



# Town of Cottesloe

I hereby certify that the minutes of the Audit Committee  
meeting held on

**17 July 2018**

were confirmed as a true and accurate record by committee  
resolution.

Signed:

A handwritten signature in blue ink, appearing to read 'Mark Rodda', is written over the 'Signed:' label.

Cr Mark Rodda

Presiding Member

Date: 22 . 01 . 2019

# TOWN OF COTTESLOE



## AUDIT COMMITTEE

# MINUTES

AUDIT COMMITTEE  
HELD IN THE  
Mayor's Parlour, Cottesloe Civic Centre  
109 Broome Street, Cottesloe  
3:00PM Tuesday, 17 July 2018

**MAT HUMFREY**  
Chief Executive Officer

2 August 2018



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**1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS**

Mr Humfrey announced the meeting opened at 3.01pm.

**2 RECORD OF ATTENDANCE/APOLOGIES****Committee Members Present**

|                      |                                  |
|----------------------|----------------------------------|
| Cr Sandra Boulter    | Presiding Member, Elected Member |
| Cr Lorraine Young    | Elected Member                   |
| Ms Vicky Van Heerden | Community Representative         |

**Apologies**

|                      |                          |
|----------------------|--------------------------|
| Cr Mark Rodda        | Elected Member           |
| Prof David Gilchrist | Community Representative |

**Officers Present**

|                       |                                |
|-----------------------|--------------------------------|
| Mr Mat Humfrey        | Chief Executive Officer        |
| Mr Garry Bird         | Deputy Chief Executive Officer |
| Mr Wayne Richards     | Finance Manager                |
| Ms Elizabeth Nicholls | Senior Administration Officer  |

**Apologies**

|                     |                        |
|---------------------|------------------------|
| Ms Ann-Marie Donkin | Governance Coordinator |
|---------------------|------------------------|

**Others in Attendance**

|              |                               |
|--------------|-------------------------------|
| Kelly Tonich | Office of the Auditor General |
|--------------|-------------------------------|

**2.1 ELECTION OF PRESIDING MEMBER**

Mr Humfrey called for nominations for the appointment of the Presiding Member.

Cr Young nominated Cr Boulter to be elected Presiding Member. There being no further nominations, Cr Boulter was declared elected.

Cr Boulter assumed the Chair and acknowledged the traditional owners of the land.

**3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Moved Cr Boulter, seconded Ms Van Heerden**

**That the Minutes of the Audit Committee Meeting held on Tuesday 13 March 2018 be confirmed as a true and accurate record.**

**Carried 3/0**  
**For: Crs Boulter and Young and Ms Van Heerden**  
**Against: Nil**

## 4 OFFICER REPORTS

### 4.1 INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2018

**File Ref:** SUB/2596  
**Applicant(s) Proponents:** Nil  
**Attachments:** 4.1(a) Town of Cottesloe Interim Audit Report 2018  
**Responsible Officer:** Mat Humfrey, Chief Executive Officer  
**Author:** Garry Bird, Deputy Chief Executive Officer  
**Author Disclosure of Interest:** Nil

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#### SUMMARY

The Interim Audit for the 2017/18 financial year was undertaken on May 3 and 4. The results of this Audit have now been received from the Office of the Auditor General and are attached for Committee Members consideration.

#### BACKGROUND

The Interim Audit is a process whereby the appointed Auditors and their assistants undertake a review of various financial management and reporting matters. This essentially assists the Auditors with forming a view of the accuracy etc. of the Annual Financial report, which is further scrutinised after its completion, normally in September each year.

The 2017/2018 Interim Audit has identified several issues which are summarised below:

#### 1. Review of Journal Entries

##### Rating: Significant

Journal entries are being posted by the Assistant Finance Manager without review by a senior staff member.

Staff Comment

Noted and supported. The process has now been amended by staff with all journals now requiring authorisation by a more senior officer.

#### 2. Monthly Statement of Financial Activity

##### Rating: Moderate

We noted the statement of financial activity for the month of December 2017 was not presented to Council within two months as required by the Local Government (Financial Management) Regulation 34 (4).

Staff Comment

Noted. This was an administrative oversight at the February 2018 Meeting with the report/s completed and submitted however due to a casual member of staff preparing the February Agenda, and the presence of the January 2018 financial statements, this was missed. They will be presented to the June Meeting for adoption.

Note – These Statements were adopted by Council at the June 2018 Meeting.

**3. List of Payments Not Presented to Council****Rating: Moderate**

We noted the list of payments for the month of December 2017 was not presented to Council at the next Council meeting as required by the Local Government (Financial Management) Regulation 13 (3).

