



**CITY OF VINCENT**

# **AGENDA REPORTS**

**Audit Committee**

**15 February 2022**

**Time: 4.00pm**  
**Location: E-Meeting and Administration and  
Civic Centre**  
**244 Vincent Street, Leederville**

**David MacLennan**  
**Chief Executive Officer**

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**1 INTRODUCTION AND WELCOME**

“The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past, present and emerging”.

**2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE**

Nil

**3 DECLARATIONS OF INTEREST**

Conley Manifis declared an impartiality interest. The extent of his interest is that his company is contracted by the Office of the Auditor General to complete external audits.

**4 CONFIRMATION OF MINUTES**

Audit Committee - 10 December 2021

**5 BUSINESS ARISING****5.3 RISK MANAGEMENT PRACTICES IN CONTRACT MANAGEMENT AND PROCUREMENT**

Attachments: 1. [Risk Management Practices in Contract Management and Procurement](#) 

**RECOMMENDATION:**

That the Audit Committee notes the information provided in the attached report.

**PURPOSE OF REPORT:**

To report quarterly to the Audit Committee on the risk management practices in procurement and contract management.

**BACKGROUND:**

Council set the following KPI for the Chief Executive Officer for FY22:

- KPI #10 - Ensure effective risk management practices overseen by the Audit Committee and Council, including improvements in management of ICT risks, contract management and procurement.

**DETAILS:**

The attached report details the results against achievement of CEO KPI #10 by providing information on the following:

- % of staff trained in procurement and % of staff responsible for contract management trained in contract management.
- No. of suppliers with a spend over \$50,000 added to the Contract Register.
- Results of quarterly compliance testing of procurement thresholds and contract management.
- Improvements in processes

**CONSULTATION/ADVERTISING:**

Not required.

**LEGAL/POLICY:**

The City's Purchasing Policy governs the purchasing and contracting processes.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to receive this report and note the information.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

*Our community is aware of what we are doing and how we are meeting our goals.*

**SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

**PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

Provides governance supporting financial management of the City.



CITY OF VINCENT

**AUDIT COMMITTEE**

**PROCUREMENT AND CONTRACT MANAGEMENT REPORT**

**1. PURPOSE**

To report to the Audit Committee on risk management practices in contract management and procurement.

**2. BACKGROUND**

Council has set the following KPI for the Chief Executive Officer for FY22.

**CEO KPI 10:**

Ensure effective risk management practices overseen by the Audit Committee and Council, including improvements in management of ICT risks, contract management and procurement.

**Measure of achievement agreed with the Executive Director, Community and Business Services:**

The Procurement and Contracts Team will provide a quarterly report to the Audit Committee describing improvements to the management of contracts and procurement. This will be measured by the following:

1. % of staff trained in procurement and % of staff responsible for contract management trained in contract management.
2. No. of suppliers with a spend over \$50,000 added to the Contract Register.
3. Results of quarterly compliance testing of procurement thresholds and contract management.
4. Improvements in processes.

**3. STAFF TRAINING**

Module	Target (30 June 2022)	% Trained	Tracking
Procurement Induction (compulsory for all staff)	100% of all staff (n=200)	87%	
Procurement Essentials (staff with purchasing duties to be trained)	50% of all staff with purchasing duties (n=100)	9%	
Contract Management (compulsory for all staff with contract management duties)	100% of all staff with contract management duties (n=28)	100%	

- Procurement
  - Approx. 200 staff have been identified as having purchasing duties.











<b>5.4 OAG COMPUTING CONTROLS AUDIT 2020/2021</b>
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Attachments: 1. [OAG General Computing Controls 2020/2021 - Draft Management Letter](#) 

**RECOMMENDATION:**

That the Audit Committee recommends to Council that it:

1. **RECEIVES** the Office of the Auditor General's draft Audit findings identified during the information systems audit for the period 1 July 2020 – 30 June 2021, as at Attachment 1; and
2. **NOTES** that the actions arising from the audit findings will be added to the City's Audit Log.

**PURPOSE OF REPORT:**

To update Audit Committee on the Office of the Auditor General's (OAG's) draft management letter to the City regarding its information systems audit.

**BACKGROUND:**

OAG commenced its information systems audit with the City in June 2021. The purpose of the audit was to:

- Provide a preliminary conclusion over the City's general computing controls covering:
  - Information Security
  - Change Control
  - Information Resource Strategy and Planning
  - IT Operations
  - Risk management / Internal Audit
  - Business Continuity
- Assess the adequacy of these controls
- Conduct testing (operating effectiveness) on selected IT controls

OAG will formally conclude their information systems audit with the City as part of their exit brief for the overarching Financial Systems Audit. The Financial Systems Audit is currently in progress.

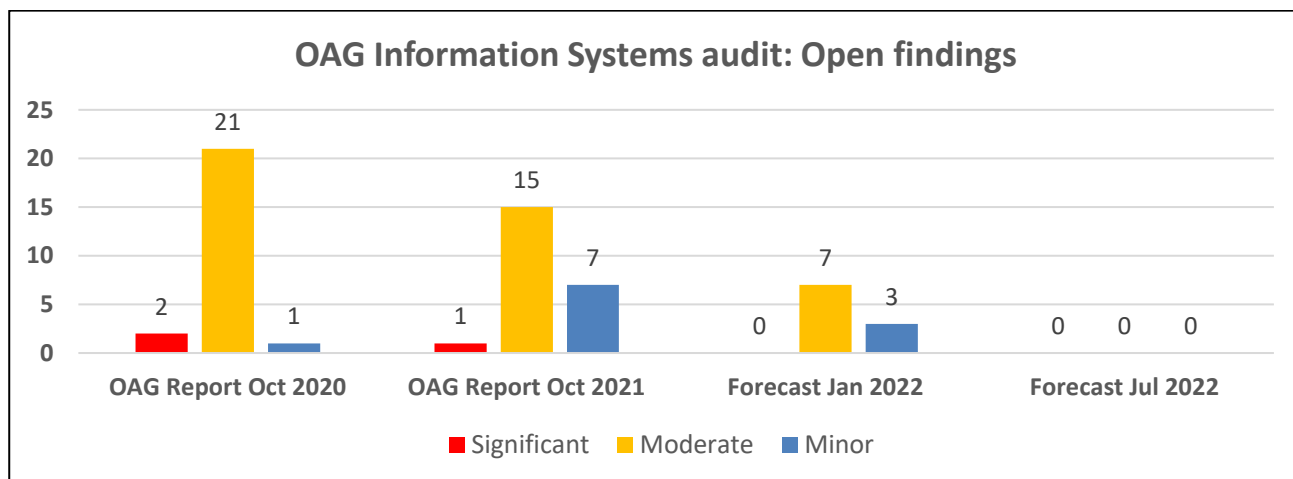
**DETAILS:**

One significant finding, 15 moderate findings and seven minor finding were raised by the OAG. Three findings were new, while 20 were considered outstanding from OAG's 2019/2020 report. The current summary of OAG findings with planned completion timeframe:

