TOWN of
EAST FREMANTLE

AGENDA

Special Audit, Risk and Improvement Committee

Wednesday, 2 September 2026 at 6:00 PM

Procedure for Deputations, Presentations and Public Question Time at Council Meetings

Council thanks you for your participation in Council Meetings and trusts that your input will be beneficial to all parties. Council has a high regard for community input where possible, in its decision making processes.

Deputations	Presentations
A formal process where members of the community request permission to address Council or Committee on an issue.	An occasion where awards or gifts may be accepted by the Council on behalf of the community, when the Council makes a presentation to a worthy recipient or when agencies may present a proposal that will impact on the Local Government.

Procedures for Deputations

The Council allows for members of the public to make a deputation to Council on an issue related to Local Government business.

Notice of deputations need to be received **by 5pm on the day before the meeting** and agreed to by the Presiding Member. Please contact Executive Support Services via telephone on 9339 9339 or email admin@eastfremantle.wa.gov.au to arrange your deputation.

Where a deputation has been agreed to, during the meeting the Presiding Member will call upon the relevant person(s) to come forward and address Council.

A Deputation invited to attend a Council meeting:
(a) is not to exceed five (5) persons, only two (2) of whom may address the Council, although others may respond to specific questions from Members;
(b) is not to address the Council for a period exceeding ten (10) minutes without the agreement of the Council; and
(c) additional members of the deputation may be allowed to speak with the agreement of the Presiding Member.

Council is unlikely to take any action on the matter discussed during the deputation without first considering an officer's report on that subject in a later Council agenda.

Procedure for Presentations

Notice of presentations being accepted by Council on behalf of the community, or agencies presenting a proposal, need to be received by **5pm on the day before the meeting** and agreed to by the Presiding Member. Please contact Executive Support Services via telephone on 9339 9339 or email admin@eastfremantle.wa.gov.au to arrange your presentation.

Where the Council is making a presentation to a worthy recipient, the recipient will be advised in advance and asked to attend the Council meeting to receive the award.

All presentations will be received/awarded by the Mayor or an appropriate Councillor.

Procedure for Public Question Time

The Council extends a warm welcome to you in attending any meeting of the Council. Council is committed to involving the public in its decision making processes whenever possible, and the ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective.

Council (as required by the ***Local Government Act 1995***) sets aside a period of 'Public Question Time' to enable a member of the public to put up to three (3) questions to Council. Questions should only relate to the business of Council and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Mayor may either answer the question or direct it to a Councillor or an Officer to answer, or it will be taken on notice.

Having regard for the requirements and principles of Council, the following procedures will be applied in accordance with the ***Town of East Fremantle Local Government (Council Meetings) Local Law 2016****:*

1. Public Questions Time will be limited to fifteen (15) minutes.
2. Public Question Time will be conducted at an Ordinary Meeting of Council immediately following "Responses to Previous Public Questions Taken on Notice".
3. Each member of the public asking a question will be limited to two (2) minutes to ask their question(s).
4. Questions will be limited to three (3) per person.
5. Please state your name and address, and then ask your question.
6. Questions should be submitted to the Chief Executive Officer in writing by **5pm on the day before the meeting and be signed by the author**. This allows for an informed response to be given at the meeting.
7. Questions that have not been submitted in writing by 5pm on the day before the meeting will be responded to if they are straightforward.
8. If any question requires further research prior to an answer being given, the Presiding Member will indicate that the "question will be taken on notice" and a response will be forwarded to the member of the public following the necessary research being undertaken.
9. Where a member of the public provided written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
10. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.

Members of the public shall ensure that their mobile telephone and/or audible pager is not switched on or used during any meeting of the Council.

Members of the public are hereby advised that use of any electronic, visual or audio recording device or instrument to record proceedings of the Council is not permitted without the permission of the Presiding Member.

CONTENTS

NOTICE OF MEETING

Elected Members

A Special Meeting of the Audit, Risk and Improvement Committee will be held on 2 September 2026 at 6:00 PM in the Council Chambers, 135 Canning Highway, East Fremantle and your attendance is requested.

JONATHAN THROSSELL

Chief Executive Officer

AGENDA

1 DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

2 ACKNOWLEDGEMENT OF COUNTRY

"On behalf of the Council I would like to acknowledge the Whadjuk Nyoongar people as the traditional custodians of the land on which this meeting is taking place and pay my respects to Elders past, present and emerging."

3 RECORD OF ATTENDANCE

4 DISCLOSURES OF INTEREST

5 PUBLIC QUESTION TIME

6 PRESENTATIONS/DEPUTATIONS

7 REPORTS

Reports start on the next page

7.1 COMPLIANCE AUDIT RETURN 2025

Report Reference Number	ACR-1031
Prepared by	Janine May EA/Governance Coordinator
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting date	Wednesday, 2 September 2026
Voting requirements	Simple Majority
Documents tabled	Nil

Attachments

1. Letter and report from Karen Bateman, Badgemore Consulting
2. Draft 2025 Compliance Audit Return

PURPOSE

To seek Council's adoption of the 2025 Compliance Audit Return for submission to the Local Government Inspector by 30 September 2026.

EXECUTIVE SUMMARY

The 2025 Compliance Audit Return covers the period 1 January to 31 December 2025. Officers have completed the statutory return and engaged Karen Bateman of Badgemore Consulting to independently review the draft responses and supporting evidence. The review confirmed that the responses were generally supported by appropriate evidence, identified two reported non-compliances, and noted two opportunities for improvement. Council is now requested to adopt the 2025 Compliance Audit Return for submission to the Local Government Inspector by 30 September 2026.

BACKGROUND

Following adoption by Council, the Compliance Audit Return was previously submitted to the Department of Local Government, Sport and Cultural Industries. Following legislative changes, the return must now be lodged with the Local Government Inspector.

To allow the transition to amended CAR procedures, the deadline for submission of the 2025 CAR has been extended from the standard 31 March date to 30 September 2026.

CONSULTATION

Consultation occurred with relevant Council officers responsible for completing sections of the Compliance Audit Return.

The draft return and supporting evidence were independently reviewed by Karen Bateman of Badgemore Consulting.

STATUTORY ENVIRONMENT

Section 7.13(i) of the *Local Government Act 1995* requires that each local government carry out a compliance audit for the period 1 January to 31 December each year.

Recent amended Regulations 14 & 15 of the *Local Government (Audit) Regulations 1996* specify requirements with respect to the compliance audit as follows:

14. Compliance audits

*(1) A local government must carry out an audit (a **compliance audit**) of the local government's compliance with the statutory requirements prescribed by regulation 13 for the period beginning on 1 January and ending on 31 December in each year.*

(1A) Subregulation (1) is subject to regulation 15A.

(2) After a local government has carried out a compliance audit, the CEO must —

(a) prepare a compliance audit return in a form approved by the Inspector; and

(b) give a copy of the compliance audit return to the local government's audit, risk and improvement committee.

(3) The audit, risk and improvement committee must —

(a) review the compliance audit return; and

(b) report to the council the results of that review.

(4) When reporting to the council, the audit, risk and improvement committee must make any recommendations that the committee considers appropriate in relation to the compliance audit return.

(5) The council must consider the compliance audit return and the results of the audit, risk and improvement committee's review (including any recommendations) at a meeting of the council.