## Staff Comment

Noted. This was an administrative oversight at the February 2018 Meeting with the report/s completed and submitted however due to a casual member of staff preparing the February Agenda, and the presence of the January 2018 financial statements, this was missed. They will be presented to the June Meeting for adoption.

**4. Manual Rates Rolling Reconciliation Not Performed.****Rating: Moderate**

The monthly manual rates rolling reconciliation of property valuations was not performed during the period 1 July 2017 to 31 March 2018.

## Staff Comment

Noted. Attributable to staff vacancies and heavy workload at the time. New staff have been trained in the requirement to balance the Valuation Roll to the rates database.

**5. Council Minutes Not Signed By The Mayor****Rating: Moderate**

The Council Minutes for the month of December 2017 were not signed by the Mayor as required by section 5.22 (3) of the Local Government ACT.

## Staff Comment

Noted. This was an administrative oversight at a particularly long meeting, held over two days with a casual staff member responsible for the Minutes and other matters, such as signing of the previous month's minutes. They have been confirmed by Council and staff will arrange for Mayors signature.

**6. Annual Returns****Rating: Minor**

Whilst reviewing the annual leave returns we noted one instance where a Councillor did not indicate the correct financial year on their annual return as required by section 5.76 of the *Local Government Act 1995* resulting in a technical non-lodgement of an annual return for the year ended 30 June 2017.

## Staff Comment

Noted. A copy of the return has been forwarded to Cr Pyvis for resubmission with the correct date.

**7. Payroll Reconciliations****Rating: Minor**

Reconciliations between payroll reports and the general ledger are only performed every three months.

Staff Comment

Noted. Payroll reconciliation will now be undertaken on a fortnightly basis at the end of the payroll process.

**STRATEGIC IMPLICATIONS**

This report is consistent with the Town's *Strategic Community Plan 2013 – 2023*.

Priority Area 6: Providing open and accountable local governance

Major Strategy 6.2: Continue to deliver high quality governance, administration, resource management and professional development.

**POLICY IMPLICATIONS**

There are no perceived policy implications arising from the officer's recommendation.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

*Local Government (Audit) Regulations 1996*

**FINANCIAL IMPLICATIONS**

There are no perceived financial implications arising from the officer's recommendation.

**STAFFING IMPLICATIONS**

There are no perceived staffing implications arising from the officer's recommendation.

**ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

There are no perceived sustainability implications arising from the officer's recommendation.

**CONSULTATION**

Town of Cottesloe staff

Moore Stephens Pty Ltd

**OFFICER COMMENT**

See 'Staff Comment' on each issue above.

Generally staff support the comments received during the interim audit process and view this feedback as an opportunity to improve systems wherever possible.



Although disagreeing with some of the rating assessments, amendments to financial systems have been implemented where appropriate.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

That Council:

1. NOTE the matters identified in the 2017/18 Audit Report; and,
2. ENDORSE the actions of staff in responding to the outlined issues.

**COMMITTEE RECOMMENDATION**

**Moved Cr Young, Seconded Ms Van Heerden**

**That Council:**

1. NOTE the matters identified in the 2017/18 Interim Audit Report; and,
2. ENDORSE the actions of staff in in responding to the outlined issues as follows:
  - a. Payroll reconciliation will now be undertaken on a fortnightly basis at the end of the payroll process.
  - b. All general journal entries now require authorisation by a more senior officer.
  - c. New staff will be trained in the requirement to balance the rate roll to the rating database.

**Carried 3/0**

**For: Crs Boulter and Young and Ms Van Heerden**

**Against: Nil**

## 4.2 REVIEW OF PURCHASING POLICY

|                                       |  |
|---------------------------------------|--|
| <b>File Ref:</b>                      | <b>SUB/2596</b>  |
| <b>Applicant(s) Proponents:</b>       | <b>Nil</b>   |
| <b>Attachments:</b>                   | <b>4.2(a) Draft Purchasing Policy - March 2018</b><br><b>4.2(b) Summary of Creditors for Purchasing Policy</b> |
| <b>Responsible Officer:</b>           | <b>Mat Humfrey, Chief Executive Officer</b>  |
| <b>Author:</b>                        | <b>Garry Bird, Deputy Chief Executive Officer</b>  |
| <b>Author Disclosure of Interest:</b> | <b>Nil</b>   |

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### SUMMARY

At the June 2017 Audit Committee Meeting the following Resolution was adopted.

