



COMPLIANCE AUDIT RETURN 2024

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	Responses provided by Executive Manager Corporate Services – (INT25/AE5E82B)
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	As above
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	As above
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	As above
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	As above

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	OCM 23 March 2023 Resolution No. 23023
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	Captured in the Shire's Delegated Authority register and published on the Shire's website.
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	Yes	The Audit and Risk Committee delegated one function - to meet with the Auditor at least once every year on behalf of the Council in accordance with s.7.12A(2) of the LGA 1995.
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	Refer to the Register published on the Shire's website.
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	No	The last review of the register occurred in March 2023 (Resolution # 23028). The current



				review is ongoing and is expected to be completed by March 2025.
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes	Refer to the Shire's adopted D.A. Register – Resolution # 23028.
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Reviewed register adopted by Absolute Majority – Resolution # 23028.
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Detailed in the D.A. Register.
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Detailed in the D.A. Register supplied to designated officers.
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	OCM 28 November 2024 – resolution #281124.9
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	OCM March 2023 and November 2024. Resolution # 23028 and 281124.9
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	No	The last review of the register occurred in March 2023 (Resolution # 23028). The current review is ongoing and is expected to be completed by March 2025.
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 19?	Yes	<p>Chief Executive Officer, Yes – Ref. INT25/C1F2B6A. Although a full register of delegated decisions is not kept, all delegated decisions are kept as a record within the Records Management System.</p> <p>Executive Manager Corporate Services – Yes Although a full register of delegated decisions is not kept, all delegated decisions are kept as a record within the Records Management System.</p> <p>Executive Manager Infrastructure – Yes Although a full register of delegated decisions is not kept, all delegated decisions are kept as</p>



				<p>a record within the Records Management System</p> <p>Coordinator Development Services – Yes. Refer INT25/FCO4945</p>
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Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	<p>Responded to By Executive Support Officer in conjunction with Chief Executive Officer – refer: INT25/16EBB886.</p> <p>Councillors declare interests prior to the Council meeting starting and provide to the Shire President who verbally declares the interest to the relevant agenda item and when that item is discussed the Councillor who has declared an interest leaves the room and this is recorded in the minutes of the meeting.</p>
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the <i>Local Government (Administration) Regulations 1996</i> regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the <i>Local Government Act 1995</i> recorded in the minutes of the meeting at which the disclosures were made?	Yes	Where disclosures are made this is recorded in the minutes under the relevant agenda item this includes what the disclosure is, which Cr and the time they left the room and returned to the room.
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	The Shire is non complaint but has subsequently rectified this and established procedure to ensure future compliance.



				Instances of non-compliance were reported to the DLGSCI and the CCC and formal communication has been received from the CCC stating that no further action is required.
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	No	<p>The Shire is non complaint but has subsequently rectified this and established procedure to ensure future compliance.</p> <p>Instances of non-compliance were reported to the DLGSCI and the CCC and formal communication has been received from the CCC stating that no further action is required.</p>
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	All primary and annual returns received were provided written acknowledgement by the CEO/Shire president.
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> ?	Yes	A spreadsheet is used to record who provided the return and what date and when it was acknowledged.
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the <i>Local Government Act 1995</i> , in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> , did the CEO remove from the register all returns relating to that person?	No	<p>The spreadsheet has tabs for financial years and this still includes Councillors and Staff that are no longer employed by the Shire.</p> <p><i>(Governance Note – This will need to be updated to remove staff and Councillors who are no longer employed or elected to Council.</i></p>
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	The returns have not been removed in the register – this will be corrected. Hard copies of returns are filed on ADM33.



11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> , in the form prescribed in the <i>Local Government (Administration) Regulations 1996</i> , regulation 28A?	Yes	Yes all gifts are recorded directly onto the Shire's website and copies of the gift declaration form are filed on ADM24A
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Yes all gifts are published directly on to the Shire's website.
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the <i>Local Government Act 1995</i> , did the CEO remove from the register all records relating to those people?	No	Staff no longer employed by the Shire are still listed on the register published on the website. This will be rectified.
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) <i>Local Government Act 1995</i> been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	Yes as per the Shire Record Keeping Plan
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Yes – Executive Manager Corporate Services. Refer INT25/AE96404 Yes - Chief Executive Officer. Refer INT25/4EAE07AF Yes - Executive Manager Infrastructure. Refer INT25/1640123D Yes - Coordinator Development Services and Planning Consultant. Refer INT25/AF2F63E Yes – Economic and Community Development Coordinator. Refer INT25/AEFB982 N/A – Finance Coordinator. Refer INT25/A40E4C1
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the <i>Local Government Act 1995</i> relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	None have occurred.
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the <i>Local Government Act 1995</i> , recorded in the minutes of the council meeting at which the decision was considered?	N/A	None have occurred.



