

Local Government Act – Public Access to Information Requirements

LEGEND:



Make Available for Public Inspection



Publish on the Website



Do Not Publish on the Website



Check Limits on Access



S.5.96 applies – copies to be provided at cost

Public Information	Local Government Act 1995	Compliance Considerations	Internal Audit Tool
Local public notice and statewide public notice	 Website	s.1.7(a) s.1.8 <u>Local public notices</u> must be published on the website and given in at least 3 of the ways prescribed [Admin.r.3A(1)]. <u>Statewide public notices</u> must be published on the website and given in accordance with s.1.7 and including publication in a newspaper circulating generally in the State or publication in a newspaper circulating generally in the district [Admin.r.3B].	Custodian: EAs of each directorate
			Audit Finding:
			☐ Does not comply ☐ Complies (Minimum std.)
			☐ Partially complies ☒ Exceeds Compliance Std.
			Opportunities / Actions: “Public Notice Period Requirements” document recorded in Process Manager with detailed and easy to follow list of how/where each notice is to be published and for how long. - Process for publishing each public notice also recorded in Promapp (under various sections of LGA and regulations) - Public Notices on website go back to March 2025, still available to view more than 12 months later. - In addition to publication on website and local and state newspapers, City processes indicate Public Notices are to be posted on noticeboards in Customer Service areas, such as the Admin building and libraries. Social media posts and WWMI are also often used.
Plans of the levels and alignments of public thoroughfares	 Inspection	s.3.52(4) The LG is to keep <u>plans of the levels and alignments of public thoroughfares that are under its control or management</u> , and make those plans available for public inspection.	Custodian: Infrastructure Services
			Audit Finding:
			☐ Does not comply ☐ Complies (Minimum std.)
			☒ Partially complies ☐ Exceeds Compliance Std.
			Opportunities / Actions: The City does not hold constructed drawings of all thoroughfares.

Public Information	Local Government Act 1995		Compliance Considerations	Internal Audit Tool			
Dispositions of property excluded from Act s.3.58	 Inspection	F&G.r.30 (2b)	Details of an exempt disposition [F&G r.30(2a)] to be made available for public inspection for a period of 1 year.	Custodian: Responsible Officer/Marketing			
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
Information about candidates	 Website	F&G.r.30 (2b)	Details of an exempt disposition [F&G r.30(2a)] to be published on the website, for a period of 1 year.	Custodian: Governance			
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
Model standards for CEO recruitment, performance and termination	 Website	s.4.52(2) & (3) & s.4.53(3)	Requires the returning officer to publish relevant information about a candidate [4.52(1)(d) & Elections r.29A] on the website and remain on the website until: - where at the close of nominations, the same number, or less candidates than vacancies have been received i.e. elected unopposed, the result of the election is declared, or - otherwise 6pm on Election Day. If a candidate’s nomination is withdrawn, the candidate’s relevant information is removed from the website, and a notice of the cancellation is published until the close of nominations [s.4.53(3)]	Custodian: Governance			
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
Model standards for CEO recruitment, performance and termination	 Website	s.5.39B(6)	The LG must adopt Standards for CEO Recruitment, Performance and Termination. The Model Standards are prescribed in Schedule 2 of the Local Government (Administration) Regulations 1996. The LG to may adopt additional provisions, however additional provisions are of no effect if they are inconsistent with the Model Standards. The CEO must publish an up-to-date version of the adopted standards on the website.	Custodian: Governance			
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
CG19 Standards for CEO Recruitment Performance and Termination.pdf							

Public Information	Local Government Act 1995	Compliance Considerations	Internal Audit Tool
Policy for temporary employment or appointment of CEO	 Website	s.5.39C(4) The LG must adopt a policy which sets out the requirements to be followed for the <u>temporary employment or appointment of CEO</u> . The CEO is required to publish an <u>up-to-date</u> version of the adopted policy on the website.	Custodian: Governance
			Audit Finding:
			☐ Does not comply ☒ Complies (Minimum std.)
			☐ Partially complies ☐ Exceeds Compliance Std.
			Opportunities / Actions:
Policy in relation to employees whose employment with the LG is finishing	 Website	s.5.50(5) The LG is to adopt a policy if it proposes to make <u>payments to employees whose employment with the local government is finishing that are in addition to employment contract entitlements</u> . The CEO is required to publish an <u>up-to-date</u> version of the adopted policy on the website.	Custodian: P&C
			Audit Finding:
			☐ Does not comply ☒ Complies (Minimum std.)
			☐ Partially complies ☐ Exceeds Compliance Std.
			Opportunities / Actions:
Policy for attendance at events - Council Members / CEO	 Website	s.5.90A(5) The LG must adopt a <u>policy for attendance at events</u> for Council Members and the CEO. The CEO must publish an <u>up-to-date</u> version of the policy on the website.	Custodian: Governance
			Audit Finding:
			☐ Does not comply ☒ Complies (Minimum std.)
			☐ Partially complies ☐ Exceeds Compliance Std.
			Opportunities / Actions:
Code of conduct - Employees  s.5.96 applies	 Inspection	s.5.94(a) <u>Any code of conduct</u> is to be available for public inspection.	Custodian: Governance
			Audit Finding:
			☐ Does not comply ☒ Complies (Minimum std.)
			☐ Partially complies ☐ Exceeds Compliance Std.
			Opportunities / Actions:
	 Website	s.5.51A The CEO must prepare and implement a code of conduct for employees and publish an <u>up-to-date</u> version on the website.	employee code of conduct.pdf

Public Information	Local Government Act 1995		Compliance Considerations	Internal Audit Tool			
Code of Conduct - Council Members  s.5.96 applies	 Inspection	s.5.94(a)	<u>Any code of conduct</u> is to be available for public inspection.	Custodian:		Governance	
		Audit Finding:					
	 Website	s.5.104(7)	The LG must adopt a Code of Conduct that incorporates and is not inconsistent with the prescribed <i>Local Government (Model Code of Conduct) Regulations 2021</i> . The CEO must publish an <u>up-to-date</u> version of the adopted code of conduct on the website.	☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions: code of conduct for council members committee members and candidates.pdf			
Register of financial interests  s.5.96 applies	 Inspection	s.5.94(b)	The CEO is to keep a <u>register of financial interests</u> which is to contain: • <u>primary and annual Returns</u> [s.5.75 & 5.76] • <u>record of disclosures of interests</u> by council members and employees [s.5.65, 5.70, 5.71 & 5.71A [s.5.88]. The register of financial interests is to be available for public inspection.	Custodian:		Governance	
		Audit Finding:					
	 Limits on Access	s.5.88(3) s.5.90	The CEO <u>must remove</u> from the register of financial interests the returns of a person as soon as practicable after that person ceases to be a person who is required to lodge a return. (The returns are to be kept for a period of 5 years after they cease to be a relevant person but not included in the register, therefore not available for public inspection. When providing access to inspect or copies of information from the register of financial interests, the LG should advise that it is an offence under s.5.90 to publish: • any information derived from a register of financial interests unless that information constitutes a fair or accurate report or summary of information contained in the register and is published in good faith; or • any comment on the facts set forth in a register of financial interests unless that comment is fair and published in good faith. Penalty: \$5,000	☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions: 1. Register kept in Attain 2. Updated regularly – removals and additions.			

