

Commerical Enterprises by Local Governments			
s.3.59(2)(a)(b)( c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	NA	The City of Busseton has not undertaken such activities in 2019
s.3.59(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 2019?	YES	A business plan has been prepared for the proposed hotel development on Hotel Site 2, Foreshore Parade at the Busseton Foreshore
s.3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	YES	Statewide and local public notices were published in December 2019 in accordance with Section 3.59(4)
s.3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	NO	The City advertised a major land transaction (sublease of Hotel Site 2, a portion of Lot 503 within Crown Reserve 38558 on the Busseton Foreshore) in December 2019. Submissions closed in January 2020 and it is expected that Council will in June 2020 consider submissions received and resolve whether to proceed. The City was not involved in any other major land transactions or trading undertakings in 2019.
<b>Disposal of Property</b>			
s.3.58(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))?	YES	Local public notice was given with the required details in accordance with s.3.58
s.3.58(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	Local public notice was given in accordance with s.3.58
<b>Disclosure of Interest</b>			
55.66(b) Local Government Act 1994	Did the person presiding at the meeting, when given a member's written financial interest disclosure by the CEO, bring its contents to the attention of the persons present immediately before any matters to which the disclosure relates were discussed	YES	Members are required to read out at the meeting, their own financial interest disclosures.
s.5.67	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 s.5.68)?	YES	
s.5.68(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?	YES	
s.5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	YES	
s.5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	YES	No such interest was disclosed
s.5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under s.5.71A(3), was the nature of the interest disclosed when the advice or report was provided?	YES	No such interest was disclosed

s.5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	YES	
s.5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	YES	
s.5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August each year?	YES	
s.5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August each year?	YES	
s.5.77	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, given written acknowledgement of having received the return?	YES	
s.5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interest which contained the returns lodged under section 5.75 and 5.76?	YES	
s.5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interest 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	
s.5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	YES	
s.5.88(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	
s.5.88(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	
s.5.103 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 an interest would be adversely affected, was it recorded in the minutes	YES	
s.5.70(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?	YES	
s.5.70(3)	Where an employee disclosed an interest under s.5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or committee?	YES	
55.71(a) Local Government Act 1995	Did the CEO disclose to the Mayor or the President the nature of the interest as soon as practicable after becoming aware that he or she has an interest in the matter to which the delegated power or duty related	YES	
55.71(b) Local Government Act 1995	Did an employee disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she had an interest in the matter to which the delegated power or duty related	YES	
55.71 Local Government Act 1995	On all occasions were delegated powers and duties not exercised by employees that had an interest in the matter to which the delegated power or duty related	YES	

Elections			
S4.17(3) Local Government Act 1995	Was approval sought from the Electoral Commissioner where Council allowed a vacancy to remain unfilled as a result of a Councillor's position becoming vacant under S2.32 and in accordance with S4.17(3)(a) and (b)	YES	Letter sent on the 16 <sup>th</sup> of July to WAEC advising of Cr Bennett's resignation and asking for the position to be advertised and filled at the October 2019 election. Letter confirming the vacancy received from the WAEC on 17 July.
S4.20(2) Local Government Act 1995	Did the local government appoint a person other than the CEO to be the returning officer of the local government for an election or all other elections held while that appointment applied, after having written agreement of the person concerned and the Electoral Commissioner	YES	NA
S4.20(4) Local Government Act 1995	Did the local government declare the Electoral Commissioner to be responsible for the conduct of an election, after having first obtained the written agreement of the Electoral Commissioner	YES	10 April 2019 Council meeting C1904/069
S4.20(5) Local Government Act 1995	Where a declaration had not already been made, was a declaration made under S4.20(4) prior to the 80th day before the election day	NA	
S4.32(4) Local Government Act 1995	Did the CEO, within 14 days after receiving a claim for enrolment, decide whether the claimant was eligible or not eligible under S4.30(1)(a) and (b) and accept or reject the claim accordingly	YES	
S4.32(6) Local Government Act 1995 and Elections Regulation 13	Did the CEO record on all occasions the decision in the owners and occupiers register in accordance with Regulation 13 of the Local Government (Elections) Regulations 1997 and give written notice of the decision to the claimant without delay, for eligibility to enrol	YES	
S4.35(5) Local Government Act 1995	Did the CEO, on receipt of advice of the Electoral Commissioner's decision on an appeal, take any action necessary to give effect to that decision	NA	
S4.35(6) Local Government Act 1995	Did the CEO give written notice on all occasions to the person, where after considering submissions made under subsection 2, the CEO decided that the person was still eligible under S4.30 to be enrolled to vote at elections for the district or ward	NA	
S4.35(7) Local Government Act 1995	Did the CEO, on all occasions, record any decision under subsection (1) or (6) in the register referred to in S4.32(6)	NA	
S4.39(2) Local Government Act 1995	Did the CEO on or after the 70th day, but no later than the 56th day give statewide public notice of the time and date of the close of enrolments	YES	
S4.41(1) Local Government Act 1995	Did the CEO prepare an owners and occupiers role for the election on or before the 36th day before election day	YES	
S4.41(2) Local Government Act 1995	Did the CEO certify that the owners and occupiers roll included the names of all persons who were electors of the district or ward under S4.30 at the close of enrolments	YES	
S4.43(1) Local Government Act 1995	Where the CEO was returning officer (RO) and the rolls were not consolidated, did the RO delete the names of any person from the owners and occupiers roll whose name also appeared on the residents roll on or before the 22nd day before election day	NA	The CEO was not the RO for the 2019 Election

