

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	No major trading activities were completed in 2024.
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?	Yes	A business plan was developed for Jarrahdale Heritage Park. Endorsed by Council in March 2024, Council resolution - OCM065/03/24
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	No land transactions were entered into preparatory to a major land transaction.
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	The Shire gave Statewide public notice on 21 November 2023 of its intention to undertake a major land transaction with the National Trust of Western Australia for Jarrahdale Heritage Park.
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Yes	The major land transaction was endorsed by Council by absolute majority in March 2024, Council resolution - OCM065/03/24

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	No Committees of Council have delegated authority.
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	No Committees of Council have delegated authority.
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	N/A	No Committees of Council have delegated authority.
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	No Committees of Council have delegated authority.



5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	N/A	No Committees of Council have delegated authority.
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	The Shire's Register of Delegations and Authorisations (E20/5259) adopted by Council 19 February 2024 (OCM23/02/24), with further amendments during the year (OCM194/07/24 and OCM225/08/24) excludes s5.43 powers and duties.
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	The Shire's Register of Delegations and Authorisations (E20/5259) adopted by Council 19 February 2024 (OCM023/02/24) and amended on 15 July 2024 (OCM194/07/24) and 19 August 2024(OCM225/08/24) was by absolute majority.
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	The Shire's Register of Delegations and Authorisations as published on the Shire's website (https://www.sjshire.wa.gov.au/Profiles/sj/Assets/ClientData/Register_of_Delegations_and_Authorisations.pdf) contains all Council to CEO delegations and is in writing.
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	The Shire's Register of Delegations and Authorisations (E20/5259) as published on the Shire's website (https://www.sjshire.wa.gov.au/Profiles/sj/Assets/ClientData/Register_of_Delegations_and_Authorisations.pdf) contains all CEO to Employee delegations and is in writing.
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	The Shire's Register of Delegations and Authorisations (E20/5259) adopted by Council 19 February 2024 (OCM023/02/24) and amended on 15 July 2024 (OCM194/07/24) and 19 August 2024(OCM225/08/24) was by absolute majority.



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	The Shire has a Register of Delegations and Authorisations (E20/5259) as published on the Shire's website (https://www.sjshire.wa.gov.au/Profiles/sj/Assets/ClientData/Register_of_Delegations_and_Authorisations.pdf).
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?	Yes	The Shire's Register of Delegations and Authorisations (E20/5259) was adopted by Council 19 February 2024 (OCM023/02/24) following a review.
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	Exercised delegations are recorded in the Shire's Register of Exercised Delegations (SJ4367) and Synergy Soft for select powers (as detailed in the Record Keeping section of the Shire's Register of Delegations and Authorisations (E20/5259) published on the Shire's website (https://www.sjshire.wa.gov.au/Profiles/sj/Assets/ClientData/Register_of_Delegations_and_Authorisations.pdf).

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	The Shire maintains a register of relevant disclosures (SJ2038-2) and each instance is recorded in the minutes of the meeting, available on the Shire's website.
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?	N/A	No occurrences in 2024.



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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	Each instance is recorded in the minutes of the meeting, available on the Shire's website. Agendas and Minutes » Shire of Serpentine Jarrahdale
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?	Yes	Yes, all primary returns were lodged within the required timeframe. They are in the correct form and stored in the Shire's record keeping system (SJ527-8). The Shire maintains an Annual and Primary Returns Register to track compliance (E17/1248).
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?	Yes	Yes, all annual returns were lodged by 31 August 2025. They are in the correct form and are stored in the Shire's record keeping system (SJ527-8). The Shire maintains an Annual and Primary Returns Register to track compliance (E17/1248).
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	Yes, written acknowledgements were provided. Copies are stored in the Shire's record keeping system (SJ527-8). The Shire maintains an Annual and Primary Returns Register to track compliance (E17/1248).
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	The Shire maintains Annual and Primary Returns in the Shire's record keeping system (SJ527-8).
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	The Shire maintains the disclosure of interest in the Shire's record keeping system (SJ2038-2).
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?	Yes	Those who cease to be a person required to lodge a return are removed from the Shire's register and on the website (E17/1248).
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	Yes	Previous employee and Councillor primary and annual returns are stored in a record keeping



