City of Cockburn

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Special Audit Risk and Improvement Committee

Minutes

For Tuesday, 25 August 2026

These Minutes are subject to confirmation.

Presiding Member's signature:

Date: 22 September 2026

Special Audit Risk and Improvement Committee Meeting
6pm, Tuesday, 25 August 2026

Table of Contents

MINUTES

ATTENDANCE

Committee Members

Ms S Zulsdorf (Presiding Member)	Independent Member
Mr L Estrade	Independent Member
Deputy Mayor P Corke	West Ward
Cr K Allen	West Ward
Cr H Srhoy	West Ward
Cr C Reeve-Fowkes	East Ward
Cr C Zhang	East Ward
Cr C Stone	Central Ward

Staff

Mr D Simms	Chief Executive Officer
Mr D Arndt	Director Sustainable Development and Safety
Ms C Bywater	Director Corporate and System Services
Mr J Blanchard	General Counsel
Mr J Fiori	Risk and Governance Advisor
Ms C Lindgren	Courts and Legal Process Coordinator
Ms R Theunissen	Senior Governance Officer
Mr B Thorne	System Support Analyst
Ms A Schutz	Assistant Governance Officer

External Presenters

Mr D Vo	Partner, William Buck Auditors
Mr C Coombs	Senior Analyst, William Buck Auditors

1. Declaration of Meeting

The Presiding Member declared the meeting open at 6:02pm.

Acknowledgement of Country

The City of Cockburn acknowledges the Nyungar people of Beeliar Boodjar. Long ago, now and in the future they care for Country. We acknowledge a continuing connection to Land, Waters and Culture and pay our respects to the Elders, past and present.

The Presiding Member welcomed Mr Duy and Mr Coombs from William Buck Auditors to the meeting.

2. Appointment of Presiding Member (if required)

Nil.

3. Disclaimer

Members of the public, who attend Council Meetings, should not act immediately on anything they hear at the Meeting, without first seeking clarification of Council's position.

Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

4. Acknowledgement of Receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member)

Nil.

5. Apologies & Leave of Absence

Apology

Cr T Widenbar	
Ms K Johnson	Director Community and Place
Mr A Lees	Director Infrastructure

6. Public Question Time

Nil.

7. Deputations

Nil.

8. Declaration by Members Who have Not Given Due Consideration to Matters Contained in the Business Paper Presented before the Meeting

Nil.

9. Purpose of Meeting

The purpose of the meeting is to consider the adoption of the Annual Compliance Audit Return.

10 Reports - CEO (and Delegates)

10.1 Office of the CEO

10.1.1 (2026/MINUTE NO 0013) Local Government Compliance Audit Return 2025

Executive Chief Executive Officer
Author Risk and Governance Advisor
Attachments 1. 2025 Compliance Audit Return

Officer Recommendation
The Committee recommends Council:

(1) ADOPTS the Local Government Compliance Audit Return 2025 for the 2025 calendar year presented as the attachment to this report for adoption by Council; and

(2) ACKNOWLEDGES that the Compliance Audit Return 2025 presented as the attachment to this report will be subsequently jointly certified by the Mayor and the Chief Executive Officer for submission to the Department of Local Government, Industry Regulation and Safety.

Committee Recommendation
MOVED Cr C Stone SECONDED Deputy Mayor P Corke
That Council:

(1) ADOPTS the Local Government Compliance Audit Return 2025 for the 2025 calendar year presented as the attachment to this report for adoption by Council;

(2) ACKNOWLEDGES that the Compliance Audit Return 2025 presented as the attachment to this report will be subsequently jointly certified by the Mayor and the Chief Executive Officer for submission to the Department of Local Government, Industry Regulation and Safety; and

(3) REQUESTS a report be presented to the December Audit Risk and Improvement Committee with more details on the procurement non-compliance between 2024 - 2025.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 8/0

Background

As part of its governance requirements, the City of Cockburn regularly audits compliance obligations under the Local Government Act.

Under Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* (the Regulations) completion of the Local Government Compliance Audit Return (CAR) has been mandatory for all local governments in Western Australia since 2000.