<b>S4.47(1) Local Government Act 1995</b>	Where the CEO was RO, did the RO give statewide public notice calling for nominations of candidates for the election on or after the 56th day before election day but no later than the 45th day before election day	NA	The CEO was not the RO for the 2019 Election
<b>S4.47(2)(a) Local Government Act 1995</b>	Did the notice referred to in S4.47(1) calling for nominations specify the kind of election to be held and the vacancy or vacancies to be filled	NA	Advertising was done by the Electoral Commission and contained all of the information
<b>S4.47(2)(b) Local Government Act 1995</b>	Did the notice referred to in S4.47(1) calling for nominations specify the place where nominations may be delivered or sent	NA	Advertising was done by the Electoral Commission and contained all of the information
<b>S4.47(2)(c) Local Government Act 1995</b>	Did the notice referred to in S4.47(1) calling for nominations specify the period within which nominations had to be delivered or sent	NA	Advertising was done by the Electoral Commission and contained all of the information
<b>S4.47(2)(d) Local Government Act 1995</b>	Did the notice referred to in S4.47(1) calling for nominations specify any other arrangements made for the receipt by the returning officer of nominations	NA	
<b>S4.61(2) Local Government Act 1995</b>	Did the Council of the local government, where it decided to conduct the election as a postal election, make that decision by absolute majority	YES	10 April 2019 Council meeting C1904/069
<b>S4.61(3) Local Government Act 1995</b>	Where a decision was made under S4.61(2) and a relevant declaration had not already been made, was that decision made prior to the 80th day before election day	YES	On the 10 <sup>th</sup> of April 2019
<b>S4.64 Local Government Act 1995</b>	Where the CEO was RO, did the RO give Statewide public notice (election notice) as soon as practicable after preparations for the election, but no later than on the 19th day before election day, in accordance with regulations that included details of how, when and where the election would be conducted and the names of the candidates	NA	The CEO was not the RO for the 2019 Election
<b>Local Government (Elections) Regulation 7</b>	Did a person, before acting as an electoral officer, make the required declaration as stated in election regulation 7	NA	Returning officer was arranged through WAEC
<b>Local Government (Elections) Regulation 8(2)</b>	Where the CEO was RO, did the RO prepare and adopt a Code of Conduct for any Extraordinary Elections	NA	The CEO was not the RO for the 2019 Election
<b>Local Government (Elections) Regulation 8(3)</b>	Where the CEO was RO, did the RO provide each electoral officer a copy or access to a copy of the electoral code of conduct for any Extraordinary Elections	NA	The CEO was not the RO for the 2019 Election
<b>Local Government (Elections) Regulation 13(1)</b>	Has the relevant information as listed in Election Reg 13 been recorded in the owners and occupiers register	YES	