Department of
**Local Government, Sport
and Cultural Industries**

18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Yes	Refer OCM 23 November 2023, Resolution # 23187
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the <i>Local Government Act 1995</i> ?	No	Refer OCM 23 November 2023, Resolution # 23187. The adoption of additional requirements to the model code of conduct are not mandated in the <i>Local Government Act 1995</i> therefore the answer to the first part of the question is No. Section 5.104(3) of the <i>Local Government Act 1995</i> states that the local government “may” include additional requirements in the adopted code of conduct and therefore this question does not demonstrate non-compliance if the response is no.
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government’s website?	Yes	Refer to Shire of Nannup website.
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government’s website?	Yes	Refer to the Shire’s website. The Code requires a review which will be conducted in the first half of 2025.

Disposal of Property

No	Reference	Question	Response	Comments
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1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	Yes	Yes - Chief Executive Officer – Refer INT25/DFFB453 Yes - Executive Manager Corporate Services – Refer INT25/32FCCDDA N/A - Executive Manager Infrastructures – Refer INT25/1640123D
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	Yes	Yes - Chief Executive Officer – INT25/DFFB453 Yes - Executive Manager Corporate Services - INT25/32FCCDDA N/A - Executive Manager Infrastructures Refer INT25/1640123D

Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the <i>Local Government (Elections) Regulations 1997</i> ?	No	An Electoral Gift Register in the prescribed form has not been established however it is noted that no declarations have been received by the Shire. A register has since been compiled.
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the <i>Local Government (Elections) Regulations 1997</i> ?	No	For the reasons provided above.
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the <i>Local Government (Elections) Regulations 1997</i> ?	No	A register has now been compiled and published to the Shire's website.



Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the <i>Local Government Act 1995</i> ?	Yes	Executive Manager Corporate Services – Refer INT25/32FCCDDA
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the <i>Local Government Act 1995</i> , did it do so by absolute majority?	Yes	Executive Manager Corporate Services – Refer INT25/32FCCDDA The only power delegated to the committee is to carry out the requirement of Section 7.12A(2) of the Local Government Act 1995.
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	No	Executive Manager Corporate Services – Refer INT25/32FCCDDA. This is outside the Shire's control as it is dependent on the OAG.
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the <i>Local Government Act 1995</i> required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	Executive Manager Corporate Services – Refer INT25/32FCCDDA
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	Executive Manager Corporate Services – Refer INT25/32FCCDDA
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government's official website?	N/A	Executive Manager Corporate Services – Refer INT25/32FCCDDA
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	Executive Manager Corporate Services – Refer INT25/32FCCDDA



Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Date of most recent review: 28 July 2022; Council Resolution # 22110
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Date of most recent review: 27 April 2023; Council Resolution # 23051
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of <i>Local Government (Administration) Regulations 1996</i> 19DA(2) & (3)?	Yes	Executive Manager Corporate Services Refer INT25/32FCCDDA

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 18A?	N/A	There were no CEO and/or senior employee vacancies during 2024.
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	



5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	
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Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	No	The CEO is the Shire's Complaints Officer therefore the "no" response should not be interpreted as non-compliance.
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	No	The Shire's Register requires an update relating to a finding of minor breach.
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	No	Refer response above.
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	No	The register is not published to the Shire's website. Once it is updated with the minor breach finding, the register will be published to the website.

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the <i>Local Government (Financial Management) Regulations 1996</i> regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	25 May 2023; Council Resolution # 23070



2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with <i>Local Government (Audit) Regulations 1996</i> regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	25 May 2023; Council Resolution # 23069
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	No	Several forms did not record an exact date of receipt of gift. It was not possible to ascertain whether the 10 day disclosure period was met. Procedures and templates will be reviewed to support future compliance.
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	OCM 23 July 2020, Resolution # 20081 and reviewed at OCM 27 July 2023. Resolution No: 23109
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	No	<p><i>Audit and Risk Committee Meeting documents</i> s. 5.96A(1)(f) – the confirmed minutes of the Audit and Risk Committee are not included on the Shire's Website as required by the Act given that the Committee has been extended delegated authority, neither are the agendas.</p> <p><i>Elector Meeting documents</i> The minutes of Electors meeting are not published on the Shire's website. Required to be published and remain on the website for five years.</p> <p><i>Primary and Annual Returns</i> Admin.r.29C(2)(d) and (5) requires the CEO to publish on the website (on or before the 14</p>



