



# SHIRE OF WOODANILLING

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## Audit Committee Minutes 22 March 2022

To be held 1.30pm at Shire Chambers 3316 Robinson Rd  
Woodanilling

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## AUDIT COMMITTEE

### 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Meeting opened at 1.30pm

#### 1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the *Local Government Act 1995* (the Act) requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

#### DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long standing personal friendship with the proponent). As a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

Nil declarations

### 2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

#### Present:

Cr SJ Jefferies	Shire President
Cr HR Thomson	Deputy Shire President
Cr D Douglas	
Cr P Morrell	

Cr T Brown	
Cr B Smith	
Kellie Bartley	Chief Executive Officer
Sue Dowson	Deputy CEO

#### Apologies:

Nil

### 3. CONFIRMATION OF PREVIOUS MINUTES

**Moved Cr Thomson seconded Cr Smith**

That the Minutes of the Audit Committee Meeting held on 25 May 2021, be confirmed.

**CARRIED 6/0**

## 4. OFFICER'S REPORTS

### 4.1. COMPLIANCE AUDIT RETURN 2021

<b>File Reference</b>	ADM0018
<b>Date of Report</b>	22 February 2022
<b>Responsible Officer</b>	Kellie Bartley, CEO
<b>Author/s of Report</b>	Sue Dowson, DCEO Kellie Bartley, CEO
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Absolute Majority
<b>Attachments</b>	<b>Attachment No. 4.1.1</b> – Compliance Audit Return 2021

#### BRIEF SUMMARY

The Department of Local Government, Sport and Cultural Industries (the Department) requires the Shire to complete a Compliance Audit Return (CAR) annually. Attached to this report is the completed Return for the period 1 January 2021 to 31 December 2021.

#### BACKGROUND/COMMENT

The Shire is required to complete an annual CAR (Compliance Audit Return). After the CAR has been presented to the Audit Committee, it is then presented to Council for adoption. A certified copy of the return along with the relevant section of the minutes and any additional information explaining or qualifying the Compliance Audit is to then be submitted to the Director General of the Department of Local Government.

The CAR is one of the tools that allows Council to monitor how the organisation is functioning in regard to the compliance with the various legislation that pertains to local government administration and decision making. The Department of Local Government Compliance Framework is aimed at providing transparency about the Shire's approach to compliance as well as giving the sector and the public certainty about its approach to managing complaints made against the sector (or individuals within it).

Section 7.13 (i) of the *Local Government Act 1995*, and Regulations 13, 14 and 15 of the *Local Government (Audit) Regulations 1996*, outline the requirements for completion of the Compliance Audit Return.

The specific areas addressed by the CAR are:

- Commercial Enterprises by Local Governments;
- Delegation of Power/Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Integrated Planning and Reporting;
- Local Government Employees;
- Official Conduct;
- Optional Questions; and
- Tenders for Providing Goods and Services.

The Shire Administration has extensively audited its governance and compliance policies, procedures and record keeping to ensure the 2021 CAR is an accurate representation of the local government's compliance framework. This included auditing samples for each CAR question, reviewing each process

and procedure to identify gaps, and interviewing staff who maintain the relevant systems to gather information relation to the compliance process. What was reflected in this year's CAR return were some historical compliance practices which did not meet regulation requirements in full. As compliance issues were identified, the Administration has adjusted its process to achieve satisfactory compliance.

A summary of the Shire's CAR 2021 is below:

#### **Commercial Enterprises by Local Governments**

There were no major trading undertakings or land transactions undertaken by the Shire in the relevant period.

#### **Delegation of Power/Duty**

The Delegation Register was not reviewed in the 2021 calendar year but this will be addressed in 2022.

#### **Disclosure of Interest**

All disclosures of interest have been recorded through minutes of council meetings. The new Code of Conduct regulations were adopted by an Absolute Majority in accordance with *Local Government (Administration) Regulations 1996*, 34B(5) & 34C this will be published on the shires website directly.

#### **Disposal of Property**

The Shire had no disposals that required advertising in accordance with Section 3.58 (3) and (4) of the *Local Government Act 1995*. Leases being extended or assigned were exempt disposals, in accordance with Regulation 30 (2)(b) of the *Local Government (Functions and General) Regulations 1996*, such as lease to sporting clubs.

#### **Elections**

A Gift Register has been established for disclosures and can be located on the shires website.

#### **Finance**

Currently the Audit is pending with the OAG so any significant issues if found will be addressed at the time of reporting.

#### **Integrated Planning and Reporting**

The Strategic Community Plan and the Corporate Business Plan to be developed in the 2022 year.

#### **Local Government Employees**

One senior employee was recruited in this time.

#### **Official Conduct**

A complaints Register has been established on the Shire Website. A senior employee is to be designated as the Complaints Officer for the Shire.