Public Information	Local Government Act 1995		Compliance Considerations	Internal Audit Tool			
Information relating to Council Member primary return or annual return	 Website	s.5.96A(1)(i)Admin.r.29C (2)(d) & (5) Admin.r.29D	The CEO must publish on the website (on or before the 14 September if the return is received before 31 Aug otherwise within 14 days of receipt of the return) the <u>name of each Council Member</u> that lodged a primary or annual return for a financial year beginning or after 1 July 2020. This information is to remain on the website for not less than 5 years from when first published.	Custodian:		Governance	
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
Primary & Annual Returns Register City of Karratha							
Information relating to employee primary return or annual return	 Website	s.5.96A(1)(i)Admin.r.29C (2)(e) & (5) Admin.r.29D	The CEO to publish on the website (on or before the 14 September if the return is received before 31 Aug otherwise within 14 days of receipt of the return) the <u>position title of each employee</u> that lodged a primary or annual return for a financial year. Admin.r.29D requires this information to remain on the website for not less than 5 years from when first published.	Custodian:		Governance	
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
Primary & Annual Returns Register City of Karratha							
Gifts register - Council Member / CEO  s.5.96 applies	 Inspection	s.5.94(ba)	<u>Any register of gifts</u> to be made available for public inspection. The CEO is to keep a <u>register of gifts (Council Member & CEO) [5.89A(1)]</u> . The register of gifts is to contain: • Gifts / contributions to travel disclosures [former provisions.s.5.82 & 5.83 – Transitional provision: Admin.r.28B and cl.56 of Sch.9.3]; AND • Council member gift disclosures [s.5.87A]; AND • CEO gift disclosures [s.5.87B] (includes Acting CEO disclosures); AND • s.5.62(1B) details of excluded gifts that have been approved under the Events Policy [s.5.90A].	Custodian:		Governance	
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☒	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
online gift register 3.pdf 1. Address field is part of the declaration form in Attain but does not include town/suburb as per S.5.89A(5A).							
	 Website	s.5.89A(5)	The CEO is to publish an <u>up-to-date</u> register of gifts to be published on the website.				

Public Information	Local Government Act 1995	Compliance Considerations	Internal Audit Tool
Gifts register - Council Member / CEO  s.5.96 applies	 Limits on Access	The <u>version</u> of the register of gifts published on the website <u>must exclude the street address of an individual</u> included in a gift disclosure but <u>must instead include only the town / suburb mentioned in the address</u>. The full address details must be included for entities. The register of gifts kept in the record keeping system must include the full address as detailed in disclosures. The CEO must remove from the register of gifts all records relating to a person that ceases to be a relevant person required to disclose gifts under s.5.87A(Council Members) and s.5.87B (CEO's). Disclosures from an Acting CEO must be removed when the person ceases to be the A/CEO. When providing access to inspect or copies of information from the register of financial interests (which may include primary and annual returns), the LG should advise that it is an offence under s.5.90 to publish: • any information derived from a register of financial interests unless that information constitutes a fair or accurate report or summary of information contained in the register and is published in good faith; or • any comment on the facts set forth in a register of financial interests unless that comment is fair and published in good faith. Penalty: \$5,000	

Public Information	Local Government Act 1995		Compliance Considerations	Internal Audit Tool			
Electoral gift register  s.5.96 applies	 Inspection	s.5.94(ba) and (u)(ii) Admin.r.29 (1)(ba) Elections.r. 30H	<u>Any register of gifts</u> to be made available for public inspection. The public is to have access to the <u>electoral gift register</u>, and the register is to be kept at the appropriate LG offices. The CEO is to keep an <u>electoral gift register</u> [Elections.r.30G(1)]. The electoral gift register is to contain disclosure of gifts forms completed by candidates [s.4.59 & Elections.r.30B(2) & 30D(2) & Election r.Form9A] and received by the CEO upon receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate. Any disclosure of gifts forms relating to a candidate must be kept on the electoral gift register until the end of the period of 4 years after the relevant election day [Elections r.30G(3)].	Custodian: Governance			
		Audit Finding:					
		☐	Does not comply	☒	Complies (Minimum std.)		
		☐	Partially complies	☐	Exceeds Compliance Std.		
	Opportunities / Actions:						
	electoral_gifts_register_2022.pdf						
	 Website	Elections.r. 30G (5) & (6)	The CEO to publish on the website an <u>up-to-date version</u> of the electoral gift register, that <u>excludes the street address of an individual</u> but instead <u>includes the town or suburb</u> .				
 Limits on Access	Elections.r. 30G(4) & 30I	The CEO <u>must remove</u> the forms from the electoral gift register at the end of the 4-year period. The returns are to be kept separately for a period of 2 years after they are removed from the register [Elections r.30G(4)]. Therefore, the forms are not available for public inspection. Elections r.30I prescribes it is an offence to publish information derived from an electoral gift register unless that information constitutes a fair or accurate report or summary of information contained in the register and is published in good faith. Also, a prescribed offence to make any comment on the facts set forth in an electoral gift register unless comment is fair and published in good faith. <i>Penalty: \$5 000. (publish meaning is the same as The Criminal Code s. 348 and 349 in relation to publication of defamatory matter)</i>					

