures	December 2009	01 January 2011	Nil – It is not anticipated the Council will have any related parties as defined by the Standard.
(iii) AASB 1053 - Application of Tiers of Australian Accounting Standards	June 2010	01 July 2013	Nil - Due to its nature and statutory requirements the Council will be deemed a Tier 1 entity and will continue to prepare general purpose financial statements.
(iv) AASB 2009 -12 Amendments to Australian Accounting Standards [AASB 5, 8, 108, 110, 112, 119, 133, 137, 139, 1023 & 1031 and Interpretations 2, 4, 16, 1039 & 1052]	December 2009	01 January 2011	Nil – The revisions embodied in this standard relate to standards which do not apply to local government (ie AASB8) or are largely editorial in nature and will have minimal effect (if any) on the accounting practices of the Council.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

Title and Topic	Issued	Applicable (*)	Impact
(v) AASB 2009– 11 Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 & 1038 and Interpretations 10 & 12]	December 2009	01 January 2013	Nil – The revisions embodied in this standard give effect to the consequential changes arising from the issuance of AASB 9 which is not anticipated to have any material effect on the Council (refer (i) above).
(vi) AASB 2010 - 2 Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements [AASB 1, 2, 3, 5, 7, 8, 101, 102, 107, 108, 110, 111, 112, 116, 117, 119, 121, 123, 124, 127, 128, 131, 133, 134, 136, 137, 138, 140, 141, 1050, & 1052 and Interpretations 2, 4, 5, 15, 17, 127, 129 & 1052]	June 2010	01 July 2013	Nil - None of these amendments will have any effect on the financial report as the standard does not apply in the case of general purpose financial statements.
(vii) AASB 2010 - 4 Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 1, 7, 101, 134, and Interpretation 13]	June 2010	01 January 2011	Nil - The revisions are part of the AASB's annual improvement project to help ensure consistency with presentation, recognition and measurement criteria of IFRSs. It is not anticipated these will have any effect on the Council.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

Title and Topic	Issued	Applicable (*)	Impact
(viii) AASB 2010 - 5 Amendments to Australian Accounting Standards [AASB 1, 3, 4, 5, 101, 107, 112, 118, 119, 121, 132, 133, 134, 137, 139, 140, 1023 & 1038 and Interpretations 112, 115, 127, 132 & 1042]	October 2010	01 January 2011	Nil - The revisions embodied in this standard are largely editorial in nature or relate to standards not applicable to the Council and will have minimal effect (if any) on the accounting practices of the Council.
(ix) AASB 2010 - 6 Amendments to Australian Accounting Standards - Disclosures on Transfers of Financial Assets [AASB 1 & 7]	November 2010	01 July 2011	Nil - The revisions embodied in this standard amend disclosures required on transfers of financial assets. The Council is not expected to have any qualifying transfers.
(x) AASB 2010 - 7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2010) [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 & 1038 and Interpretations 10 & 12]	December 2010	01 January 2013	Nil - The revisions embodied in this standard give effect to the consequential changes arising from the issuance of AASB 9 which is not anticipated to have any material effect on the Council (refer (i) above).
(xi) AASB 2010 - 8 Amendments to Australian Accounting Standards - Deferred Tax: Recovery of Underlying Assets [AASB 1 & 7]	December 2010	01 January 2012	Nil - None of these amendments will have any effect on the financial report as none of the topics are relevant to the operations of the Council.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

(xi) (Continued)	Title and Topic	Issued	Applicable (*)	Impact
	AASB 2010 - 9 Amendments to Australian Accounting Standards - Severe Hyperinflation and Removal of Fixed Dates for First-time Adopters [AASB 1]	December 2010	01 July 2011	Nil - None of these amendments will have any effect on the financial report as none of the topics are relevant to the operations of the Council.
	AASB 2009- 14 Amendments to Australian Interpretations - Prepayments of a Minimum Funding Requirement [AASB Interpretation 14]	December 2009	01 January 2011	
	AASB 2010 - 10 Further Amendments to Australian Accounting Standards - Removal of Fixed Dates for First-time Adopters [AASB 2009 - 11 & 2010 - 7]	December 2010	01 January 2013	

Notes:

(*) Applicable to reporting periods commencing on or after the given date.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(x) Adoption of New and Revised Accounting Standards

During the current year, the Council adopted all of the new and revised Australian Accounting Standards and Interpretations which became mandatory and which were applicable to its operations.

These new and revised standards were:

- AASB 2009 - 5
- AASB 2009 - 8
- AASB 2009 - 10
- AASB 2009 - 13
- AASB 2010 - 1
- AASB 2010 - 3

Interpretation 19

The standards adopted had a minimal effect on the accounting and reporting practices of the Council as they were either largely editorial in nature, were revisions to help ensure consistency with presentation, recognition and measurement criteria of IFRSs or related to topics not relevant to operations.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

2. REVENUE AND EXPENSES	2011	2010
	\$	\$
(a) Net Result		
The Net Result includes:		
(i) Charging as an Expense:		
Significant Expense		
Auditors Remuneration		
- Audit	9,398	11,910
Depreciation		
Buildings	958,532	971,265
Furniture and Equipment	335,485	354,901
Plant and Equipment	344,036	343,558
Roads	988,040	971,805
Footpaths	406,686	404,434
Drainage	193,219	192,709
Parks	549,073	537,012
Other Infrastructure	197,360	177,144
	<u>3,972,430</u>	<u>3,952,828</u>
Interest Expenses (Finance Costs)		
Debentures (<i>refer Note 21(a)</i>)	637,613	608,342
	<u>637,613</u>	<u>608,342</u>
Rental Charges		
- Operating Leases	0	5,449
	<u>0</u>	<u>5,449</u>
(ii) Crediting as Revenue:	2011	2011
	\$	Budget
		\$
Interest Earnings		
Investments		
- Reserve Funds	252,713	265,454
- Other Funds	645,626	637,979
Other Interest Revenue	345,137	130,000
	<u>1,243,475</u>	<u>1,033,433</u>
		<u>837,232</u>

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

2. REVENUE AND EXPENSES (Continued)

(b) Statement of Objective

The Town of Victoria Park is dedicated to providing high quality services to the community through the various service orientated programs which it has established.

GOVERNANCE

All costs and revenues associated with the Mayor and Councillors of the Town of the Victoria Park. Governance also includes civic receptions and functions, public relations, electoral and other issues relating to providing support to the Mayor, Councillors and the ratepayers which do not concern specific Council services.

GENERAL PURPOSE FUNDING

Rates and administration costs associated with the collections of rates, general purpose grants, untied road grants and interest on municipal and reserve funds.

LAW, ORDER, PUBLIC SAFETY

Fire Prevention (including the WA Fire Brigade Board Levy, clearing for fire hazards), Animal Control, Dog Pound, Local Law Control, Community Policing, State Emergency Services and Ranger Services.