(6) The council must —

(a) determine if any matters raised by the audit, risk and improvement committee require action to be taken by the local government; and

(b) either —

(i) adopt the compliance audit return; or

(ii) adopt the compliance audit return subject to amendments proposed by the council.

[Regulation 14 inserted: SL 2025/211 r. 14; amended: SL 2025/208 r. 30.]

15. Signed compliance audit return and other information must be given to Inspector

(1) After a compliance audit return has been adopted by the council under regulation 14(6)(b), the local government must give the following information to the Inspector —

(a) a copy of the compliance audit return (or amended compliance audit return, if applicable), signed by the mayor or president and by the CEO;

(b) any recommendations made under regulation 14(4) after the audit, risk and improvement committee has reviewed the compliance audit return;

(c) a copy of the relevant section of the minutes of the meeting at which the compliance audit return was adopted by the council;

(d) any additional information explaining or qualifying the compliance audit.

(2) The information must be given to the Inspector no later than 31 March next following the period to which the return relates.

(3) The Inspector may extend the 31 March deadline.

[Regulation 15 inserted: SL 2025/211 r. 14.]

15A. Inspector may limit prescribed statutory requirements to be covered by compliance audit

(1) In this regulation —

***period** means a period for which a compliance audit is required under regulation 14(1) that begins on or after 1 January 2026;*

***prescribed statutory requirement** means a statutory requirement prescribed by regulation 13.*

(2) The Inspector may, in respect of a period, determine that a compliance audit —

(a) is not to cover all of the prescribed statutory requirements; and

(b) is instead to cover only the prescribed statutory requirements specified in the determination.

(3) The determination must be reflected in the form approved under regulation 14(2)(a) for the period.

(4) Subregulation (5) applies if —

(a) the Inspector makes determinations under subregulation (2) in respect of 3 consecutive periods; and

(b) there is a prescribed statutory requirement that is specified under subregulation (2)(b) in none of those determinations.

(5) If the Inspector makes a determination under subregulation (2) in respect of the period immediately after the 3 consecutive periods, the prescribed statutory requirement referred to in subregulation (4)(b) must be specified under subregulation (2)(b) in that determination (without limiting the other prescribed statutory requirements that may be specified).

[Regulation 15A inserted: SL 2025/208 r. 31.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There was a small budgeted cost associated with the independent review of the Compliance Audit Return.

STRATEGIC IMPLICATIONS

Council Plan 2026-2036

Outcome 10 Efficient governance and partnerships

10.1 Strive for excellence in leadership and governance, including sustainable financial, human resource, asset and risk management

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Non-compliance with statutory requirements	Rare (1)	Major (4)	Low (1-4)	COMPLIANCE — statutory reporting and governance obligations	Council adoption of the Compliance Audit Return and implementation of identified improvement actions.

RISK MATRIX

Consequence / Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	**5**	**Moderate (5)**	**High (10)**	**High (15)**	**Extreme (20)**	**Extreme (25)**
Likely	**4**	**Low (4)**	**Moderate (8)**	**High (12)**	**High (16)**	**Extreme (20)**
Possible	**3**	**Low (3)**	**Moderate (6)**	**Moderate (9)**	**High (12)**	**High (15)**
Unlikely	**2**	**Low (2)**	**Low (4)**	**Moderate (6)**	**Moderate (8)**	**High (10)**
Rare	**1**	**Low (1)**	**Low (2)**	**Low (3)**	**Low (4)**	**Moderate (5)**

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may relate to objectives including occupational health and safety, financial management, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any item with a risk rating above 16 will be added to the Risk Register and require a specific risk treatment plan.

RISK RATING

Risk Rating	4
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

N/A

COMMENT

Ms Karen Bateman has audited the Return and made the following comments/recommendations:

The following findings were identified during the review:

- The 2025 Return responses were provided by the responsible officers and recorded in the various Return sections;
- The responses are supported by appropriate evidence that has been sighted during the review; and
    - The Town reported five discrepancies:

Reference	Question?	Exception (noted in the Return by the Town)
Local Government Act 1995 Section 3.16	*"Has the local government reviewed local laws which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?"*	**Respondent:** Not reviewed within the previous eight years; however, the review, excluding the Keeping of Poultry Local Law, commenced on 16 June 2026. **Reviewer:** Noted that the review of local laws had not occurred within the previous eight years. However, the review, excluding the Keeping of Poultry Local Law, is now in progress. The prevailing local laws and evidence of the current review were sighted on the Town's website.
Local Government Act 1995 Section 5.104	*"Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1SS5?*	**Respondent:** No Current Code of Conduct dated 16 February 2021, for council members, committee members and candidates is on Town's website. This incorporated the model code in effect as at 31 December 2025 with no additional requirements adopted. **Reviewer:** Sighted current Code of Conduct for council members, committee members and candidates on Town's website. Most recently updated 16 February 2021.
Local Government (Elections) Regulations 1997 Reg 30G	*Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?*	**Respondent** At time of review it was pointed out that previous interpretation of this section of legislation was incorrect. **Reviewer:** Upon discovery, the disclosure for the unsuccessful candidate was removed from the Register.
Local Government (Financial Management) Regulations 1996. Regulation 6	*"Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits,*	**Respondent:** No. The Town does not have a dedicated internal audit function. The Corporate Services Team oversees the annual Audit Work Plan, including the

Reference	Question?	Exception (noted in the Return by the Town)
	reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?"	Financial Management Review and Audit Regulation 17 Review. **Reviewer:** Noted and confirmed. This was evidenced at the Audit Committee meeting on 11 December 2024 through the tabling of the annual Audit Work Plan.

- Two opportunities for improvement were noted:

Reference	Recommendation	Management Comment
Local Government Act 1995. Section 5.46 *Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?*	The Town uses ATTAIN to record decisions made under delegated authority. The reviewer sighted evidence of this process. To further strengthen compliance with Regulation 19, the Town should consider obtaining annual confirmation from delegates that they have maintained written records when exercising delegated powers or duties.	*The Town supports this recommendation. Records of decisions made under delegated authority are maintained in ATTAIN and are available for review.* *Administration will incorporate an annual delegate acknowledgement process into its governance compliance activities to provide additional assurance that Regulation 19 record-keeping requirements are being met.*
Local Government (Functions and General) Regulations 1996. Regulation 17 *Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local*	The 2025/26 Tender Register does not currently include details of RFT 02/25-26, as Council declined to award the tender. For completeness, it is recommended that the Town record all tender processes in the Tender Register, including tenders that are not awarded, together with the decision outcome.	*The Town supports this recommendation. The Tender Register will be updated to include RFT 02/25-26 and the Council decision not to award the tender.* *Administration will also document the process to ensure relevant officers are notified when tender outcomes require updating in the Tender Register.*

Reference	Recommendation	Management Comment
government's official website?		

CONCLUSION

It is recommended that Council adopt the draft 2025 Compliance Audit Return attached to this report.

7.1 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution Choose an item.CLICK OR TAP TO ENTER A DATE.