Public Information	Local Government Act 1995		Compliance Considerations	Internal Audit Tool			
Annual report  s.5.96 applies	 Inspection	s.5.94(c)	<u>Any annual report</u> [s.5.53] is to be available for public inspection.	Custodian:		Advocacy & Stakeholder Relations	
	 Website	s.5.55A Admin.r.29D	The CEO is to publish the annual report on the website within 14 days after it has been accepted by the Council. The annual report to be kept on the website for not less than 5 years after it is first published.	Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
				Annual reports and financials City of Karratha			
Annual budget  s.5.96 applies	 Inspection	s.5.94(d)	<u>Any annual budget</u> [s.6.2] is to be available for public inspection.	Custodian:		Finance	
	 Website	s.5.96A(1)(c) Admin.r.29D	The <u>annual budget</u> is to be published on the website. The annual budget is to be kept on the website for not less than 5 years after it is first published.	Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
				Budgets, fees and charges City of Karratha			
List of fees and charges  s.5.96 applies	 Inspection	s.5.94(e)	<u>Any schedule of fees and charges</u> [s.6.16] is to be available for public inspection.	Custodian:		Finance	
	 Website	s.5.96A(1) (d)	An <u>up-to-date list of fees and charges</u> to be published on the website.	Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
				Budgets, fees and charges City of Karratha			

Public Information	Local Government Act 1995	Compliance Considerations	Internal Audit Tool
List of fees and charges  s.5.96 applies	 Limits on Access	s.5.95(1) The right to inspect does not extend to information that is not current at time of inspection and which, in the CEO's opinion, would divert a substantial and unreasonable portion of LGs resources away from other functions.	
Plan for the future - Strategic Community Plan - Corporate Business Plan  s.5.96 applies	 Inspection	s.5.94(f) <u>Any plan for the future</u> [s5.56] is to be available for public inspection. <i>LGs may also consider publishing its informing strategies on the website - Long Term Financial Plan, Asset Management Plan, Workforce Plan and other informing strategies.</i>	Custodian: Directors Audit Finding: ☐ Does not comply ☒ Complies (Minimum std.) ☐ Partially complies ☐ Exceeds Compliance Std.
	 Website	s.5.96A(1) (e) Admin.r.19D The <u>current version</u> of each of the LGs <u>Plan for the Future</u> documents (Strategic Community Plan and Corporate Business Plan) [s.5.56 & Admin.r.19C & 19DA] to be published on the website. Admin.r.19D requires the adopted Strategic Community Plan to be published on the website and if modified, then the modified plan is to be published on the website.	Opportunities / Actions: Strategic plans City of Karratha
	 Limits on Access	s.5.95(1) The right to inspect does not extend to information that is not current at time of inspection and which, in the CEO's opinion, would divert a substantial and unreasonable portion of LGs resources away from other functions.	
	 Inspection	s.5.94(g), (ga), (h), (i) & (j) s.3.17(4) - s.5.94(g) & (ga) requires any <u>proposed local law</u> the LG has given notice of under s.3.12(3) or 3.12(3C) to be available for public inspection. 5.94(h) requires <u>any local law</u> (principal, amendment and repeal) made by the LG to be available for public inspection. - s.5.94(i) requires any <u>Governor Regulations under s.9.60 that operate as if they were a local law</u> to be available for public inspection. - s.5.94(j) requires <u>any text adopted by a local law (directly or indirectly)</u> to be available for inspection. - s.3.17(4) requires <u>any Governor's local law applicable in the district</u> to be available for inspection.	Custodian: Governance/Relevant directorate developing law Audit Finding: ☐ Does not comply ☒ Complies (Minimum std.) ☐ Partially complies ☐ Exceeds Compliance Std. Opportunities / Actions: Local Laws City of Karratha

Public Information	Local Government Act 1995	Compliance Considerations	Internal Audit Tool
	 Website	s.5.96A(1) (b) An <u>up-to-date consolidated version of any local law... that is in force</u> to be published on the website. This requires the principal local law and subsequent local law amendments to be compiled as the up-to-date (as amended) version. <i>This City of Stirling example may be helpful in understanding how to prepare an 'up-to-date' version of local laws.</i>	
	 Limits on Access	s.5.95 The right to inspect does not extend to information that is not current at time of inspection and which, in the CEO's opinion, would divert a substantial and unreasonable portion of LGs resources away from other functions.	
Subsidiary legislation made or adopted by the LG  s.5.96 applies	 Inspection	s.5.94(k) s.5.94(k) requires <u>any subsidiary legislation made or adopted by the Local Government</u> under any written law other than the LG Act to be made available for public inspection.	Custodian: Governance/Relevant directorate developing law Audit Finding:
	 Limits on Access	s.5.95(1) The right to inspect does not extend to information that is not current at time of inspection and which, in the CEO's opinion, would divert a substantial and unreasonable portion of LGs resources away from other functions.	☐ Does not comply ☒ Complies (Minimum std.) ☐ Partially complies ☐ Exceeds Compliance Std.
			Opportunities / Actions: Local Laws City of Karratha
			Custodian: Governance/Relevant directorate developing law Audit Finding:
			☐ Does not comply ☒ Complies (Minimum std.) ☐ Partially complies ☐ Exceeds Compliance Std.
Written law having a provision that LG has a power or duty to enforce  s.5.96 applies	 Inspection	s.5.94(l) Requires <u>any written law having a provision in respect of which the LG has a power or duty to enforce</u> to be made available for public inspection.	Custodian: Governance/Relevant directorate developing law Audit Finding:
	 Limits on Access	s.5.95(1) The right to inspect does not extend to information that is not current at time of inspection and which, in the CEO's opinion, would divert a substantial and unreasonable portion of LGs resources away from other functions.	☐ Does not comply ☒ Complies (Minimum std.) ☐ Partially complies ☐ Exceeds Compliance Std.
			Opportunities / Actions: WALW - Home for Dog Act/Cat Act/Health Act etc
			Custodian: Finance Audit Finding:
			☐ Does not comply ☒ Complies (Minimum std.) ☐ Partially complies ☐ Exceeds Compliance Std.
Rate record  s.5.96 applies	 Inspection	s.5.94(m) <u>Any rate record</u> [s.6.39 & FM.r.55] to be available for public inspection.	Opportunities / Actions:
	 Do Not Publish	5.96A(4)(a) It is prohibited to publish the rate record on the website.	

