



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

## Three Springs - Compliance Audit Return 2020

### 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<br>Regs 7,9,10 | Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?                                                                                                                                                 | N/A      | No major trading undertaken. | Rajinder Sunner |
| 2                                           | s3.59(2)(b) F&G<br>Regs 7,8,10 | Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?                                                                                                                                                    | N/A      |                              | Keith Woodward  |
| 3                                           | s3.59(2)(c) F&G<br>Regs 7,8,10 | 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 2020?                                                                                                 | N/A      |                              | Keith Woodward  |
| 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 2020? | N/A      |                              | Keith Woodward  |
| 5                                           | s3.59(5)                       | During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?                                                                                                                                     | N/A      |                              | Keith Woodward  |



| Delegation of Power/Duty |                                |                                                                                                                                              |          |                                                                      |                 |
|--------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------|-----------------|
| No                       | Reference                      | Question                                                                                                                                     | Response | Comments                                                             | Respondent      |
| 1                        | s5.16                          | Were all delegations to committees resolved by absolute majority?                                                                            | Yes      |                                                                      | Keith Woodward  |
| 2                        | s5.16                          | Were all delegations to committees in writing?                                                                                               | Yes      |                                                                      | Keith Woodward  |
| 3                        | s5.17                          | Were all delegations to committees within the limits specified in section 5.17?                                                              | Yes      |                                                                      | Keith Woodward  |
| 4                        | s5.18                          | Were all delegations to committees recorded in a register of delegations?                                                                    | Yes      |                                                                      | Keith Woodward  |
| 5                        | s5.18                          | Has council reviewed delegations to its committees in the 2019/2020 financial year?                                                          | Yes      | Ordinary Council Meeting 16/12/2020 - Council Resolution - 091/2020. | Rajinder Sunner |
| 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?                                              | Yes      |                                                                      | Keith Woodward  |
| 7                        | s5.42(1)                       | Were all delegations to the CEO resolved by an absolute majority?                                                                            | Yes      |                                                                      | Keith Woodward  |
| 8                        | s5.42(2)                       | Were all delegations to the CEO in writing?                                                                                                  | Yes      |                                                                      | Keith Woodward  |
| 9                        | s5.44(2)                       | Were all delegations by the CEO to any employee in writing?                                                                                  | Yes      |                                                                      | Keith Woodward  |
| 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      |                                                                      | Rajinder Sunner |
| 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      |                                                                      | Keith Woodward  |
| 12                       | s5.46(2)                       | Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?           | Yes      |                                                                      | Keith Woodward  |
| 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? | Yes      |                                                                      | Keith Woodward  |

| 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      |          | Keith Woodward |



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| No | Reference                             | Question                                                                                                                                                                                                                                 | Response | Comments | Respondent      |
|----|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-----------------|
| 2  | s5.68(2) & s5.69<br>(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      |          | Keith Woodward  |
| 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      |          | Keith Woodward  |
| 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      |          | Rajinder Sunner |
| 5  | s5.76 Admin Reg 23, Form 3            | Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?                                                                                                                                            | Yes      |          | Keith Woodward  |
| 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      |          | Keith Woodward  |
| 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      |          | Keith Woodward  |
| 8  | s5.88(1) & (2)(b)<br>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      |          | Keith Woodward  |
| 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      |          | Keith Woodward  |
| 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      |          | Keith Woodward  |
| 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      |          | Keith Woodward  |
| 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      |          | Keith Woodward  |
| 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      |          | Keith Woodward  |



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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      |          | Keith Woodward  |
| 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)?                                                                                  | Yes      |          | Keith Woodward  |
| 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?                                                                                                                                                                  | Yes      |          | Keith Woodward  |
| 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      |          | Keith Woodward  |
| 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      |          | Keith Woodward  |
| 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      |          | Keith Woodward  |
| 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      |          | Rajinder Sunner |
| 21 | Admin Reg 34B(5)                      | Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?                                                                                                                                                                                                                    | Yes      |          | Keith Woodward  |

