



## Bunbury – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	City of Bunbury Committees do not have delegated authority.
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	City of Bunbury Committees do not have delegated authority.
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	City of Bunbury Committees do not have delegated authority.
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	City of Bunbury Committees do not have delegated authority.



<b>5</b>	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	N/A	City of Bunbury Committees do not have delegated authority.
<b>6</b>	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	Refer to the delegation register DOC/1347872
<b>7</b>	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Refer to Council Decision 084/24 Minutes of Meeting 14 May 2024 DOC/1317645"
<b>8</b>	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Refer to COB/371
<b>9</b>	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Refer to COB/371
<b>10</b>	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	Refer to Council Decision 084/24 Minutes of Meeting 14 May 2024 DOC/1317645
<b>11</b>	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	Refer to the delegation register DOC/1347872
<b>12</b>	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	Refer to Council Decision 084/24 Minutes of Meeting 14 May 2024 DOC/1317645
<b>13</b>	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	Processes are in place to ensure staff keep required records in Content Manager, Attain, and Authority

Disclosure of Interest				
No	Reference	Question	Response	Comments
<b>1</b>	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the 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?	Yes	Recorded within Council minutes.
<b>2</b>	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	Recorded within Council minutes.



3	s5.73	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	Recorded within Council minutes.
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	<p>There was 1 instance of non-compliance which was reported to the CCC. A note of the non-compliance has been recorded within the City's compliance register.</p> <p>The Director Sustainable Development failed to lodge a Primary Return within 30 days of commencing in the role. The form was due 2 October 2024 and was submitted on 9 October 2024.</p>
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	No	<p>There was 1 instance of non-compliance which was reported to the CCC. A note of the non-compliance has been recorded within the City's compliance register.</p> <p>A Ranger/Fire Control Officer was on Maternity Leave and failed to lodge their Annual Return by 31 August 2024. The Annual Return was lodged on 2 January 2025.</p> <p>The Governance team has communicated to People and Safety the requirement to be informed when a staff member will take extended leave. To ensure a return can be completed prior to leave.</p>
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	No	<p>Recorded within attain.</p> <p>There are currently 2 outstanding returns to be noted by the CEO. Ranger/Fire control officer submitted 1 July 2024. Senior Planning Officer submitted 29 October 2024.</p>



<b>7</b>	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	Recorded within Attain
<b>8</b>	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	Recorded in Content Manager - DOC/419467
<b>9</b>	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	No	The register maintained in Attain was updated with the finalisation date of all ceased personnel. Removing ceased persons from the active and current register.  The register published on the City website incorrectly included a date range of 5 years.
<b>10</b>	s5.88(4)	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?	Yes	Recorded within Attain
<b>11</b>	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	Recorded within Attain
<b>12</b>	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	<a href="https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/gift-registers">https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/gift-registers</a>
<b>13</b>	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	Recorded within Attain
<b>14</b>	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	Recorded in Content Manager - DOC/419467
<b>15</b>	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Recorded in Content Manager - DOC/419467



16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the 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?	N/A	
17	s5.71B(6) & s5.71B(7)	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	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	25 July 2023 Council Decision 129/23
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	25 July 2023 Council Decision 129/23
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	<a href="https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/conduct-and-ethics">https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/conduct-and-ethics</a>
21	s5.51A(1) & (3)	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	<a href="https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/conduct-and-ethics">https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/conduct-and-ethics</a>

#### Disposal of Property

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	In 2024, the following advertisements were released regarding the sale of land: 1. 1 Fielder Street - Record DOC/1415578: Statutory Advertising 1 Fielder - Council Decision 262/24 OCM 26 November