HEALTH

Maternal and infant health, preventative services, immunisation, food control, health and health administration and pest control.

WELFARE

Aged and disabled - senior citizens centres, welfare administration, donations to welfare organisations and education.

COMMUNITY AMENITIES

Rubbish collections, recycling, refuse site operations, public litter bins, town planning and other protection of the environment.

RECREATION AND CULTURE

Public halls, civic centres, community centres, Aqualife Centre, parks and sports grounds, sports clubs, recreation administration and culture administration, community recreation programme, Leisurelife Centre, library and community arts programme.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

2. REVENUE AND EXPENSES (Continued)

(b) Statement of Objective

TRANSPORT

Roadworks, footpaths, rights of way, drainage, road reserves - landscape, street lighting, street cleaning, street trees, street sign maintenance, Kent St Sandpit, recoverable works, road widening and road widening properties, street furniture, traffic surveys, traffic management, carpark maintenance, parking services and water transport facilities.

ECONOMIC SERVICES

Building control and swimming pool inspections.

OTHER PROPERTY AND SERVICES

Private works, public works overheads, depot, plant operations, unclassified, general administration and financial services.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

2. REVENUE AND EXPENSES (Continued)

(c) Conditions Over Grants/Contributions	Opening		Closing		Closing		
	Balance (*) 1-Jul-09	Received (+) 2009/10	Expended (#) 2009/10	Balance (*) 30-Jun-10	Received (+) 2010/11	Expended (#) 2010/11	Balance 30-Jun-11
Grant/Contribution	Function/ Activity	\$	\$	\$	\$	\$	\$
Regional & Local Community Infrastructure Program (RCLIP)	Recreation	139,716	36,462	(132,816)	43,362	0	0
Total		<u>139,716</u>	<u>36,462</u>	<u>(132,816)</u>	<u>43,362</u>	<u>0</u>	<u>0</u>

Notes:

- (*) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.
- (+) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.
- (#) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

	2011	2010
	\$	\$
3. CASH AND CASH EQUIVALENTS		
Unrestricted	9,081,940	5,067,789
Restricted	6,226,543	6,045,914
	15,308,484	11,113,703
The following restrictions have been imposed by regulations or other externally imposed requirements:		
Land Acquisition for Road Widening Reserve	138,125	130,472
Aqualife Centre Reserve	0	363,903
Public Open Space Development Reserve	179,361	218,263
Leisurelife Centre Reserve	316,158	0
Plant & Equipment Reserve	37,933	38,160
Drainage Improvement Reserve	10,349	35,831
Buildings Improvement Reserve	53,999	51,201
Information Technology Reserve	21,588	52,414
Harold Hawthorne Senior Citizens Reserve	4,108	49,221
Hubert Street Car Park Improvements Reserve	129,573	122,394
Westminster Parking Reserve	179,763	169,802
Right of Way Construction Reserve	6,328	5,977
Lt Col. Christian Garden Competition Reserve	25,495	24,081
Community Art Reserve	720,613	718,797
Underground Power Reserve	2,828,964	2,530,144
Lathlain Park Feasibility/Concept Study Reserve	82,681	33,794
Edward Millen Improvement & Maintenance Reserve	1,074,602	1,090,283
Waste Management Reserve	0	106,864
Infrastructure Improvement	32,141	0
Peninsula Infrastructure	7,578	0
Mayors Emergency Relief Fund	1,574	0
Works Bonds & Miscellaneous Deposits	375,612	304,313
	6,226,543	6,045,914

TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011

	2011	2010
	\$	\$
4. TRADE AND OTHER RECEIVABLES		
Current		
Rates	246,340	98,146
Accrued Income	30,565	192,369
Property Rental/Leases	9,950	3,618
Infringements	516,478	423,662
State Treasury	42,548	15,654
GST Receivable	163,617	236,149
Underground Power Instalments	0	2,010
Prepayments	0	45,599
Other Receivables	209,116	153,970
	<u>1,218,614</u>	<u>1,171,177</u>
Non-Current		
Pensioner Deferred Rates #	179,515	163,747
Underground Power Instalments	2,009	0
	<u>181,524</u>	<u>163,747</u>

Pensioner Rates Deferred relates to rates deferred by pensioners in accordance with the Rates and Charges (Rebates and Deferment) Act 1992.

5. INVENTORIES

Current		
Depot	25,067	33,500
Administration Centre - Stationery	0	1,249
Leisurelife Centre	2,093	2,856
Aqualife Centre	21,788	18,200
	<u>48,948</u>	<u>55,805</u>

6. PROPERTY, PLANT AND EQUIPMENT

Land and Buildings - Cost	55,311,494	54,473,833
Less Accumulated Depreciation	<u>(9,128,447)</u>	<u>(8,198,210)</u>
	46,183,047	46,275,623
Furniture and Equipment - Cost	5,933,164	5,864,769
Less Accumulated Depreciation	<u>(2,414,121)</u>	<u>(2,086,435)</u>
	3,519,043	3,778,334
Plant and Equipment - Cost	5,488,102	5,006,997
Less Accumulated Depreciation	<u>(4,570,854)</u>	<u>(4,276,622)</u>
	917,248	730,375
	<u>50,619,338</u>	<u>50,784,332</u>

Assets at cost are subject to an annual assessment as to whether there is any indication an asset may have been impaired in accordance with AASB 136 "Impairment of Assets".

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

6. PROPERTY, PLANT AND EQUIPMENT (Continued)

Movements in Carrying Amounts

The following represents the movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	<u>Land & Buildings \$</u>	<u>Plant & Equipment \$</u>	<u>Furniture & Equipment \$</u>	<u>Total \$</u>
Balance as at the beginning of the year	46,275,623	730,375	3,778,334	50,784,332
Additions	837,661	492,392	671,706	2,001,759
(Disposals)	0	0	(556,829)	(556,829)
Reclassifications	28,295	29,966	(30,132)	28,129
Depreciation (Expense)	(958,531)	(335,485)	(344,036)	(1,638,052)
Carrying amount at the end of year	<u><u>46,183,048</u></u>	<u><u>917,248</u></u>	<u><u>3,519,043</u></u>	<u><u>50,619,339</u></u>

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

	2011	2010
	\$	\$
7. INFRASTRUCTURE		
Roads - Cost	64,761,543	64,376,334
Less Accumulated Depreciation	<u>(27,591,099)</u>	<u>(26,604,215)</u>
	37,170,445	37,772,119
Footpaths - Cost	14,162,144	14,021,975
Less Accumulated Depreciation	<u>(7,195,410)</u>	<u>(6,785,059)</u>
	6,966,734	7,236,916
Drainage - Cost	11,678,712	11,678,712
Less Accumulated Depreciation	<u>(6,973,054)</u>	<u>(6,779,835)</u>
	4,705,659	4,898,877
Parks - Cost	16,520,643	15,899,670
Less Accumulated Depreciation	<u>(5,386,787)</u>	<u>(4,813,252)</u>
	11,133,855	11,086,418
Other Infrastructure - Cost	6,443,295	6,355,866
Less Accumulated Depreciation	<u>(2,166,570)</u>	<u>(1,968,053)</u>
	4,276,726	4,387,813
Work in Progress	3,657,763	2,397,807
	<u>67,911,181</u>	<u>67,779,950</u>

