

Compliance Audit Return 2022 (prepared/lodged in 2023) - Shire of Exmouth

No	Section	Reference	Question	Response	Comments	Respondant	Evidence
1	Commercial Enterprises by Local Governments	s3.59(2)(a) F&G Reg 7,9,10	Has the local government prepared a business plan for each major trading undertaking in 2022.	N/A	No major trading undertakings were carried out in 2022	CEO	Nil
2	Commercial Enterprises by Local Governments	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 2022?	N/A	No major land transaciton were carried out in 2022	CEO	Nil
3	Commercial Enterprises by Local Governments	s3.59(2)(b) 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 2022	N/A	No major land transaciton were carried out in 2022	CEO	Nil
4	Commercial Enterprises by Local Governments	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2022?	N/A	No major land transaciton were carried out in 2022	CEO	Nil
5	Commercial Enterprises by Local Governments	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority .	N/A	No major land transaciton or trading undertaking was carried out in 2022	CEO	Nil
1	Delegation of Power / Duty	s5.16,	Were all delegations to committees resolved by absolute majority .	N/A	no delegation provided to committees of council.	ES	The Delegation Register underwent a annual review in November 2022. Currently there are no committees of Council with a delegation from Council as a result of this review. Prior to this review NTAG had a delegation which was resolved by Absolute Majority
2	Delegation of Power / Duty	s5.16	Were all delegations to committees in writing.	N/A	no delegation provided to committees of council.	ES	The Delegation Register underwent a annual review in November 2022. Currently there are no committees of Council with a delegation from Council as a result of this review. Prio to this review NTAG had a delegation which was resolved by Absolute Majority
3	Delegation of Power / Duty	s 5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act?	N/A	no delegation provided to committees of council.	ES	The Delegation Register underwent a annual review in November 2022. Currently there are no committees of Council with a delegation from Council as a result of this review. Prio to this review NTAG had a delegation which was resolved by Absolute Majority
4	Delegation of Power / Duty	s 5.18	Were all delegations to committees recorded in a register of delegations.	N/A	no delegation provided to committees of council.	ES	The Delegation Register underwent a annual review in November 2022. Currently there are no committees of Council with a delegation from Council as a result of this review. Prio to this review NTAG had a delegation which was resolved by Absolute Majority
5	Delegation of Power / Duty	s5.18	Has Council reviewed delegations to its committees in the 2021/2022 financial year .	NO	no annual review the 2021/2022 FY.	ES	There was no annual review by Council of the Delgation Register during the 2021/2022 FY.
6	Delegation of Power / Duty	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	YES	N/A	ES	noted the CEO did not delegate any of the powers or duties noted in s5.42(1),5.43 Admin Reg 18G.
7	Delegation of Power / Duty	s5.42(1)	Where all delegations to the CEO resolved by an absolute majority	YES	All delegations adopted by absolute majority at the meeting held 24 November 2022. CD 02-1122	CEO	
8	Delegation of Power / Duty	s5.42(2)	Were all delegations to the CEO in writing.	YES	OCR33195	CEO	CD 02-1122. Last annual review by Council, November 2022. Delegation to CEO in Delegation file with ES and recorded in synergy.