		after the person who lodged the return(s) ceased to be a person required to lodge a return?		file for ceased Councillors and employees (SJ2315-2), for at least 5 years.
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	The Shire's gift register complies with Form 4 of the Regs and contains relevant disclosures (https://www.sjshire.wa.gov.au/registers/gifts)
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	https://www.sjshire.wa.gov.au/registers/gifts
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?	Yes	People who cease to be a person required to make a disclosure are removed from the Shire's gift register (https://www.sjshire.wa.gov.au/registers/gifts)
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	Records removed from the register are kept for a period of at least five years in the Shire's record keeping system (SJ2003).
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	Each instance is recorded in the minutes of the meeting, available on the Shire's website.
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	No applications were made in 2024.
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	No applications were made in 2024.
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	Council adopted the Councillor, Committee Member and candidate code of conduct (E21/1003871) at the 19 April 2021 Ordinary Council Meeting (OCM092/04/21) by absolute majority.



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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> ?	N/A	The model code was adopted by Council in April 2021. The code adopted did not include requirements in addition to those contained in the model code
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	https://www.sjshire.wa.gov.au/council/governance/conduct-and-code-of-ethics/codes-of-conduct.aspx
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	Yes, the Employee Code of Conduct was adopted in May 2021. No further updates have been made since that date and the up-to date version is available on the Shire's website https://www.sjshire.wa.gov.au/council/governance/conduct-and-code-of-ethics/codes-of-conduct.aspx

Disposal of Property				
No	Reference	Question	Response	Comments
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	Properties located at 1 Evelyn St Mundijong (Mundijong Saleyards) 5 Keirnan St Whitby (part of Keirnan Park) were disposed of in 2024, in accordance with section 3.58(3) of the Local Government Act 1995
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	Details prescribed by section 3.58(4) of the Act were provided in local public notices for the disposal of both 1 Evelyn St Mundijong (Mundijong Saleyards) 5 Keirnan St Whitby (part of Keirnan Park)



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> ?	Yes	An electoral gift register is established and maintained. No disclosures of electoral gifts occurred in 2024.
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> ?	N/A	In 2024 the Electoral Gift Register did not include any disclosures from unsuccessful candidate, or a successful candidate that completed their term of office to remove
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> ?	Yes	The Electoral Gift Register reflects there are currently no items to display, on the website. https://www.sjshire.wa.gov.au/registers/election

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	Audit committee members were appointed by absolute majority at the Special Council Meeting 6 November 2023 (SCM021/11/23).
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?	N/A	Audit committee does not hold any delegated powers.
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?	Yes	The Auditors Report for the financial year 30 June 2024 was finalised on 17 December 2024
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>	Yes	In accordance with officer comments in response to management points



		required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?		
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?	Yes	One significant matter was identified and was presented at a Special Meeting scheduled for 28 January. A copy of the report will subsequently be given to the Minister.
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?	Yes	Will be completed once the report has gone to the 10 February Ordinary Council Meeting
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	The Auditors Report for the financial year 30 June 2024 was finalised on 17 December 2024

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	The Strategic Community Plan (Council Plan) was adopted by absolute majority at the Ordinary Council meeting in December 2023 (OCM313/12/23). https://www.sjshire.wa.gov.au/Profiles/sj/Assets/ClientData/SoSJ007-Council_Plan.pdf
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	The most recent review was adopted by absolute majority at the Ordinary Council meeting on 18 November 2024 - (OCM325/11/24) https://www.sjshire.wa.gov.au/Profiles/sj/Assets/ClientData/Document-Centre/Plans_and_Publications_/Corporate_Business_Plan_2024-2028_V2_amended_Q1.pdf



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	The Shire's Corporate Business Plan complies with the Regulations (E24/18139).
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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 vacancies to the position of CEO or positions designated as a Senior Employee
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	The CEO was appointed in 2019.
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	The CEO was appointed in 2019.
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	No appointments were made in 2024. No permanent senior employees were appointed or dismissed in 2024.
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	No rejections were made in 2024

Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	The CEO is the complaints officer.
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> ?	Yes	A Register of complaints is maintained in the Shire's Record Keeping System (E19/11391).
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> ?	Yes	The Shire's Complaints Register complies with section 5.121(2).



