



ATTACHMENTS

Audit, Risk and Improvement Committee

Tuesday 01 September 2026

5.30pm

Council Chambers

AUDIT, RISK AND IMPROVEMENT COMMITTEE
ATTACHMENTS – 01/09/2026

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Reform	Reform Item	What is it?	How is it required?	When is it required?	DLGIRS Status	CoA Status	Accountable Manager	Notes	Assurance Status
Tranche 1	Changes to Special Electors Meetings	Updates meeting procedures to improve accessibility, participation and administrative efficiency for Special Electors' Meetings.	Act Amendment	19-May-23	Commenced	Complete	Manager Governance & Risk	Legislative reform implemented May 2023. Procedures embedded within Governance practices. No residual implementation risk identified. Ongoing compliance maintained through meeting administration procedures.	Embedded Compliance
Tranche 1	Compliance Exemptions from the Act	Introduces targeted legislative exemptions reducing administrative burden while maintaining core accountability requirements.	Act Amendment	19-May-23	Commenced	Complete	Manager Governance & Risk	Commencement corrected to 19 May 2023 based on the State implementation page and compliance and reporting reform page. Reform transitioned to business-as-usual legislative environment. Exemptions now form part of normal operational compliance framework. No further reform monitoring required.	Embedded Compliance
Tranche 1	Parental Leave for Council Members	Establishes statutory parental leave entitlements for elected members through approved leave of absence provisions.	Act Amendment	1-Jul-23	Commenced	Complete	Manager Governance & Risk	Legislative entitlement operational since July 2023. Governance processes and leave provisions aligned with Act requirements. Compliance risk assessed as low.	Embedded Compliance
Tranche 1	Recording votes in minutes of Council Meetings	Requires individual elected member votes to be formally recorded in Council meeting minutes to improve transparency.	Act Amendment	1-Jul-23	Commenced	Complete	Manager Governance & Risk	Statutory transparency requirement embedded in minute-taking procedures. Responsibility rests with the person presiding at the meeting under the reform material. City minute-taking controls should continue to support accurate capture of voting information.	Embedded Compliance
Tranche 1	Classes for Local Governments	Classifies local governments by size and capacity to apply proportionate governance and regulatory obligations.	Act Amendment	1-Jul-23	Commenced	Complete	Manager Governance & Risk	City of Albany confirmed as Class 1 local government. Classification now informs applicability of future reforms including CEO superannuation and recruitment standards. Monitoring only.	Operational - Monitoring
Tranche 1	Changes for 2023 Elections	Modernises local government electoral processes including optional preferential voting, backfilling extraordinary vacancies, election of mayors and presidents, classes of local government, council sizes and ward reforms.	Regulation / Act Amendment	Oct-23	Commenced	Complete	Manager Governance & Risk	Central implementation material groups these reforms as applying for the 2023 local government elections. Topic pages list commencement dates across the reform package, including 1 July 2023 for classes, council sizes and ward changes, and 21 October 2023 for optional preferential voting, backfilling and mayor/president election reforms. Electoral reforms successfully implemented. No ongoing reform activity required outside normal electoral compliance obligations.	Embedded Compliance
Tranche 1	Payment and reimbursement of training for Council Members	Requires local governments to fund and support elected member training and professional development.	Regulation	19-Oct-23	Commenced	Complete	Manager Governance & Risk	Policy framework implemented and aligned with reform intent. Scheduled policy review in 2026 will confirm continued legislative alignment.	Operational - Monitoring
Tranche 1	Owners and occupiers enrolment changes	Updates eligibility and enrolment processes for owners and occupiers voting in local government elections.	Regulation	1-Jan-24	Commenced	Complete	Manager Governance & Risk	Legislative amendments operational. Existing enrolments grandfathered. Governance and Rates teams monitoring future regulatory adjustments.	Operational - Monitoring
Tranche 1	Payment for independent committee members	Enables remuneration of independent committee members to strengthen governance oversight capability.	Regulation	1-Jan-24	Commenced	Complete	Manager Finance	Remuneration framework implemented and funded within governance budget allocations. Supports independent oversight objectives of reform program.	Embedded Compliance
Tranche 1	Caretaker period provisions	Establishes statutory restrictions on decision-making during election caretaker periods.	Act Amendment	1-Jul-24	Commenced	Complete	Manager Governance & Risk	Caretaker Period Policy (1.24) updated to align with legislative provisions. Caretaker period applies to ordinary local government elections from 2025 onwards and to elections after a council has been declared vacant or dismissed.	Embedded Compliance
Tranche 1	Credit Card / Purchase Card Reporting	Strengthens financial transparency through enhanced reporting of purchase card expenditure.	Regulation	1-Sep-24	Commenced	Complete	Manager Finance	Reporting requirements embedded within financial management controls. The implementation page lists credit card reporting under 1 September 2024, while the Financial Management topic page lists commencement as 1 September 2023. Retain this as a source conflict for verification in the next register review.	Embedded Compliance
Tranche 1	Long Service Leave	Aligns local government long service leave arrangements with contemporary employment standards.	Regulation	1-Sep-24	Commenced	Complete	Manager People & Culture	New Local Government Long Service Leave Regulations commenced from 1 September 2024; regulations published 17 April 2024.	Embedded Compliance
Tranche 1	Livestreaming and recording requirements for council meetings	Requires Council meetings to be livestreamed and recorded to improve public transparency and access.	Regulation	1-Jan-25	Commenced	Complete	Manager Information Technology	Statutory requirement effective January 2025. Technology and procedures operational. Reform transitioned to ongoing compliance obligation.	Embedded Compliance