### 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)?         | Yes      |          | Keith Woodward |
| 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? | No       |          | Keith Woodward |



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| <b>Elections</b> |                         |                                                                                                                                                                                                                                                                                                                                                     |                 |                 |                   |
|------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-------------------|
| <b>No</b>        | <b>Reference</b>        | <b>Question</b>                                                                                                                                                                                                                                                                                                                                     | <b>Response</b> | <b>Comments</b> | <b>Respondent</b> |
| 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             |                 | Rajinder Sunner   |
| 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?                                                                                      | Yes             |                 | Rajinder Sunner   |
| 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             |                 | Rajinder Sunner   |

| <b>Finance</b> |                   |                                                                                                                                                                                                                                                       |                 |                                                               |                   |
|----------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------|-------------------|
| <b>No</b>      | <b>Reference</b>  | <b>Question</b>                                                                                                                                                                                                                                       | <b>Response</b> | <b>Comments</b>                                               | <b>Respondent</b> |
| 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             |                                                               | Keith Woodward    |
| 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             |                                                               | Keith Woodward    |
| 3              | s7.3(1) & s7.6(3) | Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?                                                                                                                  | N/A             | Appointed by OAG                                              | Rajinder Sunner   |
| 4              | s7.3(3)           | Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?                                                                                                              | Yes             | Appointed by OAG                                              | Rajinder Sunner   |
| 5              | s7.9(1)           | Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?                                                                                                                              | Yes             | Ordinary Council Meeting 16/12/2020 - Resolution No. 096/2020 | Rajinder Sunner   |
| 6              | 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? | Yes             |                                                               | Keith Woodward    |



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| No | Reference       | Question                                                                                                                                                                                                                                                                             | Response | Comments | Respondent      |
|----|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-----------------|
| 7  | s7.12A(4)(a)    | 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?                                           | Yes      |          | Keith Woodward  |
| 8  | s7.12A(4)(b)    | Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?                                                                      | Yes      |          | Keith Woodward  |
| 9  | 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?                                                                                                     | Yes      |          | Keith Woodward  |
| 10 | Audit Reg 7     | Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor? | Yes      |          | Rajinder Sunner |
| 11 | 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?                                                                                                                                           | Yes      |          | Keith Woodward  |

### 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?<br>If Yes, please provide the adoption date or the date of the most recent review in the Comments section? | Yes      | 17 June 2020     | Keith Woodward |
| 2  | Admin Reg 19DA (1) & (4) | Has the local government adopted by absolute majority a corporate business plan?<br>If Yes, please provide the adoption date or the date of the most recent review in the Comments section?  | Yes      | 26 November 2018 | Keith Woodward |
| 3  | Admin Reg 19DA (2) & (3) | Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?                                                                                                    | Yes      |                  | Keith Woodward |



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### 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      |          | Keith Woodward  |
| 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      |          | Keith Woodward  |
| 3  | Admin Reg 18E                      | Was all information provided in applications for the position of CEO true and accurate?                                                                    | Yes      |          | Keith Woodward  |
| 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      |          | Keith Woodward  |
| 5  | s5.37(2)                           | Did the CEO inform council of each proposal to employ or dismiss senior employee?                                                                          | Yes      |          | Rajinder Sunner |
| 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?                   | Yes      |          | Rajinder Sunner |

### 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?                                                             | N/A      | CEO is Complaints Officer | Keith Woodward |
| 2  | s5.121(1) | 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)? | Yes      |                           | Keith Woodward |
| 3  | s5.121(2) | Does the complaints register include all information required by section 5.121 (2)?                                                                                        | Yes      |                           | Keith Woodward |
| 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      |                           | Keith Woodward |

