

Shire of Wandering

Confirmed Audit Committee Minutes 15 February 2018

NOTICE OF MEETING

Dear Elected Member

The Audit Committee Meeting of the Shire of Wandering will be held on Thursday 15 February 2018 in the Council Chambers, 22 Watts Street, Wandering commencing at 2.30pm.

A handwritten signature in black ink, which appears to read 'A O'Halloran', is written over a horizontal line.

Amanda O'Halloran
Chief Executive Officer
8 February 2018

Agenda

Table of Contents

1.	DECLARATION OF OPENING.....	3
2.	RECORD OF ATTENDANCE.....	3
	2.1Present:.....	3
	2.2Apologies.....	3
	2.3Approved Leave of Absence	3
3.	ANNOUNCEMENT OF VISITORS	3
4.	DECLARATION BY MEMBERS.....	3
5.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	3
6.	TERMS OF REFERENCE	4
7.	AGENDA ITEMS	4
7.1	LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN 2016.....	4
8.	NEXT MEETING.....	6
9.	CLOSURE OF MEETING	6

Audit Committee Meeting

Agenda

1. **DECLARATION OF OPENING**
Meeting opened 2.26pm

2. **RECORD OF ATTENDANCE**

2.1 **Present:**

Cr B Whitely
Cr C Ferguson
Cr J Price
Cr M Watts
Cr G Parsons
Cr I Turton

President
Deputy President

Staff:

Ms A O'Halloran
Mrs C Ryan
Mrs M Treasure

Chief Executive Officer
Manager of Finance
Manager of Communities (minutes)

2.2 **Apologies**

2.3 **Approved Leave of Absence**

3. **ANNOUNCEMENT OF VISITORS**
Nil

4. **DECLARATION BY MEMBERS**
That Councillors have given due consideration to all matters contained in the Agenda presently before the meeting

5. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
5.1 MINUTES OF THE AUDIT COMMITTEE MEETING – 21 SEPTEMBER 2017

ATTACHMENT 5.1

COUNCIL DECISION – ITEM 5.1

MOVED: Cr Price
Carried 6/0

SECONDED: Cr Ferguson

That the minutes of the Audit Committee Meeting of Council held on 21 September 2017, be confirmed as a true and accurate record,

6. TERMS OF REFERENCE

Under the Local Government Act 1995 (LGA), Local Governments are required to appoint an Audit Committee (section 7.1A of the Local Government Act 1995).

An Audit Committee is to provide guidance and assistance to the Local Government - as to the carrying out of its functions in relation to audits conducted under Part 7 of the LGA and as to the development of a process to be used to select and appoint a person to be an auditor and may provide guidance and assistance to the Local Government as to – matters to be audited, the scope of audits, its functions under part 6 of the Act and the carrying out of its functions relating to other audits and other matters related to financial management (clause 16 Local Government (Audit) regulations 1996).

Meeting cycle: At least once a year to recommend adoption of the Annual Financial Statements and Report.

7. AGENDA ITEMS

7.1 LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN 2017

FILE REFERENCE:	1.1.26
PROPONENTS:	Nil
DISCLOSURE OF INTEREST:	Nil
DATE:	8 February 2018
PREVIOUSLY BEFORE COUNCIL:	Nil
AUTHORS NAME & POSITION:	Amanda O'Halloran Chief Executive Officer

NATURE OF COUNCIL'S ROLE IN THE MATTER:

- | | |
|---|---|
| <input type="checkbox"/> Advocacy | When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency. |
| <input type="checkbox"/> Executive | The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets. |
| <input checked="" type="checkbox"/> Legislative | Includes adopting local laws, local planning schemes and policies. |
| <input type="checkbox"/> Review | When Council reviews decisions made by Officers. |
| <input type="checkbox"/> Quasi-judicial | When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT). |

PURPOSE OF THE REPORT

It is a requirement that each local Government is to carry out a Compliance Audit Return annually. The Compliance Audit Return for the 2017 year is presented for Council's endorsement.

BACKGROUND

The 2017 Local Government Compliance Audit Return for the period 1 January 2017 to the 31 December 2017 is attached.

The Compliance Audit Return is to assist Council in monitoring its organisational functions. Council is required to note any areas of non-compliance and endorse remedial action.