Local Government (Elections) Regulation 13(4)	Did the CEO amend the register from time to time to make sure that the information recorded in it is accurate	YES	As property sold or new enrolments came in
Local Government (Elections) Regulation 17	Did the local government keep an enrolment eligibility claim form, if accepted, a copy of a notice of acceptance for 2 years after the claim and notice expired, and a copy of a notice of rejection for 2 years after the claim was rejected	YES	
Local Government (Elections) Regulation 26(4)	Did the CEO or an employee of the local government appointed as Returning Officer keep the deposit referred to in s4.49(d) separate from other money and credited to a fund of the local government	YES	
Local Government (Elections) Regulation 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	1x Disclosure of Gifts form was received by a candidate and included on the electoral gift register
Local Government (Elections) Regulation 30G(3)	Did the CEO remove any "disclosure of gifts" forms completed by unsuccessful candidates from the electoral gift register in accordance with the period under regulation 30C and retain those forms separately for a period of at least 2 years	YES	No disclosure of gifts form was received by an unsuccessful candidate
Local Government (Elections) Regulation 30H	Has the electoral gift register been kept at the appropriate local government offices	YES	The Electoral Gift Register is kept at the City of Busseton Administration & Civic Building
Local Government (Elections) Regulation 40	Has a postal voters register been kept of electors whose applications are under regulation 37(1)(b) and are accepted under regulation 38(1), which contains the enrolment details of each elector included on it and any ward in respect of which the elector is registered	YES	
Local Government (Elections) Regulation 81	Was the report relating to an election under s4.79 provided to the Minister within 14 days after the declaration of the result of the election	NA	The Electoral Commissioner was responsible for the conduct of the election and therefore is required to provide the Minister with this report (s.7.49(4))
<b>Executive Functions</b>			
S3.18(3)(a) Local Government Act 1995	Has the local government satisfied itself that the services and facilities that it provides ensure integration and co-ordination of services and facilities between governments	YES	
S3.32(1) Local Government Act 1995	Was a notice of intended entry given to the owner or occupier of the land, premises or thing that had been entered	YES	
S3.50 Local Government Act 1995	Did the local government close a thoroughfare wholly or partially for a period not exceeding 4 weeks under the guidelines of 3.50	YES	
S3.18(3)(b) Local Government Act 1995	Has the local government satisfied itself that the services and facilities that it provides avoid unnecessary duplication of services or competition particularly with the private sector	YES	
S3.18(3)(c) Local Government Act 1995	Has the local government satisfied itself that the services and facilities that it provides ensure services and facilities are managed efficiently and effectively	YES	
S3.40A(1) Local Government Act 1995	Where in the opinion of the local government a vehicle was an abandoned vehicle wreck, was it removed and impounded by an employee authorised (for that purpose) by the local government	YES	
S3.40A(2) Local Government Act 1995	Where the owner of the vehicle was identified within 7 days after its removal under s3.40A(1), did the local government give notice to that person advising that the vehicle may be collected from a place specified during such hours as are specified in the notice	YES	Within 7 days of the owner being identified
S3.40A(3) Local Government Act 1995	Where notice was given under s3.40A(2) did it include a short statement of the effect of subsection (4)(b) and the effect of the relevant provisions of sections 3.46 and 3.47	YES	

S3.51(3) Local Government Act 1995	Did the local government give notice of what is proposed to be done giving details of the proposal and inviting submissions from any person who wishes to make a submission and allow a reasonable time for submissions to be made and consider any submissions made	YES	
S3.52(4) Local Government Act 1995	Has the local government kept plans for the levels and alignments of public thoroughfares that are under its control or management, and made those plans available for public inspection	YES	
S3.32(2) Local Government Act 1995	Did the notice of intended entry specify the purpose for which the entry was required	YES	
S3.32(3) Local Government Act 1995	Was the notice of intended entry given not less than 24 hours before the power of entry was exercised	YES	
<b>Finance</b>			
S5.53 Local Government Act 1995, Administration Regulation 19B	Has the local government prepared an annual report for the financial year ended 30 June 2019 that contained the prescribed information under the Act and Regulations	YES	
S5.54(1), (2) Local Government Act 1995	Was the annual report accepted by absolute majority by the local government by 31 December 2019	YES	
S5.54(1), (2) Local Government Act 1995	Where the Auditor's report was not available in time for acceptance by 31 December 2019, was it accepted no more than two months after the Auditor's report was made available	NA	<b>The Auditors Report was available in time for acceptance by 31 December 2019</b>
S5.55 Local Government Act 1995	Did the CEO give local public notice of the availability of the annual report as soon as practicable after the local government accepted the report	YES	
S5.56 Local Government Act 1995, Administration Regulation 19C	Has the local government made a Strategic Community Plan for its district in respect of the period specified in the plan (being at least 10 financial years)	YES	
Local Government Administration Regulation 19C	Before a Strategic Community Plan, or modifications to a plan were adopted under regulation 19C, did the local government consult with its electors and ratepayers	YES	
S5.94 , 5.95 Local Government Act 1995	Did the local government allow any person attending the local government during office hours to inspect information, free of charge, listed in s5.94 of the Act and subject to s5.95 whether or not the information was current at the time of inspection	YES	
S5.96 Local Government Act 1995	Where a person inspected information under Part 5, Division 7 of the Act and requested a copy of that information, did the local government ensure that copies were available at a price that did not exceed the cost of providing those copies	YES	
S5.98 Local Government Act 1995, Administration Regulation 30	Was the fee made available to elected members for attending meetings within the prescribed range	YES	
S5.98 Local Government Act 1995, Administration Regulation 31	Was the reimbursement of expenses to elected members within the prescribed ranges or as prescribed	YES	<b>Council Policy: Fees, Allowances and Expenses for Elected Members</b>
S5.98A Local Government Act 1995, Administration Regulation 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it resolved by absolute majority	YES	
S5.98A Local Government Act 1995, Administration Regulation 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it up to (or below) the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98(5)	YES	