Reform	Reform Item	What is it?	How is it required?	When is it required?	DLGIRS Status	CoA Status	Accountable Manager	Notes	Assurance Status
Tranche 1	Roles & Responsibilities - Council (s2.7)	Clarifies Council's strategic governance role including policy setting, resource allocation and CEO oversight.	Act Amendment	7-Dec-24	Commenced	N/A	Manager Governance & Risk	Commencement corrected to 7 December 2024 based on the roles and responsibilities reform page and central implementation material. Governance role clarification now embedded within legislative framework. Reinforces separation between strategic governance and administration. Education ongoing for elected members.	Operational - Monitoring
Tranche 2	Roles & Responsibilities - Mayor/President (s2.8)	Defines leadership responsibilities of the Mayor/President including governance leadership and representation.	Act Amendment	7-Dec-24	Commenced	N/A	Manager Governance & Risk	Commencement corrected to 7 December 2024. Leadership responsibilities clarified by statute. Incorporated into elected member induction and governance training materials.	Operational - Monitoring
Tranche 2	Roles & Responsibilities - Council Members (s2.10)	Establishes behavioural, representative and governance expectations for elected members.	Act Amendment	7-Dec-24	Commenced	N/A	Manager Governance & Risk	Commencement corrected to 7 December 2024. Behavioural and governance expectations strengthened under amended Act. Supports positive organisational culture reform objective.	Operational - Monitoring
Tranche 2	Minutes Responsibility (s5.22)	Transfers statutory responsibility for meeting minutes from the Presiding Member to the CEO.	Act Amendment	7-Dec-24	Commenced	N/A	Manager Governance & Risk	Commencement corrected to 7 December 2024. Responsibility formally transferred to CEO. Governance procedures updated accordingly. No implementation risk remaining.	Embedded Compliance
Tranche 2	CEO Functions (s5.41)	Clarifies CEO authority over administration, operations, systems and provision of professional advice to Council.	Act Amendment	7-Dec-24	Commenced	N/A	Manager Governance & Risk	Commencement corrected to 7 December 2024. Amendment reinforces CEO statutory authority over administration, systems and advice to Council. Incorporated into governance education framework.	Operational - Monitoring
Tranche 2	Notification of Council Member Resignations	Requires CEO notification to the Director General when council member vacancies occur.	Act Amendment	7-Dec-24	Commenced	N/A	Manager Governance & Risk	Commencement corrected to 7 December 2024. Administrative requirement operational. Governance team maintains compliance monitoring and reporting process to Director General.	Embedded Compliance
Inspector, Conduct & Compliance	Local Government Inspector and Monitors	Implements the Office of the Local Government Inspector and specialised monitors for earlier intervention, effective regulation and resolution of emerging issues.	Act Amendment + Inspector Regulations	1-Jan-26	Operational	Complete	Manager Governance & Risk	The Local Government Inspector formally assumed powers and functions on 1 January 2026, supported by regulations covering complaint handling, monitors, authorised officers and infringement notices. New complaints about alleged breaches or non-compliance are managed through the Inspector framework. This materially changes the City's external oversight and complaint interface.	Embedded Compliance
Inspector, Conduct & Compliance	Local Government Monitors	Specialised monitors may work proactively with local governments to resolve emerging issues before they escalate.	Act Amendment + Inspector Regulations	1-Jan-26	Operational	Monitoring	Manager Governance & Risk	Retained as a separate assurance line so the register visibly covers the monitor element of the Inspector reform stream. Duplicate monitor row under Reform Assurance has been removed.	Operational - Monitoring
Inspector, Conduct & Compliance	Restrictions on Meeting Participation Due to Gifts	Restricts meeting participation where gift-related interests affect participation in council or committee decision-making.	Act Amendment	19-May-23	Commenced	Complete	Manager Governance & Risk	Central implementation page lists this reform under 19 May 2023, while the Council and Committee Meetings topic page lists commencement as 1 July 2023. Retain 19 May 2023 from the implementation page and note the source conflict for verification in the next register review.	Embedded Compliance
Inspector, Conduct & Compliance	Complaints Reform	Introduces adjudicators to decide complaints and supports CEOs in handling unreasonable complaints.	Act Amendment + Inspector Regulations	1-Jan-26	Operational / Monitoring	In progress	Manager Governance & Risk	Updated from development to operational/monitoring. Public Inspector material states complaints are submitted to the Local Government Inspector. The Inspector or delegate decides whether to accept a complaint and determines the process to be undertaken. Comment: CEO restricted-communication provisions and Inspector-approved guidance commenced on 1 January 2026. Action required: Before use, confirm City procedures use the approved notice template, apply the statutory criteria and 12-month limit, preserve review rights, and exclude council and committee members. Example: A resident repeatedly submits the same complaint about a planning decision after the City has fully responded. If further replies would unreasonably divert resources, the CEO may issue the approved notice restricting communication about that complaint for up to 12 months. The resident may still contact the City about unrelated matters and complain to the Inspector about the CEO's decision.	Operational - Monitoring