Department of
**Local Government, Sport
 and Cultural Industries**

			<p>September if the return is received before 31 Aug otherwise within 14 days of receipt of the return) the name of each council member that lodged a primary or annual return for a financial year beginning on or after 1 July 2020.</p> <p>Admin.r.29D requires this information to remain on the website for not less than 5 years from when first published.</p> <p>The above applies to employee Returns as well.</p> <p>Gifts Register Whilst the register is published on the website, the version must exclude the street address of an individual and include only town / suburb. Additionally the CEO is to remove all records relating to a person that ceases to be a relevant person required to disclose gifts (Council Members and CEO/Acting CEO).</p> <p>The current register should only list those gifts over \$300 received by the CEO and Council Members and should not include gifts received by employees. Additionally, the register is non-compliant as relevant persons no longer on Council have not been removed and archived.</p> <p>Electoral Gift Register Elections.r.30G(5) & (6) requires the CEO to publish on the website an up-to-date version</p>
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			<p>of the electoral gift register, that excludes the street address of an individual, but instead includes the town or suburb.</p> <p>If there were no electoral gifts declared, the blank register should still be published to the website.</p> <p>This has subsequently been resolved.</p> <p>Meeting Dates Admin.r.12 requires the CEO to publish on the LGs website meeting details (including ordinary council meetings and committee meetings that will be open to members of the public) before the beginning of the year in which the meetings are to be held.</p> <p>Admin.r.12(3) requires any change to meeting details to be published on the website as soon as practicable after the change is made.</p> <p>The annual meeting dates for the Audit and Risk Committee were not adopted and published to the Shire’s website.</p> <p>Additionally, all meeting papers for this Committee should be published, excluding those sections that were closed to the public for confidential reasons.</p> <p>Fees and Allowance Admin.r.29C(2)(f) and (6) requires the CEO to publish on the website (before 14 July each</p>
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Department of
**Local Government, Sport
 and Cultural Industries**

				<p>year) the type, and the amount or value, of any fees, expenses or allowances paid to each council member during a financial year. Admin.r.29D requires this information to remain on the website for not less than 5 years from when first published.</p> <p>A register will be compiled and published to the Shire' website to resolve the non-compliance.</p> <p>Public Interest Disclosures The Principal Executive Officer of a public authority is required to prepare and publish internal procedures relating to the authority's obligations under the Public Interest Disclosure Act. The procedures must be consistent with guidelines prepared by the Commissioner under s.21.</p> <p>The Shire has not published the required procedures to the website. The Shire will develop procedures and publish to the website to resolve compliance.</p>
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	The policy was reviewed and adopted by absolute majority at the OCM of 23 November 2023.
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2024?	Yes	Refer to Shire's website
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	Resolved at the close out meeting on 30/01/2025. (Response by Executive Manager Corporate Services)



9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	Resolved at the close out meeting on 30/01/2025. (Response by Executive Manager Corporate Services)
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Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the <i>Local Government (Functions and General) Regulations 1996</i> , regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	Yes - Chief Executive Officer – Refer INT25/DFFB453 Yes - Executive Manager Corporate Services – Refer INT25/32FCCDDA Yes - Executive Manager Infrastructures – Refer INT25/1640123D
2	s3.57 F&G Reg 11	Subject to <i>Local Government (Functions and General) Regulations 1996</i> , regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	Yes - Chief Executive Officer – Refer INT25/DFFB453 Yes - Executive Manager Corporate Services - Refer INT25/32FCCDDA Yes - Executive Manager Infrastructures – Refer INT25/1640123D
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the <i>Local Government Functions and General) Regulations 1996</i> , required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	Yes - Chief Executive Officer – Refer INT25/DFFB453 N/A - Executive Manager Corporate Services - Refer INT25/32FCCDDA No - Executive Manager Infrastructures - Refer INT25/1640123D. Response amended to “Yes” after discussion at the close out meeting held on 30/01/2025.
4	F&G Reg 12	Did the local government comply with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	N/A- Chief Executive Officer – Confirmed at the close out meeting held on 30/01/25. N/A Executive Manager Corporate Services – Refer INT25/32FCCDDA