OFFICER RECOMMENDATION:

That Council:

1. **adopts the 2025 Compliance Audit Return for submission to the Local Government Inspector by 30 September 2026; and**
2. **receives the report and associated comments by Badgemore Consulting in the review of the Town's draft Compliance Audit Return; and**
3. **notes and endorses implementation of the recommended actions contained within this report relating to delegated authority record-keeping and the Tender Register.**

REPORT ATTACHMENTS

Attachments start on the next page

BADGEMORE CONSULTING

Town of East Fremantle

Compliance Audit Return 2025
Quality Assurance Review Report

27August 2026

ABN: 93 920 897 942

Karen Bateman, Principal
Email: karenbateman19@gmail.com
Telephone: + 61 419 908 202

Attachment -1

CONTENTS

1. Report

1.1 Introduction

The Town of East Fremantle (the Town) engaged Badgemore Consulting to carry out a compliance audit of the 2025 Compliance Audit Return (the Return).

In accordance with Regulation 14 of the *Local Government (Audit) Regulations 1996* (see below), each Western Australian local government is required to carry out a compliance audit for the period 1 January to 31 December against the requirements set out by the Local Government Inspector (the Inspector).

The completed Return must be submitted to the Audit, Risk and Improvement Committee for endorsement and then Council for their adoption. Once adopted by Council the Return, duly signed by the Mayor and Chief Executive Officer, is to be submitted to the Inspector in accordance with the information and reporting requirements set out under '*Regulation 15. Signed compliance audit return and other information must be given to Inspector*' by 30 September 2026.

WA Local Government (Audit) Regulations 1996. Regulation 14 Compliance audits

(1) A local government must carry out an audit (a compliance audit) of the local government's compliance with the statutory requirements prescribed by regulation 13 for the period beginning on 1 January and ending on 31 December in each year.

(1A) Subregulation (1) is subject to regulation 15A.

(2) After a local government has carried out a compliance audit, the CEO must —

(a) prepare a compliance audit return in a form approved by the Inspector; and

(b) give a copy of the compliance audit return to the local government's audit, risk and improvement committee.

(3) The audit, risk and improvement committee must —

(a) review the compliance audit return; and

(b) report to the council the results of that review.

(4) When reporting to the council, the audit, risk and improvement committee must make any recommendations that the committee considers appropriate in relation to the compliance audit return.

(5) The council must consider the compliance audit return and the results of the audit, risk and improvement committee's review (including any recommendations) at a meeting of the council.

(6) The council must —

(a) determine if any matters raised by the audit, risk and improvement committee require action to be taken by the local government; and

(b) either —

(i) adopt the compliance audit return; or

(ii) adopt the compliance audit return subject to amendments proposed by the council.

1.2 Scope

The scope of work is to audit the Town's response to the questions raised by the Inspector in the Return for 2025.

The Town collected the data using the Town's records and obtained the necessary information through discussions and advice from its officers. The Town then prepopulated the Return with that data and information.

The Return seeks answers to select compliance obligations from:

- Local Government Act 1995
- Local Government (Administration) Regulations 1996
- Local Government (Audit) Regulations 1996
- Local Government (Constitution) Regulations 1998
- Local Government (Elections) Regulations 1997
- Local Government (Financial Management) Regulations 1996.

For context many of the sections and questions posed are in line with the questions posed under the Returns issued in prior years by the Department of Local Government, Industry, Regulation and Safety (the Department).

The scope of the review included ensuring:

- Responses provided were received from the responsible officers as recorded in the various Return sections; and
- Evidence supporting the references provided was appropriate and relevant.

The review covered the period of the 2025 Return, being 1 January 2025 to 31 December 2025.

1.3 Approach

The engagement included an assessment related to each of the sections in the Return.

The approach to the engagement included:

- Reviewing the Town's the draft responses in the Return at the various sections provided by the Town's officers who have carriage of the designated sections.
- As necessary, enquiring of relevant Officers to understand those responses.
- Obtaining sufficient evidence (review of documentation) to confirm the responses are appropriate and supported, with any exceptions being noted.
- Providing a report on the completion of the Return, including any exceptions and recommendations for improvements.
- Submitting the 2025 Return and draft report to the Town and holding a close out meeting.
- Submitting a final report to the Chief Executive Officer for onward transmission to the Mayor, Audit Risk and Improvement Committee and Council.

1.4 Staff Interviewed

During the review interviews were held with:

- Jonathan Throssell, Chief Executive Officer
- Browyn Browning, Manager Corporate Services
- Peter Kocian, Executive Manager Corporate Services
- Janine May, Executive Assistant/Governance Coordinator
- Natalie McGill, Senior Finance Officer
- Jacquiline Scott, Executive Manager Technical Services.

1.5 Overall Findings

The following findings were identified during the review:

- The 2025 Return responses were provided by the responsible officers and recorded in the various Return sections (refer Appendix 1);
- The responses are supported by appropriate evidence that has been sighted during the review; and
- The Town reported five exceptions:

Reference	Question?	Exception (noted in the Return by the Town)
Local Government Act 1995 Section 3.16	*"Has the local government reviewed local laws which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?"*	**Respondent:** Not reviewed within previous 8 years, however review (excluding Keeping of Poultry Local Laws) now carried out 16/6/26. **Reviewer:** Noted that the review of local laws had not occurred within in previous 8 years. However, the review (excluding Keeping of Poultry Local Laws) is now in progress. The prevailing local laws and a note of the current review was sighted on the Town's website.
Local Government Act 1995 Section 5.104	*"Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1SS5?"*	**Respondent:** No. Current Code of Conduct dated 16 February 2021, for council members, committee members and candidates is on Town's website. This incorporated the model code in effect as at 31 December 2025 with no additional requirements adopted. **Reviewer:** Sighted current Code of Conduct for council members, committee members and candidates on Town's website. Most recently updated 16 February 2021.

Reference	Question?	Exception (noted in the Return by the Town)
Local Government (Administration) Regulations 1996 Regulation 19C	*"Has the local government adopted by absolute majority a strategic community plan?* *If yes, provide the date of the most recent review"*	**Respondent:** No. New Council Plan (combined Strategic Community Plan and Corporate Business Plan) adopted 23 June 2026. **Reviewer:** Sighted new Council Plan (combined Strategic Community Plan and Corporate Business Plan) adopted 23 June 2026, on the Town's website.
Local Government (Elections) Regulations 1997 Regulation 30G	*"Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?"*	**Respondent:** Exception noted. **Reviewer:** At the date of the initial review (July 2026) the *Register of Electoral Gifts* disclosed a gift to Tomas Fitzgerald. Tomas Fitzggerald was not elected and so the disclosure should be removed. This has now been corrected.
Local Government (Financial Management) Regulations 1996. Regulation 6	*"Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?"*	**Respondent:** No. The Town does not have a dedicated internal audit function. The Corporate Services Team oversees the annual Audit Work Plan including the Financial Management Report/Audit Regulation 17 Review **Reviewer:** Noted and confirmed. This was evidenced at the Audit Committee meeting 11 December 2024, with the tabling of annual Audit Work Plan.