Reform	Reform Item	What is it?	How is it required?	When is it required?	DLGIRS Status	CoA Status	Accountable Manager	Notes	Assurance Status
Inspector, Conduct & Compliance	Mandatory Training Compliance	Council member training and development reform is operational, with Inspector framework enforcement from 1 January 2026. Transitional completion/declaration deadline applies to relevant 2025-elected members.	Act Amendment + Regulations	19-Oct-23; enforcement from 1-Jan-26; transitional deadline 31-Dec-26 for relevant 2025-elected members	Operational	In progress	Manager Governance & Risk	Council member training and development commenced on 19 October 2023. Mandatory Council Member Essentials training is enforceable under the Inspector framework. Council members must complete required training and make the prescribed declaration. Failure to comply can affect payment of fees/allowances and may attract penalties. The CEO must publish an annual report on council member training and continuous professional development within one month after the end of the relevant financial year.	Operational - Monitoring
Inspector, Conduct & Compliance	Prohibiting Legal Expenses	Regulates specified prohibited legal and related liabilities for council members, including insurance exclusion requirements.	Act Amendment + Regulations	1-Jan-26; insurance exclusions required by 1-Jul-26	Operational	In progress	Manager Governance & Risk	This is not a blanket prohibition on all legal representation assistance. The 2026 regulations prohibit a local government from paying specified liabilities of a council member, including modified penalties, fines under the Act, certain SAT-ordered amounts and exemplary/punitive damages. By 1 July 2026, local governments were required to ensure insurance policies excluded prohibited expenses. Comment: The City's current insurance wording has been confirmed to exclude prohibited expenses. The published Legal Representation Policy 1.33 predates these reforms and does not expressly incorporate the new prohibitions or insurance exclusion requirement; it should be updated. The policy should be updated, although the legislation overrides it regardless.	Operational - Monitoring
Inspector, Conduct & Compliance	Record of Information About Conduct	Creates a statutory record of behavioural, recurrent, conduct and specified breaches and related orders/adverse findings, with publication on the local government's website.	Act Amendment + Regulations	1-Jan-26	Operational	In progress	Manager Governance & Risk	Section 5.96C requires the CEO to maintain and publish an up-to-date record covering behavioural, recurrent, conduct and specified breaches, relevant orders and any other prescribed information. Council member references include former council members, and prescribed information is generally retained and published for 12 years. Comment: Public website check (18 August 2026): the City of Albany Governance: Public Registers page lists an 'Elected Member Complaints Register', but no clearly identified comprehensive s5.96C Record of Information About Conduct was located or verified. Action required: Confirm the published register covers every s5.96C category, including nil returns where applicable, current and former council members, prescribed information and the 12-year retention/publication requirement; retitle or replace it as a s5.96C record if necessary. This record is distinct from the proposed s5.96B online registers and from the Inspector's separate publication of findings and orders.	Emerging Reform Risk
Inspector, Conduct & Compliance	Strengthen Penalties in Regulations	Strengthens enforcement, penalties and complaint consequences under the Inspector and complaints framework.	Act Amendment + Inspector / consequential regulations	1-Jan-26	Operational	Complete	EMT	Penalty and enforcement reforms are now operational. The Inspector framework introduced conduct and specified breach pathways, infringement notices and escalation mechanisms, with adjudicators able to impose sanctions for conduct breaches. Do not retain the previous 'future regulation' description.	Embedded Compliance
Inspector, Conduct & Compliance	Stronger Penalties (Act Level)	Updates offence penalty levels across the Act to strengthen compliance and deterrence.	Act Amendment	7-Dec-24	Commenced	In progress	EMT	Penalty framework strengthened through the Amendment Act. Operational impact linked to Inspector regulatory regime now in force. Financial penalties have been broadly doubled to reflect the effects of inflation since the Act was passed in 1995.	Operational - Monitoring
Governance Operations	Model Code of Conduct	Legislative compliance via default application - adoption not completed. Updated Model Code commenced 1 January 2026; City adoption deadline was 31 March 2026.	Regulation / Model Code amendment	1-Jan-26	Operational	Not Yet Started	Manager Governance & Risk	The updated Model Code commenced 1 January 2026. City of Albany ARIC material records that Council resolved not to adopt the updated Code at that time and that the Model Code applies by default. Comment: This should remain an explicit governance exception/watch item until resolved.	Emerging Reform Risk
Governance Operations	Communications Agreement	Requires a formal agreement outlining standards and protocols for internal and external communications between Council and administration.	Future Regulation (Draft) + Ministerial Order	To be confirmed - regulations and ministerial order being developed	Regulations and ministerial order being developed	Not Yet Available	Manager Governance & Risk	High-governance reform regulating communication roles between Council and administration. Awaiting State template, ministerial order or final regulation release.	Emerging Reform Risk
Governance Operations	Standardised Meeting Procedures	Introduces standardised meeting procedures to make council meeting processes more consistent across local governments.	Future Regulation (Draft)	To be confirmed - regulations being developed	Regulations being developed	Not Yet Available	Manager Governance & Risk	Reform progressing through State drafting process. Local procedures to be reviewed following publication.	Regulatory Pending

