

# SHIRE OF KOJONUP



## Council Minutes

*20<sup>th</sup> August 2013*

**SHIRE OF KOJONUP****MINUTES FOR THE COUNCIL MEETING HELD ON 20<sup>th</sup> August 2013****TABLE OF CONTENTS**

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## MINUTES

### 1 **DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

The Shire President declared the meeting opened at 3:05pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points and draw the meetings attention to the disclaimer below:

*Disclaimer*

*No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.*

*The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting.*

*Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the Shire.*

### 2 **ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE**

Cr Jane Trethowan	Shire President
Cr John Benn	Deputy Shire President
Cr Ian Pedler	
Cr Jill Mathwin	
Cr Frank Pritchard	
Cr Greg Marsh	

Mr Rick Mitchell-Collins	Chief Executive Officer
Mr Kim Dolzadelli	Manager of Corporate Services
Mrs Heather Marland	Senior Finance Officer

#### **APOLOGIES**

Cr Rosemary Hewson	Applying for a Leave of Absence for the Council Meeting
Cr Michael Baulch	Applying for a Leave of Absence for the Council Meeting

### 3 **SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

### 4 **PUBLIC QUESTION TIME**

Nil

**5 APPLICATIONS FOR LEAVE OF ABSENCE****COUNCIL DECISION**

**114/13 Moved Cr Benn, seconded Cr Marsh that Cr Hewson be granted Leave of Absence for the Council meeting held 20<sup>th</sup> August 2013.**

**CARRIED 6/0**

**COUNCIL DECISION**

**115/13 Moved Cr Benn, seconded Cr Mathwin that Cr Baulch be granted Leave of Absence for the Council meeting held 20<sup>th</sup> August 2013.**

**CARRIED 6/0**

**6 CONFIRMATION OF MINUTES**

ORDINARY MEETING 23<sup>rd</sup> July 2013

**COUNCIL DECISION**

**116/13 Moved Cr Mathwin, seconded Cr Benn that the Minutes of the Ordinary Meeting of Council held on 23<sup>rd</sup> July 2013 be confirmed as a true record.**

**CARRIED 6/0**

**7 ANNOUNCEMENTS by the Presiding Member without discussion**

The Presiding Member stated:

- That she attended Local Government Week from 7<sup>th</sup> to 9<sup>th</sup> August 2013, and indicated it was very worthwhile.
- That Kojonup District High School will commence Year 7 as part of their high school program from 2014.

**8 PETITIONS, DEPUTATIONS & PRESENTATIONS**

Nil

**9 DECLARATIONS OF INTEREST**

Nil

**10 CORPORATE SERVICES REPORTS****10.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY**

**AUTHOR:** Kim Dolzadelli – Manager of Corporate Services  
**DATE:** Tuesday, 13 August 2013  
**FILE NO:** FM.FNR.2  
**ATTACHMENT:** 10.1 Monthly Statement of Financial Activity 1st July 2012 to 30<sup>th</sup> June 2013  
10.1 Appendix A – Springhaven Aged Care Facility Monthly Statement of Financial Activity 1st July 2012 to 30<sup>th</sup> June 2013

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

To accept the Monthly Statement's of Financial Activity for the periods of 1st July 2012 to 30<sup>th</sup> June 2013.

**BACKGROUND**

Preparation and presentation to Council of monthly reports are a statutory requirement, with these to be presented to the next ordinary meeting following the close of a month, or it may be presented to the ordinary meeting in the following month after that.

The reporting requirements, as per Financial Management Regulation 34, for the Statement of Financial Activity came into force from 1st July 2005.

**COMMENTS**

The attached Statements of Financial Activity for the period of 1st July 2012 to 30<sup>th</sup> June 2013 show a solid position with 94.95% of rates collected and a total amount of cash holdings of \$3,775,418.87 of which \$2,538,018 is held in fully cash backed Reserves as at to 30<sup>th</sup> June 2013.

The Statements also show that the projected opening balance used for the 2013/2014 Budget will be extremely close to the final figure to be disclosed in the Annual Financial report for the 2012/2013 financial year.

