



City of Nedlands

# ***Minutes***

## ***Audit & Risk Committee Meeting***

***18 February 2019***

### **ATTENTION**

#### **These Minutes are subject to confirmation**

This is a committee which has only made recommendations to Council. No action should be taken on any recommendation contained in these Minutes. The council resolution pertaining to an item will be made at the Ordinary Council Meeting next following this meeting.

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## City of Nedlands

**Minutes of a meeting of the Audit & Risk Committee held in the Meeting Room at the City of Nedlands on Monday 18 February 2019 at 5.30 pm.**

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### **Audit & Risk Committee Agenda**

#### **Declaration of Opening**

The Presiding Member declared the meeting open at 5.30 pm and drew attention to the disclaimer below.

(NOTE: Council at its meeting on 24 August 2004 resolved that should the meeting time reach 11.00 p.m. the meeting is to consider an adjournment motion to reconvene the next day).

#### **Present and Apologies and Leave of Absence (Previously Approved)**

<b>Councillors</b>	Councillor I S Argyle	Dalkeith Ward (Presiding Member)
	His Worship the Mayor	R M C Hipkins
	Councillor G A R Hay	Melvista Ward
	Councillor L J McManus	Coastal Districts Ward
	Councillor B G Hodsdon	Hollywood Ward
	Mr R Senathirajah	Community Member
	Mr P Setchell	Community Member
	Mr K Eastwood	Community Member

<b>Staff</b>	Mr M Glover	Acting Chief Executive Officer
	Mrs L M Driscoll	Director Corporate & Strategy
	Mrs V Jayaraman	Manager Financial Services
	Mr A D Melville (arrived 5.33pm)	Manager Health & Compliance
	Mr A Khetani	Senior Finance Officer - Governance
	Mrs S C Gibson	PA to Director Corporate & Strategy

<b>Guests</b>	Ms A Cheng	Moore Stephens, Risk & Advisory
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**Public** There were no members of the public present.

**Press** There were no members of the press present.

**Leave of Absence** Nil.  
**(Previously Approved)**

**Absent** Nil.

## **Disclaimer**

Members of the public who attend Council meetings should not act immediately on anything they hear at the meetings, without first seeking clarification of Council's position. For example by reference to the confirmed Minutes of Council meeting. Members of the public are also advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

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### **1. Public Question Time**

Nil.

### **2. Addresses By Members of the Public (only for items listed on the agenda)**

Nil.

### **3. Disclosures of Financial Interest**

The Presiding Member reminded Councillors and Staff of the requirements of Section 5.65 of the Local Government Act to disclose any interest during the meeting when the matter is discussed.

There were no disclosures of financial interest.

### **4. Disclosures of Interests Affecting Impartiality**

The Presiding Member reminded Councillors and Staff of the requirements of Council's Code of Conduct in accordance with Section 5.103 of the Local Government Act.

There were no disclosures affecting impartiality.

### **5. Declarations by Members That They Have Not Given Due Consideration to Papers**

Nil.

**6. Confirmation of Minutes**

**6.1 Audit & Risk Committee Meeting 5 November 2018**

Moved – Mr Eastwood  
Seconded – Councillor Hodsdon

The minutes of the Audit & Risk Committee held 5 November 2018 be confirmed.

**CARRIED UNANIMOUSLY 8/-**

**7. Items for Discussion**

Note: Regulation 11(da) of the *Local Government (Administration) Regulations 1996* requires written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70, but not a decision to only note the matter or to return the recommendation for further consideration.

Mr A Melville joined the meeting at 5.33 pm.