S5.99 Local Government Act 1995, Administration Regulation 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it resolved by absolute majority	YES	
S5.99 Local Government Act 1995, Administration Regulation 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it within the prescribed range	YES	
S5.99A Local Government Act 1995, Administration Regulation 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it resolved by absolute majority	YES	
S5.1000(1) Local Government Act 1995	Did the local government pay a fee for attending committee meetings only to a committee member who was a council member	YES	
S5.100(2) Local Government Act 1995	Where the local government decided to reimburse a committee member, who was not a council member or employee, for an expense incurred by the person in relation to a matter affecting the local government, was it within the prescribe range	NA	<b>The Local Government did not reimburse a committee member who was not a council member or employee</b>
S6.8 Local Government Act 1995	Was expenditure that the local government incurred from its municipal fund, but not included in its annual budget, authorised in advance on all occasions by absolute majority resolution	YES	<b>On occasions where budget amendments are required, these are taken to Council for endorsement.</b>
S6.8(1)(c) Local Government Act 1995	Did the Mayor or President authorise expenditure from the municipal fund in an emergency. (Please indicate circumstances in the "Comments" column)	NO	
S6.8 Local Government Act 1995	In relation to expenditure that the local government incurred from its municipal fund that was authorised in advance by the mayor or president in an emergency, was it reported on all occasions to the next ordinary meeting of council	NA	
S6.12, 6.13, 6.16(1), (3) Local Government Act 1995	Did Council at the time of adopting its budget, determine the granting of a discount or other incentive for early payment by absolute majority	YES	<b>C1907/130 - 31 July 2019</b>
S6.12, 6.13, 6.16(1), (3) Local Government Act 1995	Did Council determine the setting of an interest rate on money owing to Council by absolute majority	YES	
S6.12, 6.13, 6.16(1), (3) Local Government Act 1995	Did Council determine to impose or amend a fee or charge for any goods or services provided by the local government by absolute majority. (Note: this applies to money other than rates and service charges)	YES	
S6.17(3) Local Government Act 1995	Were the fees or charges imposed for receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate, limited to the cost of providing the service or goods	YES	
S6.17(3) Local Government Act 1995	Were the fees or charges imposed for any other service prescribed in section 6.16 (2)(f), limited to the cost of providing the service or goods	YES	
S6.19 Local Government Act 1995	After the budget was adopted, did the local government give local public notice for all fees and charges stating its intention to introduce the proposed fees or charges and the date from which it proposed to introduce the fees or charges	YES	
S6.20(2) Local Government Act 1995, Financial Management Regulation 20	On each occasion where the local government exercised the power to borrow, was the Council decision to exercise that power by absolute majority (Only required where the details of the proposal were not included in the annual budget for that financial year)	YES	
S6.76(6) Local Government Act 1995	Was the outcome of an objection under section 6.76(1) promptly conveyed to the person who made the objection including a statement of the local government's decision on the objection and its reasons for that decision	YES	
Local Government Financial Management Regulation 5	Has efficient systems and procedures been established by the CEO of a local government as listed in Finance Reg 5	YES	
Local Government Financial Management Regulation 6	Has the local government ensured that an employee to whom is delegated responsibility for the day to day accounting or financial management operations of a local government is not also delegated the responsibility for conducting an internal audit or reviewing the discharge of duties by that employee	YES	