The Audit Risk and Improvement Committee (ARIC) reviews the CAR and reports to Council the results of that review.

The recently appointed Local Government Inspector has determined that for 2026, the deadline for submission of the 2025 CAR to the Department of Local Government, Industry Regulation and Safety (DLGIRS) will be 30 September 2026.

Submission

N/A

Report

The 2025 CAR covers the period 1 January 2025 – 31 December 2025. The format of the 2025 CAR is produced by DLGIRS to determine the level of compliance by the local government with requirements of local government legislation.

Attachment 1 to this report represents the 2025 CAR completed by City Officers, to be reviewed by the ARIC. The 2025 CAR was facilitated by the City's General Counsel.

Appropriate City officers have provided responses to the 2025 CAR questions, and the completed CAR indicates a conformity rating of 95% for the year. This is a slight improvement on the 93% compliance rate reported for the 2024 CAR.

The five areas where the city did not achieve full compliance are listed below:

Legislation	Question	City of Cockburn Response	Comment	Action and Follow Up
Local Government Act 1995, 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?	No	The City has reviewed the following local laws in the last 8 years: *Health Local Law 2000* *Fencing Local Law 2012* See (2025/Minute No 0235 – 9 December 2025 OCM) The City's *Waste Local Law 2020* is not due for review. The remaining of the City's local laws are overdue for review.	The City has commenced the process to make a number of new local laws, which will repeal and replace the City's local laws overdue for review. See (2025/Minute Nos 0236-0241 – 9 December 2025 OCM) These will be by gazetted by the end of 2026. The City will then be up to date with its local law reviews.
Local Government Act 1995, s. 5.75	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	Two employees did not complete a primary return within 3 months of their start day.	The City continues to review its approach for identifying employees who require primary returns to ensure they complete returns as required. The City has complied with legislative requirements in respect of reporting non-compliance.
Local Government Act 1995, s. 5.76	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?	No	One Elected Member did not complete an annual return by 31 August 2025.	The City used all endeavours to assist Elected Members to complete their returns on time. Ultimately, it is up to the individual Elected Member to lodge their form. The City has complied with legislative requirements in respect of reporting non-compliance.
Local Government Act 1995, s. 5.88	After a person ceased to be a person required to lodge a return under sections	No	During the 2025 calendar year, the City did not have a system in ECM for separating 'expired' returns from current	The City has now separated 'expired' returns in ECM from current returns to ensure ongoing compliance.

Legislation	Question	City of Cockburn Response	Comment	Action and Follow Up
	5.75 and 5.76 of the *Local Government Act 1995*, did the CEO remove from the register all returns relating to that person?		returns.	
Local Government (Functions and General) Regulations 1996, 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?	No	The City has processes and systems for implementing its purchasing policy for the supply of goods and services under $250,000. These include a robust process for identifying and reporting any instances of non-compliance with the purchasing policy. Instances of non-compliance are reported, and a leadership response is required in relation to any non-compliance. For all purchases between $50,000 and $250,000 there were no instances of non-compliance.	The City undertakes post procurement compliance audits for purchases below $50,000. Of 8053 purchases under $50,000, 509 were identified as non-compliant (6.32%).

Following its adoption by Council, the City will submit the following documents to DLGIRS by 30 September 2026:

- City of Cockburn 2025 CAR Certified Copy of Return for the period 1 January 2025–31 December 2025, signed by the Mayor and Chief Executive Officer
- Copy of the relevant section of the Council Minutes, confirming Council's adoption of the 2025 CAR.

Strategic Plans/Policy Implications

<u>Our Governance</u>
Transparent leadership that listens, communicates openly and plans for a sustainable future.

- Facilitate transparent and accountable governance for today and tomorrow.

Budget/Financial Implications

N/A

Legal Implications

Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* refer.

Community Consultation

N/A

Risk Management Implications

Failure to adopt the recommendation will result in non-compliance with meeting the 30 September 2026 deadline for the 2025 CAR statutory reporting requirements to the regulator DLGIRS.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil.