Public Information	Local Government Act 1995	Compliance Considerations	Internal Audit Tool
	 Limits on Access	s.5.95(1) right to inspect does not extend to information that is not current at time of inspection and which, in the CEO's opinion, would divert a substantial and unreasonable portion of LGs resources away from other functions. s.5.95(2) excludes access to information that relates to any debt owed to the LG, unless the person requesting the information is the debtor. s.5.95(8) the right to inspect the rate record excludes "silent electors" [s.51B of the <i>Electoral Act 1907</i>] as prescribed by s.4.38 & Elections.r.20. NOTE: LGs should ensure that "silent electors" approved in the owners and occupiers roll and residents roll are also appropriately identified in the rate record. Copies of the rate record <u>must not be provided unless:</u> - the request for the information is <u>made in the manner and form approved by the CEO</u>, and <u>the CEO is satisfied</u>, by statutory declaration or otherwise, that the information will not be used for a commercial purpose. FM.r.55 specifies the information that is the Rate Record. LGs should ensure that information access is limited to ONLY the information prescribed in FM.r.55.	Confirmed with Rates team
Publication of meeting details (schedule of meetings)	 Website	Admin.r.12 The CEO is required to publish on the LGs website meeting details for ordinary council meetings and committee meetings before the beginning of the year in which the meetings are to be held. Any change to meeting details to be published on the website as soon as practicable after the change is made. Details of any special council meeting to be published on the website as soon as practicable after the decision to hold the meeting is made.	Custodian: Governance
			Audit Finding:
			☐ Does not comply ☒ Complies (Minimum std.)
			☐ Partially complies ☐ Exceeds Compliance Std.
			Opportunities / Actions: 2026 Meeting Dates City of Karratha

Public Information	Local Government Act 1995		Compliance Considerations	Internal Audit Tool			
Unconfirmed minutes of council or committee meetings  Website	Admin.r.13		Unconfirmed minutes of council and committee meetings to be published on the website within 14 days after a council meeting and 7 days after a committee meeting is held, including the record of decisions made in that part of the meeting that was closed.	Custodian:		Governance	
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
Agendas and minutes City of Karratha							
Confirmed minutes of council or committee meetings  Inspection	Admin.r.13 (1A)		If any part of the council or committee meeting is closed to members of the public, the CEO must, in respect to that part of the meeting, only publish, the part that is the record of the decision made during the closed part of the meeting and the part that contains the information required under s.5.23(8) in relation to the decision to close the meeting.	Custodian:		Governance	
				Audit Finding:			
				☐	Does not comply	☐	Complies (Minimum std.)
				☒	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
- No signed minutes currently on website - Provision for signature recently placed on document - Minutes confirmed in subsequent meeting although not updated with signed version.							
Confirmed minutes of council or committee meetings  Website	s.5.96A Admin.r.29D		Confirmed council or committee minutes to be published on the website. Admin.r.29D requires the confirmed council and committee minutes to be kept on the website for not less than 5 years after the minutes are first published. See Limits on Access for information if the meeting was closed to member of the public.	Custodian:		Governance	
				Audit Finding:			
				☐	Does not comply	☐	Complies (Minimum std.)
				☒	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
- No signed minutes currently on website - Provision for signature recently placed on document - Minutes confirmed in subsequent meeting although not updated with signed version.							
Confirmed minutes of council or committee meetings  Limits on Access	Inspection: s.5.95 Admin. Reg.29A(2) & (3)		s.5.95(1) right to inspect does not extend to information that is not current at time of inspection and which, in the CEO's opinion, would divert a substantial and unreasonable portion of LGs resources away from other functions. s.5.95(2) excludes information that relates to any debt owed to the LG, unless the person requesting the information is the debtor.	Custodian:		Governance	
				Audit Finding:			
				☐	Does not comply	☐	Complies (Minimum std.)
				☒	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
- No signed minutes currently on website - Provision for signature recently placed on document - Minutes confirmed in subsequent meeting although not updated with signed version.							

Public Information	Local Government Act 1995		Compliance Considerations	Internal Audit Tool				
			s.5.95(3) and (4) excludes a right to inspect information if the part of the meeting was closed to members of the public. s.5.95(6) & (7) and Admin.Reg.29A(2) & (3) prescribe that information that would reveal a LG decision of a <u>price for sale/purchase of property by the LG</u> and information about discussion of this matter, which may be confidential but may be available for inspection if the LG so resolves <u>is only confidential until the sale/purchase takes place or a decision is made that sale/purchase will not take place.</u> s.5.96A(2) excludes information from being published on the website if the meeting or that part of the meeting to which the information refers was closed to members of the public. s.5.96A(3)(a) provides confidentiality does not apply to information that is a record of decisions made at a council / committee meeting; or confidential information that can be published despite subsec (2).					
Minutes of electors' meetings  s.5.96 applies	 Inspection	s.5.94(o) s.5.32	<u>Any minutes of electors' meetings</u> to be available for public inspection. The minutes of electors' meetings are to be make available for inspection before the council meeting at which decisions made at the electors' meeting are first considered [s.5.32(b)].	Custodian: Governance				
				Audit Finding:				
	 Website	s.5.96A(1) (g) Admin.r.29D	Requires <u>minutes of electors' meeting</u> to be published on the website. Minutes of electors meeting to remain on the website for a period of not less than 5 years from when first published.	☐	Does not comply	☒	Complies (Minimum std.)	
					☐	Partially complies	☐	Exceeds Compliance Std.
		 Limits on Access	s.5.95(1)	The right to inspect does not extend to information that is not current at time of inspection and which, in the CEO's opinion, would divert a substantial and unreasonable portion of LGs resources away from other functions.	Opportunities / Actions: Agendas and minutes City of Karratha			

Public Information	Local Government Act 1995		Compliance Considerations	Internal Audit Tool			
Notice papers and agenda relating to any council or committee meeting and reports and other documents which: (i) are to be tabled at the meeting; or (ii) have been produced by the LG or committee for presentation at the meeting, and which have been made available to members of council or committee for the meeting.  s.5.96 applies	 Inspection	s.5.94(p) Admin.r.14	<u>Any notice papers and agenda</u> relating to any council or committee meeting to be available for public inspection from the time the notice papers, agenda or documents were made available to the members of the council or committee. See Limits on Access for information which in the CEO’s opinion the meeting is likely to be closed to members of the public.	Custodian:		Governance	
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
		☐	Partially complies	☐	Exceeds Compliance Std.		
	Opportunities / Actions:						
	Agendas and minutes City of Karratha						
	 Website	s.5.96A(1) (h) Admin.r.14 & 29D	<u>Any notice papers, agenda and other document to be tabled or presented</u> at a meeting are published on the website from the time the notice papers, agenda or documents were made available to the members of the council or committee. They are to remain on the website for not less than 5 years from when first published. See Limits on Access for information which in the CEO’s opinion the meeting is likely to be closed to members of the public.				
	 Limits on Access	Inspection: s.5.95 Admin.r.14 (2) Website: s.5.94A(2) Admin.r.14 (2)	s.5.95(1) right to inspect does not extend to information that is not current at time of inspection and which, in the CEO’s opinion, would divert a substantial and unreasonable portion of LGs resources away from other functions. s.5.95(2) excludes information related to a debt owed to the LG, unless the person requesting the information is the debtor. s.5.95(3) and (4) excludes confidential information included in a notice paper, agenda or other information to be tabled or presented at a meeting. s.5.96A(2) excludes information if the meeting or that part of the meeting to which the information refers was / is to be closed to members of the public. s.5.96A(3)(a) provides that records of decisions (about confidential matters) made at a council or committee meeting are not excluded from being published on the website; or confidential information that can be published despite subsection (2).				