INDEX OF FINDINGS	RATING			TIMEFRAME
	Significant	Moderate	Minor	
<b>Findings identified in the current audit</b>				
1. Information Backup and Recovery		✓		CLOSED October 2021
2. Information Risk Management			✓	February 2022
3. HR Security – Cessation Process			✓	CLOSED November 2021
<b>Matters outstanding from prior audits</b>				
4. Database Security	✓			December 2021 ( <i>Authority</i> )
5. Vulnerability Management		✓		December 2021 ( <i>Authority</i> )

6. Segregation of Duties		✓		December 2021 (Authority)
7. Classification of Information		✓		March 2022
8. Information Security Policy		✓		February 2022
9. Information Security Training and Awareness		✓		December 2021
10. Network Access Management		✓		CLOSED October 2021
11. Authority User Review Process		✓		December 2021 (Authority)
12. Authority Event Monitoring		✓		December 2021 (Authority)
13. Unauthorised Device Connectivity		✓		January 2022
14. Incident and Problem Management		✓		February 2022
15. Disaster Recovery Plan		✓		February 2022
16. Business Continuity Plan -Testing		✓		January 2022
17. Information Security Incident Management Plan		✓		March 2022
18. Management of Removable Media		✓		December 2021
19. Unsupported Operating Systems			✓	December 2021 (Authority)
20. Data Centre Management			✓	March 2022
21. IT Asset Management			✓	CLOSED November 2021
22. Standard Operating Environment			✓	March 2022
23. Change Management			✓	CLOSED October 2021

Many of OAG’s current findings will be closed in December 2021 as the City completes documentation and processes outstanding from the Authority upgrade project implemented in October 2021. Other open findings will be completed in line with in-progress initiatives.



**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to receive this report and note proposed actions.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable (select the priority outcome below or delete if not applicable)

*Our resources and assets are planned and managed in an efficient and sustainable manner.*

**FINANCIAL/BUDGET IMPLICATIONS:**

Current operational and capital budgets are adequate to implement the actions required to resolve all audit findings before the end of the 2021/2022 financial year.

























































<b>5.5 REVIEW: OAG REPORT INTO CYBER SECURITY IN LOCAL GOVERNMENT</b>
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**Attachments:** Nil

**RECOMMENDATION:**

**That the Audit Committee recommend to Council that it:**

- 1. NOTES findings from Office of the Auditor General’s “Cyber Security in Local Government” report 2021**

**PURPOSE OF REPORT:**

To provide Audit Committee an overview of findings raised by Office of the Auditor General (OAG) in their 2021 report Cyber Security in Local Government. City of Vincent (City) was not a participant in the audit, however the findings are relevant to the City.

**BACKGROUND:**

This report summarises important findings and recommendations from OAG’s cyber security audit at 15 Local Government entities. To manage their cyber security risks, OAG expected Local Government entities to have:

1. a cyber security policy and framework
2. a cyber security incident response plan
3. processes to manage cyber risks
4. cyber security awareness training for employees
5. intrusion detection and prevention systems
6. processes to manage technical vulnerabilities
7. a disaster recovery plan
8. a business continuity plan

During the audit, OAG examined policies and procedures and carried out simulated cyber-attacks and phishing emails to assess Local Government entities’ cyber security controls and defences. These approaches simulated real outside-in scenarios and without inside knowledge of the LG entities.

**DETAILS:**

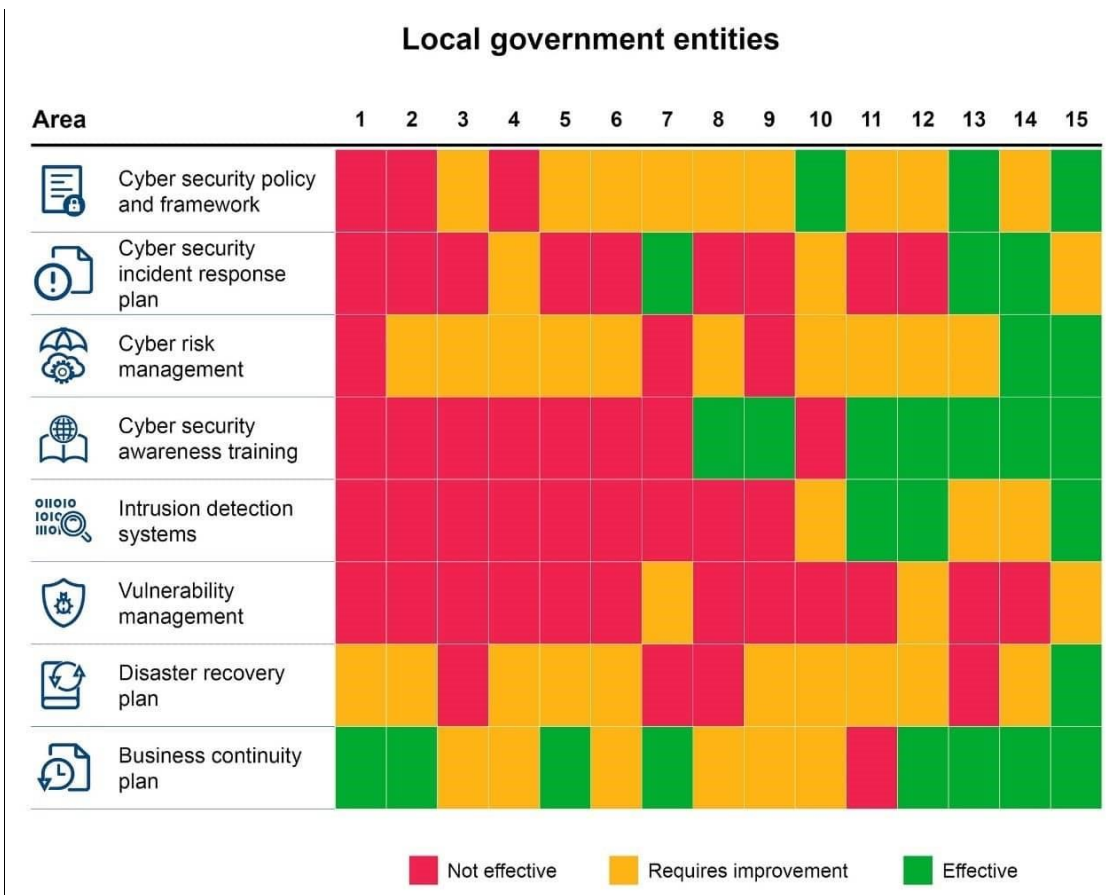
OAG concluded that Local Government entities need to improve their management of cyber risks and response to cyber threats. Most did not have current and complete cyber security policies and processes to help them manage the risks and effectively respond.