The Audit is a standard document provided by the Department of Local Government and is the same audit that every local government is required to complete. The Department considers from a large range of issues it can audit, which ones will be specific to the year in question (i.e. each year the audit questions can change).

This year there were ninety four (94) questions over ten (10) different governance areas.

COMMENT

This year's Audit covered some governance areas that the Council did not undertake any activity in, therefore was not applicable for the 2017 calendar year.

These areas included:

- Commercial Enterprises by Local Government
- Disposal of Property

There were no areas of noncompliance. The full audit is attached for Councillors consideration.

ATTACHMENT 7.1.1 COMPLIANCE AUDIT REPORT

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 s. 7.13(1)

Local Government (Audit) Regulations 1996 r.14

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Operational resources required to achieve compliance are mostly provided for in the 2017/18 Annual Budget.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and Effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance

Strategy 5.2.1: Ensure Council's decision making process is effective and transparent.

Strategy 5.2.2: Ensure the organisation's governance structure, policies and procedures are current and relevant.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council

1. ENDORSE the results of the Compliance Audit Return 2017, included as **ATTACHMENT 7.1.1** of this agenda and minutes.
2. REPORT the results of the Compliance Audit Return 2017 to Council at the Ordinary meeting to be held on 15 February 2018.

COUNCIL DECISION – ITEM 7.1

MOVED: Cr Price

SECONDED: Cr Turton

That Council

1. ENDORSE the results of the Compliance Audit Return 2017, included as **ATTACHMENT 7.1.1** of this agenda and minutes.
2. REPORT the results of the Compliance Audit Return 2017 to Council at the Ordinary meeting to be held on 15 February 2018.

Carried 6/0

8. NEXT MEETING

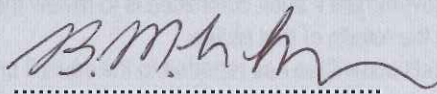
The next Audit and Risk Committee Meeting will be held at a time to be determined.

9. CLOSURE OF MEETING

The Shire President declared the meeting closed at 2.40pm

These Minutes were confirmed at the Audit Committee Meeting

Signed:



Presiding Person at the meeting at which the minutes were confirmed

Date:

18/10/2018



Department of
Local Government, Sport
and Cultural Industries

Wandering - Compliance Audit Return 2017

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2017.	N/A	Nil undertaken	Amanda O'Halloran
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2017.	N/A	Nil undertaken	Amanda O'Halloran
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	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 2017.	N/A	Nil undertaken	Amanda O'Halloran
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2017.	N/A	Nil undertaken	Amanda O'Halloran
5	s3.59(5)	Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A	Nil undertaken	Amanda O'Halloran



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

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Amanda O'Halloran
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Amanda O'Halloran
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Amanda O'Halloran
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Amanda O'Halloran
5	s5.18	Has Council reviewed delegations to its committees in the 2016/2017 financial year.	Yes		Amanda O'Halloran
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Amanda O'Halloran
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Amanda O'Halloran
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Amanda O'Halloran
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Amanda O'Halloran
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Amanda O'Halloran
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Amanda O'Halloran
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2016/2017 financial year.	Yes		Amanda O'Halloran
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Amanda O'Halloran

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Amanda O'Halloran
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Amanda O'Halloran



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

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Amanda O'Halloran
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Amanda O'Halloran
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Amanda O'Halloran
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2017.	Yes		Amanda O'Halloran
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2017.	Yes		Amanda O'Halloran
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Amanda O'Halloran
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Amanda O'Halloran
10	s5.88(1)(2) 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 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Amanda O'Halloran
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Amanda O'Halloran
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Amanda O'Halloran
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Amanda O'Halloran
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Amanda O'Halloran



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Amanda O'Halloran
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Amanda O'Halloran

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A	Nil undertaken	Amanda O'Halloran
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Amanda O'Halloran

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes	Register was established, no disclosures were received	Amanda O'Halloran

Finance

No	Reference	Question	Response	Comments	Respondent
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 Act.	Yes		Amanda O'Halloran
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes		Amanda O'Halloran
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Amanda O'Halloran
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Amanda O'Halloran