Reform	Reform Item	What is it?	How is it required?	When is it required?	DLGIRS Status	CoA Status	Accountable Manager	Notes	Assurance Status
Governance Operations	Committee Chair	Committee chairs are to be appointed by an absolute majority of Council.	Act Amendment	7-Dec-24	Commenced	Complete	Manager Governance & Risk	Commencement aligned to 2024 Amendment Act clause implementation. Requirement implemented. Committee establishment procedures updated accordingly.	Embedded Compliance
Governance Operations	Employee Code of Conduct - Outside Employment	Requires the employee Code of Conduct to address disclosure of employment outside the local government role, including paid and unpaid employment.	Regulation	1-Jan-26	Operational	In progress	Manager People & Culture	The 2026 consequential regulations require the employee Code of Conduct to address secondary/outside employment disclosure. City implementation plan identified secondary-employment disclosure processes as a June 2026 readiness action; confirm final policy/code and employee communication.	Emerging Reform Risk
CEO Governance	CEO Recruitment	Clarifies CEO employment standards, recruitment, contract renewal and certification matters separate from the proposed CEO KPI publication framework.	Act Amendment + consequential regulations	1-Jan-26	Implementatio n / Monitoring	In progress	Manager Governance & Risk	Separate CEO employment standards from the still-uncommenced CEO KPI publication reforms. Consequential regulations introduced or updated CEO-related requirements associated with recruitment, contract renewal and certification. Comment: CEO KPI criteria/review publication remains in draft-regulation status.	Operational - Monitoring
CEO Governance	CEO KPIs (Framework)	Establishes minimum structure and evidentiary requirements for CEO performance criteria.	Future Regulation (Draft)	To be confirmed - regulations being developed	Regulations being developed	In progress	Manager People & Culture	WA Government CEO reform material continues to describe CEO performance indicators as regulations being developed. Comment: Do not treat the proposed framework as a commenced statutory obligation yet; maintain preparatory work.	Regulatory Pending
CEO Governance	CEO KPIs (Publication Requirements)	Requires public disclosure of CEO performance review outcomes following Council assessment.	Future Regulation (Draft)	To be confirmed - regulations being developed	Regulations being developed	Not Yet Available	Manager Governance & Risk	CEO performance criteria and performance-review publication requirements remain in draft regulation status. Continue preparation, but distinguish proposed requirements from commenced obligations.	Regulatory Pending
CEO Governance	Shared CEOs / Shared Senior Employees	Reforms relating to sharing CEOs between local governments and associated senior employee arrangements.	Act Amendment / Regulation	To be confirmed - regulations being developed	Regulations being developed	Not Yet Applicable	Manager Governance & Risk	WA Government reform material identifies shared CEOs and senior employees as a reform area for which regulations are being developed. Reform remains subject to further regulatory development and commencement confirmation. No current City implementation action identified beyond monitoring.	Regulatory Pending
Council Member Entitlements	Elected Member Superannuation	Introduces superannuation contributions for elected members, compulsory for Class 1 and Class 2 local governments from 19 October 2025.	Regulation	1-Feb-25 commenced; compulsory for Class 1 and 2 from 19-Oct-25	Commenced	Complete	Manager Finance	Superannuation provisions commenced 1 February 2025. From 19 October 2025, superannuation is compulsory for Class 1 and Class 2 local governments and remains optional for Class 3 and Class 4 local governments. Individual council members may opt out. City positioned as an early adopter. Compliance assured.	Embedded Compliance
ARIC & Consequential Reforms	Consequential Regulations	Rolling consequential regulations supporting implementation of the Local Government Amendment Act 2024 reforms.	Regulation	17-Dec-25 / 1-Jan-26	Operational	In progress	Manager Governance & Risk	Package partially implemented December 2025, with key components commencing 1 January 2026. Further amendments expected. Reform tracked as rolling legislative program expected to continue beyond 2026.	Transition / Preparation
ARIC & Consequential Reforms	Audit, Risk and Improvement Committee	Implements Audit, Risk and Improvement Committees, independent presiding member/deputy requirements, updated functions and shared ARIC options.	Regulation	1-Jan-26; transition completed 30-Jun-26	Operational	Complete	Manager Governance & Risk	ARIC requirements commenced 1 January 2026 with a six-month transition to 30 June 2026. ARICs must have an independent presiding member and independent deputy; functions now expressly include risk management and continuous improvement. Shared ARICs are permitted. Compliance audit returns and audit regulations were also amended to recognise the Inspector and ARIC.	Embedded Compliance
ARIC & Consequential Reforms	Compliance Audit Return - Inspector	Transfers the statutory compliance audit return assurance pathway to the Local Government Inspector and updates the audit regulations and ARIC functions.	Regulation	1-Jan-26	Operational	In progress	Manager Governance & Risk	The 2025 No. 4 regulations amended the Audit Regulations so the signed compliance audit return and related information are provided to the Inspector. ARIC functions and compliance-audit provisions were also updated. Comment: Confirm the City's 2025/26 CAR process and evidence trail against the new requirements.	Operational - Monitoring
Local Law & Governance Reforms	Local Laws Reform	Streamlines local law processes and introduces a mandatory 15-year review cycle with automatic repeal if not reviewed.	Act Amendment	Commenced 7-Dec-24; transitional reviews due by 7-Dec-26 where applicable	Commenced / Operational	In progress	Manager Governance & Risk	The local-law review cycle changed from 8 years to 15 years from 7 December 2024. Published implementation material indicates local governments have until 7 December 2026 to review relevant local laws that were due or overdue. Failure to complete a required transitional review can result in automatic repeal. Comment: The City maintains a dated local-law review schedule and assurance reporting.	Emerging Reform Risk
Local Law & Governance Reforms	Regional Subsidiaries (Act)	Enables local governments to establish regional subsidiary entities to deliver shared services or functions.	Act Amendment	7-Dec-24	Commenced	N/A	Manager Governance & Risk	Enabling legislation operational. No current subsidiary proposed; governance awareness maintained should regional collaboration opportunities arise.	Transition / Preparation
Public Registers	Lease Register	Draft regulations will require a register of all active leases and licences in relation to land containing key agreement, property, permitted use, date, end-date and rent information.	Future Regulation (Draft)	To be confirmed - regulations being developed	Regulations being developed	Not Yet Available	Team Leader Property, Leasing and Customer Service	Preparatory work underway pending final regulation scope. Early compliance approach adopted.	Transition / Preparation
Public Registers	Grants Register	Draft regulations will require a register of grants and sponsorship given in the last 5 years that are worth more than \$500.	Future Regulation (Draft)	To be confirmed - regulations being developed	Regulations being developed	In progress	Manager Community Relations	Five-year register compiled in anticipation of reform. Awaiting final guidance before publication.	Transition / Preparation