#### **Optional Questions**

Optional questions were also requested of local governments with regard to reviewing the appropriateness and effectiveness of local government's financial management systems and procedures in accordance with Regulation 5 (2) (c) of the *Local Government (Financial Management) Regulation 1996*. An Audit Regulation 17 Review was undertaken and received by the Audit Committee on 18<sup>th</sup> December 2018. The next review was due in 2021. This will need to take place before the 2022 CAR.

#### **Tenders for Providing Goods and Services**

The Shire's Purchasing Policy 54 was reviewed in 29<sup>th</sup> June 2021. The policy was amended in line with the new regulations, and the threshold increased from \$150,000 to \$250,000. Compliance was maintained at both thresholds for the period.

## STATUTORY/LEGAL IMPLICATIONS

The Council is obliged to complete and submit the Woodanilling's Compliance Audit Return 2021 in accordance with the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*.

- Section 7.13(1)(i) of the *Local Government Act 1995* requires local governments to carry out, in the prescribed manner and in a form approved by the Minister an audit of compliance with statutory requirements prescribed in the *Local Government (Audit) Regulations 1996*.
- Regulation 13 of the *Local Government (Audit) Regulations 1996* details the statutory requirements that must be addressed within the compliance audit.
- Regulation 14 of the *Local Government (Audit) Regulations 1996* specifies the requirement to undertake a compliance audit for the annual period 1 January to 31 December and the process by which the audit return is to be considered by Council.
- Regulation 15 of the *Local Government (Audit) Regulations 1996* details the actions to be taken to certify the audit return and to submit the return by 31 March following the period to which the return relates.

## POLICY IMPLICATIONS

There are no relevant plans or policies to consider in relation to this matter.

## FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

## STRATEGIC IMPLICATIONS

### THEME 3

#### Governance

#### OBJECTIVES

To promote continual improvement that is supported by efficient and effective governance structures and processes.

#### STRATEGIES

By ensuring legislation is used to effectively enable quality decision making.

## CONSULTATION/COMMUNICATION

Consultation has been undertaken with relevant officers in regards to compliance requirements being met or not.

## RISK MANAGEMENT

There is a risk that Council will be in breach of its statutory obligations should it not complete, and adopt that Compliance Audit Return 2021. Accordingly, it has been assessed that the level of risk is high.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.

<b>MEDIUM</b>	Comply with risk reduction measures to keep risk as low as reasonably practical.
<b>HIGH</b>	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
<b>SEVERE</b>	Unacceptable. Risk reduction measures must be implemented before proceeding.

## VOTING REQUIREMENTS

Absolute Majority

## OFFICERS RECOMMENDATION

*The Audit Committee recommends to Council:*

1. Notes the 2021 Compliance Audit Return has been completed as contained in **Attachment 4.1.1**;
2. Authorises the Shire President and the Chief Executive Officer to certify the 2021 Compliance Audit Return; and
3. Authorises the Chief Executive Officer to submit the 2021 Compliance Audit Return to the Department of Local Government by 31 March 2022.

## AUDIT COMMITTEE RESOLUTION ACM01/03/2022

**Moved Cr Thomson seconded Cr Morrell**

*The Audit Committee recommends to Council:*

1. Notes the 2021 Compliance Audit Return has been completed as contained in **Amended Attachment 4.1.1**;
2. Authorises the Shire President and the Chief Executive Officer to certify the 2021 Compliance Audit Return; and
3. Authorises the Chief Executive Officer to submit the 2021 Compliance Audit Return to the Department of Local Government by 31 March 2022.

**CARRIED by an absolute majority 6/0**

**Reason for amendment to Attachment 4.1.1** – S5.37(2) Local Government Employees 5 and 6 change from No to N/A as confirmed by council members.



Department of  
Local Government, Sport  
and Cultural Industries

## Woodanilling - Compliance Audit Return 2021

### 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 the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
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 2021?	N/A		Sue Dowson
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 2021?	N/A		Sue Dowson
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 2021?	N/A		Sue Dowson
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 2021?	N/A		Sue Dowson
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Sue Dowson





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Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A		Sue Dowson
2	s5.16	Were all delegations to committees in writing?	N/A		Sue Dowson
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	N/A		Sue Dowson
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Sue Dowson
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	No		Sue Dowson
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 Act?	N/A		Sue Dowson
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	N/A		Sue Dowson
8	s5.42(2)	Were all delegations to the CEO in writing?	N/A		Sue Dowson
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	N/A		Sue Dowson
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?	N/A		Stephen Gash
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?	N/A		Stephen Gash
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	No		Stephen Gash
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 Admin Reg 19?	No		Stephen Gash

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
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, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Sue Dowson