OAG provides a set of recommendations for all Local Government entities. A self-assessment of the City’s current status against these recommendations has been prepared alongside:

<b>Recommendation</b>	<b>City of Vincent self-assessment</b>
1. cyber security policies aligned to relevant cyber security frameworks and standards, such as the Australian Government Information Security Manual	Partially complete. Timeframe for completion per Audit Log is March 2022.
2. processes to identify, understand, and address relevant cyber security risks	System-based detection and response very mature. Staff training and awareness requires improvement – program scheduled to begin December 2021.
3. relevant controls from the Australian Cyber Security Centre’s Essential Eight mitigation strategies	Strong, the City has been working on its alignment to the Essential Eight mitigation strategies for the past two years. The City will be under-taking a third-party assessment of its Essential Eight maturity in the next three months.
4. ongoing awareness raising programs to education staff on cyber security risks	More work required in this area. A new program commences December 2021.

5. technical controls to detect and prevent phishing emails	Very strong. Technical controls prevent delivery of most phishing emails. Emails evading detection will likely be blocked from further activity (successful connection to links within the email) by additional layers of security.
6. processes to identify and address vulnerabilities affecting their internal and external IT infrastructure	Gaining maturity quickly. Through OAG audit, the City has now established a very robust approach to vulnerability detection. Remediation work has been significant over the past year.
7. appropriate cyber security incident response strategies covering:	
a. cyber security incident response plan	Implemented
b. business continuity plan	In progress. Timeframe for completion per Audit Log is February 2022.
c. disaster recovery plan	In progress. Timeframe for completion per Audit Log is February 2022.
d. technical controls to detect, alert and prevent cyber intrusions.	Very strong. Technical controls have been applied to all desktop, server and hosted environments. Managed detection and response services augment the City's internal staff.

An infographic follows in summary of OAG findings.



**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to receive this report and note proposed actions.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable



*Our resources and assets are planned and managed in an efficient and sustainable manner.*

**FINANCIAL/BUDGET IMPLICATIONS:**

Current operational and capital budgets are adequate to implement the actions required to resolve all audit findings before the end of the 2021/2022 financial year.

**5.6 FRAUD AND CORRUPTION PREVENTION PLAN - ANNUAL REVIEW**

- Attachments:**
1. Integrity Snapshot Assessment  
  2. Fraud and Corruption Prevention Plan (marked up)  

**RECOMMENDATION:**

That the Audit Committee recommends to Council that it:

1. **NOTES** the progress delivery summary of the Fraud and Corruption Prevention Plan as detailed within this report; and
2. **APPROVES** the proposed:
  - 2.1 actions and comments in the Integrity Snapshot Assessment at Attachment 1; and
  - 2.2 amendments to the Fraud and Corruption Prevention Plan at Attachment 2.

**PURPOSE OF REPORT:**

To present the outcome of Administrations annual review of the Fraud and Corruption Prevention Plan (Plan) and to seek approval of the proposed actions and comments in the Integrity Snapshot Assessment at **Attachment 1** and proposed amendments to the Plan at **Attachment 2**.

**BACKGROUND:**

In August 2019, the WA Office of Auditor General (OAG) released [Report 5:2019-20 Fraud Prevention in Local Government](#).

The OAG report was based on feedback drawn from a questionnaire sent to all local governments and a detailed review of five local governments being the Shire of East Pilbara, Shire of Katanning, City of Nedlands, Shire of Serpentine-Jarrahdale, and City of Vincent.

The Plan was circulated to Audit Committee Members for comment and approved by the Executive Management Committee in December 2020.

The Plan provides a structure for the application of activities designed to implement fraud and corruption prevention and control activities covering the four crucial areas outlined in the OAG report and Australian Standards:

- Planning;
- Prevention;
- Detection and
- Response.

In accordance with the [Fraud and Corruption Prevention Policy](#) the Chief Executive Officer is required to review the Plan annually and present the outcome to the Audit Committee.

**DETAILS:**

A progress update and implementation summary of the Plan is provided below:

**Planning and Resourcing***Fraud and Corruption Prevention Policy and Plan*

The [Fraud and Corruption Prevention Policy](#) has been updated in line with the recommendations in the OAG Performance Audit report, LGIS's guidelines and in consultation with the Audit Committee.

The new policy was advertised in April 2021 and approved by Council at its June 2021 meeting. The Fraud and Corruption Prevention Plan supports Council's Fraud and Corruption Prevention Policy to provide a structured framework and approach to fraud and corruption prevention, detection, monitoring and reporting.

#### Organisational training and awareness

In April 2021 the City engaged Risk West to undertake mandatory fraud awareness training for nominated staff. Nominated staff include CEO, Executive Directors, Managers, Coordinators, Financial Services, Executive Assistants and Administrators in teams who have access to raise purchase orders.

A total of 84 employees completed the training.

#### Fraud and corruption risk assessments

The City's corporate risk register comprising of operational and strategic risk was reviewed and presented to the Audit Committee in May 2021 and September 2021 this year.

#### Incident reports and investigations

There have been no suspected incidents of fraud reported or investigations undertaken.

### **Prevention – Implementing and maintaining an integrity framework**

#### Governance Framework

At its 22 June 2021 meeting, Council approved amendments to the Governance Framework (Framework) to include a new Fraud and Corruption Prevention section and new Related Party Disclosure section. This reinforces the City's commitment to preventing, deterring, monitoring, and reporting fraudulent and corrupt behaviour and reflects the City's commitment to comply with the requirements of the Australian Accounting Standards by identifying conflicts of interest that may arise from related parties.

The City's Fraud and Corruption Prevention Policy has been linked within the Framework to facilitate its implementation.

The Code of Conduct and Standards Panel section was also updated to reinforce the requirement for Council Member and Candidates to comply with Council policies, procedures and resolutions and to reflect the key provisions of the Model Standards and the adopted [CEO Standards](#).