Local Government Inspector

GOVERNMENT OF WESTERN AUSTRALIA

2025 Compliance Audit Return

Local Government Authority: The City of Cockburn

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: Respondent: General Counsel

The Mayor made his declaration on 21 October 2025 [ECM Doc Set ID 12491107]

All Councillors made these declarations on the 28 October 2025. Example (One Councillor's declaration) ECM Doc Set ID 12502045]

The Deputy Mayor made her declaration on 28 October 2025 [ECM Doc Set ID 12502044]

The declarations were in the prescribed form as required by the Local Government (Constitution) Regulations 1998.

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: Respondent: General Counsel

The City has reviewed the following local laws in the last 8 years:

Health Local Law 2000

Fencing Local Law 2012

See (2025/Minute No 0235 – 9 December 2025 OCM)

The City's Waste Local Law 2020 and Bush Fire Brigades Local Law 2025 are not due for review.

The remaining of the City's local laws are overdue for review.

The City has commenced the process to make a number of new local laws, which will repeal and replace the City's local laws overdue for review. See (2025/Minute Nos 0236-0241 – 9 December 2025 OCM)

These will be by gazetted by the end of 2026. The City will then be up to date with its local law reviews.

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

Comments: Respondent: Chief Financial Officer

All applicable expenditure was tendered.

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: Yes

Comments: Respondent: Chief Financial Officer

Zentner Shipping Pty Ltd

Licence 149 Barrington Street, Bibra Lake – Commence 1 January 2025.

Realside Ovest Easement for sewer 11 Quarimor Road, Bibra Lake – Commence 7 November 2025.

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: Yes

Comments: Respondent: Chief Financial Officer

Zentner Shipping Pty Ltd

Licence 149 Barrington Street, Bibra Lake – Commence 1 January 2025. Advertised Local Newspaper 23 January 2025.

Realside Ovest Easement for sewer 11 Quarimor Road, Bibra Lake – Commence 7 November 2025. Advertised Local Newspaper 6 November 2025.

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

Comments: Respondent: Chief Financial Officer

Not applicable as the City has not undertaken any major trading undertaking.

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

Comments: Respondent: Chief Financial Officer

Not applicable as the City has not undertaken any major land transaction.

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

Comments: Respondent: Chief Financial Officer

Not applicable as no major land transaction

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

Comments: Respondent: Chief Financial Officer

Not applicable as the City has not undertaken or proposed to commence a major trading undertaking or enter a major land transaction or a land transaction that is preparatory to a major land transaction in 2025.

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

Comments: Respondent: Chief Financial Officer

No major land transaction or trading undertaken.

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: Yes

Comments: Respondent: General Counsel

See 2025/Minute No 1541 – 8 July 2025 OCM

s. 5.16 (2)

Were all delegations to committees in writing?

Response: Yes

Comments: Respondent: General Counsel

See 2025/Minute No 1541 – 8 July 2025 OCM.

s. 5.17

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

Response: Yes

Comments: 13 s.5.17 Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995? Yes Respondent: General Counsel

The two Committee delegations are not precluded by section 5.17 of the Local Government Act 1995.

s. 5.18

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

Response: Yes

Comments: Respondent: General Counsel

All delegations to committees are recorded in the City of Cockburn Register of Delegations – adopted by Council and published on the City of Cockburn website.

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: Respondent: Group Manager People and Organisational Performance

No CEO and/or senior employee vacancies were advertised 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

Comments: Respondent: Group Manager People and Organisational Performance

No senior employee was employed or dismissed during the reporting period.

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

Comments: Respondent: Group Manager People and Organisational Performance

No CEO and/or senior employee vacancies were advertised during the reporting period.

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

Comments: Respondent: General Counsel

Council adopted the model standards by absolute majority at the 11 March 2021 OCM (see 2021/Minute No 0032). These standards are published on the CEO Standards for Recruitment, Performance and Termination page on the City of Cockburn website.

s. 5.42

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

Response: Yes

Comments: Respondent: General Counsel

All delegations to the CEO are recorded in the City of Cockburn Register of Delegations – adopted by Council and published on the City of Cockburn website.