s.7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	YES	
s.7.1B	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	
s.7.3(1)	Was a person(s) appointed by the local government under s.7.3(1) to be its auditor, a registered company auditor?	YES	
s.7.3(1), s.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	
Audit Reg 10	Was the Auditor's report(s) for the financial years ending 30 June, received by the local government within 30 days of completion of the audit?	YES	
s.7.9(1)	Was the Auditor's report for the financial year ended 30 June received by the local government by 31 December?	YES	
s.7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s.7.9(1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	YES	
s.7.12A(4)	Where the auditor identified matters as significant in the auditor's report (prepared under s.7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	NA	No such matters were identified
s.7.12A(4)	Within 14 days after the local government gave a report to the Minister under s.7.12A(4) (b), did the CEO publish a copy of the report on the local government's official website?	YES	
Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	YES	
Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	YES	
Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	YES	
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	
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	



Local Government Employees			
S5.36(4), 5.37(3) Local Government Act 1995, Administration Regulation 18A(2)	Did all advertisements for the position of CEO and for designated senior employees contain details of the remuneration and benefits offered	NA	No such positions were advertised during the period
S5.36(4), 5.37(3) Local Government Act 1995, Administration Regulation 18A(2)	Did all advertisements for the position of CEO and for designated senior employees contain details of the place where applications for the position were to be submitted	NA	No such positions were advertised during the period
S5.36(4), 5.37(3) Local Government Act 1995, Administration Regulation 18A(2)	Did all advertisements for the position of CEO and for designated senior employees detail the date and time for closing of applications	NA	No such positions were advertised during the period
S5.36(4), 5.37(3) Local Government Act 1995, Administration Regulation 18A(2)	Did all advertisements for the position of CEO and for designated senior employees indicate the duration of the proposed contract	NA	No such positions were advertised during the period
S5.36(4), 5.37(3) Local Government Act 1995, Administration Regulation 18A(2)	Did all advertisements for the position of CEO and for designated senior employees provide contact details of a person to contact for further information	NA	No such positions were advertised during the period
S5.37(2) Local Government Act 1995	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee	NA	No such dismissals occurred
S5.38 Local Government Act 1995	Was the performance of each employee, employed for a term of more than one year, (including the CEO and each senior employee), reviewed within the most recently completed 12 months of their term of employment	YES	
Local Government Administration Regulation 18D	Where Council considered the CEO's performance review did it decide to accept the review with or without modification (if Council did not accept the review, the preferred answer is N/A & refer Q12)	YES	
Local Government Administration Regulation 18D	Where the Council considered the CEO's performance review, but decided not to accept the review, did it decide to reject the review (if Council accepted the review, the preferred answer is N/A refer Q11)	NA	
S5.39 Local Government Act 1995	During the period covered by this Return, were written contracts in place for the CEO and all designated senior employees who were employed since 1 July 1996	YES	
S5.39 Local Government Act 1995, Administration Regulation 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date and this amount is the lesser of the value of the remuneration they would be entitled to had the contract not been terminated	YES	
S5.50(1) Local Government Act 1995	Did Council adopt a policy relating to employees whose employment terminates, setting out the circumstances in which council would pay an additional amount to that which the employee is entitled under a contract or award	YES	
S5.50(1) Local Government Act 1995	Did Council adopt a policy relating to employees whose employment terminates, setting out the manner of assessment of an additional amount	YES	
S5.50(2) Local Government Act 1995	Did the local government give public notice on all occasions where council made a payment that was more than the additional amount set out in its policy	NA	No such payments were made
S5.53(2)(g) Local Government Act 1995, Administration Regulation 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of employees of the local government entitled to an annual salary of \$100,000 or more	YES	

