



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

Port Hedland - Compliance Audit Return 2017

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2017.	N/A	ToPH has not entered into any major trading as defined in reg 9 LG (Functions & General) Reg for the 2017 calendar year	Samantha Fernandes
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2017.	N/A	ToPH has not entered into any major land transactions as defined in reg 8A LG (Functions & General) Reg for the 2017 calendar year. The Kingsford Smith project sold individual properties for approx \$200-\$300k each.	Samantha Fernandes
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	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 2017.	N/A		Samantha Fernandes
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2017.	N/A		Samantha Fernandes
5	s3.59(5)	Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Samantha Fernandes



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes	As per section 4 (Authority) of the Audit, Risk & Governance Terms of Reference, the committee was delegated its powers by absolute majority 9/0 at Ordinary Meeting of Council on 01/11/17 (CM201718/064).	Samantha Fernandes
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes	evidenced in terms of reference and Ordinary Meeting of Council resolution (CM201718/064).	Samantha Fernandes
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes	The delegation did not exceed the provisions of 5.17.	Samantha Fernandes
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes	Delegations to the Committee are listed at 2.1 of v4 of the Sub delegations Register.	Samantha Fernandes
5	s5.18	Has Council reviewed delegations to its committees in the 2016/2017 financial year.	Yes	The sub delegations register was reviewed by the Ordinary Meeting on Council on May 2017.	Samantha Fernandes
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Samantha Fernandes
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Samantha Fernandes
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Samantha Fernandes
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes	All delegations issued by the CEO are in the sub delegations & authorisation register. All employees are issued a memo.	Samantha Fernandes
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Samantha Fernandes
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Samantha Fernandes
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2016/2017 financial year.	Yes	sub delegations are reviewed every financial year - last review was 26/04/17 (previously 25/05/16).	Samantha Fernandes
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Samantha Fernandes



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

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Samantha Fernandes
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A		Samantha Fernandes
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes	All elected member and employee disclosures were duly minuted. Elected member disclosures are also listed in the disclosure forms and kept in a disclosure register.	Samantha Fernandes
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes	Following the October 2017 Ordinary Election, five members were elected and they all completed a primary return within three months of their start date.	Samantha Fernandes
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes	In the 2017 calendar year, there were twenty one new commencements with ToPH that required a primary return, all except two are submitted as these are due late Jan 2018 (outside of the CAR scope).	Samantha Fernandes
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2017.	Yes	In the 2017 calendar year, the four continuing and four outgoing elected members completed their annual returns by 31/08/17.	Samantha Fernandes



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

No	Reference	Question	Response	Comments	Respondent
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2017.	No	In the 2017 calendar year, thirty one existing employees (including the five new commencements) submitted their annual return by 31/08/17. However one annual return for an existing employee was submitted late. Ten former employees submitted their annual returns by 31/08/17. A further former employee has not submitted their 2017 annual return due to resignation for terminal illness exemption. In accordance with s28 Corruption, Crimes & Misconduct Act, this was reported to Department Local Gov & Communities. CEO letter and reports for serious misconduct lodged with CCC 07/02/18.	Samantha Fernandes
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes	The CEO acknowledged all annual and primary returns. Each return is subsequently filed in hard copy and stored electronically in the digital records folder & sorted by calendar year.	Samantha Fernandes
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Samantha Fernandes
10	s5.88(1)(2) 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 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Samantha Fernandes
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Samantha Fernandes
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Samantha Fernandes
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Samantha Fernandes



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

No	Reference	Question	Response	Comments	Respondent
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	N/A		Samantha Fernandes
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	N/A		Samantha Fernandes
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Samantha Fernandes

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Samantha Fernandes
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes	Two Pickles auctions took place in 2017: June (7 vehicles, 5 heavy fleet items totalling 80 items) & October (27 items). The ToPH advertised locally in the North-WestTelegraph.	Samantha Fernandes

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates 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 candidates.	Yes	the election gift register is on the ToPH website	Samantha Fernandes

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes	The new ARG committee was resolved by absolute majority at OCM 01/11/17 (CM201718/065).	Samantha Fernandes