Were all delegations to the CEO in writing?

Response: Yes

Comments: Respondent: General Counsel

All delegations to the CEO are recorded in the City of Cockburn Register of Delegations – adopted by Council and published on the City of Cockburn website.

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

Comments: Respondent: General Counsel

See 2025/Minute No 1541 – 8 July 2025 OCM).

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

Comments: Respondent: General Counsel

The City prepares a general instrument of delegation which records in writing the details of each delegation.

s. 5.45(1)(b)

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

Response: Yes

Comments: Respondent: General Counsel

See 2025/Minute No 1541 – 8 July 2025 OCM).

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

Comments: Respondent: General Counsel

All delegations to the CEO are recorded in the City of Cockburn Register of Delegations - adopted by Council and published on the City of Cockburn website.

The requirement to keep a record is detailed on each individual instrument of delegation.

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

Response: Yes

Comments: Respondent: General Counsel

All delegations to the CEO are recorded in the City of Cockburn Register of Delegations - adopted by Council and published on the City of Cockburn website.

The requirement to keep a record is detailed on each individual instrument of delegation.

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

Comments: Respondent: General Counsel

All delegations to the CEO are recorded in the City of Cockburn Register of Delegations - adopted by Council and published on the City of Cockburn website.

The requirement to keep a record is detailed on each individual instrument of delegation.

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

Comments: Respondent: Group Manager People and People and Organisational Performance

The Payments to Employees in Addition to Contract or Award - Policy [ECM Doc Set ID 11578177] is published on the City of Cockburn website.

There were no payments in addition to entitlement made to departing employees in the relevant period.

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

Comments: Respondent: Group Manager People and People and Organisational Performance

The Payments to Employees in Addition to Contract or Award - Policy [ECM Doc Set ID 11578177] is published on the City of Cockburn website.

There were no payments in addition to entitlement made to departing employees in the relevant period.

s. 5.51A

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

Response: Yes

Comments: Respondent: Group Manager People and People and Organisational Performance

The City of Cockburn Code of Conduct – The Cockburn Way [ECM Doc Set ID 11194341] is published on the City of Cockburn website.

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: Respondent: Group Manager People and People and Organisational Performance

The City of Cockburn Code of Conduct – The Cockburn Way [ECM Doc Set ID 11194341] is published on the City of Cockburn website.

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: Respondent: General Counsel

The City’s Register of Declarations of Interest records all financial and proximity disclosures made by Elected Members and Staff.

Reviewing the minutes of meetings held in 2025, for which a financial or proximity interest was declared, no person making a declaration remained present while the item for which they had an interest was discussed or voted upon.

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

Comments: Respondent: General Counsel

No decisions to allow participation occurred.

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

Comments: Respondent: General Counsel

No decisions to allow participation occurred.

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

Comments: Respondent: General Counsel

The City's Register of Declarations of Interest records all financial and proximity disclosures made by staff.

According to the Register, where a staff member has made a disclosure, the nature and extent of that disclosure has been disclosed.

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

Comments: Respondent: General Counsel

No applications were made in 2025.

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

Comments: Respondent: General Counsel

No applications were made in 2025.

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: Respondent: General Counsel

Reviewing the minutes of meetings held in 2025, the minutes show that all disclosures were included in the minutes.

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: Respondent: General Counsel

Two employees did not complete a primary return within 3 months of their start day. The City continues to review its approach for identifying employees who require primary returns to ensure they complete returns as required.

s. 5.76

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

Response: No

Comments: Respondent: General Counsel

One Elected Member did not complete an annual return by 31 August 2025.

The City used all endeavours to assist Elected Members to complete their returns on time. Ultimately, it is up to the individual Elected Member to lodge their form.

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

Comments: Respondent: General Counsel

On receipt of a primary or annual return, the CEO, and the Mayor, as appropriate, gives written acknowledgement of having received the return.