Assets at cost are subject to an annual assessment as to whether there is any indication an asset may have been impaired in accordance with AASB 136 "Impairment of Assets"

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

7. INFRASTRUCTURE (Continued)

Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Roads \$	Footpaths \$	Drainage \$	Parks \$	Other Infrastructure \$	Work In Progress \$	Total \$
Balance at the beginning of the year	37,772,119	7,236,916	4,898,877	11,086,418	4,387,813	2,397,807	67,779,950
Additions	385,210	140,169	0	626,369	82,030	1,259,956	2,493,735
Reclassifications	1,157	(3,665)	0	(29,860)	4,241	0	(28,127)
Depreciation (Expense)	(988,040)	(406,686)	(193,218)	(549,073)	(197,360)	0	(2,334,376)
Carrying amount at the end of year	37,170,445	6,966,734	4,705,659	11,133,855	4,276,725	3,657,763	67,911,181

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

	2011 \$	2010 \$	
8. TRADE AND OTHER PAYABLES			
Current			
Income in Advance	384,052	463,348	
Trade & Other Creditors	2,650,820	671,134	
Work bonds and miscellaneous deposits	375,611	304,313	
Accrued Salaries and Wages	429,993	391,362	
	<u>3,840,476</u>	<u>1,830,157</u>	
9. LONG-TERM BORROWINGS			
Current			
Debentures	<u>745,900</u>	<u>730,859</u>	
	<u>745,900</u>	<u>730,859</u>	
Non-Current			
Debentures	<u>9,168,786</u>	<u>9,914,686</u>	
	<u>9,168,786</u>	<u>9,914,686</u>	
10. PROVISIONS			
Current			
Provision for Annual Leave	1,043,717	923,364	
Provision for Long Service Leave	754,416	683,271	
	<u>1,798,132</u>	<u>1,606,635</u>	
Non-Current			
Provision for Long Service Leave	<u>131,848</u>	<u>142,889</u>	
	<u>131,848</u>	<u>142,889</u>	
11. RESERVES - CASH BACKED			
(a) Land Acquisition for Road Widening Reserve			
Opening Balance	130,472	129,848	124,399
Interest Earned Transferred from Operations	7,653	5,295	6,073
Transfers From Operations	0	0	0
Transfers To Operations	0	(24,000)	0
Closing Balance	<u>138,125</u>	<u>111,143</u>	<u>130,472</u>
(b) Leisure Facilities Reserve			
Opening Balance	363,903	362,133	291,237
Interest Earned Transferred from Operations	17,255	11,196	20,001
Transfers From Operations	0	0	136,315
Transfers To Operations	(65,000)	(159,500)	(83,650)
Closing Balance	<u>316,158</u>	<u>213,829</u>	<u>363,903</u>

TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011

	2011 \$	2011 Budget \$	2010 \$
11. RESERVES - CASH BACKED (Continued)			
(c) Public Open Space Development Reserve			
Opening Balance	218,263	217,203	248,123
Interest Earned Transferred from Operations	11,098	7,124	12,196
Transfers From Operations	0	0	0
Transfers To Operations	(50,000)	(88,200)	(42,056)
Closing Balance	<u>179,361</u>	<u>136,127</u>	<u>218,263</u>
(d) Leisurelife Centre Reserve			
Opening Balance	0	0	6,526
Interest Earned Transferred from Operations	0	0	278
Transfers From Operations	0	0	0
Transfers To Operations	0	0	(6,804)
Closing Balance	<u>0</u>	<u>0</u>	<u>0</u>
(e) Drainage Improvement Reserve			
Opening Balance	38,160	37,977	36,354
Interest Earned Transferred from Operations	2,189	447	1,806
Transfers From Operations	0	0	0
Transfers To Operations	(30,000)	(30,000)	0
Closing Balance	<u>10,349</u>	<u>8,424</u>	<u>38,160</u>
(f) Plant & Equipment Reserve			
Opening Balance	35,831	35,660	34,163
Interest Earned Transferred from Operations	2,102	1,970	1,668
Transfers From Operations	0	0	0
Transfers To Operations	0	0	0
Closing Balance	<u>37,933</u>	<u>37,630</u>	<u>35,831</u>
(g) Buildings Improvement Reserve			
Opening Balance	51,201	50,958	216,577
Interest Earned Transferred from Operations	2,797	2,747	9,624
Transfers From Operations	0	0	0
Transfers To Operations	0	0	(175,000)
Closing Balance	<u>53,999</u>	<u>53,705</u>	<u>51,201</u>
(h) Information Technology Reserve			
Opening Balance	52,414	51,321	256,323
Interest Earned Transferred from Operations	6,674	2,427	11,839
Transfers From Operations	86,305	86,305	20,000
Transfers To Operations	(123,804)	(89,322)	(235,748)
Closing Balance	<u>21,588</u>	<u>50,731</u>	<u>52,414</u>
(i) Harold Hawthorne Senior Citizens Reserve			
Opening Balance	49,221	48,986	46,930
Interest Earned Transferred from Operations	2,887	33	2,291
Transfers From Operations	0	0	0
Transfers To Operations	(48,000)	(48,000)	0
Closing Balance	<u>4,108</u>	<u>1,019</u>	<u>49,221</u>

TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011

	2011 \$	2011 Budget \$	2010 \$
11. RESERVES - CASH BACKED (Continued)			
(j) Hubert Street Car Park Improvements Reserve			
Opening Balance	122,394	121,809	116,697
Interest Earned Transferred from Operations	7,179	6,728	5,697
Transfers From Operations	0	0	0
Transfers To Operations	0	0	0
Closing Balance	<u>129,573</u>	<u>128,537</u>	<u>122,394</u>
(k) Westminster Parking Reserve			
Opening Balance	169,802	168,991	161,899
Interest Earned Transferred from Operations	9,961	9,334	7,903
Transfers From Operations	0	0	0
Transfers To Operations	0	0	0
Closing Balance	<u>179,763</u>	<u>178,325</u>	<u>169,802</u>
(l) Right of Way Construction Reserve			
Opening Balance	5,977	5,948	34,472
Interest Earned Transferred from Operations	351	315	1,505
Transfers From Operations	0	0	0
Transfers To Operations	0	0	(30,000)
Closing Balance	<u>6,328</u>	<u>6,263</u>	<u>5,977</u>
(m) Lt. Col. Christian Garden Competition Reserve			
Opening Balance	24,081	23,966	22,960
Interest Earned Transferred from Operations	1,414	1,324	1,121
Transfers From Operations	0	0	0
Transfers To Operations	0	0	0
Closing Balance	<u>25,495</u>	<u>25,290</u>	<u>24,081</u>
(n) Community Art Reserve			
Opening Balance	718,797	715,327	643,558
Interest Earned Transferred from Operations	19,398	21,730	35,159
Transfers From Operations	60,765	60,765	55,748
Transfers To Operations	(78,347)	(169,000)	(15,668)
Closing Balance	<u>720,613</u>	<u>628,822</u>	<u>718,797</u>
(o) Underground Power Reserve			
Opening Balance	2,530,144	2,517,936	2,645,779
Interest Earned Transferred from Operations	147,322	138,094	133,014
Transfers From Operations	151,498	121,530	0
Transfers To Operations	0	0	(248,649)
Closing Balance	<u>2,828,964</u>	<u>2,777,560</u>	<u>2,530,144</u>
(p) Lathlain Park Feasibility/Concept Study Reserve			
Opening Balance	33,794	33,632	90,739
Interest Earned Transferred from Operations	3,887	3,581	5,277
Transfers From Operations	45,000	45,000	25,000
Transfers To Operations	0	0	(87,222)
Closing Balance	<u>82,681</u>	<u>82,213</u>	<u>33,794</u>

TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011

	2011 \$	2011 Budget \$	2010 \$
11. RESERVES - CASH BACKED (Continued)			
(q) Edward Millen Improvement & Maintenance Reserve			
Opening Balance	1,090,283	1,085,057	826,890
Interest Earned Transferred from Operations	42,301	52,036	51,489
Transfers From Operations	60,765	60,765	222,992
Transfers To Operations	(118,747)	(270,305)	(11,088)
Closing Balance	<u>1,074,602</u>	<u>927,553</u>	<u>1,090,283</u>
(r) Waste Management Reserve			
Opening Balance	106,864	106,327	0
Interest Earned Transferred from Operations	(1,002)	673	4,864
Transfers From Operations	0	0	102,000
Transfers To Operations	(105,862)	(107,000)	0
Closing Balance	<u>0</u>	<u>0</u>	<u>106,864</u>
(s) Peninsula Infrastructure Reserve			
Opening Balance	0	0	0
Interest Earned Transferred from Operations	354	400	0
Transfers From Operations	7,224	7,224	0
Transfers To Operations	0	0	0
Closing Balance	<u>7,578</u>	<u>7,624</u>	<u>0</u>
(t) The Mayors Emergency Relief Fund			
Opening Balance	0	0	0
Interest Earned Transferred from Operations	74	0	0
Transfers From Operations	1,500	1,500	0
Transfers To Operations	0	0	0
Closing Balance	<u>1,574</u>	<u>1,500</u>	<u>0</u>
(u) Infrastructure Improvement Reserve			
Opening Balance	0	0	0
Interest Earned Transferred from Operations	0	0	0
Transfers From Operations	32,141	0	0
Transfers To Operations	0	0	0
Closing Balance	<u>32,141</u>	<u>0</u>	<u>0</u>
TOTAL CASH BACKED RESERVES	<u><u>5,850,931</u></u>	<u><u>5,376,295</u></u>	<u><u>5,741,601</u></u>

All of the reserve accounts are supported by money held in financial institutions and match the amounts shown as restricted cash in Note 3 to this financial report.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

11. RESERVES - CASH BACKED (Continued)

On restructuring of the City of Perth, the Town was provided with specific cash reserves, which were transferred to the Town by Order of the Governor under Section 13 of the Local Government Act 1960. The Town has also established other specific reserves to provide for future facilities and amenities throughout the Town. The purpose of each reserve is summarised below.

Land Acquisition for Road Widening Reserve

To provide funds for the acquisition of land and/or property required for the extension or widening of road reserves within the Town according to declarations of new street alignments pursued by the Town and Gazetted under its Local Laws.

Leisure Facilities Reserve

To provide funds for the upgrade and development of both the Aqualife Centre and the Leisurelife Centre including the replacement of major items of plant & equipment.

Public Open Space Development Reserve

To provide funds for the acquisition and development of land to provide additional public open space in the Town and develop existing public open space in the Town.

Leisurelife Centre Reserve

To provide funds for the replacing of major items of plant and equipment or modifications to the Centre.

Drainage Improvement Reserve

To provide funds for the provision, upgrading, replacement or overall improvement of drainage in the Town.

Plant & Equipment

To provide funds for the acquisition and replacement of plant and equipment to undertake works and provide services in the Town.

Buildings Improvement Reserve

To provide funds for the acquisition, construction, upgrading or replacement of Municipal buildings in the Town.

Infrastructure Improvement Reserve

To provide funds for the provision, upgrading, replacement or overall improvement of infrastructure within road reserves in the Town.

Information Technology Reserve

To provide funds for the purchase, upgrading or replacement of computer software or hardware.

Harold Hawthorne Senior Citizens Centre/Carlisle Memorial Hall

To provide funds for the replacement of major appliances/equipment and any structural repairs to these facilities that are the responsibility of the Town.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

11. RESERVES - CASH BACKED (Continued)

Hubert Street Car Park Improvements Reserve

To provide funds for the upgrade of the Hubert Street Car Park.

Westminster Parking Reserve

To provide funds for the conversion of the sump in Westminster Street near Albney Highway and provide parking on the site.

Right of Way Construction Reserve

To provide funds for the sealing of Right of Ways.

Lt. Col. Christian Garden Competition Reserve

To provide funds for future Spring Garden Competitions.

Community Art Reserve

To provide funds for the purchase of art for the Council and Community.

Community Safety Reserve

To provide funds for community safety initiatives within the Town of Victoria Park.

Underground Power & Landscaping Reserve

To provide funds for the future undergrounding of power within the Town of Victoria Park.

Lathlain Park Feasibility/Concept Study Reserve

To provide funds for the future investigation of alternate uses of Lathlain Park.

Edward Millen Improvement & Maintenance Reserve

To hold any funds gained from rates or grants for the purpose of improving and/or maintaining the Edward Millen site including all the associated grounds

Waste Management Reserve

To fund waste management and waste minimisation initiatives.

Peninsula Infrastructure Replacement and Maintenance Reserve

To provide funds for the replacement of infrastructure and ongoing maintenance for the public areas that the Council is responsible for within the Peninsula development in Burswood.

The Mayors Emergency Relief Fund Reserve

To provide financial assistance to areas within Western Australia that have been subjected to a Natural Disaster.

TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011

12. RESERVES - ASSET REVALUATION

	2011 \$	2010 \$
Total Asset Revaluation Reserves	<u>19,130,874</u>	<u>19,130,874</u>

13. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the statement of cash flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the statement of financial position as follows:

	2011 \$	2011 Budget \$	2010 \$
Cash and Cash Equivalents	<u>15,308,484</u>	<u>10,037,225</u>	<u>11,113,703</u>

(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result

Change in Net Assets Resulting From Operations	2,684,249	(352,153)	1,466,059
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Adjustments for items not involving the movement of Cash:

Depreciation	3,972,430	3,966,927	3,952,828
(Profit)/Loss on Sale of Asset	175,199	274,203	561,360

Revenues from Investing Activities:

Grants/Contributions for the Development of Assets	(591,101)	(366,911)	(723,489)
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Receipts from Appropriations/Grants

Recurrent	(1,132,586)	0	0
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Change in Operating Assets and Liabilities

Adjustments:

Interest Earnings	(903,433)	0	0
(Increase)/Decrease in Income in Advance	(79,296)	0	(100,277)
(Increase)/Decrease in Accruals	(579,060)	433,844	468,623
Increase/(Decrease) in Employee Entitlements	180,456	15,245	96,968
Increase/(Decrease) in Receivables	(329,381)	(298,223)	(61,566)
Increase/(Decrease) in Accrued Income	161,804	0	(19,765)
Increase/(Decrease) in Prepayments	45,599	17,628	(28,720)
Increase/(Decrease) in Inventory	6,857	(16,090)	2,752
Increase/(Decrease) in Underground Power Instalments	0	0	4,866
Increase/(Decrease) in Deferred Rates Receivable	(15,768)	0	(21,144)
Increase/(Decrease) in Creditors	2,785,500	0	(907,352)
Increase/(Decrease) in Liabilities		100,000	0
Increase/(Decrease) in GST Payable	(115,591)	0	31,549
Increase/(Decrease) in Works Bonds & Miscellaneous Deposits	71,299	0	(24,654)
Increase/(Decrease) in Other Financial Assets	91,854	0	0
Add Adjustment to Proceeds from Sale of Plant & Add Adjustment to Receipts from Appropriations	(15,562)	0	0
	67,811	0	0
Net Cash from Operating Activities	<u>7,384,714</u>	<u>2,871,037</u>	<u>4,698,038</u>

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

13. NOTES TO THE STATEMENT OF CASH FLOWS (Continued)

(c) Undrawn Borrowing Facilities

Credit Standby Arrangements

Bank Overdraft Limit	200,000	200,000
Bank Overdraft at Balance Date	0	0
Credit Card limit	20,000	20,000
Credit Card Balance at Balance Date	(9,484)	(5,370)
Total Amount of Credit Unused	<u>210,516</u>	<u>214,630</u>

Loan Facilities

Loan Facilities - Current	745,900	730,859
Loan Facilities - Non-Current	9,168,786	9,914,686
Total Facilities in Use at Balance Date	<u>9,914,686</u>	<u>10,645,545</u>

Unused Loan Facilities at Balance Date	<u>NIL</u>	<u>NIL</u>
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14. CONTINGENT LIABILITIES

At the Ordinary Council Meeting held 15 August 2006, the Town of Victoria Park agreed to sign a Deed of Guarantee to satisfy the financial security requirements relating to the tender currently under review by the Mindarie Regional Council for the construction of a Resource Recovery Facility at Neerabup. The Town's maximum exposure under the Deed of Guarantee is \$7.33 million. The Deed of Guarantee will only crystallise if:

- Mindarie Regional Council is unable to meet the payments and there is a Mindarie Regional Council default under the Resource Recovery Facility Agreement (RRFA);
- There is a Force Majeure Event.

Force Majeure Events will be limited due to insurance and can be narrowed down to the following:

- War risks, confiscations, nationalisation;
- Nuclear attack, radiation, contamination by radio activity from nuclear waste etc;
- Sea damage, tidal wave or high water or storm surge;
- Spontaneous combustion, fermentation or any process involving application of heat.

15. CAPITAL AND LEASING COMMITMENTS	2011	2010
	\$	\$
(a) Finance Lease Commitments	NIL	NIL
(b) Operating Lease Commitments		

Non-cancellable operating leases contracted for but not capitalised in the accounts.

Payable:

- not later than one year	0	3,480
- later than one year but not later than five years	0	1,740
- later than five years	0	0
	<u>0</u>	<u>5,220</u>

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

16. OTHER FINANCIAL ASSETS

Interest in Joint Ventures

(i) Mindarie Regional Council

The Mindarie Regional Council was formally constituted in December 1987.

The Town of Victoria Park along with the Cities of Joondalup, Wanneroo, Stirling, Perth and the Town's of Cambridge and Vincent, is a member of the Mindarie Regional Council. The primary function of the Regional Council under the constitution agreement, is for the orderly and efficient treatment and/or disposal of waste.

The Town of Victoria Park has a one twelfth (1/12) equity in the assets and liabilities of the refuse disposal facility as per the constitution amendment (dated 25 November 1996) that recognises the Town as a member of the Mindarie Regional Council.

	2011	2010
	\$	\$
The Town's interest in the assets and liabilities of the Mindarie Regional Council is as follows:	<u>2,292,897</u>	<u>2,337,532</u>

Interest in Mindarie Regional Council as at 30 June 2011 is represented as follows:

Current Assets	1,396,061	1,440,209
Non-Current Assets	<u>3,425,746</u>	<u>3,479,261</u>
Total Assets	4,821,806	4,919,470
Current Liabilities	800,021	511,993
Non-current Liabilities	<u>1,728,888</u>	<u>2,069,945</u>
Total Liabilities	2,528,909	2,581,938
Net Assets	<u>2,292,897</u>	<u>2,337,532</u>

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

16. OTHER FINANCIAL ASSETS (Continued)

(ii) Tamala Park Regional Council

The Tamala Park Regional Council was formally constituted in February 2006.

The Town of Victoria Park along with the Cities of Joondalup, Wanneroo, Stirling, Perth and the Town's of Cambridge and Vincent, is a member of the Tamala Park Regional Council. The 7 participants are joint owners of Lot 118 Mindarie, which is an area of 432 hectares situated in the local authority district of Wanneroo. Part of the land is used by the Mindarie Regional Council as a refuse landfill.

The Tamala Park Regional Council has been established for the specific purpose of creating an urban development of 165 hectares immediately north of the area leased to the Mindarie Regional Council.

The Town of Victoria Park has a one twelfth (1/12) equity in the assets and liabilities of the Tamala Park Regional Council.