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?	NA	The position of the CEO was not advertised during this period
s.5.36(4) s.5.37(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?	NA	No such positions were advertised during the period
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)?	NA	The position of the CEO was not advertised during this period
Admin Reg 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)?	NA	The position of the CEO was not advertised during this period
S5.53(2)(g) Local Government Act 1995, Administration Regulation 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of those employees with an annual salary entitlement that falls within each band of \$10,000 and over \$100,000	YES	
<b>Integrated Planning and Reporting</b>			
s.5.56 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?	YES	The City's CBP for the period 2019/2020 to 2022/2023 was adopted 31 July 2019 - C1907/127
s.5.56 Admin Reg 19DA(4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	YES	The City's CBP Corporate Business Plan for the period 2018/2019 to 2021/2022 was adopted 25 July 2018 - C1807/143. Note this was the annual adoption of the CBP and was not a review of an already adopted plan
s.5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	YES	The City's Strategic Community Plan 2017 was adopted on 12 April 2017 - C1704/076
s.5.56 Admin Reg 19C(4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments. Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	YES	The City's Strategic Community Plan 2017 was reviewed (minor review) and amended on 10 April 2019 - C1904/070
s.5.56 Admin Reg 19DA(3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	YES	26 June 2013 There have been asset plans adopted since this date, however these have covered individual asset classes and not all assets together
s.5.56 Admin Reg 19DA(3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	YES	Adopted 28 March 2018 C1803/052. The City is currently finalising a new LTFFP.
s.5.56 Admin Reg 19DA(3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	YES	The City's current workforce plan 2019/20 to 2022/23 was endorsed by CEO 20 <sup>th</sup> December 2019

Local Laws			
S3.12(2) Local Government Act 1995, Functions and General Regulation 3	On each occasion that Council resolved to make a local law, did the person presiding at the Council meeting give notice of the purpose and effect of each proposed local law in the manner prescribed in Functions and General Regulation 3	YES	
S3.12(4) Local Government Act 1995, Functions and General Regulation 3	Have all Council's resolutions to make local laws been by absolute majority	YES	
S3.12(4) Local Government Act 1995, Functions and General Regulation 3	Have all Council's resolutions to make local laws been recorded as such in the minutes of the meeting	YES	
S3.12(6) Local Government Act 1995	After the local law was published in the Gazette, did the local government give local public notice summarising the purpose and effect of the local law and the day on which it came into operation	YES	
S3.12(6) Local Government Act 1995	After the local law was published in the Gazette, did the local government give local public notice advising that copies of the local law may be inspected or obtained from its office	YES	
S3.16(1) Local Government Act 1995	Have all reviews of local laws under section 3.16(1) of the Act been carried out within a period of 8 years	NO	The Property Local Law was due for review in 2019, this process commenced in 2019 and will be completed in 2020. The Parking Local Law was due for review in 2019, this process commenced in 2019 and will be completed in 2020.
S3.16(1), (2) Local Government Act 1995	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice stating that it intended to review the local law	YES	
S3.16(1), (2) Local Government Act 1995	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice advising that a copy of the local law could be inspected or obtained at the place specified in the notice	YES	
S3.16(1), (2) Local Government Act 1995	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice detailing the closing date for submissions about the local law	YES	
S3.16(3) Local Government Act 1995	Did the local government (after the last day for submissions) prepare a report of the review and have it submitted to Council	YES	
S3.16(4) Local Government Act 1995	Was the decision to repeal or amend a local law determined by absolute majority on all occasions	NA	No such decisions were made
Official Conduct			
s.5.120	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	Director, Finance and Corporate Services is the Designated Complaints Officer
s.5.121(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)?	YES	There have been no complaints received in 2019 that have resulted in action under s5.110(6)(b) or (c).
s.5.121(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	As per above comments.
s.5.121(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	As per above comments.
s.5.121(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	As per above comments.
s.5.121(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	As per above comments.