				N/A - Executive Manager Infrastructures – Refer INT25/1640123D
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	N/A- Chief Executive Officer – Confirmed at the close out meeting held on 30/01/25. N/A - Executive Manager Corporate Services – Refer INT25/32FCCDDA N/A - Executive Manager Infrastructures – Refer INT25/1640123D
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 15 and 16?	Yes	Yes - Chief Executive Officer – Refer INT25/DFFB453 Yes - Executive Manager Corporate Services – Refer INT25/32FCCDDA Yes - Executive Manager Infrastructures – Refer INT25/1640123D
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	Yes - Chief Executive Officer – Refer INT25/DFFB453 Yes - Executive Manager Corporate Services – Refer INT25/32FCCDDA Yes - Executive Manager Infrastructures – Refer INT25/1640123D
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	Yes - Chief Executive Officer – Refer INT25/DFFB453 Yes - Executive Manager Corporate Services – Refer INT25/32FCCDDA Yes - Executive Manager Infrastructures – Refer INT25/1640123D
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	Yes - Chief Executive Officer – Refer INT25/DFFB453 N/A - Executive Manager Corporate Services – Refer INT25/32FCCDDA N/A - Executive Manager Infrastructures – Refer INT25/1640123D



Department of
**Local Government, Sport
and Cultural Industries**

10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	Yes - Chief Executive Officer – Refer INT25/DFFB453 N/A Executive Manager Corporate Services Refer – INT25/32FCCDDA Yes - Executive Manager Infrastructures Confirmed at close out meeting held on 30/01/25.
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulations 21 and 22?	N/A	N/A - Chief Executive Officer – Refer INT25/DFFB453 N/A Executive Manager Corporate Services Refer – INT25/32FCCDDA N/A - Executive Manager Infrastructures – Refer INT25/1640123D
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	N/A - Chief Executive Officer – Refer INT25/DFFB453 N/A Executive Manager Corporate Services Refer – INT25/32FCCDDA N/A - Executive Manager Infrastructures – Refer INT25/1640123D
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	N/A - Chief Executive Officer – Refer INT25/DFFB453 N/A Executive Manager Corporate Services Refer – INT25/32FCCDDA N/A - Executive Manager Infrastructures – Refer INT25/1640123D
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24?	N/A	N/A - Chief Executive Officer – Refer INT25/DFFB453 N/A Executive Manager Corporate Services Refer – INT25/32FCCDDA N/A - Executive Manager Infrastructures – Refer INT25/1640123D



15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with <i>Local Government (Functions & General) Regulations 1996</i> regulations 24AD(4) and 24AE?	N/A	N/A - Chief Executive Officer – Refer INT25/DFFB453 N/A Executive Manager Corporate Services Refer – INT25/32FCCDDA N/A - Executive Manager Infrastructures – Refer INT25/1640123D
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	N/A - Chief Executive Officer – Refer INT25/DFFB453 N/A - Executive Manager Corporate Services Refer – INT25/32FCCDDA N/A - Executive Manager Infrastructures – Refer INT25/1640123D
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	N/A - Chief Executive Officer – Refer INT25/DFFB453 N/A - Executive Manager Corporate Services Refer – INT25/32FCCDDA N/A - Executive Manager Infrastructures – Refer INT25/1640123D
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24AG?	N/A	N/A - Chief Executive Officer – Refer INT25/DFFB453 N/A - Executive Manager Corporate Services Refer – INT25/32FCCDDA N/A - Executive Manager Infrastructures – Refer INT25/1640123D
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	N/A - Chief Executive Officer – Refer INT25/DFFB453 N/A - Executive Manager Corporate Services Refer – INT25/32FCCDDA N/A - Executive Manager Infrastructures – Refer INT25/1640123D
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	N/A - Chief Executive Officer – Refer INT25/DFFB453 N/A - Executive Manager Corporate Services Refer – INT25/32FCCDDA



Department of
**Local Government, Sport
and Cultural Industries**

				N/A - Executive Manager Infrastructures – Refer INT25/1640123D
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	N/A - Chief Executive Officer – Refer INT25/DFFB453 N/A - Executive Manager Corporate Services Refer – INT25/32FCCDDA N/A - Executive Manager Infrastructures – Refer INT25/1640123D
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24E and 24F?	N/A	N/A - Chief Executive Officer – Refer INT25/DFFB453 N/A - Executive Manager Corporate Services Refer – INT25/32FCCDDA N/A - Executive Manager Infrastructures – Refer INT25/1640123D

Chief Executive Officer

Date

Mayor/President

Date