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

Comments: Respondent: General Counsel

The City has a register of financial interests which comprises of ECM subject indexes 087/001 (staff primary/annual returns) and 087/002 (Elected Member primary and annual returns) as well as the Register of Declarations of Interest, available on the City's website.

The City's Register of Declarations of Interest includes the details required by regulation 28.

During the 2025 calendar year, the City did not have a system in ECM for separating 'expired' returns from current returns. The City has now separated 'expired' returns in ECM from current returns to ensure ongoing compliance.

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

Comments: Respondent: General Counsel

The City has a register of financial interests which comprises of ECM subject indexes 087/001 (staff primary/annual returns) and 087/002 (Elected Member primary and annual returns) as well as the Register of Declarations of Interest, available on the City's website.

The City's Register of Declarations of Interest includes the details required by regulation 28.

During the 2025 calendar year, the City did not have a system in ECM for separating 'expired' returns from current returns. The City has now separated 'expired' returns in ECM from current returns to ensure ongoing compliance.

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: No

Comments: Respondent: General Counsel

The City has a register of financial interests which comprises of ECM subject indexes 087/001 (staff primary/annual returns) and 087/002 (Elected Member primary and annual returns) as well as the Register of Declarations of Interest, available on the City's website.

The City's Register of Declarations of Interest includes the details required by regulation 28.

During the 2025 calendar year, the City did not have a system in ECM for separating 'expired' returns from current returns. The City has now separated 'expired' returns in ECM from current returns to ensure ongoing compliance.

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

Comments: Respondent: General Counsel

The City has a register of financial interests which comprises of ECM subject indexes 087/001 (staff primary/annual returns) and 087/002 (Elected Member primary and annual returns) as well as the Register of Declarations of Interest, available on the City's website.

The City's Register of Declarations of Interest includes the details required by regulation 28.

During the 2025 calendar year, the City did not have a system in ECM for separating 'expired' returns from current returns. The City has now separated 'expired' returns in ECM from current returns to ensure ongoing compliance.

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

Comments: Respondent: General Counsel

Gifts received by the CEO and Elected Members are recorded on the Register of Gifts page on the City of Cockburn website. The register contains the information required by regulation 28A.

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

Response: Yes

Comments: Respondent: General Counsel

Gifts received by the CEO and Elected Members are recorded on the Register of Gifts page on the City of Cockburn website. The register contains the information required by regulation 28A.

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: Respondent: General Counsel

Council adopted, by absolute majority, an Attendance at Events Policy at the 12 November 2024 OCM (see 2024/Minute No 0278).

The current policy is published on the City of Cockburn website.

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

Comments: Respondent: General Counsel

Information is 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.

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

Comments: Respondent: General Counsel

The price at which the City sells copies of information under this Division does not exceed the cost of providing them (unless prescribed otherwise).

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: Respondent: General Counsel

All the information stipulated in sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995 is published in the City of Cockburn website.

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: Respondent: General Counsel

Council adopted, by absolute majority, a Code of Conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct, at the 11 March 2021 OCM (see 2026/Minute No 0021)

The Code of Conduct did not adopt additional requirements, and a current version is published on the City of Cockburn website.

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

Response: N/A

Comments: Respondent: General Counsel

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: Respondent: General Counsel

Council adopted, by absolute majority, a Code of Conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct, at the 11 March 2021 OCM (see 2026/Minute No 0021)

The Code of Conduct did not adopt additional requirements, and a current version is published on the City of Cockburn website.

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: Respondent: General Counsel

Council adopted, by absolute majority, an Elected Member Professional Development Policy, at the 14 September 2023 OCM (see 2023/Minute No 0227)

The current policy is published on the City of Cockburn website.

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

Comments: Respondent: Chief Financial Officer

No significant matters have been raised in the audit report for the year ending 30 June 2025 by the OAG.

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

Comments: Respondent: Chief Financial Officer

No significant matters have been raised in the audit report for the year ending 30 June 2025 by the OAG.

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

Comments: Respondent: Chief Financial Officer

No significant matters have been raised in the audit report for the year ending 30 June 2025 by the OAG.