Meeting Process			
S2.25(1)(3) Local Government Act 1995	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council, was it recorded in the minutes of the meeting at which the leave was granted	YES	
S2.25(3) Local Government Act 1995	Where Council refused to grant leave to a member from attending 6 or less consecutive ordinary meetings of Council, was the reason for refusal recorded in the minutes of the meeting	NA	Council did not refuse to grant leave
S2.25(2) Local Government Act 1995	Was Ministerial approval sought (on all occasions) before leave of absence was granted to an elected member in respect of more than 6 consecutive ordinary meetings of council	YES	Cr Bennett
S5.4 Local Government Act 1995	On all occasions when the mayor or president called an ordinary or special meeting of Council, was it done by notice to the CEO setting out the date and purpose of the proposed meeting	NA	
S5.5 Local Government Act 1995	On all occasions when councillors called an ordinary or special meeting of Council was it called by at least 1/3 (one third) of the councillors, by notice to the CEO setting out the date and purpose of the proposed meeting	NA	
S5.5(1) Local Government Act 1995	Did the CEO give each council member at least 72 hours notice of the date, time, place and an agenda for each ordinary meeting of Council	YES	
S5.5(2) Local Government Act 1995	Did the CEO give each council member notice before the meeting, of the date, time, place and purpose of each special meeting of Council	YES	
S5.7 Local Government Act 1995	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member needed for a quorum at a Council meeting	NA	Council has not required this approval
S5.7 Local Government Act 1995	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member required for absolute majorities	NA	Council has not required this approval
S5.8 Local Government Act 1995	Did the local government ensure all Council committees (during the review period) were established by an absolute majority	YES	
S5.10(1)(a) Local Government Act 1995	Did the local government ensure all members of Council committees, during the review period, were appointed by an absolute majority (other than those persons appointed in accordance with section 5.10 (1)(b))	YES	
S5.10(2) Local Government Act 1995	Was each Council member given their entitlement during the review period, to be appointed as a committee member of at least one committee, as referred to in section 5.9(2)(a) & (b) of the Act	YES	
S5.12(1) Local Government Act 1995	Were Presiding members of committees elected by the members of the committees (from amongst themselves) in accordance with Schedule 2.3, Division 1 of the Act	YES	
S5.12(2) Local Government Act 1995	Were Deputy presiding members of committees elected by the members of the committee (from amongst themselves) in accordance with Schedule 2.3 Division 2 of the Act	YES	
S5.15 Local Government Act 1995	Where the local government reduced a quorum of a committee meeting, was the decision made by absolute majority on each occasion	NA	The local government has not reduced the quorum of a committee meeting
S5.21(4) Local Government Act 1995	When requested by a member of Council or committee, did the person presiding at a meeting ensure an individual vote or the vote of all members present, were recorded in the minutes	YES	
S5.22(1) Local Government Act 1995	Did the person presiding at a meeting of a Council or a committee ensure minutes were kept of the meeting's proceedings	YES	
S5.22(2), (3) Local Government Act 1995	Were the minutes of all Council and committee meetings submitted to the next ordinary meeting of Council or committee, as the case requires, for confirmation	YES	
S5.22(2), (3) Local Government Act 1995	Were the minutes of all Council and committee meetings signed to certify their confirmation by the person presiding at the meeting at which the minutes of Council or committee were confirmed	YES	
S5.23(1) Local Government Act 1995	Were all council meetings open to members of the public (subject to section 5.23(2) of the Act)	YES	

S5.23(1) Local Government Act 1995	Were all meetings of committees to which a power or duty had been delegated open to members of the public (subject to section 5.23(2) of the Act)	YES	
S5.23(2), (3) Local Government Act 1995	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public, in accordance with the Act	YES	
S5.23(2), (3) Local Government Act 1995	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public recorded in the minutes of that meeting	YES	
S5.24(1) Local Government Act 1995, Administration Regulations 5, 6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every ordinary meeting of Council	YES	
S5.24(1) Local Government Act 1995, Administration Regulations 5, 6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every special meeting of Council	YES	
S5.24(1) Local Government Act 1995, Administration Regulations 5, 6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every meeting of a committee to which the local government has delegated a power or duty	YES	The provision for public question time is provided for at each committee meeting
Local Government Administration Regulation 8	Was a period of 30 minutes allowed from the advertised commencement time before any Council or committee was adjourned due to the lack of a quorum	NA	
Local Government Administration Regulation 9	Was voting at Council or committee meetings conducted so that no vote was secret	YES	
Local Government Administration Regulation 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in the case where an attempt to revoke or change the decision had been made within the previous 3 months but failed, by an absolute majority	NA	No motions to revoke or change a decision have been made at council or committee meetings
Local Government Administration Regulation 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in any other case, by at least one third of the number of officers of member (whether vacant or not) of the Council or committee	NA	No motions to revoke or change a decision have been made at council or committee meetings
Local Government Administration Regulation 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made (in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority), by that kind of majority	NA	No motions to revoke or change a decision have been made at council or committee meetings
Local Government Administration Regulation 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made in any other case, by an absolute majority	NA	No motions to revoke or change a decision have been made at council or committee meetings
Local Government Administration Regulation 11	Did the contents of minutes of all Council or committee meetings include the names of members present at the meeting	YES	
Local Government Administration Regulation 11	Did the contents of minutes of all Council or committee meetings include where a member entered or left the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting	YES	
Local Government Administration Regulation 11	Did the contents of minutes of all Council or committee meetings include details of each motion moved at the meeting, including details of the mover and outcome of the motion	YES	
Local Government Administration Regulation 11	Did the contents of minutes of all Council or committee meetings include details of each decision made at the meeting	YES	
Local Government Administration Regulation 11	Did the contents of the minutes of all Council or committee meetings include, where the decision was significantly different from written recommendation of a committee or officer, written reasons for varying that decision	YES	
Local Government Administration Regulation 11	Did the contents of minutes of all Council or committee meetings include a summary of each question raised by members of the public and a summary of the response given	YES	
Local Government Administration Regulation 11	Did the contents of minutes of all Council or committee meetings include in relation to each disclosure made under sections 5.65 or 5.70, where the extent of the interest has been disclosed, the extent of the interest	YES	