- Two opportunities for improvement were noted:

Reference	Recommendation	Management Comment
Local Government Act 1995. Section 5.46 *Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?*	The Town uses ATTAIN software for all such persons to maintain records evidencing exercising uses of delegated power or duty. The ATTAIN software was sighted evidencing this. To strengthen the Town's ability to demonstrate compliance with this Regulation the Town could consider seeking annual confirmation from the delegates that did keep written records.	*The Town supports this recommendation.* *While records of decisions made under delegated authority are maintained within the ATTAIN records management system and are available for review, obtaining an annual acknowledgement from delegates that they have complied with the record-keeping requirements of Regulation 19 would provide an additional level of assurance and strengthen the Town's governance framework. Administration will incorporate this process into its annual governance compliance activities.*
Local Government (Functions and General) Regulations 1996. Regulation 17 *Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?*	The Tender Register 2025/26 does not include the details of RFT 02/25-26 as council declined to award this tender. For completeness it is recommended that the Town consider continuing to provide such information in the Tender Register for completeness and note the decision taken.	*The Town supports this recommendation.* *The Tender Register will be updated accordingly.* *Additionally, Administration will prepare a process map to ensure the necessary officers are advised of such future instances and update the Tender Register.*

The detailed findings are provided in Appendix One.

1.6 Limitations of this report

Because of the inherent limitations of an assurance engagement, together with the internal control structure it is possible that fraud, error, or non-compliance with the compliance requirements may occur and not be detected. The conclusions expressed in this report have been formed on this basis.

A reasonable assurance engagement throughout the specified period does not provide assurance on whether compliance with the compliance requirements will continue in the future.

This report has been prepared for the Town for the purpose of assisting the Town meet the compliance requirements of *Regulation 14 of the WA Local Government (Audit) Regulations 1996* and may not be suitable for another purpose. We understand this report will be distributed to the Audit Risk and Improvement Committee and Council.

We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the Town or for any purpose other than that for which it was prepared.

Statement of Independence

We have complied with our independence and other relevant ethical requirements of the *Code of Ethics for Professional Accountants* issued by the Accounting Professional and Ethical Standards Board and complied with the applicable requirements of the *Australian Standard on Quality Control* to maintain a comprehensive system of quality control.

1.7 Overall Conclusion

In our opinion, based on the procedures performed as outlined in section 1.3 above, the 2025 Return as attached in Appendix 1 is supported by appropriate evidence and sign-off of the responses.

We appreciate the assistance of the Town's management and staff in completing this review. If you have any queries on this report, or if we can provide any further assistance, please contact me.

27 August 2026

KAREN BATEMAN

Principal

Appendix One

Reference	Question	Answer	Verification / Evidence	Owner
Local Government Act 1995				
s2.29	Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?	**YES**	**Respondent:** Cr Wilson 20/10/25, then Mayor Natale and remaining five Councillors on 21/10/25. **Reviewer:** The declarations were by one Councilor, then the Mayor and five remaining Councillors. The required declarations were sighted.	**Executive Assistant/Governance Coordinator**
s3.16	Has the local government reviewed local laws which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?	**NO**	**Respondent:** Not reviewed within previous 8 years, however review (excluding Keeping of Poultry Local Law) now carried out 16/6/26. **Reviewer:** Noted that the review of local laws had not occurred within in previous 8 years. However, the review (excluding Keeping of Poultry Local Laws) is now in progress. The prevailing local laws and a note of the current review was sighted on the Town's website.	**Executive Assistant/Governance Coordinator**

Reference	Question	Answer	Verification / Evidence	Owner
s3.57	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	**YES**	**Respondent:** Confirm contracts > threshold & procurement method. Refer July 2026 ARIC Report. **Reviewer:** The Town carries out an internal audit '*Requisitions over $50,000*' to test for compliance with this Regulation. The report on this internal audit tabled at the July 2026 Audit and Risk Improvement Committee (ARIC) meeting was sighted and did not identify any exceptions.	**Executive Manager Corporate Services (EMCS)**
s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the *Local Government Act 1SS5* (unless section 3.58(5) applies)?	**N/A**	**Respondent:** Fremantle City Football Club Lease: Exempt disposal under Regulation 30 of the Local Government (Functions and General) Regulations. **Reviewer:** Noted.	**Executive Manager Corporate Services**
s3.58(4)	Where the local government disposed of property under section 3.58(3) of the *Local Government Act 1SS5*, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	**N/A**	**Respondent:** Exempt Disposal. **Reviewer:** Noted.	**Executive Manager Corporate Services**
s.3.59(2)(a)	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?	**N/A**	**Respondent:** No new major trading undertakings in 2025. **Reviewer:**	**Executive Manager Corporate Services**

Reference	Question	Answer	Verification / Evidence	Owner
s.3.59(2)(b)	Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?	N/A	**Respondent:** No new major land transactions in 2025. **Reviewer:**	**Executive Manager Corporate Services**
s.3.59(2)(c)	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 2025?	N/A	**Respondent:** **Reviewer:**	**Executive Manager Corporate Services**
s.3.59(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 2025?	N/A	**Respondent:** **Reviewer:** .	**Executive Manager Corporate Services**
s.3.59(5)	During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	**Respondent:** **Reviewer:**	**Executive Manager Corporate Services**
s5.16(1)	Were all delegations to committees resolved by absolute majority?	YES	**Respondent:** Incorporated in annual Delegations Review OCM 17/6/25 (071706). **Reviewer:** Sighted annual Delegations Review at Council Meeting 17 June 2025 (071706), noting passed by absolute majority.	**Executive Assistant/Governance Coordinator**

Reference	Question	Answer	Verification / Evidence	Owner
s5.16(2)	Were all delegations to committees in writing?	**YES**	**Respondent:** Council Minutes 17/6/25 071706. **Reviewer:** Sighted annual Delegations Review at Council Meeting 17 June 2025 (071706), with the delegations to Behaviour Complaints Committee. Noting there have been no Behaviour Complaints Committee meeting in the period.	**Executive Assistant/Governance Coordinator**
s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1SS5?	**YES**	**Respondent:** **Reviewer:** Sighted delegations 1.1.1 Behaviour Complaints Committee & 1.1.2 Planning Committee at Council Meeting 17 June 2025 (071706). Note: Planning Committee was disbanded at OCM 28 October 2025. However, due to an administrative oversight the reference to the Delegation DA 73 in the OCM Minutes 28 October 2025 was incorrect. This was corrected at the OCM 16 June 2026 when Delegations 1.1.2:DA 73 was correctly removed. The Planning Committee had not met in the interviewing period.	**Executive Assistant/Governance Coordinator**
s5.18	Were all delegations to committees recorded in a register of delegations?	**YES**	**Respondent:** Delegations 1.1.1 Behaviour Complaints Committee & 1.1.2 Planning Committee. **Reviewer:** Sighted Delegations 1.1.1 Behaviour Complaints Committee & 1.1.2 Planning Committee at Council Meeting 17June 2025 (071706).	**Executive Assistant/Governance Coordinator (EA/GC)**

Reference	Question	Answer	Verification / Evidence	Owner
s.5.36(4) C s.5.37(3)	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	**Respondent:** **Reviewer:**	
s. 5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee? 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	**Respondent:** **Reviewer:**	
s. 5.39B	Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?	YES	**Respondent:** Adopted 160321 and displayed on website. **Reviewer:** Sighted the Standard for CEO Performance, Recruitment and Termination dated 16 March 2021 on the Town's website and sighted the supporting minutes, with the item passed by absolute majority.	
s. 5.42	Were all delegations to the CEO resolved by an absolute majority? Were all delegations to the CEO in writing?	YES YES	**Respondent:** Listed in Register of Delegated Authority adopted by Council on 170625. **Reviewer:** Minutes evidencing compliance dated 17 June 2025, sighted with the item passed by absolute majority.	**Executive Assistant/Governance Coordinator**