The City's Governance Framework identifies and links all key integrity documents which must be observed by Council Members, Contractors and Administration.

Key documents include:

- Codes of Conduct;
- Ethical Standards;
- Council Member Continuing Professional Development Policy;
- Risk Management Framework;
- Risk Management Policy;
- Fraud and Corruption Prevention Policy;
- Conflicts of interest disclosure requirements; and
- the City's position in relation to gifts.

#### Code of Conduct for Council Members, Committee Members and Candidates

The City's Code of Conduct for Council Members, Committee Members and Candidates was developed in accordance with the [Local Government \(Model Code of Conduct\) Regulations 2021 and approved at the 23 March 2021 Ordinary Meeting of Council](#). The new Code of Conduct for Council Members, Committee Members and Candidates and the City's existing Code of Conduct for Employees and Contractors are in alignment with the specific requirements of the Commissioner's Instruction [No. 7: Code of Ethics](#) and comply with Commissioner's Instruction [No. 8: Codes of Conduct and Integrity Training](#).

**Prevention – Maintaining strong internal control systems and internal control culture**Project Management Framework

The Plan identifies that well planned and documented internal controls are a major defence for avoiding fraud and corruption. The City's Project Management Framework outlines four phases of managing a project from inception through to completion.

The Framework includes a Project Risk and Issues Register, Decision Register and Lesson Learned Log.

Project Managers identify and record any potential risks during the initiation of the project and are requested to outline how they have considered fraud and corruption within their project planning.

Contract Management Framework

The Contract Management Framework was endorsed by the Executive Management Committee (EMC) in May 2021. The framework and related processes prescribe how the City manages the lifecycle of contracts once they have been finalised in line with the City's [Purchasing Policy](#) and Procurement Framework.

The Contract Management Framework provides guidance on the value/risk contract management approach through three major phases to facilitate contract set-up, performance management and close-out procedures.

**Detection**Internal Audit program 2021/2022 – 2023/2024

The purpose of the internal audit program is to test the effectiveness and adequacy of the City's controls, processes and practices aimed at managing high risks.

In May 2021 the City's Internal Audit Program was presented to and approved by the Audit Committee.

The proposed internal audit program included seven audits for the first year and six audits for each of the subsequent two years. The audits were prioritised based on the risk level, date of last audit/review and any current work to manage the risk.

The City prepared a request for quote in June 2021 and forwarded the request to four WALGA preferred suppliers. The City estimated a budget of \$35,000 per year for three years (\$105,000).

Only one quote was received for approximately \$260,000 over the three years. The individual audits were quoted at approximately \$10-15,000 each.

In September 2021 a modified Internal Audit Program was presented to the Audit Committee. The Audit Committee approved an amended internal audit program for the 2021/22 financial year to perform 3 audits:

- Tender contracts/contractors;
- Credit card use; and
- Fleet, assets, and CCTV Management.

Administration is obtaining additional quotes through the CUA for the 2021/22 audit program and will provide an updated risk-based prioritisation schedule for internal audit to the Audit Committee by March 2022.

**Response**

The following officers are designated as Public Interest Disclosure (PID) officers pursuant to section 23(1)(a) of the *Public Interest Disclosure Act 2003* and are responsible for receiving disclosures of public interest information:

- Executive Manager Human Resources; and
- Executive Manager, Corporate Strategy and Governance.

Administration is proposing to increase the number of PID Officers from two to four which also includes a Principal PID Officer who is responsible for coordinating reporting requirements under the *Public Interest Disclosure Act 2003*.

The additional PID officers are to be based at Beatty Park and the Depot.

### Review

Administration has researched the documented integrity positions of 5 other metropolitan local governments and focused on the State Governments [Integrity Strategy for WA Public Authorities 2020-2023](#) (Integrity Strategy) as part of its review.

The Integrity Strategy focuses on four key improvement areas with actions and controls to promote integrity and help prevent misconduct and corruption. To support the Integrity Strategy the State Government have also provided an Integrity Snapshot Tool for use by public authorities to review the processes that are in place to support integrity and identify areas for development.

The tool has been used to evaluate the City's existing approach to promoting integrity and reducing misconduct risks and to identify any gaps in the existing Plan. The Integrity Snapshot Evaluation has been included at **Attachment 1**.

As part of its evaluation Administration identified 10 proposed actions to improve integrity practices at the City. The proposed actions are identified throughout the assessment, compiled on page 19 of **Attachment 1** and reflected in the proposed updates to the Fraud and Corruption Prevention Plan at **Attachment 2**.

### CONSULTATION/ADVERTISING:

No consultation is required.

### LEGAL/POLICY:

Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* provides that the CEO is to:

*“undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.”*

Regulation 17 of the *Local Government (Audit) Regulations 1996* provides that the CEO is to:

*“review the appropriateness and effectiveness of a local government's systems and procedures in relation to*

- 
- (a) risk management; and*
- (b) internal control; and*
- (c) legislative compliance*

### RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to update the Fraud and Corruption Prevention Plan as proposed, as it will facilitate stronger fraud prevention measures and will contribute to better risk management.

### STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

#### Innovative and Accountable

*We are open and accountable to an engaged community.*

*Our community is aware of what we are doing and how we are meeting our goals.*

### SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

**PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.





























































































**5.7 SMALL MAINTENANCE WORKS CONTRACT**

**Attachments:** Nil

**RECOMMENDATION:**

**That the Audit Committee**

- 1. NOTES the tender information provided in relation to the small maintenance works contract.**

**PURPOSE OF REPORT:**

To provide the Audit Committee with information on the small maintenance works contract as resolved by Council.

**BACKGROUND:**

The City has retained the services of a contractor for many years for the purposes of small maintenance works.

At the Ordinary Council meeting on the 12<sup>th</sup> October Council made the following decision:

*REQUESTS that the building maintenance contract tender be presented to the Audit Committee, along with the information on the expenditure under this contract in the prior four year period.*

This report has been prepared to provide information on the contract tender prior to the tender being advertised.

The contract expired on the 2<sup>nd</sup> October 2021 and the current contractor has agreed to continue to provide services on the same terms, conditions, prices and obligations until a new contract is awarded.

**DETAILS:****Scope of works**

The City has the responsibility to maintain public services and infrastructure, both vested and unvested, within its Local Government area in accordance with the Local Government Act 1995.