9	Delegation of Power / Duty	s5.44(2)	Were all delegations by the CEO to any employee in writing.	YES		CEO	CD 02-1122. Last annual review by Council, November 2022. Delegation to employees from CEO in Delegation file with ES and recorded in synergy.
10	Delegation of Power / Duty	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		CEO	CD 02-1122. Last annual review by Council, November 2022
11	Delegation of Power / Duty	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	Refer Register of delegations.	CEO	Register of delegations currently available on Shire website and O drive: O:\All Documents\Current Files\1 - GOVERNANCE\POLICIES & PROCEDURES\Delegations\CURRENT REGISTER
12	Delegation of Power / Duty	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2021/2022 financial year?	NO	No formal review was conducted during the period 01/07/21 - 30/06/22.	ES	annual reviews completed and approved by Council on 24/06/21 and 24/11/22.
13	Delegation of Power / Duty	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 Local Government (Administration) Regulations 1996, regulation 19?	YES	Those exercising a delegated power or duty under the Act did on all occasions record these records either via the register of exercised delegations or by other means within Synergy, the Shires record keeping system ie Planning Register, Building Register, and Infringements.	ES	DLG Operational guideline 17 - Delegations states - "This provision does not necessarily require the keeping of a register and other efficient record keeping practices would be sufficient. However, it is recommended that such systems provide for accessible accountability of the performance of these tasks"
1	Disclosure of Interest	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 Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	YES	on both occasions the Cr's applied for Ministerial approval, however it was denied.	ES	OCM minutes - 24/02/22 Report 12.2.4 Cr Gillespie left the Chambers. OCM minutes - 24/02/22 Report 12.2.4 Cr Brooks left the Chambers. OCM minutes - 29/09/22 Report 12.2.1 Cr Gillespie left the Chambers. OCM minutes - 29/09/22 Report 12.2.1 Cr Brooks left the Chambers.
2	Disclosure of Interest	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 Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	YES	refer evidence	ES	OCM minutes - 24/02/22 Report 12.2.4 Cr Lucas and Cr Lake were granted approval to participate in the meeting by the Minister of LG. OCM minutes - 29/09/22 Report 12.2.4 Cr Lucas and Cr Lake were granted approval to participate in the meeting by the Minister of LG.
3	Disclosure of Interest	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	YES	refer evidence	ES	Disclosures under sections 5.65, 5.70 or 5.71A(3) were recorded in the minutes of the respective meetings. Refer to evidence O:\All Documents\Current Files\AGENDA & MINUTES\MINUTES\2022
4	Disclosure of Interest	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?	YES	3 staff members & 1 councillor	ES	DCEO started - 11/08/22 PR recd 05/09/22, Information Officer - 29/08/22 - PR 06/10/22; EHO started 04/10/22 PR 28/11/22. Note: Information Officer no longer has a delegation from CEO and EHO have since resigned from SoE. Cr Niikkula commenced 28/07/22 PR - 13/10/22.
5	Disclosure of Interest	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	YES	Returns Register for Employees and Councillors available. Refer O:\All Documents\Current Files\1 - GOVERNANCE\ANNUAL & PRIMARY RETURNS\Annual Return Register	ES	Annual returns register; available from Executive Secretary. All returns synergised.
6	Disclosure of Interest	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	CEO all employees and councillors, SP acknowledged CEO. Refer O:\All Documents\Current Files\1 - GOVERNANCE\ANNUAL & PRIMARY RETURNS\Annual Return Register	ES	Annual returns register; available from Executive Secretary. All return acknowledgements synergised.
7	Disclosure of Interest	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 Local Government Act 1995?	YES	refer disclosure interest register O:\All Documents\Current Files\1 - GOVERNANCE\INTEREST DISCLOSURES	ES	Financial returns register; available from Executive Secretary. All return acknowledgements synergised.

8	Disclosure of Interest	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, in the form prescribed in Admin Reg 28?	YES	refer disclosure interest register O:\All Documents\Current Files\1 - GOVERNANCE\INTEREST DISCLOSURES	ES	Financial returns register; available from Executive Secretary. All return acknowledgements synergised.
9	Disclosure of Interest	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 Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	YES	refer returns file kept hard copy by ES for Councillors and Employees.	ES	Annual return Registers (Elected members and Employees). Register reviewed at the end of each month. Ranger, Supervisor Parks and Amenities, EHO,
10	Disclosure of Interest	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 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	confirmed with Information Management Officer	ES	These forms are stored in corporate services department for a period of at least 5 years.
11	Disclosure of Interest	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 Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	YES	Gift Register available on SoE website and hard copy from Executive Secretary	ES	Gift Register available on SoE website and hard copy from Executive Secretary
12	Disclosure of Interest	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	YES	https://www.exmouth.wa.gov.au/council/your-council/council-gift-register.aspx	ES	https://www.exmouth.wa.gov.au/council/your-council/council-gift-register.aspx
13	Disclosure of Interest	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 Local Government Act 1995, did the CEO remove from the register all records relating to those people?	YES	https://www.exmouth.wa.gov.au/council/your-council/council-gift-register.aspx	ES	https://www.exmouth.wa.gov.au/council/your-council/council-gift-register.aspx
14	Disclosure of Interest	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	YES	confirmed with Information Management Officer	ES	
15	Disclosure of Interest	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?	N/A	No employees during the period disclosed an interest.	ES	Nil
16	Disclosure of Interest	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 s5.71A(1) of the Local Government Act 1995 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	No application was made to the Minister for the CEO during the period.	ES	Nil
17	Disclosure of Interest	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered?	N/A		ES	Nil
18	Disclosure of Interest	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 within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	YES	adopted by Council at OCM 22/04/2021. Report 12.1.2.	ES	
19	Disclosure of Interest	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 Local Government Act 1995?	N/A		ES	No additional requirements were adopted to the model code of conduct.
20	Disclosure of Interest	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	YES	latest update 24/11/22	ES	Documents in Code of Conduct » Shire of Exmouth, WA