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

Comments: Respondent: Group Manager People and Organisational Performance

Not applicable. No new CEO appointment took place in the reporting period.

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

Comments: Respondent: Group Manager People and Organisational Performance

The City of Cockburn Code of Conduct – The Cockburn Way [ECM Doc Set ID 11194341] is published on the City of Cockburn website.

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

Comments: Respondent: Group Manager People and Organisational Performance

The City of Cockburn Code of Conduct – The Cockburn Way [ECM Doc Set ID 11194341] is published on the City of Cockburn website.

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

Comments: Respondent: Group Manager People and Organisational Performance

The City of Cockburn Code of Conduct – The Cockburn Way [ECM Doc Set ID 11194341] is published on the City of Cockburn website.

r. 19B

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

Response: Yes

Comments: Respondent: Group Manager People and Organisational Performance

The City of Cockburn Annual Report 2024-2025 [ECM Doc Set ID] is published on the City of Cockburn website.

r. 19C

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

Response: Yes

Comments: Respondent: Group Manager People and Organisational Performance

Council adopted, by absolute majority, the report titled 'Adoption of Strategic Community Plan 2025-2035', Item 10.1.3 (2025 Minute No. 0100) Strategic Community Plan 2025-2035, at the 19 June 2025 Special Council Meeting - [ECM Doc Set ID 12367274].

The most recent review being City of Cockburn Strategic Community Plan 2025-2035 [ECM Doc Set ID 126361137] 20 June 2025 is published in the City of Cockburn website.

Adoption date or the date of the most recent review: 20/06/2025

r. 19DA

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

Response: Yes

Comments: Respondent: Group Manager People and Organisational Performance

Council adopted, by absolute majority, the report titled ‘Corporate Business Plan 2025-26 to 2028-29 Adoption, FY26 Corporate Business Plan KPI Setting, FY 26 Service Plans, FY 26 Project Plans, and Workforce Plan 2022-2026 Annual review’, Item 10.1.2 (2025/Minute No. 0099), at the 19 June 2025 Special Council Meeting - [ECM Doc Set ID 12367274].

The most recent review of the corporate business plan is City of Cockburn Strategic Community Plan 2025-2035 [ECM Doc Set ID 126361137] 20 June 2025 published in the City of Cockburn website.

Date of review: 20/06/2025

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

Response: Yes

Comments: Respondent: Group Manager People and Organisational Performance

Council adopted, by absolute majority, the report titled ‘Corporate Business Plan 2025-26 to 2028-29 Adoption, FY26 Corporate Business Plan KPI Setting, FY 26 Service Plans, FY 26 Project Plans, and Workforce Plan 2022-2026 Annual review’, Item 10.1.2 (2025/Minute No. 0099), at the 19 June 2025 Special Council Meeting - [ECM Doc Set ID 12367274].

The most recent review of the corporate business plan is City of Cockburn Strategic Community Plan 2025-2035 [ECM Doc Set ID 126361137] 20 June 2025 published in the City of Cockburn website.

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

Comments: Respondent: Group Manager People and Organisational Performance

This has occurred and within the prescribed 5-year period, as appropriate.

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: Respondent: General Counsel

Four Councillors were elected at the 2023 Local Government Elections.

All Elected Members, other than one Member, were exempt from completing the Council Essential Members course due to being exempt under regulation 36. That Elected Member completed the Council Member Essentials course on 8 February 2024.

Six Elected Members were elected at the 2025 Local Government Elections

All Elected Members, other than one Member, were exempt from completing the Council Members Essentials course due to being exempt under regulation 36. That Elected Member completed the Council Member Essentials course on 25 February 2026.

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

Comments: Respondent: General Counsel

Relevant records pertaining to Elected Members mandatory training is kept within the City's recordkeeping system.

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: Respondent: Chief Financial Officer

The Audit, Risk and Compliance Committee (ARC) received the report titled 'Financial Report and Audit Results for City of Cockburn Year Ending 30 June 2025', Item 11.2.2 (2025/Minute No. 0030), at its 25 November 2025 meeting - [ECM Doc Set ID 12537451].