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?	Yes	Complaint Register Councillor Conduct.pdf
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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	The last review conducted in 2022 was accepted by Council at the 21 March 2022 Ordinary Council Meeting. The 2025 Regulation 5 Review is currently in progress with the review to be presented to the 17 March 2025 Ordinary Council Meeting following consideration by the Audit, Risk and Governance Committee on 24 February 2025.
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	The last review conducted in 2022 was accepted by Council at the 21 March 2022 Ordinary Council Meeting. The 2025 Regulation 5 Review is currently in progress with the review to be presented to the 17 March 2025 Ordinary Council Meeting following consideration by the Audit, Risk and Governance Committee on 24 February 2025.
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?	N/A	There were no gift disclosures in 2024.
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	Council Policy 3.3.5 Councillor and CEO Attendance at Events (E20/9355) was adopted by absolute majority at the September 2020 Ordinary Council Meeting (OCM297/09/20). This Policy is also available on the Shire Website councillor-and-ceo-attendance-at-events-council-policy-335



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> ?	Yes	<p>5.96A(1)(a): Ward Maps » Shire of Serpentine Jarrahdale</p> <p>5.96A(1)(b): Local Laws » Shire of Serpentine Jarrahdale</p> <p>5.96A(1)(c) and (d): Budgets » Shire of Serpentine Jarrahdale</p> <p>5.96A(1)(e): Corporate Plans and Strategies » Shire of Serpentine Jarrahdale</p> <p>5.96A(1)(f), (g) and (h): Agendas and Minutes » Shire of Serpentine Jarrahdale</p> <p>5.96A(1)(i): Regulation 29C(2)(a) and (b) - n/a Regulation 29C(2)(c): Policies » Shire of Serpentine Jarrahdale</p> <p>Regulation 29C(2)(d) and (e): Financial Interests Register » Shire of Serpentine Jarrahdale</p> <p>Regulation 29C(2)(f): Salaries, Allowances and Sitting Fees » Shire of Serpentine Jarrahdale</p> <p>Regulation 29C(2)(g) Public Notice - LOCAL GOVERNMENT EXTRAORDINARY POSTAL ELECTION NOTICE OF RESULTS » Shire of Serpentine Jarrahdale</p> <p>Subsections 2, 3 and 4 are compliant</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	<p>Council Policy 3.3.4 Councillor Training and Continuing Professional Development (E19/15203) was adopted by absolute majority at the 18 July 2022 Ordinary Council Meeting (OCM174/07/22).</p>



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	The report was published in July 2024 (E24/9577) and is available on the website Councillor Training and Continuing Professional Development Report 2022 - 2023.pdf
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	The Shire submitted balanced accounts and annual financial report for the year ending 30 June 2024 to appointed auditor on 20 September 2024
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	Yes, all expenditure, revenue and income was taken into account when adopting the local government.

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?	No	Council Policy 3.2.4 - Purchasing - Procurement of Goods or Services up to \$250,000 (E19/5674) requires a requisition and purchase order to be raised and approved prior to the commitment of purchases unless an exemption in accordance with the Policy applies. The Shire tracks compliance with this provision on a regular basis. In 2024, there were instances of noncompliance with this provision which were managed in accordance with the non-compliance provisions of the Policy
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	A tender register for 2024 is maintained and records all tenders and is kept on the Shire's website. Tender Register - Public - 2024.pdf



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	All the requirements under 14(3) and 14(4) are covered in our Invitation to Tender and Specification Document sent out to all Tenderers. All Tenders are advertised on Tenderlink, the West Australian, Shire's website, in local papers and the Shire's public notice boards.
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?	Yes	The Shire complies with the requirements of Regulation 11(1).
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	All Addendums are recorded against each Tender in Content Manager, the Shire records system. Information is also recorded on Tenderlink. When a variance occurred, all tenderers were notified through the Tenderlink Portal via an Addendum.
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	All Tenders complied with the procedure for receiving and opening of Tenders. This information can be found on the Opening Checklist for all Tenders done.
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	A tender register for 2024 is maintained that records all tenders (E21/408). This complies with Reg 17 and is available on the Shire's Website: https://www.sjshire.wa.gov.au/our-shire/tenders-and-procurement.aspx
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?	N/A	The Shire's tender portal, Tenderlink, is automated and does not receive tenders outside the time specified
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	Recorded in the Shire's Manager record system, Content Manager (Content Manager Corporate Management - Tendering - Tender Documents)



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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	Recorded in the Shire's Manager record system, Content Manager (Content Manager Corporate Management - Tendering - Tender Documents).
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	The Shire did not do any expression of interests
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	The Shire did not do any expression of interests
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	The Shire did not do any expression of interests
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	The Shire did not do any expression of interests
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	No panel established
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	No panel established
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	No panel established
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	No panel established



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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	No panel established
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	No panel established
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	No panel established
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	As a metropolitan local government, no regional price preference given.

Chief Executive Officer

Date

Mayor/President

Date