21	Disclosure of Interest	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government in accordance with section 5.51A(1) of the Local Government Act 1995?	YES	14/05/2021. Legislation updated 23/02/23.	ES	
1	Disposal of Property	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 Local Government Act 1995 (unless section 3.58(5) applies)?	N/A	No property disposed of during the period in question.	EMCS	
2	Disposal of Property	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, 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?	N/A	No property disposed of during the period in question.	EMCS	
1	Elections	Elect Reg 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 Local Government (Elections) Regulations 1997?	N/A	Extra ordinary election July 2022.	ES	Electoral Gift Register available, however there were no gifts forms received.
2	Elections	Elect Reg 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 Local Government (Elections) Regulations 1997?	N/A	Extra ordinary election July 2022.	ES	there were no gifts forms received.
3	Elections	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 Local Government (Elections) Regulations 1997?	YES	Extra ordinary election July 2022.	ES	no gifts forms received
1	Finance	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	YES	refer evidence	ES	SCM held 21/10/19 - swearing in of new councillors and election of SP and DSP. Report 12.1.1 Appoint representatives to internal committees. O:\All Documents\Current Files\AGENDA & MINUTES\MINUTES\2019\Special Council Meeting\21 October 2019
2	Finance	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	No delegated authority has been given to the Audit Committee.	ES	
3	Finance	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022?	YES		EMCS	
4	Finance	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	YES		EMCS	

5	Finance	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?	YES		EMCS	
6	Finance	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?	YES		EMCS	
7	Finance	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit?	YES		EMCS	
1	Integrated Planning & Reporting	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 <i>Comments section</i> ?	YES		ES	adopted 15/12/2022 Council Decision 08-1222
2	Integrated Planning & Reporting	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 <i>Comments section</i> ?	YES		ES	adopted 15/12/2022 Council Decision 08-1222
3	Integrated Planning & Reporting	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	YES	confirmed with CEO.	CEO	confirmed with CEO.
1	Local Government Employees	s5.36(4) s5.37(3), Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A		CEO	CEO only Senior Employee
2	Local Government Employees	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		ES	No CEO recruitment in 2022
3	Local Government Employees	Admin Regs 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		ES	No CEO recruitment in 2022
4	Local Government Employees	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		CEO	confirmed with CEO.
5	Local Government Employees	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		CEO	confirmed with CEO.
1	Official Conduct	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	YES		ES	The CEO is the designated complaints officer. OCM 25/0/21 Council Decision 22-0221
2	Official Conduct	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> ?	YES		ES	Compliant. Hard copy of complaints register available at Exec Secretary Desk. No registered complaints
3	Official Conduct	s5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	YES		CEO	Compliant. Hard copy of complaints register available at Exec Secretary Desk. No registered complaints
4	Official Conduct	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?	YES		CEO	Compliant. Hard copy of complaints register available at Exec Secretary Desk.