Reform	Reform Item	What is it?	How is it required?	When is it required?	DLGIRS Status	CoA Status	Accountable Manager	Notes	Assurance Status
Public Registers	Developer Contributions Register	Draft regulations will require a register of developer contributions or cash in lieu contributions held by the local government.	Future Regulation (Draft)	To be confirmed - regulations being developed	Regulations being developed	Not Yet Available	Manager Development Services	Existing reserve accounting aligns substantially with anticipated reform intent. Final configuration pending regulations.	Transition / Preparation
Public Registers	Goods & Services Contracts Register	Draft regulations will require a register of current contracts for goods and services worth more than \$50,000.	Future Regulation (Draft)	To be confirmed - regulations being developed	Regulations being developed	Not Yet Available	Manager Finance	Transparency reform monitored. Procurement systems expected to support compliance once regulations commence.	Transition / Preparation
Financial Management	Financial Regulations	Future reforms to financial management responsibilities of local governments, including money handling, financial records, assets, liabilities and revenue.	Future Regulation (Draft)	To be confirmed - regulations being developed	Regulations being developed	In progress	Manager Finance	Future reform flagged by State Government. Existing Local Government (Financial Management) Regulations 1996 remain in force. Reform material confirms future changes are intended, but no replacement regulations, standards or exposure drafts have been confirmed for this register entry.	Regulatory Pending
Financial Management	Borrowing	Future borrowing reforms related to how local governments borrow funds and manage related powers or obligations.	Future Regulation (Draft)	To be confirmed - regulations being developed	Regulations being developed	In progress	Manager Finance	Reform proposals under development only. No legislative change commenced for this register entry. Borrowing reforms, including expanded powers and links to regional subsidiaries, are listed as regulations being developed.	Regulatory Pending
Financial Management	Building Upgrade Finance	Enables local governments to facilitate loans or third-party finance arrangements for building improvements.	Future Regulation (Draft)	To be confirmed - regulations being developed	Regulations being developed	Not Yet Available	Manager Finance	Identified by State reform material as a future financial management reform. No commencement date recorded. Monitoring only.	Regulatory Pending
Financial Management	Regional Subsidiaries (Regulations)	Regulatory reforms to support the formation and operation of regional subsidiaries and reduce red tape.	Future Regulation (Draft)	To be confirmed - regulations being developed	Regulations being developed	Not Yet Available	Manager Governance & Risk	Existing regulations remain in force. Reform expansion under consideration by State Government.	Regulatory Pending
Financial Management	Rates and Revenue Policy	Requires a rates and revenue policy to increase transparency for ratepayers in relation to rates and other revenue.	Act Amendment; implementation regulations being developed	To be confirmed - regulations being developed	Regulations being developed	In progress	Manager Finance	WA Government financial-management material lists Rates and Revenue Policy as a reform for which regulations are being developed and commencement is to be confirmed. Continue policy preparation, but do not record a commencement date until the State confirms it.	Regulatory Pending
Financial Management	Integrated Planning and Reporting	Existing framework and future reform area for strategic planning, financial planning, asset planning and service planning.	Existing Framework / Future Regulation	To be confirmed - regulations being developed	Development	In progress	Manager Finance	Current IPR framework continues. Internal working group established to prepare for future reform direction. Reform material confirms future changes are intended, but no regulations, standards or exposure drafts have been released for this register entry.	Transition / Preparation
Council Planning	Council Plans	Future council planning reforms linked to integrated planning and reporting, including short-form council plan requirements.	Future Regulation (Draft)	To be confirmed - regulations being developed	Regulations being developed	In progress	Manager Finance	State council planning material lists council plans as regulations being developed. Track separately from the existing IPR framework pending final regulations or guidance.	Regulatory Pending
Council Planning	Community Engagement Charter	Future reform to require a clearer community engagement framework as part of council planning.	Future Regulation (Draft)	To be confirmed - regulations being developed	Regulations being developed	Not Yet Available	Manager Community Relations	State council planning material lists community engagement charters as regulations being developed. Local framework to be reviewed when State requirements are released.	Regulatory Pending
Council Planning	Community Surveys	Council planning reform area includes community surveys as part of the broader council planning and engagement reform stream.	Future Regulation / Guidance	To be confirmed - regulations being developed	Regulations being developed	Not Yet Available	Manager Community Relations	State council planning material identifies community surveys within council planning reforms. Monitoring item retained to ensure complete coverage of the published reform stream.	Transition / Preparation
Planning & Development	Developer Assessment Panel (DAP) Functions	Transfers responsibility for preparing Responsible Authority Reports to authorised officers rather than Council.	Existing Framework / Regulation	1-May-25	Commenced	Complete	Manager Development Services	Commencement corrected to 1 May 2025 based on the implementation page and roles and responsibilities reform material. Delegations Register amended and authorised officer appointed in accordance with reform requirements.	Embedded Compliance
Uniform Local Provisions	Incidental Outdoor Trading (Alfresco Reforms)	Draft regulations proposed to deregulate incidental outdoor trading activities subject to standard statewide operating conditions.	Future Regulation (Draft)	To be confirmed - regulations being developed	Regulations being developed	Not Yet Available	Manager Development Services	Regulations not yet finalised. Reform monitored pending publication of Uniform Local Provisions Regulations.	Regulatory Pending
Uniform Local Provisions	Crossover Reforms	Draft regulations proposed to establish standardised crossover construction requirements and deemed approval pathways.	Future Regulation (Draft)	To be confirmed - regulations being developed	Regulations being developed	Not Yet Available	Manager Engineering	Standardisation reforms under development by State Government. Engineering standards review deferred pending final regulations.	Regulatory Pending
Reform Assurance	Reform Assurance Reporting	Establishes ongoing organisational assurance reporting confirming compliance with the Local Government reform program.	Administrative Governance Practice	Ongoing	Operational	In progress	Manager Governance & Risk	Reform register now functions as ongoing legislative assurance tool reported to ARIC confirming organisational compliance maturity across the Local Government reform program.	Operational - Monitoring