	2011	2010
	\$	\$
The Town's interest in the assets and liabilities of Tamala Park Regional Council is as follows:	<u>1,395,974</u>	<u>1,426,548</u>

Interest in Tamala Park Regional Council as at 30 June 2011 is represented as follows:

Current Assets	1,241,366	1,272,420
Non-Current Assets	<u>167,797</u>	<u>167,814</u>
Total Assets	<u>1,409,163</u>	<u>1,440,234</u>
Current Liabilities	12,102	13,110
Non-current Liabilities	<u>1,087</u>	<u>576</u>
Total Liabilities	<u>13,189</u>	<u>13,686</u>
Net Assets	<u>1,395,974</u>	<u>1,426,548</u>

17. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

Governance	262,832	72,917
General Purpose Funding	9,599,737	11,822,699
Law, Order, Public Safety	227,633	121,424
Health	1,187,678	1,200,475
Education and Welfare	2,499,696	2,514,589
Community Amenities	5,171,734	5,281,832
Recreation and Culture	37,832,686	40,571,734
Transport	67,225,888	59,156,969
Economic Services	166,294	114,615
Other Property and Services	<u>14,802,782</u>	<u>13,975,541</u>
	<u>138,976,960</u>	<u>134,832,795</u>

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

	2011	2010	2009
18. FINANCIAL RATIOS			
Current Ratio	1.72	2.01	1.69
Untied Cash to Unpaid Trade Creditors Ratio	5.16	12.01	3.64
Debt Ratio	0.11	0.11	0.11
Debt Service Ratio	0.04	0.04	0.05
Gross Debt to Revenue Ratio	0.28	0.35	0.34
Gross Debt to Economically Realisable Assets Ratio	0.14	0.16	0.16
Rate Coverage Ratio	0.7	0.70	0.69
Outstanding Rates Ratio	0.01	0.01	0.01

The above ratios are calculated as follows:

Current Ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Untied Cash to Unpaid Trade Creditors Ratio	$\frac{\text{untied cash}}{\text{unpaid trade creditors}}$
Debt Ratio	$\frac{\text{total liabilities}}{\text{total assets}}$
Debt Service Ratio	$\frac{\text{debt service cost}}{\text{available operating revenue}}$
Gross Debt to Revenue Ratio	$\frac{\text{gross debt}}{\text{total revenue}}$
Gross Debt to Economically Realisable Assets Ratio	$\frac{\text{gross debt}}{\text{economically realisable assets}}$
Rate Coverage Ratio	$\frac{\text{net rate revenue}}{\text{operating revenue}}$
Outstanding Rates Ratio	$\frac{\text{rates outstanding}}{\text{rates collectable}}$

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

19. TRUST FUNDS

There were no funds held at balance date over which the Town has custody but no control.

20. DISPOSALS OF ASSETS

The following assets were disposed of during the year.

	Net Book Value		Sale Price		Profit (Loss)	
	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Plant & Equipment						
Law, Order & Public Safety	0	64,916	0	34,000	0	(30,916)
Health	28,320	28,320	20,926	19,000	(7,394)	(9,320)
Community Amenities	51,173	80,883	35,165	53,000	(16,008)	(27,883)
Recreation & Culture	61,562	95,592	43,932	66,000	(17,630)	(29,592)
Transport	0	0	1,136	0	1,136	0
Economic Services	28,522	85,513	19,441	53,000	(9,081)	(32,513)
Other Property & Services	387,251	380,979	261,029	237,000	(126,222)	(143,979)
	556,828	736,203	381,629	462,000	(175,199)	(274,203)

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

21. INFORMATION ON BORROWINGS

(a) Repayments - Debentures

Particulars	Principal 1-Jul-10 \$	New Loans \$	Principal Repayments		Principal 30-Jun-11		Interest Repayments	
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Recreation and Culture								
Loan 4 - Aqualife Centre	3,026,853		231,773	231,773	2,795,080	2,784,695	169,544	169,544
Loan 7 - Aqualife Centre	3,309,946		215,382	215,382	3,094,564	3,058,155	201,726	201,726
Loan 8 - Aqualife Equipment	23,994		22,884	22,884	1,110	22,884	1,241	1,241
Loan 11 - Fletcher Park	0	0	0	0	0	555,000	0	0
Other Property & Services								
Loan 2 - Depot Land	929,954		68,254	68,254	861,700	847,094	57,050	57,050
Loan 3 - Admin Building Extn	1,256,433		95,014	95,014	1,161,419	1,154,164	72,800	72,800
Loan 9 - 14 Kent Street	829,038		39,076	39,075	789,963	782,646	61,974	61,974
Loan 10 - 1 Harper Street	1,269,326		58,477	58,477	1,210,849	1,203,324	73,279	73,279
Loan 12 - Works Depot Upgrade	0		0	0	0	470,000	0	0
	10,645,545	0	730,859	730,859	9,914,686	10,877,962	637,613	637,614

All loan repayments were financed by general purpose revenue.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

21. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2010/11

There were no unspent debenture funds as at 30th June 2011.

(c) Unspent Debentures

There were no unspent debenture funds as at 30th June 2011.

(d) Overdraft

Council has an overdraft facility of \$200,000 to assist with short term liquidity requirements. The balance of the bank overdraft at 1 July 2010 and 30 June 2011 was \$Nil.

22. RATING INFORMATION - 2010/11 FINANCIAL YEAR

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$
General Rate GRV Rate in Dollar 8.21917 cents	8.21917	11,188	247,647,436	20,354,551	301,469	-16,235	20,639,784	20,358,205	215,000	5,000	20,578,205
Minimum Rates GRV Assessment @ \$770.00	-	4,567	36,713,411	3,516,590	-15,759	-533	3,500,299	3,521,980	0	0	3,521,980
Ex-Gratia Rate GRV Rate in Dollar 8.21917 cents	8.21917	18	224,910	18,780	-876	-813	17,090	15,900	0	0	15,900
Sub-Totals		15,773	284,585,757	23,889,920	284,834	-17,581	24,157,173	23,896,085	215,000	5,000	24,116,085

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

23. SPECIFIED AREA RATE - 2010/11 FINANCIAL YEAR

The Town had no specified area rates or differential rates levied under Section 6.38 of the Local Government Act 1995 during 2010/11.

24. SERVICE CHARGES - 2010/11 FINANCIAL YEAR

The Town had no service charges levied under Section 6.38 of the Local Government Act 1995 during 2010/11.

25. DISCOUNTS, INCENTIVES, CONCESSIONS, & WRITE-OFFS

The total reduction in revenue arising from concessions granted by the Town in relation to fees and charges is summarised below:

	Actual 2010/11	Actual 2009/10
CONCESSIONS		
Aqualife Centre - Admission Charges	116,076	54,950
WAIVERS		
General Rates	0	14,432
	116,076	69,382

Concessions are granted to pensioners, students and not-for-profit organisations. These concessions are detailed in the Schedule of Fees and Charges for 2010/11 forming a part of the Budget.

	Actual 2010/11	Actual 2009/10
WRITE-OFFS		
Bad Debts	3,810	4,702
	3,810	4,702

TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011

26. INTEREST CHARGES AND INSTALMENTS

	Interest Rate %	Admin. Charge \$	Revenue \$	Budgeted Revenue \$
Interest on Unpaid Rates	11.00%		62,592	56,000
Interest on Instalments Plan	5.50%		156,787	160,000
Charges on Instalment Plan		\$4.00	63,507	63,000
			<u>282,885</u>	<u>279,000</u>

In 2010/11, the Town offered two options for the payment of rates; in one full payment within 35 days of the issue of the rate notice, or in four (4) instalments, payable every two months.