				<p>2024</p> <p>2. 11 Nyabing Way</p> <ul style="list-style-type: none"> <li>- Record DOC/1415600: Statutory Advertising 11 Nyabing</li> <li>- CEO delegation as disposal was under \$500 000.</li> </ul> <p>3. WACHS Lease</p> <ul style="list-style-type: none"> <li>- Record DOC/1455476: Statutory Advertising</li> <li>- WACHS</li> <li>- Council Decision Council Decision 272/24 OCM 10 December 2024."</li> </ul>
<b>2</b>	s3.58(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), in the required local public notice for each disposal of property?	Yes	<p>In 2024, the following disposals were exempt under not-for-profit:</p> <ul style="list-style-type: none"> <li>· Carey Park Football Club</li> <li>· South West Football League</li> <li>· Marist Cricket Club and Dynamos Soccer Club</li> <li>· WA Hang Gliding</li> <li>· Bunbury Dog Club"</li> </ul>

Elections				
No	Reference	Question	Response	Comments
<b>1</b>	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	<p>Register within Content Manager - DOC/433467</p> <p>No declarations were made at the 2023 election, no elections in 2024</p>



<b>2</b>	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	No election was held in 2024
<b>3</b>	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	<a href="https://www.bunbury.wa.gov.au/live/yourcouncil/governance-and-transparency/giftregisters">https://www.bunbury.wa.gov.au/live/yourcouncil/governance-and-transparency/giftregisters</a>

Finance				
No	Reference	Question	Response	Comments
<b>1</b>	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	OCM 7 November 2023, Council Decision 237/23.
<b>2</b>	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	The audit committee does not have delegated authority
<b>3</b>	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	The audit report was received by Council 26 November 2024, Council Decision 241/24.
<b>4</b>	s7.12A(3)	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?	N/A	The following three matters were raised in the Management Letter: 1. Bunbury Harvey Regional Council 2. Information Technology Controls 3. Procurement – Segregation of Duties  Management responses were provided and no further action was required from management.
<b>5</b>	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those	N/A	The Auditor's Report did not identify any significant matters.



		matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?		
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	The Auditor's Report did not identify any significant matters.
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	The Auditor's Report is dated 19 November 2024 and was received by Council 26 November 2024, Council Decision 241/24.

#### Local Government Employees

No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	<p>The Director Sustainable Communities role was advertised Statewide, Nationally and Internationally and included the following channels: City of Bunbury Careers Page: <a href="https://cityofbunbury.recruitmenthub.com.au/Vacancies/">https://cityofbunbury.recruitmenthub.com.au/Vacancies/</a> from the 24 April 2024 until the 26 May 2024, LinkedIn, Seek, and other national and international networks utilised by the consultant.</p> <p>The Director Infrastructure role was advertised Statewide, Nationally and Internationally and included the following channels: City of Bunbury Careers Page: <a href="https://cityofbunbury.recruitmenthub.com.au/Vacancies/">https://cityofbunbury.recruitmenthub.com.au/Vacancies/</a> from the 27 May 2024 until the 23 June 2024, LinkedIn, Seek, and other national and international networks utilised by the consultant.</p>





<b>2</b>	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
<b>3</b>	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	
<b>4</b>	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	Director Sustainable Development – Council Decision 120/24 25 June 2024  Director Infrastructure – Council Decision 176/24 13 August 2024
<b>5</b>	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

#### Official Conduct

<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>
<b>1</b>	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	The Director Corporate and Community is the complaints officer
<b>2</b>	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	<a href="https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/conduct-and-ethics">https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/conduct-and-ethics</a>
<b>3</b>	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	<a href="https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/conduct-and-ethics">https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/conduct-and-ethics</a>
<b>4</b>	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	<a href="https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/conduct-and-ethics">https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/conduct-and-ethics</a>

#### Tenders for Providing Goods and Services

<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>
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1	F&G Reg 11A(1) & (3)	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	Controls to ensure compliance: regular training; Vendor Panel centralised procurement activities, and online requisition system restricts non-compliance prior to a Purchase Order being raised.
2	s3.57 F&G Reg 11	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	There is continued analysis on baseline expenditure to ensure that spending over a three-year cumulative period is in line with WALGA recommendations.
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government (Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	Tenders invited via public notice within The West Australian and South West Times.
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	General purchasing staff do not have access to raise requisitions above 75k, these are raised & vetted by a centralised procurement team who have a deep understanding of the legislative requirements.
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	Vendor Panel system automates notification to all tenderers of variations to tender information.
6	F&G Regs 15 & 16	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	Two officers present and identified on tender register to dual opening.
7	F&G 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	Tender registers are completed in accordance with the regulations and available for public inspection, as well as published on the City of Bunbury Website.