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No	Reference	Question	Response	Comments	Respondent
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 Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		Sue Dowson
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Sue Dowson
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		Sue Dowson
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	Yes		Sue Dowson
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		Sue Dowson
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?	Yes		Stephen Gash
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, in the form prescribed in Admin Reg 28?	Yes		Stephen Gash
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Stephen Gash
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) 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		Stephen Gash
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, in the form prescribed in Admin Reg 28A?	Yes		Stephen Gash
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	N/A	Nil gifts received	Sue Dowson
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Sue Dowson





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No	Reference	Question	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Sue Dowson
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?*  *Question not applicable after 2 Feb 2021	N/A		Sue Dowson
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	N/A		Sue Dowson
		*Question not applicable after 2 Feb 2021			
17	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		Sue Dowson
18	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) 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		Sue Dowson
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Sue Dowson
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*	Yes		Sue Dowson
		*Question not applicable after 2 Feb 2021			
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*	Yes	Nil gifts have been received to date	Sue Dowson
		*Question not applicable after 2 Feb 2021			



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No	Reference	Question	Response	Comments	Respondent
22	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		Sue Dowson
23	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)?	No		Sue Dowson
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	No		Sue Dowson
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	No		Sue Dowson

**Disposal of Property**

No	Reference	Question	Response	Comments	Respondent
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) (unless section 3.58(5) applies)?	N/A		Sue Dowson
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?	N/A		Sue Dowson



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**Elections**

No	Reference	Question	Response	Comments	Respondent
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?	Yes		Sue Dowson
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?	No		Sue Dowson
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 Elect Reg 30G(6)?	Yes		Sue Dowson





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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		Sue Dowson
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Sue Dowson
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	No	Audit is pending with OAG at time of reporting	Stephen Gash
4	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, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	Audit is pending with OAG at time of reporting	Stephen Gash
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	Audit is pending with OAG at time of reporting. Any significant issues if found, will be address at time of reporting.	Stephen Gash
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	Audit is pending with OAG at time of reporting	Stephen Gash
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	N/A	Audit is pending with OAG at time of reporting	Stephen Gash



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Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
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	Version 3 - adopted 16 February 2016	Sue Dowson
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	Council meeting 19/02/2019 10.2 Corporate Business Plan December 2018 Review	Sue Dowson
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	No	Was not reviewed in 19/20 or 20/21	Sue Dowson

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	Yes		Sue Dowson
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes		Sue Dowson
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes		Sue Dowson
4	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)?	Yes		Sue Dowson
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Sue Dowson
6	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		Sue Dowson



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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	No		Stephen Gash
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)? Does the complaints register include all information required by section 5.121 (2)?	Yes		Stephen Gash
3	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		Stephen Gash





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Optional Questions					
No	Reference	Question	Response	Comments	Respondent
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 Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	Yes	OCM 19/03/2019 - Item 10.2	Stephen Gash
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 Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	Yes	OCM19/02/19 - Item 10.6	Stephen Gash
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	No	Nil	Sue Dowson
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	Item 10.2 29/06/2021 Council Meeting	Sue Dowson
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)?	No		Sue Dowson
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	Item 10.5 29/06/2021 Council Meeting	Sue Dowson
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	No		Sue Dowson
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	No		Sue Dowson
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all it's expenditure, revenue and income?	Yes		Sue Dowson



Department of  
**Local Government, Sport  
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**Tenders for Providing Goods and Services**

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (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		Sue Dowson
2	s3.57 F&G Reg 11	Subject to F&G Reg 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 F&G Reg 11(1)?	N/A		Sue Dowson
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	N/A		Sue Dowson
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		Sue Dowson
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	N/A		Sue Dowson
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	N/A		Sue Dowson
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	N/A		Sue Dowson
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		Sue Dowson
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?	N/A		Sue Dowson
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?	N/A		Sue Dowson





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No	Reference	Question	Response	Comments	Respondent
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A	Nil tenders	Sue Dowson
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	Nil tenders	Sue Dowson
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23 (1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	Nil tenders	Sue Dowson
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 F&G Reg 24?	N/A	Nil tenders	Sue Dowson
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 F&G Reg 24AD(4) and 24AE?	N/A	Nil tenders	Sue Dowson
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	Nil tenders	Sue Dowson
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 pre-qualified supplier panel application?	N/A	Nil tenders	Sue Dowson
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 F&G Reg 24AG?	N/A	Nil tenders	Sue Dowson
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	Nil tenders	Sue Dowson
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	Nil tenders	Sue Dowson
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	Nil tenders	Sue Dowson



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No	Reference	Question	Response	Comments	Respondent
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A	Nil tenders	Sue Dowson

I certify this Compliance Audit Return has been adopted by council at its meeting on

22nd March 2022

A blue ink signature of the Mayor/President of Woodanilling.

Signed Mayor/President, Woodanilling

A black ink signature of the CEO of Woodanilling.

Signed CEO, Woodanilling

## 5. **CLOSURE OF MEETING**

Meeting closed at 1.39pm