1	Optional Questions	Financial Management Reg 5(2)©	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three years prior to 31 December 2022? If yes, please provide the date of council's resolution to accept the report.	YES	24-Mar-22	EMCS	advice provided from EMCS 13/02/23
2	Optional Questions	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 Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2022? If yes, please provide date of council's resolution to accept the report.	YES	24-Mar-22	EMCS	advice provided from EMCS 13/02/23
3	Optional Questions	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?	YES		ES	ICR46069 - received gift 26/03/22 disclosed 01/04/22 x 2 gifts to the Shire President.
4	Optional Questions	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		ES	ES002 - Attendance /Tickets to Events: Councillors and CEO. Annual policy review 15/12/22 (CD09-1222)
5	Optional Questions	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 Local Government Act 1995?	YES		ES	all required information is published on the SoE website.
6	Optional Questions	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		ES	ES003 - Allowances, Professional Development, and support of Councillors Annual policy review 15/12/22 (CD09-1222)
7	Optional Questions	s5.127	Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?	YES		ES	Elected Member Training Report 21-22.pdf (exmouth.wa.gov.au)
8	Optional Questions	s6.4(3)	By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?	YES		EMCS	advice provided from EMCS 13/02/23
9	Optional Questions	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	YES		EMCS	advice provided from EMCS 13/02/23
1	Tenders for Providing Goods and Services	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, 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		PO	Policy 2.7 Procurement Policy expired 14/12/22 CS001 -Procurement Policy from 15/12/22. Advise provided by Procurement Officer.
2	Tenders for Providing Goods and Services	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, 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		PO	\$250K. A formal procurement process is in place. Advise provided by Procurement Officer.

3	Tenders for Providing Goods and Services	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General Regulations 1996, 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		PO	refer to Tender register O:\All Documents\Current Files\PROCUREMENT RFT RFQ EOI. Advise provided by Procurement Officer.
4	Tenders for Providing Goods and Services	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		PO	Advise provided by Procurement Officer.
5	Tenders for Providing Goods and Services	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	YES		PO	All variations are captured via Tenderlink if required. Advise provided by Procurement Officer.
6	Tenders for Providing Goods and Services	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	YES		PO	Advise provided by Procurement Officer.
7	Tenders for Providing Goods and Services	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, 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		PO	Tender register hard copy file is kept with the Procurement Officer. Advise provided by Procurement Officer.
8	Tenders for Providing Goods and Services	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?	N/A		PO	No late tenders were received. Tenderlink does not allow this to happen. Advise provided by Procurement Officer.
9	Tenders for Providing Goods and Services	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		PO	refer to Tender register O:\All Documents\Current Files\PROCUREMENT RFT RFQ EOI Advise provided by Procurement Officer.
10	Tenders for Providing Goods and Services	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		PO	refer to Tender register O:\All Documents\Current Files\PROCUREMENT RFT RFQ EOI. Advise provided by Procurement Officer.
11	Tenders for Providing Goods and Services	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A		PO	No EOI were advertised. Advise provided by Procurement Officer.
12	Tenders for Providing Goods and Services	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		PO	No EOI were advertised. Advise provided by Procurement Officer.
13	Tenders for Providing Goods and Services	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A		PO	No EOI were advertised. Advise provided by Procurement Officer.
14	Tenders for Providing Goods and Services	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 Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A		PO	No EOI were advertised. Advise provided by Procurement Officer.
15	Tenders for Providing Goods and Services	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 Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE?	N/A		PO	No panel of pre-qualified suppliers were sought. Advise provided by Procurement Officer.

16	Tenders for Providing Goods and Services	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		PO	No panel of pre-qualified suppliers were sought. Advise provided by Procurement Officer.
17	Tenders for Providing Goods and Services	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 Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		PO	No panel of pre-qualified suppliers were sought. Advise provided by Procurement Officer.
18	Tenders for Providing Goods and Services	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 Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A		PO	No panel of pre-qualified suppliers were sought. Advise provided by Procurement Officer.
19	Tenders for Providing Goods and Services	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		PO	No panel of pre-qualified suppliers were sought. Advise provided by Procurement Officer.
20	Tenders for Providing Goods and Services	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		PO	No panel of pre-qualified suppliers were sought. Advise provided by Procurement Officer.
21	Tenders for Providing Goods and Services	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		PO	No panel of pre-qualified suppliers were sought. Advise provided by Procurement Officer.
22	Tenders for Providing Goods and Services	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A		CEO	Regional Price Preference policy was utilised during this period. Advise provided by CEO.