Public Information	Local Government Act 1995	Compliance Considerations	Internal Audit Tool
		Admin.r.14(2) provides that nothing entitles members of the public to inspect information contained in notice papers, agenda or information to be tabled or presented at a meeting and provided to council or committee members, if in the CEO's opinion, the meeting or that part of the meeting to which the information refers is likely to be closed to the public under s.5.23(2), (3) or (4).	
Any report of a review of a local law prepared under s.3.16(3)  s.5.96 applies	 Inspection	s.5.94(q) Any report of a review of a local law [s.3.16(3)] is to be made available for public inspection.	Custodian: Governance Audit Finding: ☐ Does not comply ☐ Complies (Minimum std.) ☐ Partially complies ☐ Exceeds Compliance Std.
	 Limits on Access	5.95(1) The right to inspect does not extend to information that is not current at time of inspection and which, in the CEO's opinion, would divert a substantial and unreasonable portion of LGs resources away from other functions.	Opportunities / Actions: N/A – none at the moment
	 Inspection	s.5.94(r) s.3.59(4)(b) Any business plan prepared by the LG [s.3.59] to be available for public inspection.	Custodian: Relevant director Audit Finding: ☐ Does not comply ☒ Complies (Minimum std.) ☐ Partially complies ☐ Exceeds Compliance Std.
	 Website	s.3.59(4)(c) A business plans is to be published on the website.	Opportunities / Actions: Projects and works City of Karratha 1. Previous business plans no longer published – Airport, Quarter 2. Current business plans currently published – Bulgarra development, Baynton development
	 Limits on Access	s.5.95 s.5.95(1) right to inspect does not extend to information that is not current at time of inspection and which, in the CEO's opinion, would divert a substantial and unreasonable portion of LGs resources away from other functions.	

Public Information	Local Government Act 1995		Compliance Considerations	Internal Audit Tool			
Register of owners and occupiers and electoral rolls  s.5.96 applies	 Inspection	5.94(s)	<u>Any register of owners and occupiers</u> [s.4.32(6)] and <u>electoral rolls</u> to be available for public inspection.	Custodian:		Governance	
	 Do Not Publish	Prohibited by 5.96A(4)(b)	Prohibits publication of register of owners and occupiers and electoral roll on the website.	Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☒	Partially complies	☐	Exceeds Compliance Std.
					Opportunities / Actions:		
				Kept in Governance files			
Report on a supplementary audit  s.5.96 applies	 Inspection	s.5.94(ta)	A <u>report on a supplementary audit</u> [s.7.12AH(1)] to be available for public inspection.	Custodian:		Governance	
	 Website	s.7.12AH(3) & (4)	The Minister may request the CEO to publish a <u>report on a supplementary audit</u> on the website. The CEO must publish a copy of the report within 14 days after receiving the request.	Audit Finding:			
				☐	Does not comply	☐	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
					Opportunities / Actions:		
				N/A			
 Limits on Access	s.5.95	The right to inspect does not extend to information that is not current at time of inspection and which, in the CEO’s opinion, would divert a substantial and unreasonable portion of LGs resources away from other functions.					

Public Information	Local Government Act 1995	Compliance Considerations	Internal Audit Tool
Report addressing any matters identified as significant in the audit report  Website	s.7.12A(5)	The CEO must publish a copy of <u>the report to the Minister addressing any matters identified as significant by the auditor in the audit report</u> and stating what action the LG has taken or intends to take with respect to each of those matters on the LG's website within 14 days of providing the report to the Minister [s.7.12(4)].	Custodian: Governance
			Audit Finding:
			☐ Does not comply
			☐ Partially complies
			Opportunities / Actions: N/A
Delegation register  s.5.96 applies	 Inspection	s.5.94(u)(ii)Ad min. Reg.29(1)(a) & (b)	Custodian: Governance
	 Website	No statutory requirement – however recommended that this information is published on the website to support transparency and accountability.	Audit Finding:
			☐ Does not comply ☒ Complies (Minimum std.)
			☐ Partially complies ☐ Exceeds Compliance Std.
			Opportunities / Actions: Delegation and Authorisations Register City of Karratha
Regional price preference policy  s.5.96 applies	 Inspection	s.5.94(u)(ii) Admin. Reg.29 (1)(bc)	Custodian: Governance
	 Website	A regional price preference policy is to be published on the website.	Audit Finding:
			☐ Does not comply ☒ Complies (Minimum std.)
			☐ Partially complies ☐ Exceeds Compliance Std.
			Opportunities / Actions: cg11 regional price preference.pdf
Council policies  s.5.96 applies	 Inspection	s.5.94(u)(ii) Admin.r.29 (1)(d)	Custodian: Governance
	 Website	The CEO is to publish an <u>up-to-date version of each policy of the Local Government</u> on the website.	Audit Finding:
			☐ Does not comply ☒ Complies (Minimum std.)
			☐ Partially complies ☐ Exceeds Compliance Std.
			Opportunities / Actions: Policies City of Karratha