Reference	Question	Answer	Verification / Evidence	Owner
s. 5.43	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1SS5?	YES	**Respondent:** **Reviewer:** Confirmed by review of Register of Delegated Authority, adopted by Council on 17 June 2025.	**Executive Assistant/Governance Coordinator**
s. 5.44(2)	Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?	YES	**Respondent:** ATTAIN SOFTWARE– USERS – SELECT NAME – ACCOUNT HISTORY TAB **Reviewer:** The Town uses ATTAIN software to maintain records of the CEO's record written instrument of delegation for all employees. Sighted ATTAIN register evidencing compliance, supported by testing on a sample basis.	**Executive Assistant/Governance Coordinator**
s.5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	YES	**Respondent:** SPCM 281025 (032810). **Reviewer:** Sighted the minutes of Special Council meeting (SPCM) 28 October 2025 (032810) disbanding the Planning Committee by absolute majority.	**Executive Assistant/Governance Coordinator**
s.5.46	Has the CEO kept a register of all delegations made under Division 4 of the Local Government Act 1SS5 to the CEO and to employees?	YES	**Respondent:** OCM 170625 (071706). **Reviewer:** Sighted the minutes OCM 17 June 2025 (071706) and the Register of Delegations (current) on the Town's website.	**Executive Assistant/Governance Coordinator**

Reference	Question	Answer	Verification / Evidence	Owner
	Were all delegations made under Division 4 reviewed by the delegator at least once during the 2024/2025 financial year? Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	YES YES	**Respondent:** OCM 170625 (071706). **Reviewer:** Sighted the minutes OCM 17 June 2025 (071706) and the Register of Delegations (current) on the Town's website. **Respondent:** Based on the information retained in the ATTAIN software register. **Reviewer:** The Town uses ATTAIN software for all such persons to maintain records evidencing exercising uses of delegated power or duty. The ATTAIN software was sighted evidencing this, supported by testing on a sample basis. Recommendation: to strengthen the Town's ability to demonstrate compliance with this Regulation the Town could consider seeking annual confirmation from the delegates that written records were maintained.	
s. 5.50	If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on the website? outlining the circumstances in relation to payments made to terminated employees? If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?	N/A	**Respondent:** **Reviewer:**	**Executive Manager Corporate Services**

Reference	Question	Answer	Verification / Evidence	Owner
s. 5.51A	Has the CEO prepared and implemented a code of conduct to be observed by employees 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**	**Respondent:** Current Employee Code of Conduct on Website. **Reviewer:** Noted. Sighted Employee Code of Conduct dated July 23 on Town's Website.	**Executive Assistant/Governance Coordinator**
s. 5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1SS5, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	**N/A**	**Respondent:** None for 2025. **Reviewer:** Sighted Register of Interest for 2025. No such matters noted.	
s. 5.68(2)	Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	**N/A**	**Respondent:** There were no instances where a council member disclosed an interest and sought to participate in the meeting. **Reviewer:** Sighted Registers of Interest for 2024/25 and 2025/26. No such matters noted.	**Executive Assistant/Governance Coordinator**

Reference	Question	Answer	Verification / Evidence	Owner
s. 5.69(5)	Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?	N/A	**Respondent:** There were no instances where an application was made to the Minister to allow a disclosing member to participate in the meeting on a matter they had disclosed an interest. **Reviewer:** Sighted Registers of Interest for 2024/25 and 2025/26. No such matters noted.	**Executive Assistant/Governance Coordinator**
s. 5.70	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	**Respondent:** OCM 180325 Item 5.1.1 OCM 091225 Item 5.1.1 **Reviewer:** Sighted Registers of Interest for 2024/25. and 2025/26. Sighted duly noted in the minutes for OCM 18 March 2025 Item 5.1.1 and OCM 9 December 205 Item 5.1.1.	**Executive Assistant/Governance Coordinator**

Reference	Question	Answer	Verification / Evidence	Owner
s. 5.71B(5) and (7)	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 Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application? Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	**Respondent:** No instance of Council applying to Minister to allow CEO to provide advice/report to which a disclosure under s5.71(1) relates. **Reviewer:** Sighted Registers of Interest for 2024/25 and 2025/26. No such matters noted.	**Executive Assistant/Governance Coordinator**
s. 5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	YES	**Respondent:** OCM 180325 Item 5.1.1 OCM 091225 Item 5.1.1 **Reviewer:** Sighted Registers of Interest for 2024/25. and 2025/26. Sighted duly noted in the minutes for OCM 18 March 2025 Item 5.1.1 and OCM 9 December 2025 Item 5.1.1.	**Executive Assistant/Governance Coordinator**
s. 5.75	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	YES	**Respondent:** Register Available. **Reviewer:** Primary returns for one new employee and two newly elected members were completed within due timeframe. Primary returns sighted.	**Executive Assistant/Governance Coordinator**

Reference	Question	Answer	Verification / Evidence	Owner
s. 5.76	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?	YES	**Respondent:** Register Available. **Reviewer:** Register of Annual Returns for Elected Members and relevant employees sighted and returns noted as completed by due date.	**Executive Assistant/Governance Coordinator**
s. 5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?	YES	**Respondent:** Register Available via ATTAIN software. **Reviewer:** Sighted records in ATTAIN software recording written acknowledgment from the CEO of having received the return. Sighted on a sample basis written acknowledgment of CEO having received the return.	**Executive Assistant/Governance Coordinator**
s. 5.88	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	YES	**Respondent:** Register(s) Available **Reviewer:** Sighted Registers of Interest for 2024/25 and 2025/26.	**Executive Assistant/Governance Coordinator**
	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 Local Government Act 1995, in the form	YES	**Reviewer:** Sighted Registers of Primary and Annual Returns for Elected Members and relevant employees.	

Reference	Question	Answer	Verification / Evidence	Owner
	prescribed in the Local Government (Administration) Regulations 1996, regulation 28? After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1SS5, did the CEO remove from the register all returns relating to that person? Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1SS5 been kept for a period of at least five years after th person who lodged the return(s) ceased to be a person required to lodge a return?	YES YES	**Reviewer:** Sighted Registers of Primary and Annual Returns for Elected Members and relevant employees. Noting Town is aware of the requirement. **Reviewer:** Sighted Registers of Primary and Annual Returns for Elected Members and relevant employees. Noting Town is aware of the requirement.	
s. 5.89A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1SS5, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A? Did the CEO publish an up-to-date version of the gift register on the local government's website?	YES YES	**Respondent:** Register Available. **Reviewer:** Sighted the Register on the Town's website in correct format. Noting the elected members and employees periodically record gifts that have been declined.	**Executive Assistant/Governance Coordinator**
s. 5.90A	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	**Respondent:** Current Policy on Town website. **Reviewer:** Sighted Policy on the Town's website.	**Executive Assistant/Governance Coordinator**