#### *COMMITTEE RESOLUTION*

*Moved Cr Rodda, seconded Cr Angers*

*That the Report received from Moore Stephens Pty Ltd in regards to a review of specified purchases be noted and used to inform the review of the Purchasing Policy that include;*

- 1. That staff undertake an immediate refresher course on the Town's updated Purchasing Policy.*
- 2. That the staff be reminded of the specific requirements of the policy, particularly in regards to verbal quotes received.*
- 3. That the Administration in undertaking its review specifically address;*
  - a. thresholds and record keeping (verbal quotes)*
  - b. exemptions*
  - c. improved reporting back to Council and the Audit Committee about*
  - d. non-compliant/departures.*
- 4. Where the outcome of purchases or engagements are presented to Council, that compliance with the Purchasing Policy be noted in that Report.*

At the March 2018 Ordinary Council meeting, the Committee resolved as follows.

#### *PROCEDURAL MOTION*

*Moved Cr Young, seconded Cr Rodda*

*That Council defer consideration of this item pending further investigation by Officers to provide an analysis of transactions within the prescribed ranges in the Policy and give further consideration to these ranges and the requirement for verbal quotations above \$3,000.*

As a result of this the attached draft policy has been prepared for the consideration of Committee Members.

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**BACKGROUND**

The Town's Purchasing Policy was adopted in 2011, as a result of a fraud matter by a member of staff. The Policy is considered very restrictive in its application to minimise future acts of fraud. It is worth noting the act of fraud committed would not have been prevented or detected by the controls in the current policy.

The Policy was amended in 2015 to reflect changes to the *Local Government Act 1995* which increased the threshold for which a tender process needed to be undertaken (with exemptions).

The ability of staff to implement the Policy in practice is proving to be problematic, given the available staff resources and those required to comply with the Policy.

Staff considers it appropriate to have a discussion with the Audit Committee to address this issue in an honest and frank manner and seek direction from Council as to an agreed solution.

Effectively this discussion will revolve around:

1. Endorsing the existing Policy and allocating additional resources to ensure compliance, or
2. Review the Policy and relax its strict requirements to better reflect practices appropriate to the size of the Town of Cottesloe whilst still ensuring the objectives of the Policy are met.

**STRATEGIC IMPLICATIONS**

This report is consistent with the Town's *Strategic Community Plan 2013 – 2023*.

Priority Area 6: Providing open and accountable local governance

Major Strategy 6.2: Continue to deliver high quality governance, administration, resource management and professional development.

**POLICY IMPLICATIONS**

Purchasing Policy

Purchasing Orders Policy

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

*Local Government (Functions and General) regulations 1996*

**FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this Item, although significant staff resources are required to administer the Policy. These costs are in accordance with the existing budgetary allocation.

**STAFFING IMPLICATIONS**

Staff resources to administer and implement the Policy are considered significant. The time taken to write a brief, seek quotations and then assess is time consuming and can be quite complex.

**ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

The Policy contains sustainability purchasing requirements.

**CONSULTATION**

Moore Stephens Pty Ltd

Town of Cottesloe Staff

**OFFICER COMMENT**

The existing Purchasing Policy is considered by staff to be an example of best practice and the requirement to obtain quotes for all purchases over \$250 and two quotes for purchases between \$250 and \$3,000 is difficult to question from a theoretical perspective.

Where staff find difficulties in implementing these objectives relate to those purchases of a frequent nature and include:

- Engaging trades to fix relatively minor problems.
- Difficulties in getting companies to provide quotes.
- Time taken to prepare briefs for relatively minor matters.
- Engaging specialist services such as legal services where the exact brief can be difficult to define in the first instance.
- Having preference for companies who are regular suppliers and provide a quality service.

Following the March 2018 Audit Committee Meeting, staff have undertaken an analysis of creditors payments and the dollar value associated with these transactions.

A summary of all creditors' payments for 2018 is attached for the consideration of Committee members.

This summary shows there were approximately 2,685 transactions totalling \$9,664,086, with payments made to 310 creditors. This includes a number of payments where no discretion is available to staff, for example, remittance of the annual emergency service levies to the Department of Fire and Emergency Services.

Having reviewed this list of payments and taking into consideration comments from Committee Members at the March 2018 meeting, staff are of the view that the Draft Policy could be simplified and better targeted at the transactions between \$5,000 and \$50,000 which account for a large percentage of the total value and number of transactions.

Accordingly, the limits prescribed in the Draft policy could be amended as suggested below:

Amount of Purchase    Quotation Requirements

Up to \$500                Direct purchase from suppliers requiring no quotations due to the minor and frequent nature of such goods.

\$501 to \$5,000         Direct purchase from suppliers requiring only two verbal or written quotations.