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit.	Yes		Amanda O'Halloran
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017.	Yes		Amanda O'Halloran
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	No action required	Amanda O'Halloran
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A	No action required	Amanda O'Halloran
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	No action required	Amanda O'Halloran
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Amanda O'Halloran
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Amanda O'Halloran
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Amanda O'Halloran
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Amanda O'Halloran
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Amanda O'Halloran



Department of
Local Government, Sport
and Cultural Industries

Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	2014 was the last plan to be formally adopted, Council are currently reviewing their IPR framework	Amanda O'Halloran
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A	2014 was the last plan to be formally adopted, Council are currently reviewing their IPR framework	Amanda O'Halloran
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	2014 was the last plan to be formally adopted, Council are currently reviewing their IPR framework - Community Consultation was carried out in July/ Aug of 2017 and Council hope to adopt their reviewed SCP by March 2018.	Amanda O'Halloran
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A	2014 was the last plan to be formally adopted, Council are currently reviewing their IPR framework - Community Consultation was carried out in July/ Aug of 2017 and Council hope to adopt their reviewed SCP by March 2018.	Amanda O'Halloran
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	2014 was the last plan to be formally adopted, Council are currently reviewing their IPR framework, with adopted anticipated by June 2018	Amanda O'Halloran
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	2014 was the last plan to be formally adopted, Council are currently reviewing their IPR framework, with adopted anticipated by June 2018	Amanda O'Halloran
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	2014 was the last plan to be formally adopted, Council are currently reviewing their IPR framework, with adopted anticipated by June 2018	Amanda O'Halloran



Department of
Local Government, Sport
and Cultural Industries

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A	Didn't occur in 2016/17	Amanda O'Halloran
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes		Amanda O'Halloran
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 of CEO under section 5.36(4).	N/A	Didn't occur in 2016/17	Amanda O'Halloran
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A	Didn't occur in 2016/17	Amanda O'Halloran
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes	Council Agendas were presented for the Finance Managers Role	Amanda O'Halloran



Department of
Local Government, Sport
and Cultural Industries

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A	The CEO is the complaints Officer	Amanda O'Halloran
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes	Yes there is a register, however no complaints received during 2016/17	Amanda O'Halloran
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Amanda O'Halloran
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Amanda O'Halloran
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Amanda O'Halloran
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Amanda O'Halloran
Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes	The Council utilised the WALGA e quote system for the supply of Bitumen	Amanda O'Halloran
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Amanda O'Halloran
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	N/A	The Council utilised the WALGA e quote system for the supply of Bitumen	Amanda O'Halloran
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Amanda O'Halloran



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
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.	Yes	The Council utilised the WALGA e quote system for the supply of Bitumen	Amanda O'Halloran
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes	The Council utilised the WALGA e quote system for the supply of Bitumen	Amanda O'Halloran
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Amanda O'Halloran
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes	The Council utilised the WALGA e quote system for the supply of Bitumen	Amanda O'Halloran
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes	The Council utilised the WALGA e quote system for the supply of Bitumen	Amanda O'Halloran
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes	The Council utilised the WALGA e quote system for the supply of Bitumen	Amanda O'Halloran
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of Interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A	Nil undertaken	Amanda O'Halloran
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A	Nil undertaken	Amanda O'Halloran
13	F&G Reg 23(4)	After the local government considered expressions of Interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A	Nil undertaken	Amanda O'Halloran
14	F&G Reg 24	Was each person who submitted an expression of Interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A	Nil undertaken	Amanda O'Halloran
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	Nil undertaken	Amanda O'Halloran
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A	Nil undertaken	Amanda O'Halloran



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
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 F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A	Nil undertaken	Amanda O'Halloran
18	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	Nil undertaken	Amanda O'Halloran
19	F&G Reg 24AH(1)	Did the local government reject the 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	Nil undertaken	Amanda O'Halloran
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A	Nil undertaken	Amanda O'Halloran
21	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 F&G Reg 24AG.	N/A	Nil undertaken	Amanda O'Halloran
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A	Nil undertaken	Amanda O'Halloran
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	Nil undertaken	Amanda O'Halloran
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	Yes		Amanda O'Halloran
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Amanda O'Halloran



Department of
Local Government, Sport
and Cultural Industries

I certify this Compliance Audit return has been adopted by Council at its meeting on

Signed Mayor / President, Wandering

Signed CEO, Wandering