Signed auditor's report received on 21 November 2025 - [ECM Set ID 12526401].

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: Respondent: General Counsel

The Audit, Risk and Compliance Committee (ARC) received the report titled 'Chief Executive Officer's Triennial Review for Risk Management, Internal Control and Legislative Compliance – Audit Report', Item 11.2.2 (2025/Minute No. 0005), at its 18 March 2025 meeting - [ECM Doc Set ID 12261581].

Council received the ARC minutes, Item 15.1.4 (2025/Minute No. 0060), at its Ordinary Council Meeting on 08 April 2025 meeting - [ECM Doc Set ID: 12287620].

Date of council's resolution to accept the report: 08/04/2025

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

Comments: Respondent: General Counsel

DLGIRS confirmed by email dated 15 July 2026 that the Form 20 for the Deputy Mayor election held on 28 October 2025 was completed on 30 October [ECM Doc Set ID: 12794540]

r. 13

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

Response: N/A

Comments: Respondent: General Counsel

No commissioners were appointed in 2025.

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: Respondent: General Counsel

The City of Cockburn Electoral Gift Register is on the City of Cockburn website.

The City complies with its legislative obligations under regulation 30G(4), which officers note does not require disclosures from unsuccessful candidates to be removed from the register. Regulations 30G(3) and (4) requires all disclosures to be on the register for a period of 4 years after the relevant election day.

The register is up-to-date.

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

Comments: Respondent: General Counsel

The City of Cockburn Electoral Gift Register is on the City of Cockburn website.

The City complies with its legislative obligations under regulation 30G(4), which officers note does not require disclosures from unsuccessful candidates to be removed from the register. Regulations 30G(3) and (4) requires all disclosures to be on the register for a period of 4 years after the relevant election day.

The register is up-to-date.

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

Comments: Respondent: General Counsel

The City of Cockburn Electoral Gift Register is on the City of Cockburn website.

The City complies with its legislative obligations under regulation 30G(4), which officers note does not require disclosures from unsuccessful candidates to be removed from the register. Regulations 30G(3) and (4) requires all disclosures to be on the register for a period of 4 years after the relevant election day.

The register is up-to-date.

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

Comments: Respondent: Chief Financial Officer

The Audit Risk and Improvement Committee received the Financial Management Review Report 25/11/2025

Minutes of Audit Risk and Improvement Committee - Tuesday, 25 November 2025

Council received the ARIC meeting minute 15.2.1

Agenda of Ordinary Council Meeting - Tuesday, 9 December 2025

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

Comments: Respondent: Chief Financial Officer

Internal Audits are co-ordinated through ARIC and performed by external consultants. As per the Audit Risk and Improvements Committee (ARIC) Terms of Reference. Employees 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

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

Comments: Respondent: Chief Financial Officer

The City had regard to the inhabitant of the district as a whole, with budgets development based on Long Term Financial Plan, Corporate Business Plan and Asset Management Plans. The financial charts do not record ward details.

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

Comments: Respondent: Chief Financial Officer

The City keeps reserve funds invested in authorised investments and maintains separate accounting records for these funds. Details of restricted cash (including reserve balances) and investments are reported to Council on a monthly basis through the Monthly Financial Report (Note 2).

r. 9

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

Response: N/A

Comments: Respondent: Chief Financial Officer

No applicable with no trading undertakings or major land transactions.

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

Comments: Respondent: Chief Financial Officer

The City maintains documented payment and approval procedures, ensures expenditure is authorised by delegated officers prior to payment, and processes payments through systems that provide a clear audit trail.

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

Comments: Respondent: Chief Financial Officer

Payments made from municipal fund or trust by CEO have been made delegated authority as per the Delegation Register.

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

Comments: Respondent: Chief Financial Officer

In accordance with regulation 13(1) the CEO has presented at the next ordinary council meeting through the report 'The monthly OCM report – Payments Made from Municipal and Local Procurement Summary' and its attachments Includes Payee Name, Payment Listing Description and Payment Amount.