\$5,001 to \$50,000     Obtain at least three written quotations.

\$50,001 to \$149,999   Obtain at least three written quotations using a specification or brief describing the goods and services with purchasing decision based on all value for money considerations.

\$150,000 and above    Conduct a public tender process.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER AND COMMITTEE RECOMMENDATION**

**Move Cr Young, Seconded Ms Van Heerden**

**For discussion and consensus agreement with staff to redraft the Policy for presentation to the November 2018 Committee Meeting for further consideration.**

**Carried 3/0**

**For: Crs Boulter and Young and Ms Van Heerden**

**Against: Nil**

### 4.3 CARDNO BIKE PLAN

|                                       |   |
|---------------------------------------|---|
| <b>File Ref:</b>                      | <b>SUB/2596</b>                                   |
| <b>Applicant(s) Proponents:</b>       | <b>Nil</b>  |
| <b>Attachments:</b>                   | <b>4.3(a) Bike Plan Brief</b>                     |
|                                       | <b>4.3(b) Payments to Cardno</b>                  |
| <b>Responsible Officer:</b>           | <b>Ann-Marie Donkin, Governance Coordinator</b>   |
| <b>Author:</b>                        | <b>Garry Bird, Deputy Chief Executive Officer</b> |
| <b>Author Disclosure of Interest:</b> | <b>Nil</b>  |

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### SUMMARY

The following Resolution was passed by the Audit Committee Meeting on 15 November 2017:

*That the history of the "Town of Cottesloe' Bike Plan 2015-2025 document developed by Cardno be presented to the Audit Committee at the next meeting.*

### BACKGROUND

Due to the need to retrieve archived records from storage meant that this report was not available for the March 2018 Audit Committee Meeting, whereby it was subsequently resolved:

*That the information relating to the history of the Town of Cottesloe Local Bike Plan 2015-2025 document developed by Cardno be circulated by the end of March 2018 to members of the Audit Committee and that this item be removed from the Audit Committee Agenda, to be reinstated by request of any member of the Committee should they have reason to believe, on review of the circulated information, that matters of concern arise which warrant the consideration of the Audit Committee.*

The Report was prepared in accordance with the above Resolution however it came to the attention of officers that it has not been circulated to the Committee Members and as such this matter is included on the Agenda for this meeting for review.

### STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Strategic Community Plan 2013 – 2023*.

Priority Area 6: Providing open and accountable local governance

Major Strategy 6.2: Continue to deliver high quality governance, administration, resource management and professional development.

### POLICY IMPLICATIONS

Purchasing Policy

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

### FINANCIAL IMPLICATIONS

There are no perceived financial implications arising from the officer's recommendation.

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**STAFFING IMPLICATIONS**

There are no perceived staffing implications arising from the officer's recommendation.

**ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

There are no perceived sustainability implications arising from the officer's recommendation.

**CONSULTATION**

Nil

**OFFICER COMMENT**

The Town sought quotations from firms as per the attached brief. A search of records indicates that there was only one submission filed, being the successful one from CARDNO. Officer's recollections are that there were other submissions received, however they do appear to have been filed incorrectly.

Staff appointed CARDNO to prepare a Bike Plan and Way Finding Strategy on May 29 2015 (see attached purchase order).

The total value of the contract was \$30,500.

A Draft Bike Plan was presented to Elected Members in 2016 however was deemed to be unsatisfactory and was never formally adopted.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

**THAT the Audit Committee note the information provided.**

**Note: The Committee discussed the contents of the Report, however, no resolution or Recommendation was made.**

**4.4 AUDIT COMMITTEE CHARTER**

**File Ref:** SUB/2596  
**Applicant(s) Proponents:**  
**Attachments:** 4.4(a) Draft Audit Committee Charter  
**Responsible Officer:** Mat Humfrey, Chief Executive Officer  
**Author:** Garry Bird, Deputy Chief Executive Officer  
**Author Disclosure of Interest:** Nil

**SUMMARY**

In order to properly define the role of all Council committees staff have prepared Charters relevant to each Committee for consideration.

The Draft Audit Committee Charter is attached for the consideration of the Committee.

**BACKGROUND**

The Audit Committee Charter was previously adopted by Council on 21 February 2017. Following the October 2017 Council Elections, staff have reviewed the Charter’s for all Council Committee’s for consistency and clarity.

No significant amendments are recommended for the Audit Committee. There has been some clarification on some of the statutory obligations of a Council Committee, including the format of minutes to ensure compliance with the *Local Government Act 1995*.

**STRATEGIC IMPLICATIONS**

This report is consistent with the Town’s *Strategic Community Plan 2013 – 2023*.