2025 Compliance Audit Return

Local Government Authority: The City of Albany

Local Government Act 1995

s. 2.29

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

Response: Yes

Comments: All Declarations made at the Ordinary Council Meeting held 28 October 2025, witnessed by WAPOL Superintendent Jon Munday APM.

s. 3.16

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

Response: No

Comments: Local Law review currently in progress, to be presented to Council in November 2026.

s.3.57

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

Response: Yes

s. 3.58(3)

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

Response: N/A

s. 3.58(4)

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

Response: N/A

s. 3.59(2)(a)

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

Response: N/A

s. 3.59(2)(b)

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

Response: N/A

s. 3.59(2)(c)

Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2025?

Response: N/A

s. 3.59(4)

Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?

Response: N/A

s. 3.59(5)

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

Response: N/A

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: Yes

Comments: Resolution: OCM 28/10/2025 CCS751

s. 5.16 (2)

Were all delegations to committees in writing?

Response: Yes

s. 5.17

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

Response: Yes

s. 5.18

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

Response: Yes

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

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

Response: N/A

Comments: No appointments were made during the reporting period.

s. 5.37(2)

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

Response: N/A

Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?

Response: N/A

s. 5.39B

Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute

majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?

Response: Yes

s. 5.42

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

Response: Yes

Were all delegations to the CEO in writing?

Response: Yes

s. 5.43

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

Response: Yes

s. 5.44(2)

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

Response: Yes

s. 5.45(1)(b)

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

Response: Yes

s. 5.46

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

Response: Yes

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

Response: No

Comments: The delegations were formally reviewed and re-adopted on 1 July 2025, one day after the end of the 2024/2025 financial year.