Local Government Administration Regulation 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of ordinary Council meetings	YES	
Local Government Administration Regulation 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of those committee meetings that were required under the Act to be open to the public or that were proposed to be open to the public	YES	
Local Government Administration Regulation 12(2)	Did the local government give local public notice of any changes to the dates, time or places referred to in the question above	YES	
Local Government Administration Regulation 12(3), (4)	In the CEO's opinion, where it was practicable, were all special meetings of Council (that were open to members of the public) advertised via local public notice	YES	
Local Government Administration Regulation 12(3), (4)	Did the notice referred to in the question above include details of the date, time, place and purpose of the special meeting	YES	
Local Government Administration Regulation 13	Did the local government make available for public inspection unconfirmed minutes of all Council meetings within 10 business days after the Council meetings	YES	
Local Government Administration Regulation 13	Did the local government make available for public inspection unconfirmed minutes of all committee meetings within 5 business days after the committee meetings	YES	
Local Government Administration Regulation 14 (1), (2)	Were notice papers, agenda and other documents relating to any Council or committee meeting, (other than those referred to in Admin Reg 14(2)) made available for public inspection	YES	
Local Government Administration Regulation 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (by means of audio, telephone or other instantaneous contact) as provided for in Administration Regulation 14A, did the Council approve of the arrangement by absolute majority	YES	
Local Government Administration Regulation 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (as provided for in Administration Regulation 14A) was the person in a suitable place as defined in Administration Regulation 14A(4)	YES	
S5.27(2) Local Government Act 1995	Was the annual general meeting of electors held within 56 days of the local government's acceptance of the annual report for the previous financial year	YES	
S5.29 Local Government Act 1995	Did the CEO convene all electors' meetings by giving at least 14 days local public notice and each Council member at least 14 days notice of the date, time, place and purpose of the meeting	YES	
S5.32 Local Government Act 1995	Did the CEO ensure the minutes of all electors' meetings were kept and made available for public inspection before the Council meeting at which decisions made at the electors' meeting were first considered	YES	
S5.33(1) Local Government Act 1995	Were all decisions made at all electors' meetings considered at the next ordinary Council meeting, or, if not practicable, at the first ordinary Council meeting after that, or at a special meeting called for that purpose	YES	
S5.33(2) Local Government Act 1995	Were the reasons for Council decisions in response to decisions made at all electors' meetings recorded in the minutes of the appropriate Council meeting	YES	
S5.103(3) Local Government Act 1995, Administration Regulation 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees	YES	

Other			
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 Local Government (Financial Management) Regulation 5(2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	YES	Endorsed C1611/126 - Next review 2020.
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) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	YES	Reg 17 review last completed 9 November 2016 – C1611/125. As per requirement to complete every 3 financial years next review will be complete by 30 June 2020.
Financial Management Reg 5A	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	YES	Electors Meeting was held 2 December 2019
s.6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	YES	The Financial Reports were submitted to the Auditor 27 <sup>th</sup> August 2019
S9.4 Local Government Act 1995	Has each person who received an unfavourable decision from Council, or from an employee of the local government exercising delegated authority, (that is appealable under Part 9 of the Act) been informed of his or her right to object and appeal against the decision	YES	
S9.29(2)(b) Local Government Act 1995	On all occasions, were those employees who represented the local government in court proceedings, appointed in writing by the CEO	YES	
S9.6(5) Local Government Act 1995	Did the local government ensure that the person who made the objection was given notice in writing of how it has been decided to dispose of the objection and the reasons why	YES	