Much work continues with respect to non cash end of year adjustments for preparation of the Annual Financial Statements; however these entries will not have any impact on the 2013/2014 opening balance position.

**CONSULTATION**

Nil.

**STATUTORY ENVIRONMENT**

Financial Management Regulation 34 sets out the basic information which must now be included in the monthly reports to Council. Financial Management Regulation 33A sets out the requirements with respect to the Review of Budget.

**POLICY IMPLICATIONS**

None applicable.

**FINANCIAL IMPLICATIONS**

Occasionally Council may be asked to authorise certain budget amendments/variations by way of separate Senior Officer Reports, but those proposed variations will be taken into account in the

monthly Statements of Financial Activity when a full budget review is put before Council. Amendments are not being sought in this Item.

**STRATEGIC IMPLICATIONS**

This will only occur where it involves variations to the multiple year proposals previously put forward. Impacts to the “Closing Balance” position will also occur or where a Budget Review highlights the requirement for amendments to occur.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION / OFFICER RECOMMENDATION**

**117/13 Moved Cr Benn, seconded Cr Marsh that the Monthly Statement’s of Financial Activity for the periods of 1st July 2012 to 30<sup>th</sup> June 2013, as attached, be accepted.**

**CARRIED 6/0**

**10.2 MONTHLY PAYMENTS LISTING**

**AUTHOR:** Kim Dolzadelli – Manager of Corporate Services  
**DATE:** Wednesday, 14 August 2013  
**FILE NO:** FM.AUT.1  
**ATTACHMENT:** 10.2 Monthly Payment Listing

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

To receive the list of payments that were made from 1<sup>st</sup> July 2013 to 31<sup>st</sup> July 2013.

**BACKGROUND**

Not applicable.

**COMMENT**

The attached list of payments is submitted for receipt by the Council.

**CONSULTATION**

No consultation was required.

**STATUTORY ENVIRONMENT**

Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996 provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

**POLICY IMPLICATIONS**

Council's Policy 2.5 provides authorities and restrictions relative to purchasing commitments.

**FINANCIAL IMPLICATIONS**

All payments made are for items where Council has provided a budget authority.

**STRATEGIC IMPLICATIONS**

There are no strategic implications involved with presentation of the list of payments.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION / OFFICER RECOMMENDATION**

**118/13 Moved Cr Mathwin, seconded Cr Pritchard that in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority from 1/7/2013 to 31/7/2013 comprising of Municipal Cheques 12782 to 12825, EFT's 10527 to 10673 and Internal Payment Vouchers 4420 to 4452 totalling \$780,844.02 and as attached to this agenda, be received.**

**CARRIED 6/0**

**10.3 FINANCIAL MANAGEMENT – INTERIM AUDIT**

**AUTHOR:** Kim Dolzadelli – Manager Corporate Services  
**DATE:** Tuesday, 13 August 2013  
**FILE NO:** FM.AUD.2  
**ATTACHMENT:** 10.3 Interim Audit Management Letter Year Ended 30<sup>th</sup> June 2013

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

Council's Auditors recently completed the Interim Audit, and a copy of their report is an attachment to this report.

**BACKGROUND**

Auditors carry out two (2) audits per year, the first, Interim Audit, being part of the way during the year. The final audit is completed following the closure of the financial year, when the accounts have been closed off and completed.

**COMMENT**

The following systems were reviewed during the Interim Audit; bank reconciliations, payments, revenue, payroll, works costing, debtors, creditors and rates subsidiary ledgers.

The report on the results of the Interim Audit for the 2012/13 financial year raises one issue that recommends write off of four (4) Sundry Debtor accounts.

The Officer agrees with the Auditors recommendation and has prepared a separate report in order for Council to decide on this matter.

**CONSULTATION**

No consultation is required, however a copy of this report will tabled at the next meeting of Council's Audit Committee.

**STATUTORY ENVIRONMENT**

There are no specific statutory requirements relating to Interim Audits.

**POLICY IMPLICATIONS**

There are no known policy implications by the adoption of this report. Council has previously adopted a policy that all of these types of reports and letters are to be reported to Council.

**FINANCIAL IMPLICATIONS**

A separate report is being present to this meeting with respect to the Auditors recommendation for the write off of Sundry Debtor accounts totalling \$1,587.50.