Reference	Question	Answer	Verification / Evidence	Owner
s. 5.94	Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?	**YES**	**Respondent:** **Reviewer:** Confirmed compliance and noted that as required the documents (*) are readily available on the Town's website: • Local laws* • Annual budget* • Current fees and charges* • Current plans for the future* • Confirmed minutes * • Minutes of Electors' Meetings* • Notice papers and Agendas*	**Executive Assistant/Governance Coordinator**
s. 5.96	Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?	**YES**	**Respondent:** Available documents for inspection: • Codes of conduct* • Registers* • Annual reports/ budgets* • List of Fees and Charges* • Local laws* • Plan for the Future * • Rate record • Confirmed minutes* • Agendas and notice papers* • Business Plan under s3.59* • Register of owners and occupiers under s4.32(6) and electoral rolls.	**Executive Assistant/Governance Coordinator**

Reference	Question	Answer	Verification / Evidence	Owner
			Reviewer: Confirmed compliance and noted that as required the documents (*) are readily available on the Town's website.	
s. 5.96A	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1SS5?	**YES**	**Respondent:** • Local laws* • Annual budget* • Current fees and charges* • Current plans for the future* • Confirmed minutes * • Minutes of Electors' Meetings* • Notice papers and Agendas* **Reviewer:** Sighted * documents on the Town's website.	**Executive Assistant/Governance Coordinator**
s. 5.104	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? Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995? 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** **NO** **YES**	**Respondent:** Current Code of Conduct dated 16 February 2021, for council members, committee members and candidates is on Town's website. This incorporated the model code in effect as at 31 December 2025 with no additional requirements adopted. **Reviewer:** Sighted current Code of Conduct for council members, committee members and candidates on Town's website. Most recently updated 16 February 2021.	**Executive Assistant/Governance Coordinator**

Reference	Question	Answer	Verification / Evidence	Owner
s. 5.128	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	YES	**Respondent:** Current Policy available on Town's website. **Reviewer:** Sighted current Policy on the Town's website.	**Executive Assistant/Governance Coordinator**
s. 7.12A(3), (4) and (5)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters? 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? Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1SS5, did the CEO publish a copy of the report on the local government's official website?	N/A	**Respondent:** No matters of significance recorded in the audit opinion. **Reviewer:** Sighted the Auditor General's Opinion dated 16 April 2026 for financial year end 30 June 2025. No matters of significance recorded in the audit opinion.	**Executive Manager Corporate Services**

Reference	Question	Answer	Verification / Evidence	Owner
Local Government (Administration) Regulations 1996				
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 *Local Government Act 1995*?	**N/A**	**Respondent:** No CEO recruitment in 2025. **Reviewer:** Confirmed not applicable.	**Executive Manager Corporate Services**
Reg 19AB	Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?	**YES**	**Respondent:** Refer code of conduct. **Reviewer:** Confirmed requirement is stated in the code of conduct at section 3.15.	**Executive Assistant/Governance Coordinator**
Reg 19AC	Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?	**YES**	**Respondent:** Refer code of conduct. **Reviewer:** Confirmed requirement is stated in the code of conduct at section 3.15.	

Reference	Question	Answer	Verification / Evidence	Owner
Reg 19AE	Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?	**YES**	**Respondent:** Refer code of conduct. **Reviewer:** Confirmed requirements is stated in the code of conduct at sections 3.23,3.26 and 3.27.	**Executive Assistant/Governance Coordinator**
Reg 19B	Did the local government include in its annual report all information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over $130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance, available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?	**YES**	**Respondent:** Refer to 24-25 Annual Report. **Reviewer:** Confirmed that the 24-25 Annual Report contains the information required under section 5.53(2)(g) and (i) and regulation 3A(2).	**Executive Manager Corporate Services**
Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If yes, provide the date of the most recent review	**NO**	**Respondent:** New Council Plan (combined Strategic Community Plan and Corporate Business Plan) adopted 23 June 2026 **Reviewer:** Sighted new Council Plan (combined Strategic Community Plan and Corporate Business Plan) adopted 23 June 2026, on the Town's website.	**Executive Manager Corporate Services**

Reference	Question	Answer	Verification / Evidence	Owner
Reg 19DA	Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4) ? If yes, provide date of review Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) C (3)?	YES	**Respondent:** Corporate Plan reviewed and compliant with regulations. Refer OCM 17 June 2025 at council decision 031706. **Reviewer:** Minutes sighted and compliance confirmed.	**Executive Manager Corporate Services**
Reg 22	Asked as part of question s5.75			
Reg 23	Asked as part of question s5.76			
Reg 28	Asked as part of question s5.88(1)			
Reg 28A	Asked as part of question s5.89A(1)			
Reg 29	Asked as part of question s5.94			
Reg 29C	Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices— within the specified timeframes and in accordance with legislative requirements?	YES	**Respondent:** **Reviewer:** Confirmed that prescribed information is published on the Town's website.	**Executive Assistant/Governance Coordinator**

Reference	Question	Answer	Verification / Evidence	Owner
Reg 35	Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?	N/A	**Respondent:** Following 2025 Elections, one re-elected and two newly elected council members have completed this training. Newly elected Mayor and one newly elected member are still to complete this training prior to mid-October 2026. **Reviewer:** Response noted and agrees to information on the Town's website: *Register of Training and Professional Development. Elected Members.*	**Executive Assistant/Governance Coordinator**
Reg 36	Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member: -has completed an approved course within the specified 5-year period prior to election, or -completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory amendments?	YES	**Respondent:** WALGA has provided full training history of Council Member Essentials training for each Council Member. Council Member Essentials training worksheet available showing when each Council members last completed modules. **Reviewer:** Response noted and agrees to information on the Town's website: *Register of Training and Professional Development. Elected Members.*	**Executive Assistant/Governance Coordinator**

Reference	Question	Answer	Verification / Evidence	Owner
Local Government (Audit) Regulations 1996				
Reg 10	Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?	**YES**	**Respondent:** **Reviewer:** Sighted the auditor's report for the financial year ending 30 June 2025 dated 16 April 2026.	**Executive Manager Corporate Services**
Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025? If yes, provide date of council's resolution to accept the report.	**YES**	**Respondent:** 21 March 2023. **Reviewer:** The report on the 'CEO Review' was sighted within the minutes of OCM 21 March 2023 resolution 022103.	**Executive Manager Corporate Services**
Local Government (Constitution) Regulations 1998				
Reg 11FA	Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as necessary?	**YES**	**Respondent:** Form 20 completed and submitted by Electoral Commission Returning Officer. **Reviewer:** Sighted confirmation.	**Executive Assistant/Governance Coordinator**

Reference	Question	Answer	Verification / Evidence	Owner
Reg 13	Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?	**N/A**	**Respondent:** **Reviewer:** Not applicable.	**Executive Assistant/Governance Coordinator**
	Local Government (Elections) Regulations 1997			
Reg 30G	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997? Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997? Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	**YES** **NO** **YES**	**Respondent:** REGISTER AVAILABLE. **Reviewer:** Sighted Register of Electoral Gifts on the Town's website. **Reviewer:** At the date of the initial review (July 2026) the *Register of Electoral Gifts* disclosed a gift to Tomas Fitzgerald. Tomas Fitzggerald was not elected and so the disclosure should be removed. This has now been corrected. **Reviewer:** Sighted *Register of Electoral Gifts* on the Town's website.	**Executive Assistant/Governance Coordinator**