Examples of work include, but are not limited to: preventative and reactive maintenance, renewal, upgrade and new installations across the City's building and infrastructure assets of:

1. a) Joinery and timber work including fit-out;
2. b) Emergency make safe work, following on from vandalism or break-ins, such as hoarding broken windows;
3. c) Plaster and Gyprock works;
4. d) Concrete, cement, brick and paving works;
5. e) Fencing and retaining wall works;
6. f) Steel works including fixings and welding;
7. g) Roof works including fabric, fixtures, pointing and flashing, gutter and downpipe cleaning;
8. h) Painting;
9. i) Graffiti removal;
10. j) Pressure cleaning;
11. k) Non fixed asset maintenance; and
12. l) Any other minor maintenance work as directed by the City's Representative.

In accordance the City of Vincent's Procurement Policy:

For a single body of work up to the value of **\$5,000.00** the Contractor is required to provide verbally or in writing, to the City's Representative, an approximation of costs to enable the City's Representative to raise a



purchase order. If the response is satisfactory in the professional opinion of the City's Representative the work shall be awarded to the Contractor.

For a single body of work between the values of **\$5,001.00 and \$20,000.00** the Contractor is required to provide the City's Representative a written approximation of costs. This may be in the body of an email and shall state the date, name of the site, brief description of work, start and end date and cost of all proposed work. If the estimate is satisfactory in the professional opinion of the City's Representative, the work shall be awarded to the Contractor.

For a single body of work over the value of **\$20,000.00**, the City's Representative will raise a Request for Quote (RFQ) with a written scope and seek three quotes, one from the Contractor and two others from the open market. Work shall be awarded to the respondent offering the best value for money, which may not be the Contractor.

Note – All values are exclusive of GST

### **What are the key deliverables?**

The successful Contractor will be required to deliver all work in accordance with relevant Australian Standards, Building Code of Australia (BCA) / National Construction Code (NCC) and Health, Safety, Environmental and Quality (HSEQ) regulations.

The successful Contractor must be flexible in the nature and manner of jobs undertaken whilst acting with proactive expertise and professionalism at all times.

The successful Contractor must have the ability to respond and act to jobs with varying degrees of urgency. A description of the levels of urgencies to be expected are generally set out as follows:

#### **PRIORITY 1 - Urgent works**

Shall be immediately acknowledged with complete resolution within four (4) hours of being reported, pending parts availability.

#### **PRIORITY 2 - Routine works**

Shall be acknowledged in writing within two (2) days with complete resolution within five (5) working days of being reported, pending parts availability.

#### **PRIORITY 3 – Programmed works**

Shall be acknowledged in writing within two (2) days with completion within specified timeframe.

**Priority 1** events must be attended to regardless of time or day

### **How will the contract be managed?**

- The successful Contractor will be managed by Coordinators within Parks Services, City Buildings and Engineering Services. Overarching management will be the responsibility of the Manager of City Buildings.
- Works will be inspected by representatives on or before completion for quality, adherence to scope and value adding.
- Each assigned task will be detailed and issued through the Purchase Order system. The successful Contractor must follow the scope and properly reference invoices to the applicable Purchase Order.

### **What is the timescale involved (i.e. how long are they needed for)?**

Contract term on offer is **3 (three) years** with possible **extension of 1 (one) year** at the City's absolute discretion

### **Pricing Methodology**

Tenders will be required to supply two rates:

- Fixed labour cost per hour
- % mark up on materials

**CONSULTATION/ADVERTISING:**

Tenders will be invited in due course through a public tender process and will be advertised accordingly in the West Australian, the City's website and Tenderlink portal.

**LEGAL/POLICY:**

The Tender has been prepared and will be advertised in accordance with the City's Purchasing Protocol, Policy No 1.2.3 - Purchasing.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for the Audit Committee to note this information.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Enhanced Environment

*Our parks and reserves are maintained, enhanced and well utilised.*

Thriving Places

*Our physical assets are efficiently and effectively managed and maintained.*

Innovative and Accountable

*Our resources and assets are planned and managed in an efficient and sustainable manner.*

**SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

**PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

The current contractor carries out works in relation to the contract but also works outside of the contract where the work goes out to market. The finance system was not set up to separate payments in relation to the maintenance contract from payments related to works outside of the contract. This will be a change made for the next contract. A review was carried out in February 2021 and was a manual process looking at individual invoices to separate payments made under the contract from other payments. This exercise produced the following table in relation to payments made specifically under the contract:





Year	Contract Spend	Notes
2020/21	\$313,044	Part year to February 2021
2019/20	\$1,916,625	
2018/19	\$4,725,746	
2017/18	\$915,520	Part year as contract was awarded in October 2017

In addition to the works carried out under the maintenance contract, the current contractor has secured additional work through and RFQ or Tender process. Examples of the work that the current contractor has quoted for are listed in the table below:

Tender / RFQ	Date Submitted	Value	Successful
East Perth Football Club Function Room Switchboard	23/08/2021	\$45,120.95	No
East Perth Football Club Building's Switchboard	23/08/2021	\$56,502.50	No
Leederville Oval Grandstand Switchboard renewal	23/08/2021	\$36,302.75	No
Community Centre office refurbishment	24/07/2021	\$46,985.73	No
Loton Tennis Club Roof Shingle Renewal	3/04/2021	\$173,690.00	Yes
BPLC Indoor pool concourse retiling	14/02/2021	\$507,480.90	No
BPLC Indoor pool concourse resurfacing	14/02/2021	\$150,313.50	No
DLGSC New West Façade Awning	10/02/2021	\$49,166.25	Yes
DLGSC New East Façade Awning	10/02/2021	\$45,471.25	Yes
Subiaco Football Club Office Carpet renewal	10/02/2021	\$22,383.64	No
Litis Stadium Grandstand Demolition	3/02/2021	\$77,610.00	No
Loftus Community Centre Toilets	28/01/2021	\$82,350.00	Yes
Admin Building first floor carpet upgrade	9/12/2020	\$57,973.00	No
Beaufort St Public Artwork Sign Removal & Storage	5/10/2020	\$67,526.70	No
Beaufort St Public Artwork Sign Demolition	5/10/2020	\$41,806.70	No
Litis Stadium Pedestrian Tunnel demolition	28/09/2020	\$70,520.00	No
Royal Park Kitchen and Amenities Renewal	4/09/2020	\$198,489.50	Yes
Loftus Rec Change Rooms Refurb	20/04/2020	\$79,141.00	Yes
Ceiling and Lighting renewal over water slides	4/02/2020	\$42,490.50	Yes
Works Depot External Concrete floor Painting	2/12/2019	\$23,238.00	No
Mt Hawthorn Hall Refurb	20/10/2019	\$209,570.00	Yes
Hyde Park East Toilet Block	2/10/2019	\$158,310.00	No
Charles Veryard Changeroom Modifications	3/05/2019	\$44,770.00	Yes
Alfred Spencer Pavilion Demolition	7/03/2019	\$32,464.85	Yes
Braithwaite Toilet Upgrade	6/12/2017	\$269,866.00	No

There is a separate piece of work being carried out in relation to City contracts which will be finalised through an internal audit process. This piece of work will involve further examination of the small maintenance works contract.