Public Information	Local Government Act 1995	Compliance Considerations	Internal Audit Tool
Tenders register  s.5.96 applies	 Inspection	s.5.94(u)(ii) Admin. Reg.29(1)(e) F&G r.17(1)	The <u>tenders register</u> must be made available for public inspection. Custodian: Governance Audit Finding: ☐ Does not comply ☒ Complies (Minimum std.)
		F&G.r.17(1A)	The tenders register must be published on the website. ☐ Partially complies ☐ Exceeds Compliance Std. Opportunities / Actions: Tenders register City of Karratha
	 Website		
Map of the district  s.5.96 applies	 Website	s.5.96A(1) (a)	The CEO must publish on the website <u>a map of the district, showing the district boundaries, and, if the district is divided into wards, the ward boundaries</u> <i>Contact Landgate for assistance with maps suitable for publication on the website.</i> Custodian: Communications & Engagement Audit Finding: ☐ Does not comply ☒ Complies (Minimum std.)
			☐ Partially complies ☐ Exceeds Compliance Std. Opportunities / Actions: District of the City of Karratha City of Karratha
	 Website		
Fees, expenses or allowances paid to each council member	 Website	s.5.96A(1)(i) Admin.r.29C (2)(f) & (6) Admin.r.29D	The CEO is to publish on the website (before 14 July each year) the <u>type, and the amount or value, of any fees, expenses or allowances paid to each council member</u> during a financial year. This information is to remain on the website for not less than 5 years from when first published. Custodian: Governance Audit Finding: ☐ Does not comply ☐ Complies (Minimum std.) ☒ Partially complies ☐ Exceeds Compliance Std.
			Opportunities / Actions: Elected Members Fees, Expenses and Allowances City of Karratha
	 Website		
Elections – Declaration of result	 Website	s. 5.96A(1)(i) Admin.r.29C (2)(g)	A copy of any local public notice given under the <i>Local Government (Elections) Regulations 1997</i> regulations: 80(8) – Declaration and notice of result for purposes of s.4.77 and - s.4.55 - Same number of candidates as vacancies - s.4.57 - Less candidates than vacancies - s.4.72 - Outcome of election to be determined - Elections r.80AA(4) (Sch.4.1A cl.19) – Filling extraordinary vacancy without extraordinary election - Elections r.80AB(4) (Sch.4.1B cl.1(5)) – Filling office of Councillor who is elected mayor or president 80(9A)if applicable, a document approved by the RO detailing the distribution of preference votes must be Custodian: Governance Audit Finding: ☐ Does not comply ☐ Complies (Minimum std.) ☐ Partially complies ☐ Exceeds Compliance Std.
			Opportunities / Actions: N/A – no current results
	 Website		

Public Information	Local Government Act 1995	Compliance Considerations	Internal Audit Tool
		published on the website with, and for the same period as, the copy of the local public notice (above). 86(a) - Notice and report of effect of Court's decision – s.4.81(2) and (4) 86A – Publication of Court's declaration s.4.81(5) 87A(4) (Sch.4.1A cl.2(4)) - Certain vacancies to be filled instead of extraordinary election must be published on the website.	
Election of Mayor/President and Deputy Mayor/Deputy President by Council	 Website	Const.r.11F (6) The CEO must give local public notice of the result of the election. If applicable, a document approved by the CEO that contains the details of the setting aside or transfer of ballot papers under Sch.4.1 cl.5(2)(b) or (c) must be published on the website with the local public notice.	Custodian: Governance
			Audit Finding:
			☐ Does not comply ☐ Complies (Minimum std.)
			☐ Partially complies ☐ Exceeds Compliance Std.
			Opportunities / Actions: N/A – no current election
Record of information about conduct	 Website	s.5.96C The CEO must maintain a <u>record of information</u> about the following: - behavioural breaches by a council member that are found under the code of conduct to have occurred, - recurrent breaches that are found under s.8A.14(4) to have been committed by a council member - conduct breaches by a council member that are found under s.8A.25 to have occurred - specified breaches found under s.8A.25 to have been committed by a council member - orders under 8A.14(5), 8A.18(4), 8A.21(2)(b), 8A.25 or 8A.27(2)(b) in respect of a council member - any adverse recommendation made by the Inspector in a report under section 8.4 that is provided to the LG [Admin.r.29E(2)(a)] - any adverse finding, recommendation or proposition made by an oversight entity that is made available to the public [Admin.r.29E(2)(b)]. The obligation applies to current and former council members.	Custodian: CEO
			Audit Finding:
			☐ Does not comply ☒ Complies (Minimum std.)
			☐ Partially complies ☐ Exceeds Compliance Std.
			Opportunities / Actions: complaints of minor breaches register.pdf

Public Information	Local Government Act 1995		Compliance Considerations	Internal Audit Tool				
			The CEO must publish an <u>up-to-date</u> version of the record on the website. Information included in the record of information must be kept in the record for 12 years beginning on the day it was first included [Admin.r.29E(3)] and this is the same as the period for which information must be published on the website [Admin.r.29E(4)]. Under the previous s.5.121, the CEO was required to maintain a <u>register of minor breach findings</u>. Inspector reg.25 sets out what must happen with the register during the Transitional Period (1 January 2026 – 15 October 2027): - Any finding of a minor breach complaint prior to 1 January 2026 must continue to be included in the register. - Any finding that a minor breach complaint occurred by a Standards Panel that it received prior to 1 January 2026 must be included in register. - The CEO is the complaints officer for the purposes of maintaining the former register and for publishing an <u>up-to-date version</u> on the website. - A person can continue to <u>inspect</u> the former register during the Transitional Period.					
Report on training completed by Council Members	 Website	s.5.127(2)	A <u>report for each financial year on the training completed by council members</u> in the financial year must be prepared. The CEO must publish the report on the website within 1 month after the end of the financial year to which the report relates.	Custodian:	Governance			
				Audit Finding:				
				☐	Does not comply	☒	Complies (Minimum std.)	
				☐	Partially complies	☐	Exceeds Compliance Std.	
				Opportunities / Actions:				
COPY Council Member Training MASTER1.xlsx								
Policy - Continuing professional development of Council Members	 Website	s.5.128(4)	The Council to adopt a <u>policy in relation to the continuing professional development of Council Members</u>. The CEO must publish an up-to-date version of the policy on the website.	Custodian:	Governance			
				Audit Finding:				
				☐	Does not comply	☒	Complies (Minimum std.)	
				☐	Partially complies	☐	Exceeds Compliance Std.	
				Opportunities / Actions:				
CG16 Professional Development For Council Members.pdf								

Public Information	Local Government Act 1995		Compliance Considerations	Internal Audit Tool			
Rate setting statement	 Inspection	s.6.36(3)(c) (i)	Local public notice to advise (and call for submission) of the LG’s intention to impose any differential general rates or a minimum payment is required before doing so. The LG is to prepare a <u>document describing the objects of, and reasons for, each proposed rate and minimum payment</u> [s.6.36(3A)]. The document may be inspected at a time and place specified in the notice.	Custodian: Governance			
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
				On WWMI Differential Rates Model 2026/27 What we make it Karratha			
				On website Differential rates City of Karratha			
Exercise power of sale of land	 Website	s.6.36(3) (c)(ii)	Local public notice to advise (and call for submission) of the LG’s intention to impose any differential general rates or a minimum payment is required before doing so. The LG is to prepare a <u>document describing the objects of, and reasons for, each proposed rate and minimum payment</u> [s.6.36(3A)]. The document is to be published on the website.	Custodian: Relevant Director			
				Audit Finding:			
				☐	Does not comply	☐	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
				N/A			
Regional subsidiaries	 Inspection	Regional Subsidiaries Regs	r. 4 Participants must prepare a <u>business plan</u> that includes an overall assessment of the formation of the regional subsidiary. Each participant is required to make copies of the plan available for inspection. r.6 A proposal to amend the charter and the reason must be available for inspection.	Custodian: N/A			
				Audit Finding:			
				☐	Does not comply	☐	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
				N/A			

Public Information	Local Government Act 1995		Compliance Considerations	Internal Audit Tool
	 Website	Regional Subsidiaries Regs	r. 4 Participants must prepare a <u>business plan</u> that includes an overall assessment of the formation of the regional subsidiary. Each participant is required to make publish a copy of the business plan on their website. r.6 A proposal to amend the charter and the reasons must be published on each participant website.	