27. FEES & CHARGES

	2011 \$	2010 \$
General Purpose Funding	101,252	3,596
Law, Order, Public Safety	102,548	101,367
Health	184,587	141,896
Community Amenities	916,253	783,367
Recreation and Culture	4,785,243	4,177,731
Transport	512,093	348,323
Economic Services	657,297	427,643
Other Property and Services	157,564	41,868
	<u>7,416,836</u>	<u>6,025,791</u>

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

28. GRANT REVENUE

Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income:

	2011 \$	2010 \$
By Nature and Type:		
Operating Grants, Subsidies and Contributions	1,588,925	1,265,362
Non-Operating Grants, Subsidies and Contributions	591,101	723,489
	<u>2,180,026</u>	<u>1,988,851</u>
By Program:		
Governance	7,356	0
General Purpose Funding	1,174,904	1,079,398
Law, Order, Public Safety	6,331	46,200
Health	7,772	0
Education and Welfare	0	0
Community Amenities	22,612	0
Recreation and Culture	374,969	239,250
Transport	411,882	624,003
Economic Services	5,718	0
Other Property and Services	168,482	0
	<u>2,180,026</u>	<u>1,988,851</u>

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

29. ELECTED MEMBERS REMUNERATION	2011	2011	2010
	\$	Budget	\$
		\$	
Annual Entertainment Allowance			
Mayor	60,000	60,000	58,214
Deputy Mayor	15,000	15,000	14,857
	<u>75,000</u>	<u>75,000</u>	<u>73,071</u>
 Reimbursement of Expenses			
Travelling Expenditure	2,073	1,575	1,057
Telephone & Facsimile Expenditure	21,989	21,600	21,736
Information Technology Expenditure	15,435	9,000	12,331
Vehicle Operating Expenses	5,185	4,500	4,310
Other Expenditure	5,130	2,625	3,416
	<u>49,813</u>	<u>39,300</u>	<u>42,850</u>
 Annual Meeting Allowance			
Mayor	14,000	14,000	14,000
Councillors	56,000	56,000	56,000
	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>

30. EMPLOYEE NUMBERS	2011	2010
The number of full-time equivalent employees at balance date	<u>168</u>	<u>141</u>

31. MAJOR LAND TRANSACTIONS

Council did not participate in any major land transactions during the 2010/11 financial year.

32. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

Council did not participate in any trading undertakings or major trading undertakings during the 2010/11 financial year.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

33. FINANCIAL RISK MANAGEMENT

Council's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Council's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

The Council held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	2011 \$	2010 \$	2011 \$	2010 \$
Financial Assets				
Cash and cash equivalents	15,308,484	11,113,704	15,308,484	11,113,704
Receivables	1,400,138	1,334,924	1,400,138	1,334,924
	<u>16,708,622</u>	<u>12,448,628</u>	<u>16,708,622</u>	<u>12,448,628</u>
Financial Liabilities				
Payables	3,840,476	1,830,157	3,840,476	1,830,157
Borrowings	9,914,686	10,645,545	7,797,239	8,153,762
	<u>13,755,162</u>	<u>12,475,702</u>	<u>11,637,715</u>	<u>9,983,919</u>

Fair value is determined as follows:

- Cash and Cash Equivalents, Receivables, Payables – estimated to the carrying value which approximates net market value.
- Borrowings – estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

33. FINANCIAL RISK MANAGEMENT (Continued)

(a) Cash and Cash Equivalents

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash and investments portfolio with the assistance of independent advisers (where applicable). Council has an investment policy and the policy is subject to review by Council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

The major risk associated with investments is price risk – the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments of their issuers or factors affecting similar instruments traded in a market.

Cash and investments are also subject to interest rate risk – the risk that movements in interest rates could affect returns.

Another risk associated with cash and investments is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to Council.

Council manages these risks by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees. Council also seeks advice from independent advisers (where applicable) before placing any cash and investments.

Notes:

(*) Sensitivity percentages based on management's expectation of future possible market movements.

Recent market volatility has seen large market movements for certain types of investments.

Impact of a 0.5% (*) movement in interest rates on cash and investments:

- Equity	76,542	50,678
- Statement of Comprehensive Income	76,542	50,678

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

33. FINANCIAL RISK MANAGEMENT (Continued)

(b) Receivables

Council's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. Council manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land – that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Council's credit risk at balance date was:

	2011	2010
Percentage of Rates Receivable against Rates Income	1.80%	1.20%

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

33. FINANCIAL RISK MANAGEMENT (Continued)

**(c) Payables
Borrowings**

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of Council's Payables and Borrowings are set out in the Liquidity Sensitivity Table below:

	<u>2011</u>					<u>2010</u>				
	Due within 1 year \$	Due between 1 & 5 years \$	Due after 5 years \$	Total contractual cash flows \$	Carrying values \$	Due within 1 year \$	Due between 1 & 5 years \$	Due after 5 years \$	Total contractual cash flows \$	Carrying values \$
Payables	3,839,095	0	0	3,839,095	3,839,095	1,830,157	0	0	1,830,157	1,830,157
Borrowings	1,427,429	5,376,668	6,756,968	13,561,065	9,914,686	1,368,341	5,377,210	8,183,987	14,929,538	10,645,545
	<u>5,266,524</u>	<u>5,376,668</u>	<u>6,756,968</u>	<u>17,400,160</u>	<u>13,753,781</u>	<u>3,198,498</u>	<u>5,377,210</u>	<u>8,183,987</u>	<u>16,759,695</u>	<u>12,475,702</u>

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

33. FINANCIAL RISK MANAGEMENT (Continued)

**(c) Payables
Borrowings (Continued)**

Borrowings are also subject to interest rate risk – the risk that movements in interest rates could adversely affect funding costs. Council manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

The following tables set out the carrying amount, by maturity, of the financial instruments exposed to interest rate risk:

	<1 year	>1<2 years	>2<3 years	>3<4 years	>4<5 years	>5 years	Total	Weighted Average Effective Interest Rate
	\$	\$	\$	\$	\$	\$	\$	%
Year Ended 30 June 2011								
Payables								
Borrowings								
Fixed Rate								
Debtentures	745,900	790,647	839,321	891,050	945,965	5,701,803	9,914,686	6.13%
Weighted Average Effective Interest Rate	6.07%	6.07%	6.07%	6.07%	6.07%	6.18%		
Year Ended 30 June 2010								
Payables								
Borrowings								
Fixed Rate								
Debtentures	730,859	744,792	790,647	839,341	891,051	6,648,855	10,645,545	6.13%
Weighted Average Effective Interest Rate	6.09%	6.06%	6.07%	6.07%	6.07%	6.17%		

**TOWN OF VICTORIA PARK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2011**

34 DEALINGS WITH ELECTED MEMBERS

During the financial year ended 30 June 2011 the Town of Victoria Park made payments totalling \$990 to All Signs, a business which is associated with Cr Nairn (2009/2010 \$6,403).