**5.8 FURTHER RISK ASSESSMENT (NON-STRUCTURAL RISKS) ON AGEING INFRASTRUCTURE**

- Attachments:**
1. **Risk Assessment - Litis Stadium Grandstand** [↓](#) 
  2. **Risk Assessment - Leederville Oval Grandstand** [↓](#) 
  3. **Risk Assessment - Beatty Park Grandstand** [↓](#) 
  4. **Evaluation Matrix - Risk Management Policy** [↓](#) 

**RECOMMENDATION:**

**That the Audit Committee notes the report on non-structural risks associated with sporting infrastructure assets.**

**PURPOSE OF REPORT:**

To provide the Audit Committee with further information on the non-structural risks associated with the City's sporting infrastructure assets.

**BACKGROUND:**

In November 2021, Council adopted the Asset Management and Sustainability Strategy (AMSS) which provides detailed and technical guidance around the planning, management and provision of the City's assets.

An Asset Management Discussion Paper was used to accompany the AMSS by highlighting the key points to inform community engagement.

Vincent's vast asset portfolio contains six major regional and leisure sporting facilities, including Beatty Park Leisure Centre, Leederville Oval and Litis Stadium.

The AMSS will guide the management, spending and efficiency of the City's assets over the next decade, to achieve the best use of resources for current and future generations.

Beatty Park grandstand, Leederville Oval Stadium and Litis stadium have been identified as high risks for many years and are under active management to mitigate these risks.

**Attachment 1** provides a detailed risk assessment for each stadium covering the following risks: people, interruption to service, reputation, compliance (legal and technical), property, natural environment, and contract/project.

**DETAILS:****Litis Stadium**

Council took back direct management of Litis Stadium last year after the expiry of a long-term lease to Floreat Athena Football Club (FAFC). There was a backlog in maintenance and renewal of the returned assets. In particular, the grandstand was soon identified as being past end of life. An independent engineering report confirmed the facility was no longer fit for purpose as a public grandstand without significant structural works and as a result the City closed it off from public access.

The City has been working collaboratively with FAFC for the last two years on plans to expend up to \$3 million in sports grant funding on the site previously announced by the Federal Government. The plan endorsed by Council involved the demolition of the grandstand and construction of a new change room facility. The City is currently undertaking detailed design of the change room facility in order to complete the application to the Federal Government for the \$3 million grant funding.

**Leederville Oval**

Leederville Oval is under a long-term lease to East Perth Football Club and Subiaco Football Club. There is a joint management arrangement with the City for the oval and regular senior management meetings between the two clubs and the City.

The stadium/grandstand is also nearing end of life. The City has continued to ensure it remains safe and functional but there will continue to be a range of maintenance and compliance issues with a building of this age and design. The City upgraded the change room facilities recently to unisex to support AFLW and WAFLW. Work is underway to ensure the electrical infrastructure is safe and compliance.

We are also seeking State Government support to fund a \$2.5 million upgrade to Leederville Oval to allow it to become a genuine Tier 2 AFL Venue. A lighting upgrade to 500+ lux would allow the broadcast of night WAFL matches and potential for night AFL/AFL Women's matches as required. Leederville Oval is a critical venue as West Coast AFLW following grows, needing a venue with a 10,000+ capacity. Surface works would also resolve ongoing issues the venue has each year with the surface and allow greater use for both East Perth and Subiaco Football Clubs.

The current grandstand structures need replacing with new contemporary sporting facilities. This would be a long-term vision and there is no planning or funding available for such major works. This would require a major commitment and intervention by the State Government to fund the redevelopment of the entire site.

### **Beatty Park**

Beatty Park Leisure Centre was built for swimming and aquatic sports for the 1962 British Empire and Commonwealth Games and has become an icon in the Western Australian community as one of the most popular and identifiable aquatic facilities in the State. Nearly 1 million people visit the State heritage listed centre each year. Now Beatty Park is in considerable need of additional investment to maintain the indoor pool facility and preserve the State heritage listed grandstand for future generations.

The City has undertaken essential maintenance and major renewal to the indoor swimming pool and the next stage of the project is to upgrade the change room facilities. The City brought forward these works to support the local economy following the impact of COVID-19.

A separate project relates to the future of the iconic heritage listed 1962 grandstand. We are advocating to Federal and State Government for additional funding contributions to enable to the City to progress with essential structural works to retain and make the grandstand safe for public use and enjoyment.

The City closed off public access to the upper floors of grandstand due to safety concerns. The exception is a viewing platform on the west wing used occasionally by Tritons Waterpolo Club. The City continues to manage and maintain the ground floor areas of the grandstand to ensure they are safe and useable by members of the public and current tenants (Swimming WA and a Physiotherapy).

### **LEGAL/POLICY:**

The legal/policy risks are outlined in attachments.

### **RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to note this further risk assessment.

### **STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

#### Enhanced Environment

*We have improved resource efficiency and waste management.*

#### Connected Community

*Our community facilities and spaces are well known and well used.*

#### Thriving Places

*Our physical assets are efficiently and effectively managed and maintained.*

Sensitive Design

*Our built form is attractive and diverse, in line with our growing and changing community.*

Innovative and Accountable

*Our resources and assets are planned and managed in an efficient and sustainable manner.*

**SUSTAINABILITY IMPLICATIONS:**

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

*Sustainable Energy Use/Greenhouse Gas Emission Reduction*

**PUBLIC HEALTH IMPLICATIONS:**

This is in keeping with the following priority health outcomes of the *City's Public Health Plan 2020-2025*:

*Increased physical activity*

**FINANCIAL/BUDGET IMPLICATIONS:**

Financial and budget implications for each stadium are contained in separate project plans and the capital works program.



