Other Legislation

Public Information Requirement	Other Legislation		Requirements and Comments	Internal Audit Tool			
Notice of Damage by trespassing cattle, rates for <i>[Local Government (Misc. Provisions) Act 1960]</i>	 Website	s.463(3)	Where an owner / occupier of land seeks damages in respect of catted trespassing on their property, they may request the LG to publish on the LG’s website, requiring the owner of the cattle to prevent the cattle from trespassing on the described land.	Custodian:		Reg Services	
				Audit Finding:			
				☐	Does not comply	☐	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
				N/A			
Internal procedures <i>[Public Interest Disclosure Act 2003]</i>	 Inspection / Website	s.23 (1)(e)	The Principal Executive Officer of a public authority is required to prepare and publish internal procedures relating to the authority’s obligations under the Public Interest Disclosure Act. The procedures must be consistent with guidelines prepared by the Commissioner under s.21.	Custodian:		Governance	
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
				Public interest disclosure City of Karratha			

Public Information Requirement	Other Legislation		Requirements and Comments	Internal Audit Tool			
Information statement [Freedom of Information Act 1992]	 Inspection	s.96	An Agency has to cause an <u>up-to-date information statement about the Agency</u> to be published (and reviewed at intervals of not more than 12 months) in a manner approved by the Minister. The Office of the Information Commissioner – Information Statement Guidelines – require the Statement to be a stand-alone document or included in the Agency’s Annual Report, made available for inspection and may copies may be purchased.	Custodian:		Governance	
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
Freedom of information City of Karratha							
Internal manuals [Freedom of Information Act 1992]	 Inspection	s.97	An Agency must make available for inspection and purchase by members of the public copies its <u>internal manuals</u> [s.95]. The FOI Act defines <i>internal manuals</i> to include: (a) a document containing interpretations, rules, guidelines, statements of policy, practices or precedents; or (b) a document containing particulars of any administrative scheme; or (c) a document containing a statement of the manner, or intended manner, of administration of any written law or administrative scheme; or (d) a document describing the procedures to be followed in investigating any contravention or possible contravention of any written law or administrative scheme; or (e) any other document of a similar kind.	Custodian:		Governance	
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
Corporate Compliance Essentials is available on the City’s intranet and can be provided if requested.							
Access and inclusion plans [Disability Services Act 1993]	 Inspection / Website	2.29A Disability Services Reg.9	A Public Authority must publish its disability access and inclusion plan [s.29A] in a document that is made available on request in electronic format, hard copy (standard and large print) and audio format, by email and on the Public Authority’s website.	Custodian:		Relevant Directorate	
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
Disability Access and Inclusion Plan City of Karratha							

Public Information Requirement	Other Legislation		Requirements and Comments	Internal Audit Tool			
Inspection/copies of building permits, approval certificates and orders in register [Building Act 2011]	 Inspection	s.129	A Permit Authority must make the <u>register of permits, building approval certificates and building orders</u> , available for public inspection and may make available copies of a permit, certificate or order, on payment of a fee.	Custodian:		Development Services	
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions: Planning and Building Statistics City of Karratha			
Copies drainage & sewerage plans & specifications [Health (Miscellaneous Provisions) Act 1911]	 Inspection	s.59	Any person may inspect a copy of the <u>application, and of the general plan and description</u> forwarded to the Chief Health Officer at the office of the LG (without fee).	Custodian:		Reg Services	
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions:			
Local public health plan [Public Health Act 2016]	 Inspection / Website	s.46	The LG must make its <u>current local public health plan</u> publicly available without charge. The LG may do this in any way the LG considers appropriate, including making the current local public health plan available on the LGs website.	Custodian:		Reg Services	
				Audit Finding:			
				☐	Does not comply	☒	Complies (Minimum std.)
				☐	Partially complies	☐	Exceeds Compliance Std.
				Opportunities / Actions: cok13477_public_health_plan_report_v3_lr.pdf			

Public Information Requirement	Other Legislation		Requirements and Comments	Internal Audit Tool				
Register of registrable activities [Public Health Act 2016]	 Inspection  Website	s.76	The LG must maintain, in an approved form, a <u>register listing the registrable activities that are registered by the LG and the premises in respect of which those activities are registered.</u> Register must be publicly available, without charge, and may be made publicly available on the LGs website.	Custodian:	Reg Services			
				Audit Finding:				
				☐	Does not comply	☒	Complies (Minimum std.)	
				☐	Partially complies	☐	Exceeds Compliance Std.	
				Opportunities / Actions:				
				Register is in Synergy, can be provided on request. Not published on website as this is not mandatory.				
Register of licence holders [Public Health Act 2016]	 Inspection  Website	s.86	LG must maintain, in an approved form, a <u>register listing the persons who hold a registrable activity licence issued by the agency.</u> The Register may be in conjunction with the Registrable Activities Register under s.76. Register must be publicly available, without charge, and may be made publicly available on the LGs website.	Custodian:	Reg Services			
				Audit Finding:				
				☐	Does not comply	☒	Complies (Minimum std.)	
				☐	Partially complies	☐	Exceeds Compliance Std.	
				Opportunities / Actions:				
				Register is in Synergy, can be provided on request. Not published on website as this is not mandatory.				
Guidelines for local heritage surveys [Heritage Act 2018]	 Website	s.105(2) r.44C	An up-to-date consolidated version of the LG <u>guidelines for local heritage surveys</u> must be published on the website.	Custodian:	Strategic Planning			
				Audit Finding:				
				☒	Does not comply	☐	Complies (Minimum std.)	
				☐	Partially complies	☐	Exceeds Compliance Std.	
				Opportunities / Actions:				
				Not found on website. Responsible officer has requested a link be put on the website.				