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

No	Reference	Question	Response	Comments	Respondent
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes	the current ARG committee terms of reference were endorsed by absolute majority at OCM 01/11/17 (CM201718/064).	Samantha Fernandes
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	RSM Australia Pty Ltd are a registered company auditor.	Samantha Fernandes
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes	the tender 14/22 Provision of Audit Services to ToPH 2014-2019 was awarded to RSM Bird Cameron (now RSM Australia) at OCM 25/02/15 (201415/175).	Samantha Fernandes
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit.	Yes	The Annual Report includes the Signed Annual Financial Statement with Audit Report for 2016/17. This was presented to the ARG Committee meeting of 07/12/17 (ARG201718/053) and the OCM 13/12/17 (CM201718/102)	Samantha Fernandes
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017.	Yes	The Signed Annual Financial Report with Audit Report for ToPH for 2016/2017 was emailed to WA Dept Local Government & communities 23/11/17.	Samantha Fernandes
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	Yes	In regards to the 2015/2016 Auditor's Closing report, this was resolved by ARG 02/05/17 (ARG201617/032) & OCM 24/05/17 (OCM201617/213). It was emailed to DLGC 09/06/17. The Auditor's Closing Report as at 30 June 2017 from RSM Australia was presented to the ARG Committee meeting of 07/12/17. The response & Closing Report will be endorsed by OCM & submitted to the Minister by 30/06/18.	Samantha Fernandes



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

No	Reference	Question	Response	Comments	Respondent
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	Yes	An Audit Findings Report was completed by the ToPH in relation to the Audit findings for 2014/15 & 2015/16 and presented to the ARG 02/05/17 (ARG201617/032) & OCM 24/05/17 (OCM201617/213).	Samantha Fernandes
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	Yes		Samantha Fernandes
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes	The RSM Bird Provision of Audit Services to ToPH Tender 2014-2019 set out on schedule D3 the Audit objectives.	Samantha Fernandes
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Samantha Fernandes
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Samantha Fernandes
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Samantha Fernandes
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Samantha Fernandes



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

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	The ToPH Corporate Business Plan 2015-2019 is on the website under Strategic Plans. It was endorsed by OCM 27/04/16 (201516/225).	Samantha Fernandes
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No	The Corporate Business Plan review will commence in early 2018 following the Strategic Community Plan adoption .	Samantha Fernandes
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	The ToPH Strategic Community Plan 2014-2024 is on the website under Strategic Plans. It was endorsed by OCM 22/10/14 (201415/084).	Samantha Fernandes
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No	The Strategic Community Plan is currently under review, nearing finalisation. Expected adoption by OCM in early 2018.	Samantha Fernandes
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	The ToPH Asset Management Plan is on the website under Strategic Plans. It was endorsed by OCM on 26/11/14 (201415/121) and is currently being reviewed.	Samantha Fernandes
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	The ToPH Long Term Financial Plan 2014/15-2023/24 is on website under Strategic Plans. It was endorsed 22/10/14 OCM (201415/077). It is currently under review for a 2018 adoption.	Samantha Fernandes
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	No	The TopH has a draft Workforce Plan endorsed in principle at OCM 24/10/12 (201213/151). A plan is currently being developed for a 2018 adoption.	Samantha Fernandes

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A	no recruitment of CEO took place in 2017.	Samantha Fernandes



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

No	Reference	Question	Response	Comments	Respondent
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes	The CEO role was advertised on 20/08/16, the role of Director Corporate Services was advertised on 28/10/17, the role of Development, Sustainability & Lifestyle was advertised on 01/04/17, the role of Director of Infrastructure and Town Services was advertised on 15/10/16 and the role of Corporate Performance was advertised on 11/11/17.	Samantha Fernandes
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A	no recruitment of CEO took place in 2017, however current CEO contract details & the CEO appointment remuneration is the same as those advertised.	Samantha Fernandes
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	Yes	no recruitment of CEO took place in 2017, however current CEO appointment included extensive reference checking, independent verification of education & qualifications, and a full medical.	Samantha Fernandes
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes	The chosen candidate for the role of Director Corporate Services was resolved at OCM 25/01/17 (CM201617/135). The chosen candidate for the role of Director Development, Sustainability & Lifestyle was resolved at OCM 24/05/17 (CM201617/223). The chosen candidate for the role of Director Infrastructure and Town Services was resolved at SCM 30/03/17 (CM201617/178). The chosen candidate for the role of Director Corporate Services was resolved at OCM 13/12/17 (CM201718/115).	Samantha Fernandes