Reference	Question	Answer	Verification / Evidence	Owner
Local Government (Financial Management) Regulations 1996				
Reg 5	Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?	**YES**	**Respondent:** Refer FMR Report. **Reviewer:** The FMR report dated June 2026 was sighted and references overall the appropriateness of the systems and procedures as set out Financial Management Regulations 5(1)(a) to (g). Improvement opportunities were noted strengthen the consistency, documentation and monitoring of those systems.	**Executive Manager Corporate Services**
Reg 6	Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?	**NO**	**Respondent:** The Town does not have a dedicated internal audit function. The Corporate Services Team oversees the annual Audit Work Plan including the FMR/Audit Reg 17 Review. **Reviewer:** Sighted the Annual Work Plan tabled at the Audit Committee meeting 11 December 2024.	**Executive Manager Corporate Services**
Reg 7	Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a ward?	**YES**	**Respondent:** No ward accounting is undertaken. **Reviewer:** Noted.	**Executive Manager Corporate Services**

Reference	Question	Answer	Verification / Evidence	Owner
Reg 8	Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?	**YES**	**Respondent:** Separate bank accounts established for working capital versus restricted funding. **Reviewer:** Noted. Confirmed separate bank accounts with EMCS.	**Executive Manager Corporate Services**
Reg 9	Did the local government keep separate financial records for each trading undertaking and each major land transaction?	**YES**	**Respondent:** East Fremantle Community Park (EPCP) is a trading undertaking. **Reviewer:** Noted.	**Executive Manager Corporate Services**
Reg 11	Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?	**YES**	**Respondent:** **Reviewer:** Sighted the detailed Procedures Manual.	**Executive Manager Corporate Services**
Reg 12	Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?	**YES**	**Respondent:** Delegated authority. **Reviewer:** Sighted Delegation 1.2.22 Payments from Municipal or Trust Funds.	**Executive Manager Corporate Services**

Reference	Question	Answer	Verification / Evidence	Owner
Reg 13	Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes that: -include the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or include the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval?	**YES**	**Respondent:** Refer monthly Council Reports. **Reviewer:** Sighted Council agenda and accounts on a sample basis.	**Executive Manager Corporate Services**
Reg 13A	Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee's name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the minutes)?	**YES**	**Respondent:** **Reviewer:** Sighted the required Council credit card payment details on a sample basis.	**Executive Manager Corporate Services**

Reference	Question	Answer	Verification / Evidence	Owner
Reg 19	Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?	YES	**Respondent:** Investment Register including in Monthly Financial Report. **Reviewer:** Sighted compliance under Note 3 in the minuted financial accounts on a sample basis tabled in the minutes for the OCMs.	**Executive Manager Corporate Services**
Reg 19C	Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?	YES	**Respondent:** **Reviewer:** The requirement is satisfied in the Investment Policy and evinced in Note 3 to the monthly financial accounts.	**Executive Manager Corporate Services**
Local Government (Functions and General) Regulations 1996				
Reg 7	Asked as part of question s3.59(2)			
Reg 9	Asked as part of question s3.59(2)			
Reg 10	Asked as part of question s3.59(2)			
Reg 11A	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250,000 or less or worth $250,000 or less?	YES	**Respondent:** Refer to annual audit of purchase requisitions presented to the July 26 ARIC Meeting. **Reviewer:** Compliance evidenced in the annual internal audit of purchase requisitions report presented to the July 26 ARIC.	**Executive Manager Corporate Services**
Reg 11	Asked as part of question s3.57			

Reference	Question	Answer	Verification / Evidence	Owner
Reg 12	Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	**Respondent:** **Reviewer:**	**Executive Manager Corporate Services**
Reg 14(1), (3) and (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	**Respondent:** **Reviewer:** The RFT 02/25-26 Riverside Road Resurfacing Tender was extended from 3 October 2025 to 13 October 2025. Interested parties were made aware of the change using Tenderlink.	**Executive Manager Technical Services**
Reg 15	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	YES	**Respondent:** **Reviewer:** Compliance sighted. Sighted evidence both RFT 01/25-26 and RFT 02/25-26 were both advertised on Tenderlink, the West Australian and the Town's website. Tenderlink automatically 'locks down' tenders at the closing time.	**Executive Manager Technical Services**
Reg 16	Asked as part of question Reg 15			

Reference	Question	Answer	Verification / Evidence	Owner
Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	**YES**	**Respondent:** Confirm review within timeframe. **Reviewer:** Sighted the tender register on the Town's website, with the required details included. Noting due to an administrative error the face sheet for RFT 01/25-26 included an incorrect '*Tender Closing Time*' and '*Date of Opening Submissions*'. The Town has corrected this. <u>Recommendation</u> The Tender Register 2025/26 does not include the details of RFT 02/25-26 as council declined to award this tender. For completeness it is recommended that the Town consider retaining such information in the Tender Register and noting the decision taken.	**Executive Manager Technical Services**
Reg 18(1) and (4)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender? 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**	**Respondent:** **Reviewer:**	**Executive Manager Technical Services**
Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	**YES**	**Respondent:** **Reviewer:** Sighted copies of the letters sent by the CEO to each tenderer for RFT 01/25-26 and RFT 02/25-26.	**Executive Manager Technical Services**

Reference	Question	Answer	Verification / Evidence	Owner
Reg 21	Does the local government's advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	**Respondent:** No EOIs undertaken. **Reviewer:** Noted.	**Executive Manager Corporate Services**
Reg 22	Asked as part of question Reg 21	N/A		**Executive Manager Corporate Services**
Reg 23	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? Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) C (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	**Respondent:** No EOIs undertaken. **Reviewer:** Noted.	**Executive Manager Corporate Services**
Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	**Respondent:** No EOIs undertaken. **Reviewer:** Noted.	**Executive Manager Corporate Services**

Reference	Question	Answer	Verification / Evidence	Owner
Reg 24AD(2), (4) and (6)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions C General) Regulations 1996 regulations 24AD(4) and 24AE? 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	**Respondent:** No panel of pre-qualified suppliers has been established. **Reviewer:** Noted.	**Executive Manager Corporate Services**
Reg 24AE	Asked as part of question Reg 24AD(2), (4) and (6)			
Reg 24AF	Asked as part of question Reg 24AD(2), (4) and (6)			
Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	**Respondent:** No panel of pre-qualified suppliers has been established. **Reviewer:** Noted.	**Executive Manager Corporate Services**
Reg 24AH(1) and (3)	Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time specified in the invitation for applications? 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	**Respondent:** No panel of pre-qualified suppliers has been established. **Reviewer:** Noted.	**Executive Manager Corporate Services**

Reference	Question	Answer	Verification / Evidence	Owner
Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	**Respondent:** No panel of pre-qualified suppliers has been established. **Reviewer:** Noted.	**Executive Manager Corporate Services**
Reg 24E	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	**Respondent:** No Regional Price Preference. **Reviewer:** Noted.	**Executive Manager Corporate Services**
Reg 24F	Asked as part of question Reg 24	N/A		

END OF DOCUMENT

Local Government Inspector

GOVERNMENT OF WESTERN AUSTRALIA

2025 Compliance Audit Return

Local Government Authority: The Town of East Fremantle

Local Government Act 1995

s. 2.29

Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?