<b>5.9 REVIEW OF THE CITY'S AUDIT LOG</b>
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- Attachments:**
1. **Audit Log as at 30 November 2021**  
  2. **Audit Log as at 30 November 2021 - Confidential**

**RECOMMENDATION:**

That the Audit Committee recommends to Council that it:

1. **NOTES** the status of the City's Audit Log at Attachments 1 and 2, and
2. **APPROVES** proposed completion dates as specified at Attachments 1 and 2;

**PURPOSE OF REPORT:**

To provide an update on the status of all outstanding items in the City's Audit Log and to advise which items can now be closed.

**BACKGROUND:**

The Audit Log tracks all open audit items from audits and reviews, until closure, and provides a summary of the progress made against the management actions. The Audit Log is at **Attachment 1** and the Confidential Audit Log is at **Confidential Attachment 2**.

**DETAILS:**

The Audit Log is regularly reviewed and updated by Administration. Items that are completed are reported to the Audit Committee and subsequently removed from the Audit Log.

Additions are made to the Audit Log from time to time, arising from internal audit, external audit and other relevant review or audit activity.

The following table summarises action items open, added and closed and their risk category, as at 14 October 2021:

	<b>Total</b>	<b>Significant</b>	<b>High</b>	<b>Moderate</b>	<b>Minor</b>
Open at 31 August 2021	4	0	0	2	2
Confidential items open at 31 August 2021	11	1	0	2	8
<b>Total open at 31 August 2021</b>	<b>15</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>10</b>
Complete at 30 November 2021	0	0	0	0	0
<b>Total Ongoing as at 30 November 2021</b>	<b>15</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>10</b>
New items at 30 November 2021	0	0	0	0	0
Items overdue from original due date					
Items overdue for 3 months					
Items overdue for 6 months	-	-	-	-	-

**The following items were completed at the last meeting and have been removed from the audit log:**

1. EA: 2021/08 (1) Office of the Auditor General Interim Audit for 2020/21 - Review of Landgate triennial GRV update.
2. EA: 2021/08 (2) Office of the Auditor General Interim Audit for 2020/21 - Accounting for lease incentives
3. EA: 2021/08 (4) Office of the Auditor General Interim Audit for 2020/21 - Evidence of review of changes to employee Masterfile

- EA: 2021/08 (5) Office of the Auditor General Interim Audit for 2020/21 - Timing of monthly reconciliations

There are no items recommended for closure at the 7 December 2021 Audit Committee Meeting.

**The ongoing Audit Log items are:**

- EA:2020/10 (19) Office of the Auditor General Information Systems Audit – Disaster Recovery Plan
- EA:2020/10 (20) Office of the Auditor General Information Systems Audit – Business Continuity Plan – Testing
- EA:2020/12 (8) Stanton Reg 5 & 17 Review – Manual Timesheet
- EA:2020/12 (11) Stanton Reg 5 & 17 Review – Record Keeping

**Confidential Items:**

- EA:2020/10 (1) (b) Office of the Auditor General Information Systems Audit – Database Security;
- EA:2020/10 (3) Office of the Auditor General Information Systems Audit – Segregation of Duties;
- EA:2020/10 (9) Office of the Auditor General Information Systems Audit – Authority User Review Process;
- EA:2020/10 (10) Office of the Auditor General Information Systems Audit – Authority Event Monitoring;
- EA:2020/10 (11) Office of the Auditor General Information Systems Audit – Unsupported Operating System;
- EA:2020/10 (12) Office of the Auditor General Information Systems Audit – Unauthorised Device Connectivity;
- EA:2020/10 (14) Office of the Auditor General Information Systems Audit – Data Centre Management;
- EA:2020/10 (22) Office of the Auditor General Information Systems Audit – Management of Removable Media
- EA:2020/12 (9) Stanton Reg 5 & 17 Review – Authority Access; and
- EA:2020/12 (14) Office of the Auditor General – Financial Audit – Access Levels within Authority
- EA: 2021/08 (3) Office of the Auditor General Interim Audit for 2020/21 - Access levels within Authority

**LEGAL/POLICY IMPLICATIONS:**

In accordance with the Terms of Reference of the Audit Committee, the Audit Committee's duties and responsibilities include:

- examining the reports of the auditor;*
- reviewing reports of internal audits, monitoring the implementation of recommendations made by the audit and reviewing the extent to which the Council and management reacts to matters raised; and*
- oversee the implementation of any action arising from an audit that the City is required to take; or has stated it has taken or intends to take; or has accepted should be taken.*

**RISK MANAGEMENT IMPLICATIONS:**

Low: Follow up and closure of audit and review related findings and recommendations is good corporate governance. The reporting of the Audit Log to the Audit Committee increases transparency and accountability.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

*Our resources and assets are planned and managed in an efficient and sustainable manner.*

**SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

**PUBLIC HEALTH IMPLICATIONS:**

This item does not align with any of the priority health outcomes of the *City's Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.

















## 5.10 AUDIT COMMITTEE MEETING DATES 2022

Attachments: 1. Proposed Audit Committee Dates 2022  

**RECOMMENDATION:**

That the Audit Committee **ADOPTS** the meeting schedule for 2022 as follows:

Date	Time
Tuesday 1 March	1.00pm
Tuesday 3 May	1.00pm
Tuesday 28 June	1.00pm
Tuesday 2 August	1.00pm
Tuesday 1 November	1.00pm
Tuesday 29 November	1.00pm

**PURPOSE OF REPORT:**

To adopt the schedule of Audit Committee meetings for 2022.

**BACKGROUND:**

In accordance with the Audit Committee Terms of Reference the Audit Committee shall meet every two months and more regularly as required, at the discretion of the Chairperson. It is necessary for the Audit Committee to adopt the meeting dates in advance of the meetings to allow for the proper planning of the meetings and allocation of resources. The dates and times selected are at the discretion of the Audit Committee.

**DETAILS:**

During 2021 the Audit Committee met on Tuesdays at 1pm on approximately a bi-monthly basis. The Audit Committee did not meet over the 2020/21 Council recess period.

The first Audit Committee Meeting for 2022 is proposed to be held on Tuesday 1 March. It is proposed that the subsequent meetings would be held on the first Tuesday of the month, where possible, every two months.

The dates and times of the proposed meetings are set out below, and in **Attachment 1**, which also includes the Council Workshop, Briefing and Meeting dates for 2022:

Date	Time
Tuesday 1 March	1.00pm
Tuesday 3 May	1.00pm
Tuesday 28 June	1.00pm
Tuesday 2 August	1.00pm
Tuesday 1 November	1.00pm
Tuesday 29 November	1.00pm

During 2020 it was decided that an informal pre-meeting would be held before the Audit Committee Meeting at 12.30pm. This meeting would include the members of the Audit Committee and the Chief Audit Executive and would be to discuss audit related matters.