<b>8</b>	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	Vendor Panel system does not allow for tenders to be submitted after the tender closing date / time.
<b>9</b>	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	Evaluation matrices are utilised to assess which tender is the most advantageous to accept.
<b>10</b>	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	Compliant. The electronic portal system automates this process once a tenderer is selected.
<b>11</b>	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	Advertising and EOI documentation prepared using compliant templates
<b>12</b>	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	Vendor Panel system does not allow for EOI's to be submitted after the closing date / time
<b>13</b>	F&G Reg 23(3) & (4)	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?	Yes	Compliant. EOI's are assessed by the local government, to decide which responses, if any, it thinks would be capable of supplying the goods & services. The CEO lists the acceptable tenderers.
<b>14</b>	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	Yes	Compliant. The electronic portal system automates this process once the acceptable tenderer(s) are selected.
<b>15</b>	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	No panels were set up in the last 12 months.
<b>16</b>	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	Vendor Panel system automates notification to all tenderers of variations to information.
<b>17</b>	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16,	Yes	Compliant, 2 officers open together.



		as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?		
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	Yes	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	Vendor Panel system does not allow responses to be submitted after the closing date / time.
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	Compliant – standard in all tender documents.
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	Compliant - the electronic portal system automates this process once pre-qualified suppliers are selected
22	F&G Regs 24E & 24F	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?	Yes	

Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	26/04/2022  Adopted at Ordinary Council Meeting 26 April 2022. Council Decision 082/22. Minutes within Content Manager DOC/957646
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	23/07/2024  Adopted at Special Council Meeting 23 July 2024. Council decision 145/24. Minutes with Content Manager DOC/1357102



<b>3</b>	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	<a href="https://www.bunbury.wa.gov.au/live/your-council/city-corporate-plans">https://www.bunbury.wa.gov.au/live/your-council/city-corporate-plans</a>
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Optional Questions				
No	Reference	Question	Response	Comments
<b>1</b>	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	16/08/2022 The Audit Committee received a Financial Management Systems Review (March 2022) at the Committee Meeting of 21 July 2022.  Council noted the minutes of the Audit Committee at the OCM 16 August 2022 Decision 164/22
<b>2</b>	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	27/06/2023 Regulation 17 audit done in June 2023. OCM 27 June 2023
<b>3</b>	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	Recorded within attain
<b>4</b>	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Reviewed at OCM 23 July 2024 - Council Decision 140/24  <a href="https://cdn.bunbury.wa.gov.au/wp-content/uploads/2025/01/Attendance-at-Events-Council-Policy.pdf">https://cdn.bunbury.wa.gov.au/wp-content/uploads/2025/01/Attendance-at-Events-Council-Policy.pdf</a>
<b>5</b>	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	



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

<b>6</b>	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	DOC/576750 - Reviewed at OCM 26 November 2024 - Council Decision 252/24
<b>7</b>	s5.127	Did the local government prepare a report on the training completed by council members in the 2023/2024 financial year and publish it on the local government's official website by 31 July 2024?	Yes	<a href="https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/elected-member-training-and-development">https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/elected-member-training-and-development</a>
<b>8</b>	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	Submitted on 26 September 2024. Noted in the Audit Concluding Report for year ended June 2024 by Moore.
<b>9</b>	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	Refer to OCM minutes for 4 June 2024 and SCM minutes for 23 July 2024

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor/President

\_\_\_\_\_  
Date