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

Response: Yes

s. 5.50

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

Response: N/A

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

Response: N/A

s. 5.51A

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

Response: Yes

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

Response: Yes

Comments: Current Policy 2.15: Employee Code of Conduct Policy. First adopted 05/04/2022 updated 07/11/2024

s. 5.67

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

Response: Yes

Comments: All members who disclosed a financial or proximity interest left the Chamber and were not present for, or participate in the discussion or vote.

s. 5.68(2)

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

Response: N/A

s. 5.69(5)

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

Response: N/A

s. 5.70

Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?

Response: Yes

s. 5.71B(5) and (7)

Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?

Response: N/A

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

Response: N/A

s. 5.73

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

Response: Yes

Comments: All disclosures recorded in the front pages of the minutes, and also noted in the relevant report item.

s. 5.75

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

Response: No

Comments: One elected member did not lodge their Primary Return within the prescribed period. This non-compliance was reported.

s. 5.76

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

Response: Yes

s. 5.77

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

Response: Yes

s. 5.88

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

Response: Yes

Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?

Response: Yes

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

Response: Yes

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

Response: Yes

s. 5.89A

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

Response: Yes

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

Response: Yes

s. 5.90A

Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Response: Yes

Comments: Link: [https://www.albany.wa.gov.au/documents/709/attendance-at-events-and-functions-policy-\(14\)](https://www.albany.wa.gov.au/documents/709/attendance-at-events-and-functions-policy-(14))

s. 5.94

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

Response: Yes

s. 5.96

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

Response: Yes

s. 5.96A

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

Response: Yes

Comments: Link: <https://www.albany.wa.gov.au/council/corporate-documents/governance-public-registers.aspx>

s. 5.104

Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?

Response: Yes

Comments: Reference: OCM 01/07/2025 Resolution AR178.

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

Response: No

Comments: No additional requirements applied.

Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?

Response: Yes

Comments: Link: [https://www.albany.wa.gov.au/documents/414/code-of-conduct-for-council-members-committee-members-and-candidates-\(114\)](https://www.albany.wa.gov.au/documents/414/code-of-conduct-for-council-members-committee-members-and-candidates-(114))

s. 5.128

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

Response: Yes

Comments: Link: Elected Member Professional Development & Training Policy (1.22) (01/07/2025)

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

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

Response: N/A

Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?

Response: N/A

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

Response: N/A

Local Government (Administration) Regulations 1996

r. 18F

Were the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?

Response: N/A

r. 19AB

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

Response: Yes

r. 19AC

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

Response: Yes

r. 19AE

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

Response: Yes

r. 19B

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

Response: No

Comments: The City's 2024–2025 Annual Report substantially addresses the annual reporting requirements under regulation 19B. The report includes the number of employees in remuneration bands above \$130,000, remuneration and allowances paid to elected members, council member meeting attendance, and the relevant integrated planning and reporting information, with ordered payments and SCP/CBP modification disclosures assessed as not applicable. CEO remuneration is considered disclosed by exception through the published employee remuneration bands, as one employee is identified in the highest band of \$330,000–\$340,000, which is reasonably identifiable as the CEO. On

this basis, the remaining compliance issue is whether all available demographic information about council members was included in the Annual Report and this will require review for the 2025-2026 reporting period.

r. 19C

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

Response: No

Comments: Strategic Community Plan was in place during 2025. Last major review adopted 24 August 2021, outside the CAR date range. New Council Plan adopted 30 June 2026 under Report CCS802, also outside the audit period.

r. 19DA

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

Response: No

Comments: Last review adopted 26 November 2024, Resolution CCS676. Review not conducted in 2025. New Council Plan (combined SCP and CBP) adopted 30 June 2026.

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

Response: Yes

r. 22

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

r. 23

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

r. 28

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

r. 28A

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

r. 29

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

r. 29C

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

Response: Yes

r. 35

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

Response: Yes

Comments: At 31 December 2025, council members elected in October 2025 were still within the 12-month statutory period to complete the Council Member Essentials course. Completion is due by October 2026 and is being monitored.

r. 36

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

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

Response: Yes

Local Government (Audit) Regulations 1996

r. 10

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

Response: Yes

Comments: Auditors Report was received 4 December 2025. Annual Report, inclusive of the Auditors Report, was received by Council at OCM held on 16 December 2025.

r. 17

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

Response: Yes

Comments: Report AR173, Council resolution 01 July 2025.