## 7.1 Annual Compliance Audit Return - 2018

<b>Owner</b>	City of Nedlands
<b>Officer</b>	Stacey Gibson – PA to Director Corporate & Strategy
<b>Director</b>	Lorraine Driscoll – Director Corporate & Strategy
<b>Disclosure of Interest</b>	No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the Local Government Act (1995).
<b>Attachments</b>	1. Draft Annual Compliance Audit Return - 2018

Moved – Mayor Hipkins  
 Seconded – Councillor Hodsdon

### **Committee Recommendation / Recommendation to Committee**

**Committee recommend that Council adopts the 2018 Compliance Audit Return with edits as noted at the meeting.**

**CARRIED UNANIMOUSLY 8/-**

### **Executive Summary**

The 2018 Compliance Audit Return is an annual return that is required to be reviewed and adopted by Council prior to submission to the Department of Local Government by 31 March 2019. The Audit and Risk Committee are required to review the return and is to submit results for that review to Council.

### **Discussion/Overview**

Local governments are required to complete the annual Compliance Audit Return. The attached return for the City of Nedlands is for the period 1 January 2018 to 31 December 2018. It is required to be considered and adopted by Council, and submitted to the Department of Local Government by 31 March 2019. The Audit and Risk Committee is required to review the return and is to submit the results of that review to Council.

In accordance with Regulation 14 and 15 of the Local Government (Audit) Regulations 1996 the Compliance Audit Return 2018 must be:

1. Presented to the Audit and Risk Committee for review and then presented to Council;
2. Adopted by Council;
3. Recorded in the minutes of the meeting at which it was adopted; and
4. A certified copy of the return, along with a copy of the minutes recording its adoption, to be submitted to the Department of Local Government by 31 March 2019.

The City's 2018 Compliance Audit Return was completed in February following a review and assessment of :

- Council meeting agendas and minutes;
- Performance plans, media advertisements, procedures and policies, registers, delegation records, local laws; and
- Interviews with responsible officers.

**Key Relevant Previous Council Decisions:**

Not applicable.

**Consultation**

The Audit and Risk Committee is required to review the return and is to submit the results of that review to Council.

**Budget/Financial Implications**

The 2018 Compliance Audit Return has been conducted using internal resources and there are no other financial impacts.



## Nedlands - Compliance Audit Return 2018

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

<b>Commercial Enterprises by Local Governments</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2018.	N/A		Lorraine Driscoll - Director Corporate & Strategy
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2018.	N/A		Lorraine Driscoll - Director Corporate & Strategy
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2018.	N/A		Lorraine Driscoll - Director Corporate & Strategy
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2018.	N/A		Lorraine Driscoll - Director Corporate & Strategy
5	s3.59(5)	Did the Council, during 2018, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Lorraine Driscoll - Director Corporate & Strategy





<b>Delegation of Power / Duty</b>						
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>	
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor	
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor	
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor	
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor	
5	s5.18	Has Council reviewed delegations to its committees in the 2017/2018 financial year.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor	
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor	
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor	
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor	
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor	
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor	
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2017/2018 financial year.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor	



<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2018.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2018.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor



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No	Reference	Question	Response	Comments	Respondent
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor

**Disposal of Property**

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes	Public notices printed in the Post Newspaper on the 21st and 28th October 2017.	Peter Mickleson - Director Planning & Development
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Peter Mickleson - Director Planning & Development

**Finance**

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Vanaja Jayaraman - Manager Financial Services
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Vanaja Jayaraman - Manager Financial Services



No	Reference	Question	Response	Comments	Respondent
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Vanaja Jayaraman - Manager Financial Services
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Vanaja Jayaraman - Manager Financial Services
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government within 30 days of completion of the audit.	Yes		Vanaja Jayaraman - Manager Financial Services
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government by 31 December 2018.	Yes		Vanaja Jayaraman - Manager Financial Services
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Vanaja Jayaraman - Manager Financial Services
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Vanaja Jayaraman - Manager Financial Services
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Vanaja Jayaraman - Manager Financial Services
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Vanaja Jayaraman - Manager Financial Services
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Vanaja Jayaraman - Manager Financial Services
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Vanaja Jayaraman - Manager Financial Services
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Vanaja Jayaraman - Manager Financial Services