**STRATEGIC IMPLICATIONS**

There are no strategic implications resulting from this report.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION / OFFICER RECOMMENDATION**

**119/13 Moved Cr Marsh, seconded Cr Pedler that the Interim Audit Report for the year ended 30<sup>th</sup> June 2013 be received and noted.**

**CARRIED 6/0**



**COUNCIL DECISION**

**120/13 Moved Cr Marsh, seconded Cr Pedler that a vote of Thanks be passed to the Finance Team for a clean Interim Audit Report for the year ended 30<sup>th</sup> June 2013.**

**CARRIED 6/0**

19 JUL 2013

audit/shkojinterim2013/cm



IFM13166  
SHIRE OF KOJONUP  
FM AUD. 2

FILE					
CEO	EC or HC	NEA	MCS	<input checked="" type="checkbox"/>	MRCB
RGR	SFO	WM	CDPO		PI
NRSM	SHM	PLAN			

17 July 2013

The Councillors  
Shire of Kojonup  
C/- Anthony Middleton  
Acting Chief Executive Officer  
PO Box 163  
KOJONUP WA 6395

Dear Council,

**Interim/Planning Audit Management Letter for the year ended 30 June 2013**

We confirm having conducted our interim/planning audit on 27 June 2013. Our report is for the purpose of providing feedback to Council.

Interim/planning audit testing assesses risk and checks control systems and data entry procedures. This is an essential process confirming ultimate reliance on financial reports.

Prior to reporting findings we remind council and management of the nature of audit tests conducted. The work undertaken by us to form an opinion is permeated by judgement, in particular regarding the nature, timing and extent of the audit procedures for gathering of audit evidence and the drawing of conclusions based on the audit evidence gathered.

In addition, there are inherent limitations in any audit, and these include the use of testing, collusion and the fact that the most audit evidence is persuasive rather than conclusive. As a result, our audit provides reasonable - not absolute - assurance that the financial systems of the Shire are functioning reliably.

The following systems were reviewed during our visit; *bank reconciliations, payments, revenue, payroll, works costing, debtors, creditors & rates subsidiary ledgers.*

We now provide feedback as follows:

**Bank Reconciliations**

Bank reconciliations are correctly occurring monthly. All required reports are being retained on file.

70-74 Frederick Street, PO Box 494, ALBANY WA 6331  
e info@lincolns.com.au w lincolns.com.au  
t (08) 9841 1200 f (08) 9842 1034

- 2 -

**Payroll**

Our testing confirmed the appropriate audit trails existing for the payroll system and we are satisfied that it clearly evidences adherence to the appropriate internal control practices.

**Payments System**

Our testing confirmed the appropriate audit trails existing for payments made and we are satisfied that the payment system clearly evidences adherence to the appropriate internal control practices.

**Receipts System**

Our testing confirmed the appropriate audit trails exist for receipts and we are satisfied that the receipt system clearly evidences adherence to the appropriate internal control practices.

**Rates, Debtors & Creditors Subsidiary**

Our testing of rates, debtors & creditors subsidiary ledgers confirmed the appropriate subsidiary ledger reconciliations to general ledger are being generated and reviewed.

Results of exceptions and control weaknesses are included in the attached schedule.

We would like to thank Kim and the accounts team for their hospitality and valued assistance through out the audit.

Should you have any matters you would like to discuss, please do not hesitate to contact Paul Gilbert, Chris Martain or myself.