**CONSULTATION/ADVERTISING:**

Nil.

**LEGAL/POLICY:**

The Audit Committee terms of reference state that:

*"The committee shall meet every two months and more regularly as required at the discretion of the Chairperson."*

**RISK MANAGEMENT IMPLICATIONS:**

Nil.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

*Our resources and assets are planned and managed in an efficient and sustainable manner.*

**SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

**PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.





**5.11 APPOINTMENT OF INDEPENDENT MEMBERS TO THE CITY OF VINCENT AUDIT COMMITTEE**

**Attachments:** 1. **Shortlist Independent Member Nominations Audit Committee - Confidential**

**RECOMMENDATION:**

**That Council:**

1. **In accordance with sections 5.10 and 7.1A of the *Local Government Act 1995*, APPROVES BY ABSOLUTE MAJORITY the appointment of the following two external independent members to the City's Audit Committee for the term 15 December 2021 to the date of the next ordinary local government election, 21 October 2023.**

1. \_\_\_\_\_

2. \_\_\_\_\_

**PURPOSE OF REPORT:**

To appoint two independent external members to the City's Audit Committee.

**BACKGROUND:**

The primary function of the City's Audit Committee is to review the City's annual external audit and to liaise with the City's internal and external auditors to ensure that the City is appropriately managing its affairs. The objectives and powers of the Audit Committee are set out in its [Terms of Reference](#).

The Audit Committee comprises of up to 7 members, with up to three external independent members.

**DETAILS:**

Administration invited expressions of interest for suitably qualified persons to nominate for the external independent member positions. Advertisements were placed in the City's local papers, on the City's website and on the City's social media.

Nominees were requested to provide a current resume and a covering letter to demonstrate their knowledge and experience of:

- business or financial management/reporting;
- risk management systems and procedures;
- internal business controls; and
- legislative compliance programs.

The Audit Committee Terms of Reference also require that an Independent Member must be a resident or property owner within the City of Vincent.

A total of ten nominations were received and presented to Council at its 16 November 2021 meeting.

Council appointed Mr Conley Manifis to one of the three vacant Independent Member positions and resolved that the Audit Committee make recommendations for the final two positions.

Audit Committee members were provided the resumes of the nominees, one of who decided not to proceed with their nomination. Three nominees have been short listed for consideration. These are detailed in **Confidential Attachment 1**.

The calibre of the nominees was strong, having relevant and diverse expertise, Administration believes that each nominee would contribute positively to the effectiveness of the Audit Committee.

One nominee is not a resident or ratepayer of the City, however presents credentials that Administration believed could add value to the Committee. Should this nominee be a preferred candidate Council would



need to waive the Terms of Reference requirement or change them to reflect simply a preference for a member being resident or ratepayer of the City.

**CONSULTATION/ADVERTISING:**

Nil.

**LEGAL/POLICY:**

Division 7.1A of the *Local Government Act 1995* sets out the requirement for Local Governments to establish an Audit Committee and sets out a range of requirements applicable to Audit Committees. Importantly, an Audit Committee must have at least 3 members, and the majority of members are to be Elected Members.

The *Local Government (Audit) Regulations 1996* further prescribe the functions of an Audit Committee.

The Audit Committee Terms of Reference sets out in detail how the City's Audit Committee will function.

**RISK MANAGEMENT IMPLICATIONS:**

**Low:** The Audit Committee plays a key role in addressing the City's corporate risks and ensuring legislative compliance. Therefore the selection of appropriately skilled and qualified members of the Audit Committee is important in addressing organisational risk and ensuring good corporate governance.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

*We are open and accountable to an engaged community.*

*Our community is aware of what we are doing and how we are meeting our goals.*

**SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

**PUBLIC HEALTH IMPLICATIONS:**

This item does not align with any of the priority health outcomes of the City's *Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.

**5.12 LOCAL GOVERNMENT STATUTORY COMPLIANCE AUDIT RETURN 2021**

**Attachments:** 1. **City of Vincent Compliance Audit Return 2021**  

**RECOMMENDATION:**

**That the Audit Committee RECOMMENDS that Council adopts the Local Government Statutory Compliance Audit Return for the period 1 January 2021 to 31 December 2021 noting the one area of non-compliance and explanation for this non-compliance.**

**PURPOSE OF REPORT:**

To consider the City's Compliance Audit Return for 2021 (CAR).

**BACKGROUND:**

Section 7.13(1)(i) of the *Local Government Act 1995* (Act) requires local governments to undertake an audit of compliance "in the prescribed manner and in a form approved by the Minister". In accordance with section 7.13(1)(i) of the Act, the Department of Local Government, Sport and Cultural Industries (DLGSC) requires that all local governments complete a CAR by 31 March 2022.

In accordance with Regulation 14(3a) of the *Local Government (Audit) Regulations 1996*, the Audit Committee is to review the CAR prior to the CAR being presented to Council for approval.

**DETAILS:**

The 2021 CAR contains the following compliance categories:

- Commercial enterprises by Local Governments;
- Delegation of power/duty;
- Disclosure of interest;
- Disposal of property;
- Elections;
- Finance;
- Integrated planning and reporting
- Local Government employees;
- Official conduct;
- Tenders for providing goods and services; and
- Optional Questions.

Administration has identified one area of non-compliance, as detailed below:

**1. Optional Question 8**

Section 6.4(3) of the Act requires local governments to submit to its auditor, by 30 September, the balanced accounts and annual financial report for the preceding financial year.

The portal, used by the Office of the Auditor General (OAG), experienced technical issues and Administration was unable to submit the reports by 30 September 2021.

The OAG agreed to receive the reports within 48 hours and these were submitted once technical issues had been resolved.

**CONSULTATION/ADVERTISING:**

Not applicable.

**LEGAL/POLICY:**

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires that the Audit Committee reviews the completed CAR and reports the results to Council. Following Council's adoption of the CAR, the CAR must be submitted to the Department by 31 March 2022. To achieve this timeframe, it is proposed to table the CAR at the Council Meeting on Tuesday 8 March 2022.

**RISK MANAGEMENT IMPLICATIONS:**

**Low:** Review of the CAR by the Audit Committee satisfies the legislative requirements and assists the City in identifying areas for improvement in terms of internal controls and legislative compliance.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

*We are open and accountable to an engaged community.*

**SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any environmental sustainability outcomes.

**PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil



































**6 GENERAL BUSINESS**

**7 NEXT MEETING**

1 March 2022

3 May 2022

**8 CLOSURE**