INDEPENDENT AUDITOR'S REPORT

TO: RATEPAYERS OF TOWN OF VICTORIA PARK

We have audited the financial report of the Town of Victoria Park, which comprises the Statement of Financial Position as at 30 June 2011 and the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year ended on that date and a summary of significant accounting policies and other explanatory notes.

Council's Responsibility for the Financial Report

Council is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended). This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. Our audit has been conducted in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with the relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.



Auditor's Opinion

In our opinion, the financial report of the Town of Victoria Park:

- (i) gives a true and fair view of the financial position of the Town of Victoria Park as at 30 June 2011 and of its financial performance for the year ended on that date; and
- (ii) complies with the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) and the Australian Accounting Standards (including the Australian Accounting Interpretations).

Statutory Compliance

We did not during the course of our audit become aware of any instances where the Council did not comply with the requirements of the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

MACRI PARTNERS

**MACRI PARTNERS
CERTIFIED PRACTISING ACCOUNTANTS
SUITE 2, 137 BURSWOOD ROAD
BURSWOOD WA 6100**

**PERTH
DATED THIS 29th DAY OF NOVEMBER 2011.**



**A MACRI
PARTNER**





Renaming of Albany Highway

Item

15.+

Item

15.+

Debate sparked over renaming highway

A MONTH-OLD poem about Albany Highway has sparked debate about re-naming the street Albany Road or Old Albany Road.

Victoria Park poet Wayne Pantall wrote a poem, *On Old Albany Road*, on August 12, recalling memories about the area when Albany Highway was called Old Albany Road.

Mr Pantall said he unexpectedly received a lot of feedback from local mayors, councillors and politicians about potentially re-naming the highway.

Albany Highway was called the York-Albany Road from 1840 to 1851 and Albany Road from 1851 to 1940.

Victoria Park Deputy Mayor Bruce Stevenson said people had considered changing the name for some time but there were problems with altering road and business signs

and stationery. Councillor Stevenson said he wanted the name changed to Old Albany Road rather than Albany Road.

However, he said the cost of a name change could adversely affect businesses so the community needed to consider how to cover these costs.

"I think it's something the community needs to look at and businesses need to see the benefits. It is certainly worth considering," Cr Stevenson said.

Victoria Park councillor David Ashton said a name change would give a better impression of the road because a "highway" referred to a busy road and major vehicle thoroughfare, which it was not.

"I believe that the road should be re-developed and promoted as a place for people and as a vibrant social and business district," Cr Ashton said.

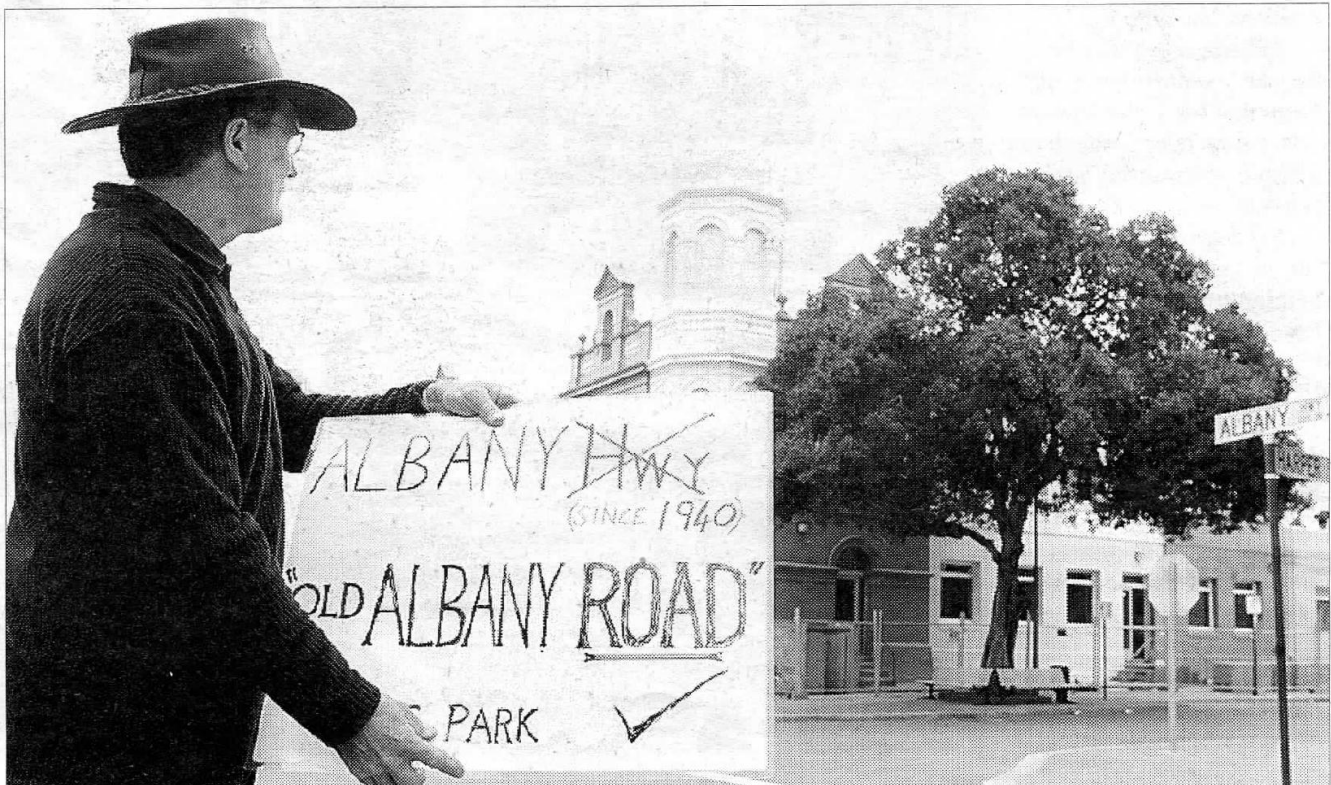
"We have the opportunity to create a significant main street that contains a mixture of retail, commercial, cultural and residential development."

Victoria Park Mayor Mick Lee said he supported the idea but stressed that the council had not formally considered it.

"Changing the name of a street has far-reaching effects, particularly on the owners and businesses that are directly affected," Mr Lee said.

"These people need to be consulted along with other relevant authorities before any name change could be formally considered."

■ Have your say on re-naming Albany Highway via email southern gazette@communitynews.com.au or post to, 60 McCoy Street, Myaree 6154.



Wayne Pantall received much feedback about renaming Albany Highway. Picture: Justin Benson-Cooper