### Optional Questions



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| 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 2020?<br>If yes, please provide the date of council's resolution to accept the report.                                | Yes      | Ordinary Council Meeting - 12/02/2020 - Resolution No. 002/2020 | Rajinder Sunner |
| 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 2020?<br>If yes, please provide date of council's resolution to accept the report. | Yes      |                                                                 | Keith Woodward  |
| 3  | s5.87C(2)                         | Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?                                                                                                                                                                                                                         | N/A      | No disclosure was made                                          | Keith Woodward  |
| 4  | s5.87C                            | Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?                                                                                                                                                                                                                     | N/A      | No disclosure was made                                          | Keith Woodward  |
| 5  | s5.90A(2)                         | Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?                                                                                                                                                                                                       | Yes      |                                                                 | Keith Woodward  |
| 6  | s.5.90A(5)                        | Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?                                                                                                                                                                                                                             | Yes      |                                                                 | Keith Woodward  |
| 7  | 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)?                                                                                                                                                                                                                           | Yes      |                                                                 | Keith Woodward  |
| 8  | 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      | Ordinary Council Meeting 17/06/2020 - Resolution No. 034/2020.  | Rajinder Sunner |
| 9  | s5.127                            | Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?                                                                                                                                                    | Yes      |                                                                 | Keith Woodward  |
| 10 | s6.4(3)                           | By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?                                                                                                                                                                                             | Yes      |                                                                 | Keith Woodward  |



## Tenders for Providing Goods and Services

| No | Reference                                        | Question                                                                                                                                                                                                                                                                               | Response | Comments                               | Respondent     |
|----|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------|----------------|
| 1  | F&G Reg 11A(1) & (3)                             | Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less? | Yes      |                                        | Keith Woodward |
| 2  | F&G Reg 11A(1)                                   | Did the local government comply with its current purchasing policy 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      |                                        | Keith Woodward |
| 3  | 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)?                              | Yes      |                                        | Keith Woodward |
| 4  | 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)?                                                                                             | Yes      |                                        | Keith Woodward |
| 5  | 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      | Did not enter into multiple contracts. | Keith Woodward |
| 6  | 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      |                                        | Keith Woodward |
| 7  | 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?                                                                                                                                                             | Yes      |                                        | Keith Woodward |
| 8  | 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?                                 | Yes      |                                        | Keith Woodward |
| 9  | 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?                                                                                                                                          | No       |                                        | Keith Woodward |



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| No | Reference                       | Question                                                                                                                                                                                                                                                                              | Response | Comments                                 | Respondent     |
|----|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------|----------------|
| 10 | 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      |                                          | Keith Woodward |
| 11 | 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      |                                          | Keith Woodward |
| 12 | 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?                                                                                                                                                       | Yes      |                                          | Keith Woodward |
| 13 | 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      | Tenders only, no expression of interest  | Keith Woodward |
| 14 | F&G Reg 23(3)                   | Were all expressions of interest that were not rejected assessed by the local government?                                                                                                                                                                                             | N/A      | Tenders only, no expressions of interest | Keith Woodward |
| 15 | 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 as an acceptable tenderer?                                                                                               | N/A      | Tenders only, no expressions of interest | Keith Woodward |
| 16 | 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      | Tenders only, no expressions of interest | Keith Woodward |
| 17 | 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      | No invite for panel undertaken           | Keith Woodward |
| 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      | No invite for panel undertaken           | Keith Woodward |
| 19 | 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      | No invite for panel undertaken           | Keith Woodward |
| 20 | 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      | No invite for panel undertaken           | Keith Woodward |



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| No | Reference          | Question                                                                                                                                                                                                        | Response | Comments                       | Respondent     |
|----|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------|----------------|
| 21 | 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 invite for panel undertaken | Keith Woodward |
| 22 | 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? | Yes      |                                | Keith Woodward |
| 23 | F&G Reg 24AI       | Did the CEO send each applicant written notice advising them of the outcome of their application?                                                                                                               | Yes      |                                | Keith Woodward |
| 24 | 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?                                                                       | Yes      |                                | Keith Woodward |

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

\_\_\_\_\_  
Signed Mayor/President, Three Springs

\_\_\_\_\_  
Signed CEO, Three Springs