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

Comments: Respondent: Chief Financial Officer

OCM Monthly report – Payments Made from Municipal and Local Procurement Summary and attachments provide all details.

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

Comments: Respondent: Chief Financial Officer

With the City Investment Policy

ECM_4133535_v14_Investment of Funds - Policy,

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

Comments: Respondent: Chief Financial Officer

The City is compliant with all investments under 6.14(1) complying with restrictions set out in Financial Management Reg 19C. With the City Investment PolicyECM_4133535_v14_Investment of Funds - Policy,.

City is utilises services a contractor to provide Advisory and Investment Management Services in accordance with regulation 19C and in accordance with the City’s Investment Policy.

Investments are reported on Monthly to Council as part of the Month Financial Report.

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: Respondent: Chief Financial Officer

The City has processes and systems for implementing its purchasing policy for the supply of goods and services under $250,000.

These include a robust process for identifying and reporting any instances of non-compliance with the purchasing policy. Instances of non-compliance are reported, and a leadership response is required in relation to any non-compliance.

For all purchases between $50,000 and $250,000 there were no instances of non-compliance.

The City undertakes post procurement compliance audits for purchases below $50,000.

Of 8053 purchases under $50,000, 509 were identified as non-compliant (6.32%). The City reviews non-compliance information regularly through reporting to the Senior Leadership Team. Non-compliance data is used to inform improvements in procurement systems and training.

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

Comments: Respondent: Chief Financial Officer

In accordance with process. Documentation including Tender recommendations and Procurement Plans available within the Procurement systems.

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: Respondent: Chief Financial Officer

In accordance with process.

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: Respondent: Chief Financial Officer

Tender opening notices are available through the Procurement and Tendering systems.

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: Respondent: Chief Financial Officer

Tender registers are available for public viewing and published on the City of Cockburn website - Tender Register - City of Cockburn

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: Respondent: Chief Financial Officer

All incorrectly submitted or late tenders were rejected.

All correctly submitted tenders were assessed in accordance with stipulated criteria.

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: Respondent: Chief Financial Officer

All incorrectly submitted or late tenders were rejected.

All correctly submitted tenders were assessed in accordance with stipulated criteria.

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

Comments: Respondent: Chief Financial Officer

Notices provided to tenderers and available within the Procurement systems.

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: Respondent: Chief Financial Officer

Information available on City of Cockburn Register for Procurement Opportunities website.

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: Respondent: Chief Financial Officer

No expression of interest was conducted during the 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: Respondent: Chief Financial Officer

No expression of interest was conducted during the period.

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: Respondent: Chief Financial Officer

No expression of interest was conducted during the period.

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

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

Response: N/A

Comments: Respondent: Chief Financial Officer

No panel of pre-qualified suppliers public notice process was conducted during the period.

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

Response: N/A

Comments: Respondent: Chief Financial Officer

No panel of pre-qualified suppliers public notice process was conducted during the period.

r. 24AE

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

r. 24AF

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

r. 24AG

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

Response: N/A

Comments: Respondent: Chief Financial Officer

No panel of pre-qualified suppliers public notice process was conducted during the period.

r. 24AH(1) and (3)

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

Response: N/A

Comments: Respondent: Chief Financial Officer

No panel of pre-qualified suppliers public notice process was conducted during the period.

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

Response: N/A

Comments: Respondent: Chief Financial Officer

No panel of pre-qualified suppliers public notice process was conducted during the period.

r. 24AI

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

Response: N/A

Comments: Respondent: Chief Financial Officer

No panel of pre-qualified suppliers public notice process was conducted during the period.

r. 24E

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

Response: N/A

Comments: Respondent: Chief Financial Officer

City of Cockburn is not Regional.

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

11. New Business of an Urgent Nature Introduced by Members or Officers

Nil.

12. Confidential Business

Nil.

13. Closure of Meeting

There being no further business to discuss, the Presiding Member declared the meeting closed at 6:17pm.