Kind Regards



Russell Harrison  
PARTNER

**SHIRE OF KOJONUP  
INTERIM AUDIT OBSERVATIONS AND COMMENTS SCHEDULE  
FOR THE YEAR ENDED 30 JUNE 2013**

Matter	Present Procedure	Recommendation	Manager-Finance Comments								
Sundry Debtors	<p>Audit: testing of the overdue Sundry Debtors noted the following accounts as outstanding beyond a reasonable period;</p> <table border="0" data-bbox="699 1234 810 1599"> <tr> <td>Caroline Ormsby</td> <td>\$577.00</td> </tr> <tr> <td>Janine Marsh</td> <td>\$250.00</td> </tr> <tr> <td>Scott Anthony Morris</td> <td>\$628.00</td> </tr> <tr> <td>Susan Riley</td> <td>\$132.50</td> </tr> </table> <p>The nature of the accounts, the prior collection action and the overdue period make the collectability extremely unlikely.</p>	Caroline Ormsby	\$577.00	Janine Marsh	\$250.00	Scott Anthony Morris	\$628.00	Susan Riley	\$132.50	<p>We recommend that Council review and write-off the accounts as necessary.</p>	<p>Manager of Corporate Services agrees with the Auditors recommendation.</p>
Caroline Ormsby	\$577.00										
Janine Marsh	\$250.00										
Scott Anthony Morris	\$628.00										
Susan Riley	\$132.50										

## 10.4 FINANCIAL MANAGEMENT – PROPOSED WRITE OFF OF SUNDRY DEBTORS

AUTHOR: Kim Dolzadelli – Manager of Corporate Services  
 DATE: Tuesday, 13 August 2013  
 FILE NO: FM.DEB.3  
 ATTACHMENTS: Nil

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

Council is being asked to consider the Interim Audit Recommendation to write off Sundry Debtor accounts totalling \$1,587.50.

**BACKGROUND**

Council's Auditor, Russell Harrison of Lincolns Accounts and Business Advisors, conducted the Interim Audit on 30<sup>th</sup> June 2013.

In the Management Letter as attached in Item 10.3 to this Agenda the Auditor noted the following Sundry Debtor accounts as outstanding beyond a reasonable period and that the nature of the accounts and overdue period make the collectability extremely unlikely:

<b>Debtor</b>	<b>Amount</b>	<b>Description</b>
69739 - C Ormsby	\$577.00	Slashing & Infringement dating back to January 2010
69740 - J Marsh	\$250.00	Fire Infringement dating back to January 2010
71804 – SA Morris	\$628.00	Slashing dating back to April 2007
73885 – S Riley	\$132.50	Hall Hire dating back to October 2011

The Auditor has recommended that the above Sundry Debtor accounts be written off.

**COMMENT**

The officer agrees with the Auditors comments and recommendation.

Council has an amount of \$2,000 in the Operating Statement of the 2013/14 Annual Budget for the provision of Doubtful Debt expenses; however the write off of the above debtors will have no impact on the Budget as they have all been accounted for in Councils Doubtful Debt provision held at Balance Sheet level.

As these amounts relate to a prior years a formal Council resolution by “Absolute Majority” is required for the amounts to be written off.

**CONSULTATION**

None necessary.

**STATUTORY ENVIRONMENT**

Local Government Act 1995 section 6.12 - Power to defer, grant discounts, waive or write off debts

**POLICY IMPLICATIONS**

There are no known policy implications.

**FINANCIAL IMPLICATIONS**

Provision to cover the writing off of these amounts is covered in Councils balance sheet provision for doubtful debts; the write off of these items will not have any impact on the 2013/2014 Budget.

**STRATEGIC IMPLICATIONS**

There are no strategic implications from the adoption of this recommendation.

**VOTING REQUIREMENTS**

Absolute Majority

**COUNCIL DECISION / OFFICER RECOMMENDATION**

**121/13 Moved Cr Mathwin, seconded Cr Benn that Council approves the write off of the following Debtor Accounts totalling \$1,587.50:**

<b>Debtor</b>	<b>Amount</b>	<b>Description</b>
<b>69739 - C Ormsby</b>	<b>\$577.00</b>	<b>Slashing &amp; Infringement dating back to January 2010</b>
<b>69740 - J Marsh</b>	<b>\$250.00</b>	<b>Fire Infringement dating back to January 2010</b>
<b>71804 – SA Morris</b>	<b>\$628.00</b>	<b>Slashing dating back to April 2007</b>
<b>73885 – S Riley</b>	<b>\$132.50</b>	<b>Hall Hire dating back to October 2011</b>

**CARRIED BY ABSOLUTE MAJORITY 6/0**

**11 WORKS & ENGINEERING REPORTS**

Nil

**12 COMMUNITY & REGULATORY SERVICES REPORTS**

Nil

**13 EXECUTIVE & GOVERNANCE REPORTS****13.1 INFORMATION STATEMENT 2013/14**

AUTHOR: Kim Dolzadelli – Manager of Corporate Services  
DATE: Tuesday, August 13, 2013  
FILE NO: IM.FOI.4  
ATTACHMENT: 13.1 Information Statement 2013/14

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

To adopt the Shire of Kojonup's Information Statement for 2013/14.