Response: Yes

s. 3.16

Has the local government reviewed local laws, which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?

Response: No

Comments: Not reviewed within previous 8 years, however review of all existing local laws (excluding Keeping of Poultry Local Law) now carried out on 16/6/26.

s.3.57

Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

Response: Yes

s. 3.58(3)

Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?

Response: N/A

s. 3.58(4)

Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?

Response: N/A

s. 3.59(2)(a)

Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?

Response: N/A

s. 3.59(2)(b)

Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?

Response: N/A

s. 3.59(2)(c)

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 2025?

Response: N/A

s. 3.59(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?

Response: N/A

s. 3.59(5)

During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?

Response: N/A

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: Yes

s. 5.16 (2)

Were all delegations to committees in writing?

Response: Yes

s. 5.17

Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?

Response: Yes

s. 5.18

Were all delegations to committees recorded in a register of delegations?

Response: Yes

s. 5.36(4) and s. 5.37(3)

Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?

Response: N/A

s. 5.37(2)

Did the CEO inform council of each proposal to employ or dismiss senior employee?

Response: N/A

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?

Response: N/A

s. 5.39B

Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?

Response: Yes

s. 5.42

Were all delegations to the CEO resolved by an absolute majority?

Response: Yes

Were all delegations to the CEO in writing?

Response: Yes

s. 5.43

Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?

Response: Yes

s. 5.44(2)

Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?

Response: Yes

s. 5.45(1)(b)

Were all decisions by the Council to amend or revoke a delegation made by absolute majority?

Response: Yes

s. 5.46

Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?

Response: Yes

Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2024/2025 financial year?

Response: Yes

Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?

Response: Yes

s. 5.50

If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on its website outlining the circumstances in relation to payments made to terminated employees?

Response: N/A

If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?

Response: N/A

s. 5.51A

Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?

Response: Yes

Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?

Response: Yes

s. 5.67

Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?

Response: N/A

s. 5.68(2)

Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?

Response: N/A

s. 5.69(5)

Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?

Response: N/A

s. 5.70

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?

Response: Yes

s. 5.71B(5) and (7)

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 Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?

Response: N/A

Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?

Response: N/A

s. 5.73

Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?

Response: Yes

s. 5.75

Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?

Response: Yes

s. 5.76

Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?

Response: Yes

s. 5.77

On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?

Response: Yes

s. 5.88

Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?

Response: Yes

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 Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?

Response: Yes

After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?

Response: Yes

Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?

Response: Yes

s. 5.89A

Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?

Response: Yes

Did the CEO publish an up-to-date version of the gift register on the local government's website?

Response: Yes

s. 5.90A

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?

Response: Yes

s. 5.94

Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?

Response: Yes

s. 5.96

Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?

Response: Yes

s. 5.96A

Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Response: Yes

s. 5.104

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?

Response: Yes

Did the local government adopt additional requirements in addition to the model code of conduct?

Response: No

Comments: No additional requirements adopted.

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?

Response: Yes

s. 5.128

Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Response: Yes

s. 7.12A(3), (4) and (5)

Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?

Response: N/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?

Response: N/A

Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?

Response: N/A

Local Government (Administration) Regulations 1996

r. 18F

Were 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 Local Government Act 1995?

Response: N/A

r. 19AB

Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?

Response: Yes

r. 19AC

Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?

Response: Yes

r. 19AE

Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?

Response: Yes

r. 19B

Did the local government include in its annual report all information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over $130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance, available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?

Response: Yes

r. 19C

Has the local government adopted by absolute majority a strategic community plan?

Response: No

Comments: New Council Plan (combined Strategic Community Plan and Corporate Business Plan) adopted 23 June 2026.

r. 19DA

Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)?

Response: Yes

Date of review: 17/06/2025

Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?

Response: Yes

r. 22

No response required. This is covered by s5.75.

r. 23

No response required. This is covered by s5.76.

r. 28

No response required. This is covered by s5.88(1).

r. 28A

No response required. This is covered by s5.89A(1).

r. 29

No response required. This is covered by s5.94.

r. 29C

Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?

Response: Yes

r. 35

Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?

Response: N/A

r. 36

Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member:

- has completed an approved course within the specified 5-year period prior to election, or
- completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or
- qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory amendments?

Response: Yes

Local Government (Audit) Regulations 1996

r. 10

Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?

Response: Yes

r. 17

Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025?

Response: Yes

Comments: Review dated 21 March 2023.

PLEASE NOTE BELOW CALENDAR DOES NOT ALLOW INPUT OF DATE PRIOR TO 2025

Date of council's resolution to accept the report: 01/01/2025

Local Government (Constitution) Regulations 1998

r. 11FA

Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as necessary?

Response: Yes

r. 13

Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?

Response: N/A

Local Government (Elections) Regulations 1997

r. 30G

Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?

Response: Yes

Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?

Response: No

Comments: At the date of the initial review (July 2026) the Register of Electoral Gifts disclosed a gift to Tomas Fitzgerald. Tomas Fitzgerald was not elected and so the disclosure should be removed. This has now been corrected.

Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?

Response: Yes

Local Government (Financial Management) Regulations 1996

r. 5

Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?

Response: Yes

r. 6

Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?

Response: No

Comments: The Town does not have a dedicated internal audit function. The Corporate Services Team oversees the annual Audit Work Plan including the FMR/Audit Reg 17 Review.

r. 7

Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a ward?

Response: Yes

r. 8

Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?

Response: Yes

r. 9

Did the local government keep separate financial records for each trading undertaking and each major land transaction?

Response: Yes

r. 11

Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?

Response: Yes

r. 12

Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?

Response: Yes

r. 13

Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes?

- includes the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or
- includes the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval.

Response: Yes

r. 13A

Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee's name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the minutes)?

Response: Yes

r. 19

Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?

Response: Yes

r. 19C

Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?

Response: Yes

Local Government (Functions and General) Regulations 1996

r. 7

No response required. This is covered by s3.59(2).

r. 9

No response required. This is covered by s3.59(2).

r. 10

No response required. This is covered by s3.59(2).

r. 11A

Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250,000 or less or worth $250,000 or less?

Response: Yes

r. 11

No response required. This is covered by s3.57.

r. 12

Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?

Response: N/A

r. 14(1), (3) and (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?

Response: Yes

r. 15

Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?

Response: Yes

r. 16

No response required. This is covered by r. 15.

r. 17

Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

Response: Yes

r. 18(1) and (4)

Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?

Response: N/A

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?

Response: N/A

r. 19

Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?

Response: Yes

r. 21

Does the local government's advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?

Response: N/A

r. 22

No response required. This is covered by r. 21.

r. 23

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?

Response: N/A

Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?

Response: N/A

r. 24

Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?

Response: N/A

r. 24AD(2), (4) and (6)

Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?

Response: N/A

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?

Response: N/A

r. 24AE

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AF

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AG

Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?

Response: N/A

r. 24AH(1) and (3)

Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?

Response: N/A

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?

Response: N/A

r. 24AI

Did the CEO send each applicant written notice advising them of the outcome of their application?

Response: N/A

r. 24E

Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?

Response: N/A

r. 24F

No response required. This is covered by r. 24E.

I certify this is a true and accurate copy of the 2025 Compliance Audit Return, as adopted by Council at the meeting of ________________________ 2026.

CEO	Date
Mayor or President	Date

8 MATTERS BEHIND CLOSED DOORS

9 CLOSURE OF MEETING