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No	Reference	Question	Response	Comments	Respondent
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Vanaja Jayaraman - Manager Financial Servies
15	Audit Reg 17	Has the CEO reviewed the appropriateness and effectiveness of the local government's systems and procedures in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.	Yes		Vanaja Jayaraman - Manager Financial Servies
16	Audit Reg 17	If the CEO has not undertaken a review in accordance with regulation 17 of the Local Government (Audit) Regulations 1996, is a review proposed and when.	N/A	Review undertaken in February 2018	Vanaja Jayaraman - Manager Financial Servies

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<b>Integrated Planning and Reporting</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	20/06/2013	Lorraine Driscoll - Director Corporate & Strategy
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Modification currently being finalised	Lorraine Driscoll - Director Corporate & Strategy
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Strategic Community Plan adopted on 11/12/12	Lorraine Driscoll - Director Corporate & Strategy
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Modification to Strategic Community Plan adopted on 22/05/18	Lorraine Driscoll - Director Corporate & Strategy
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Approved by Executive as an informing strategy on 06/03/2014. Currently being revised	Lorraine Driscoll - Director Corporate & Strategy
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	May 2018	Lorraine Driscoll - Director Corporate & Strategy
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Endorsed by Executive Team - August 2013.	Lorraine Driscoll - Director Corporate & Strategy



<b>Local Government Employees</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	Yes	Approved by Council.	Shelley Mettam
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes	CEO position advertised in compliance.	Shelley Mettam
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	Yes		Shelley Mettam
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	Yes		Shelley Mettam
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes	CEO appointment.	Shelley Mettam - Manager Human Resources



<b>Official Conduct</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A	CEO is complaints officer	Nicole Ceric - Executive Assistant to CEO & Mayor
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Nicole Ceric - Executive Assistant to CEO & Mayor

<b>Tenders for Providing Goods and Services</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator





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No	Reference	Question	Response	Comments	Respondent
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
11	F&G Reg 21 & 22	Did the local governments' advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator



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No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	no regional price preference	Nathan Brewer - Purchasing and Tenders Coordinator
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Nathan Brewer - Purchasing and Tenders Coordinator
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Nathan Brewer - Purchasing and Tenders Coordinator



Department of  
**Local Government, Sport  
and Cultural Industries**

I certify this Compliance Audit return has been adopted by Council at its meeting on

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Signed Mayor / President, Nedlands

\_\_\_\_\_

Signed CEO, Nedlands

COPY ONLY

## 8 Confidential Items

### 8.1 Internal Audit Actions

<b>Owner</b>	City of Nedlands
<b>Officer</b>	Andrew Melville – Manager Health & Compliance
<b>Director</b>	Lorraine Driscoll – Director Corporate & Strategy
<b>Disclosure of Interest</b>	No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the Local Government Act (1995).
<b>Attachments</b>	1. Internal Audit Actions Log <b>CONFIDENTIAL</b>

Moved – Mr Eastwood  
 Seconded – Councillor Hay

#### **Committee Recommendation / Recommendation to Committee**

**The Audit and Risk Committee receives the internal audit Actions Log.**

**CARRIED UNANIMOUSLY 8/-**

Mr A Melville left the meeting at 6.18 pm and returned at 6.20 pm.

### 8.2 Accounts Payable Process Audit

<b>Owner</b>	City of Nedlands
<b>Officer</b>	Andrew Melville – Manager Health & Compliance
<b>Director</b>	Lorraine Driscoll – Director Corporate & Strategy
<b>Disclosure of Interest</b>	No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the Local Government Act (1995).
<b>Attachments</b>	1. City of Nedlands Accounts Payable Process Audit Final Report - <b>CONFIDENTIAL</b>

Moved – Councillor Hodsdon  
 Seconded – Councillor Hay

#### **Committee Recommendation / Recommendation to Committee**

**The Audit and Risk Committee receives the Accounts Payable Process Audit and notes the findings and recommendations of the Audit and the actions proposed by Administration.**

**CARRIED UNANIMOUSLY 8/-**

**9 Date of next meeting**

The date of the next meeting of this Committee is to be advised.

**Declaration of Closure**

There being no further business, the Presiding Member declared the meeting closed at 6.25 pm.