Department of
**Local Government, Sport
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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	Yes	as per version 15 of the delegations register, item 1.19 appoints the three directors of ToPH as the complaints officer for Council.	Samantha Fernandes
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	N/A	There is a 'Customer Complaints' register however due to no complaints being received in 2017 through the ToPH process, it is empty. The register does satisfy all the requirements of s5.121 (1).	Samantha Fernandes
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes	the register 'Customer Complaints' has a column titled 'Elected Member or Staff Member complaint is about'.	Samantha Fernandes
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes	the register 'Customer Complaints' has a column titled 'Complainant Name'.	Samantha Fernandes
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes	the register 'Customer Complaints' has a column titled 'Complaint/Issue' where the details of the complaint can be entered. There is also a column called 'Stage 1 Actions taken/result' & 'Stage 2 Manager review - actions taken/results'.	Samantha Fernandes
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes	the register 'Customer Complaints' has a column titled 'Complaint/Issue' where the details of the complaint can be entered. There is also a column called 'Stage 1 Actions taken/result'; 'Stage 2 Manager review - actions taken/results' & 'Stage 3 CEO actions taken, close out result'.	Samantha Fernandes

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
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Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into 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 Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes	According to the 'Tender Register', there were 17 request for tenders issued of which: 7 were awarded with a value over \$150k, 2 tenders were rejected, 1 tender cancelled, 2 ended with a panel of suppliers & 5 have not yet been decided as at 03/01/18.	Samantha Fernandes
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Samantha Fernandes
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Samantha Fernandes
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Samantha Fernandes
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	There were variations to 9 tenders in 2017 as per the Tender file, all evidenced electronically at ToPH.	Samantha Fernandes
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Samantha Fernandes
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Samantha Fernandes
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes	Of the 11 decided tenders (7 were awarded with a value over \$150k, 2 tenders were rejected, 1 tender cancelled, 2 ended with a panel of suppliers), all the tender evaluation reports are stored electronically at ToPH.	Samantha Fernandes
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes	The Tender Register is managed and kept by the Procurement team. The Register complies with the requirements of Regulation F&G 17.	Samantha Fernandes
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes	all tender outcome letters to each individual tenderer for each tender, are stored electronically at ToPH	Samantha Fernandes



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

No	Reference	Question	Response	Comments	Respondent
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes	There was one EOI issued on 24 February 2017 for Waste Management Consultancy. Advertising complied with regulations.	Samantha Fernandes
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Samantha Fernandes
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A	all six submissions received were rejected.	Samantha Fernandes
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Samantha Fernandes
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	No	on two occasions, ToPH issued a scope for works as a tender under F&G reg 11 instead of as a panel of suppliers per F&G reg 24AD (RFT9 & RFT12). The advertising was done statewide.	Samantha Fernandes
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	No	The advertising did not invite suppliers to join a panel (24AD(2)) nor provide details of the proposed panel (24AD(3)). As per 24AD(4), the notice did provide a brief description of the works, contact person for more information, submission details and due date however did not make mention to the situation of a panel.	Samantha Fernandes
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	Yes	The RFT9 & RFT12 works were managed in accordance with F&G reg 24AF.	Samantha Fernandes
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	Yes	There was a variation to tender/panel RFT12 in 2017, an addendum was sent to all relevant people, and is stored electronically by ToPH.	Samantha Fernandes



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

No	Reference	Question	Response	Comments	Respondent
19	F&G Reg 24AH(1)	Did the local government reject the 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.	Yes		Samantha Fernandes
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	Yes	evaluation reports were presented to Council, and are stored electronically by ToPH	Samantha Fernandes
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	No		Samantha Fernandes
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	Yes	all outcome letters to all individual tenderer are stored electronically by ToPH.	Samantha Fernandes
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	Yes		Samantha Fernandes
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	Yes	According to the Policy Manual, the Regional Price Preference Policy (2/016) was adopted by OCM 28/08/13. The policy satisfies the obligations of F&G Reg 24F.	Samantha Fernandes
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes	Purchasing Policy (2/007) as per the Town's Policy Manual. The policy satisfies the obligations of F&G Reg 11A.	Samantha Fernandes



I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Port Hedland

Signed CEO, Port Hedland