Public Information Requirement	Other Legislation		Requirements and Comments	Internal Audit Tool			
Planning Scheme documents [Planning and Development Act 2005] This List is NOT Exhaustive	 Inspection	s.84 s.89 Local Planning Scheme Regs	s.84 a local planning scheme prepared, adopted or amended is to be advertised for inspection.	Custodian: Strategic Planning			
			s.89 a consolidated scheme, approved by the WAPC is to be made available for inspection.	Audit Finding:			
			LPS.Reg.13(2) a proposed local planning strategy and Reg.16 requires an endorsed local planning strategy is to be available for public inspection	☐	Does not comply	☐	Complies (Minimum std.)
			LPS.Reg.22 a draft local planning scheme is to be available for inspection.	☒	Partially complies	☐	Exceeds Compliance Std.
			LPS.Reg.67 the endorsed report on the review of a local planning scheme is to be available for inspection.	Opportunities / Actions:			
			LPS.Reg.24 a copy of the register of non-conforming use is to be available for inspection.	city-of-karratha-local-planning-strategy_1.pdf Local Planning Schemes City of Karratha			
			LPS.Sch.1.cl.25 a copy of the R-Codes is to be available for inspection.	State Planning Policy 3.6 not found on website Relevant officer has requested a link be put on the website.			
LPS.Sch.1.cl.27 a copy of State Planning Policy 3.6 is to be available for inspection.							
LPS.Sch.1.cl.29 a copy of each State Planning Policy is to be available for inspection.							
LPS.Sch.1.cl.32(3) a copy of all statements related to LPS under the Environmental Protection Act 1986 Part IV Division 3 is to be available for inspection.							
LPS.Sch.2.cl.4(6) an up-to-date copy of each Local Planning Policy is to be available for inspection.							
LPS.Sch.2.cl.8(2) the Heritage List is to be available for inspection.							
LPS.Sch.2.cl.18(3) a Structure Plan is to be available for inspection.							
LPS.Sch.2.cl.34 an Activity Centre Plan is to be available for inspection.							

Public Information Requirement	Other Legislation	Requirements and Comments	Internal Audit Tool
Planning Scheme documents [Planning and Development Act 2005] <i>This List is NOT Exhaustive</i>	 Local Planning Scheme Regs	LPS.Reg.6(2) an up-to-date copy of a Local Planning Strategy is to be published on the website. LPS.Reg.22 a draft LPS is to be published on the website. LPS.Reg.67 the endorsed report on the review of a LPS is to be published on the website. LPS.Reg.24 LG may make a copy of the register of non-conforming use available on the website. LPS.Sch.1.cl.25 LG may make a copy of the R-Codes available on the website. LPS.Sch.1cl.27 LG must make a copy of State Planning Policy 3.6 available on the website. LPS.Sch.1cl.29 LG may make a copy of each State Planning Policy available on the website. LPS.Sch.1.cl.32(3) LG may make a copy of all statements related to LPS under the Environmental Protection Act 1986 Part IV Division 3 available on the website. LPS.Sch.2.cl.4(6) LG may make an up-to-date copy of each Local Planning Policy available on the website. LPS.Sch.2.cl.8(2) LG may make the Heritage List available on the website. LPS.Sch.2.cl.18(3) LG may make a structure plan available on the website. LPS.Sch.2.cl.34 LG may make an Activity Centre Plan available on the website.	

Public Information Requirement	Other Legislation		Requirements and Comments	Internal Audit Tool			
Local Planning Scheme documents [Planning and Development Act 2005] This List is NOT Exhaustive	 Inspection	s.84 s.89 Local Planning Scheme Regs	s.84 a local planning scheme prepared, adopted or amended is to be advertised for inspection.	Custodian:		Strategic Planning	
			s.89 a consolidated scheme, approved by the WAPC is to be made available for inspection.	Audit Finding:			
			LPS.Reg.13(2) a proposed local planning strategy and Reg.16 requires an endorsed local planning strategy is to be available for public inspection	☐	Does not comply	☐	Complies (Minimum std.)
			LPS.Reg.22 a draft local planning scheme is to be available for inspection.	☒	Partially complies	☐	Exceeds Compliance Std.
			LPS.Reg.67 the endorsed report on the review of a local planning scheme is to be available for inspection.	Opportunities / Actions:			
			LPS.Reg.24 a copy of the register of non-conforming use is to be available for inspection.	State Planning Policy 3.6 not found on website			
			LPS.Sch.1.cl.25 a copy of the R-Codes is to be available for inspection.	Relevant officer has requested a link be put on the website.			

Public Information Requirement	Other Legislation		Requirements and Comments	Internal Audit Tool				
Local Planning Scheme documents [Planning and Development Act 2005] This List is NOT Exhaustive	 Website	Local Planning Scheme Regs	LPS.Reg.6(2) an up-to-date copy of a Local Planning Strategy is to be published on the website. LPS.Reg.22 a draft LPS is to be published on the website. LPS.Reg.67 the endorsed report on the review of a LPS is to be published on the website. LPS.Reg.24 LG may make a copy of the register of non-conforming use available on the website. LPS.Sch.1.cl.25 LG may make a copy of the R-Codes available on the website. LPS.Sch.1cl.27 LG must make a copy of State Planning Policy 3.6 available on the website. LPS.Sch.1cl.29 LG may make a copy of each State Planning Policy available on the website. LPS.Sch.1.cl.32(3) LG may make a copy of all statements related to LPS under the Environmental Protection Act 1986 Part IV Division 3 available on the website. LPS.Sch.2.cl.4(6) LG may make an up-to-date copy of each Local Planning Policy available on the website. LPS.Sch.2.cl.8(2) LG may make the Heritage List available on the website. LPS.Sch.2.cl.18(3) LG may make a structure plan available on the website. LPS.Sch.2.cl.34 LG may make an Activity Centre Plan available on the website.					
Development Assessment Panel documents [Planning and Development Act 2005]	 Website	DevelopAssess Panel Regs	DAP.Reg.19(5) LG must publish a copy of a delegation made by the LG under this regulation - Determination of certain development applications may be delegated to DAP DAP.Reg.39 Notice of each DAP meeting, and the agenda for the meeting must be published on the website at least 7 days before the day of the meeting. DAP.Reg.44(7) Must provide a link on its website to the signed minutes on the DAP website.	Custodian:	Planning/Governance			
					Audit Finding:			
					☐	Does not comply	☒	Complies (Minimum std.)
					☐	Partially complies	☐	Exceeds Compliance Std.
					Opportunities / Actions:			