**BACKGROUND**

Section 96(1) of the Freedom of Information Act (1992) requires each government agency, including local governments, to prepare and publish annually an Information Statement.

The Information Statement must set out:-

The Agency's Mission Statement

Details of legislation administered.

Details of the agency structure.

Details of decision-making functions.

Opportunities for public participation in the formulation of policy and performance of agency functions

Documents held by the agency.

The operation of FOI in the agency.

**COMMENT**

The Shire of Kojonup's Information Statement 2013/14 is attached to this agenda. The document complies with the requirements of the Freedom of Information Act, as outlined above.

A copy of the Information Statement will be forwarded to the Commissioner as required. The previous version was adopted 15th January 2013 – Council Decision 10/13.

**CONSULTATION**

No consultation was required.

**STATUTORY ENVIRONMENT**

Freedom of Information Act 1992

**POLICY IMPLICATIONS**

The Information Statement is the Policy for access to information under the Freedom of Information Act, and is linked to the Records Management Policy and Record Keeping Plan.

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Aligns with strategic objective 1.1.6 to “Improve recordkeeping practices”.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION / OFFICER RECOMMENDATION**

**122/13 Moved Cr Pritchard, seconded Cr Pedler that Council adopts the Information Statement 2013/14 as attached to the agenda.**

**CARRIED 6/0**



**14 COMMITTEES OF COUNCIL**

Nil

**15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**16 NEW BUSINESS**

(of an urgent nature, introduced by a decision of the meeting).

**16.1 BEAUFORT PALAEOCHANNEL****COUNCIL DECISION****123/13 Moved Cr Marsh, seconded Cr Benn to discuss the Beaufort Palaeochannel.****CARRIED 6/0****COUNCIL DECISION****124/13 Moved Cr Trethowan, seconded Cr Benn**

- 1. That the “Beaufort Palaeochannel Working Group” (BPWG) be formed comprising the Shires of Kojonup, West Arthur and Woodanilling. Membership be a minimum of one Councillor and one staff member, each Council has the right to nominate additional memberships.**
- 2. That the BPWG make a joint submission to the application before the Department of Water (Ref: RF6798- Application to take water from Lot 7411 and Lot 4133, Albany Highway Kojonup), and that each local government provide individual comments to the Shire of Kojonup to enable them to co-ordinate the joint submission. Each local government has the right to submit an individual submission on this matter.**
- 3. That the BPWG approach the Great Southern Development Commission, Wheatbelt Development Commission and Department of Agriculture and Food WA seeking funding and co-ordination of a desktop study of the Beaufort Palaeochannel as per the scope of works to be prepared by Dr Richard George.**
- 4. That until the outcome of the desktop study is known, the BPWG will only support land use applications that draw water from the Beaufort Palaeochannel that can demonstrate the long term sustainability of the resource, other than applications for domestic water supply.**

**CARRIED 6/0**

**17 CONFIDENTIAL REPORTS**

Nil

**18 NEXT MEETING**

Tuesday, 17<sup>th</sup> September 2013 commencing at 3:00pm.

**19 CLOSURE**

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 4:05pm.

**20 ATTACHMENTS (SEPARATE)**

- |           |   |
|-----------|---|
| Item 10.1 | Monthly Statement of Financial Activity 1st July 2012 to 30 <sup>th</sup> June 2013   |
| Item 10.1 | Appendix A – Springhaven Aged Care Facility Monthly Statement of Financial Activity 1st July 2012 to 30 <sup>th</sup> June 2013 |
| Item 10.2 | Monthly Payment Listing   |
| Item 13.1 | Information Statement 2013/14   |

\_\_\_\_\_  
Presiding Member

\_\_\_\_\_  
Date