Date of council's resolution to accept the report: 01/07/2025

Local Government (Constitution) Regulations 1998

r. 11FA

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

Response: Yes

r. 13

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

Response: Yes

Comments: Reference: OCM 28/10/2025 Witnessed by WAPOL District Superintendent Jon Munday APM

Local Government (Elections) Regulations 1997

r. 30G

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

Response: Yes

Comments: Link: <https://www.albany.wa.gov.au/documents/1689/register-of-electoral-gifts>

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

Response: Yes

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

Response: Yes

Local Government (Financial Management) Regulations 1996

r. 5

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

Response: Yes

r. 6

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

Response: Yes

r. 7

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

Response: Yes

r. 8

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

Response: Yes

r. 9

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

Response: N/A

r. 11

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

Response: Yes

r. 12

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

Response: Yes

r. 13

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

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

Response: Yes

r. 13A

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

Response: Yes

r. 19

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

Response: Yes

r. 19C

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

Response: Yes

Local Government (Functions and General) Regulations 1996

r. 7

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

r. 9

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

r. 10

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

r. 11A

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

Response: No

Comments: Various purchases were identified through internal purchasing audits as non-compliant with the City's Purchasing Policy. Corrective action has been implemented, including additional officer training, approver checklists, ongoing monitoring, and quarterly reporting to the Executive Management Team.

r. 11

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

r. 12

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

Response: Yes

r. 14(1), (3) and (5)

If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?

Response: Yes

Comments: All tenders released to market were publicly advertised on the City's website, VendorPanel, by statewide public notice, and on the administration building and library noticeboards. Where tender details changed, a formal addendum was issued to tenderers and noticeboards were updated where applicable. Query cut-off dates were set to give tenderers reasonable time to respond before closing.

r. 15

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

Response: Yes

Comments: VendorPanel submissions were not accessed until the tender closing date and time, and any hard-copy submissions were kept secure in a locked tender box until the tender closed. Tender opening details were included in the tender documents, and two City officers were present at each opening.

r. 16

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

r. 17

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

Response: Yes

Comments: The City's tender register complied with regulation 17 and was published on the City of Albany website. The register was updated at key procurement stages, including tender opening, closing and award, and historical tender registers are publicly available online.

r. 18(1) and (4)

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

Response: Yes

Comments: Ten submissions were rejected because they were either received after the specified closing date and time, or were not submitted in accordance with the requirements set out in the invitation to tender. Each rejected tenderer was notified by email.

Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?

Response: Yes

Comments: All submissions that were not rejected were assessed in writing by an evaluation team against the selection criteria set out in the tender documents. Evaluations were completed in accordance with the City's Evaluation Guidance and Procedure. Once finalised, each evaluation report was signed by the evaluation team members and an officer with the appropriate financial delegation for the contract value.

r. 19

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

Response: Yes

r. 21

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

Response: Yes

Comments: Written notice was provided to each tenderer by email, advising the particulars of the successful tender or, where applicable, advising that no tender was accepted.

r. 22

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

r. 23

Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?

Response: N/A

Comments: N/A. No expressions of interest were conducted during the 2025 audit period.

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

Response: N/A

Comments: N/A. No expressions of interest were invited or received during the 2025 audit period. Accordingly, there were no persons to list as acceptable tenderers.

r. 24

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

Response: N/A

Comments: N/A. No expressions of interest were conducted during the 2025 audit period, so no written outcome notices were required.

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

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

Response: Yes

Comments: Panels of pre-qualified suppliers released to market were made publicly available on the City's website and VendorPanel. They were also advertised statewide by public notice and displayed on the noticeboards at the City's administration building and library.

If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?

Response: Yes

Comments: Where panel information was varied, formal addenda were issued and relevant applicants were notified. For C25014, each compliant respondent was notified by written email of the variation to the proposed number of panel members.

r. 24AE

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

r. 24AF

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

r. 24AG

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

Response: Yes

Comments: The City's tender register recorded the required information for panels of pre-qualified suppliers in accordance with regulation 24AG of the Local Government (Functions and General) Regulations 1996. The register was published on the City of Albany website and updated at key stages of the procurement process, including when the panel opened, closed and was awarded. The register identified the successful panel members and related contract numbers.

r. 24AH(1) and (3)

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

Response: Yes

Comments: Three applications relating to panels of pre-qualified suppliers were rejected because they were either received after the specified closing date and time, or were assessed as non-compliant because required information was not provided in accordance with the tender documents. Each rejected applicant was notified by email.

Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?

Response: Yes

Comments: All applications that were not rejected were assessed in writing by an evaluation team against the selection criteria set out in the tender documents. Evaluations were completed in accordance with the City's Evaluation Guidance and Procedure. Once finalised, each evaluation report was signed by all evaluation team members, including an officer with the appropriate financial delegation for the contract value.

r. 24AI

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

Response: Yes

Comments: Written notice of the outcome was sent to each applicant by email. Applicants whose submissions were non-compliant or rejected were notified by email. Compliant but unsuccessful applicants were also notified by email. Successful applicants were notified by email and issued a formal Letter of Award, which included the term of the panel contract.

r. 24E

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

Response: Yes

Comments: Regional price preference was applied where applicable for evaluation purposes in accordance with the City's Buy Local Policy and the requirements of regulations 24E and 24F of the Local Government (Functions and General) Regulations 1996. Tender documents included a regional

price preference section for respondents to complete and included a reference to the City's Buy Local Policy in the annexure section of the request for tender documentation.

r. 24F

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

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

CEO

Date

Mayor or President

Date