Priority Area 6: Providing open and accountable local governance

Major Strategy 6.2: Continue to deliver high quality governance, administration, resource management and professional development.

**POLICY IMPLICATIONS**

There are no perceived policy implications arising from the officer’s recommendation.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**7.1A. Audit committee**

- (1) *A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.*
- (2) *The members of the audit committee of a local government are to be appointed\* by the local government and at least 3 of the members, and the majority of the members, are to be council members.*

*\* Absolute majority required.*



- (3) *A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.*
- (4) *An employee is not to be a member of an audit committee.*

**FINANCIAL IMPLICATIONS**

There are no perceived financial implications arising from the officer's recommendation.

**STAFFING IMPLICATIONS**

There are no perceived staffing implications arising from the officer's recommendation.

**ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

There are no perceived environmental sustainability implications arising from the officer's recommendation.

**CONSULTATION**

Town of Cottesloe Senior Staff

**OFFICER COMMENT**

The introduction of a Charter for all Council committees' will improve the efficiency of the committee system and standardise many of their processes. The role of the Audit Committee is defined by the *Local Government Act 1995* and in this respect is different to many of the other committee's of Council whose role is not so specific.

For the purposes of consistency across all Council committees' it is recommended that the Audit Committee also has a charter.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

That Council ADOPT the Audit Committee Charter as attached.

**COMMITTEE RECOMMENDATION**

**Moved Ms Van Heerden, Seconded Cr Young**

**That Council defer consideration of the Audit Committee Charter until the next Audit Committee meeting.**

**Carried 3/0**  
**For: Crs Boulter and Young and Ms Van Heerden**  
**Against: Nil**

**5 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY ELECTED MEMBERS/OFFICERS BY DECISION OF MEETING****5.1 MS VAN HEERDEN – OFFICE OF THE AUDITOR GENERAL PERFORMANCE AUDITS**

Ms Van Heerden noted the new system whereby the Office of the Auditor General will undertake performance audits of a sample of local governments and report on their findings. Ms Van Heerden requested that these Reports be included in future Audit Committee meeting agendas for consideration, including comment from staff on how the Town of Cottesloe may compare or manage any issues identified in the Reports.

Staff advised they would include the Reports in future agendas and at the next meeting of the Audit Committee will include the following reports from the Office of the Auditor General:

1. Timely Payment of Suppliers
2. Control over Corporate Credit Cards
3. Local Government Procurement (if available for the next meeting)

**6 MEETING CLOSURE**

Cr Boulter announced the meeting closed at 4.19pm.



## **APPENDICES**

### **AUDIT COMMITTEE MEETING**

**17 JULY 2018**

- 4.1(a) Town of Cottesloe Interim Audit Report 2018
- 4.2(a) Draft Purchasing Policy - March 2018
- 4.2(b) Summary of Creditors for Purchasing Policy
- 4.3(a) Bike Plan Brief
- 4.3(b) Payments to Cardno
- 4.4(a) Draft Audit Committee Charter



Our Ref: 7976

Mr Mat Humfrey  
Chief Executive Officer  
Town of Cottesloe  
PO Box 606  
COTTESLOE WA 6911

7th Floor, Albert Facey House  
469 Wellington Street, Perth

Mail to: Perth BC  
PO Box 8489  
PERTH WA 6849

Tel: (08) 6557 7500  
Fax: (08) 6557 7600

Email: [info@audit.wa.gov.au](mailto:info@audit.wa.gov.au)

Dear Mr Humfrey

**ANNUAL FINANCIAL REPORT  
INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2018**

We have completed the interim audit for the year ending 30 June 2018. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to evaluate your overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

**Management Control Issues**

I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management. Some of the matters may be included in our auditor's report in accordance with section 7.9(2) of the *Local Government Act 1995* or regulation 10(3)(a) and (b) of the *Local Government (Audit) Regulations 1996*. If so, we will inform you before we finalise the report.

This letter has been provided for the purposes of your local government and may not be suitable for other purposes.

We have forwarded a copy of this letter to the Mayor. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7525 if you would like to discuss these matters further.

Yours faithfully

KELLIE TONICH  
DIRECTOR  
FINANCIAL AUDIT

12 June 2018

Attach

## TOWN OF COTTESLOE

PERIOD OF AUDIT: 1 JULY 2017 - 30 JUNE 2018

## FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

| INDEX OF FINDINGS                                    | RATING      |          |       |
|--|-------------|----------|-------|
|  | Significant | Moderate | Minor |
| 1. Review of Journal Entries                         | ✓           |          |       |
| 2. Monthly Statement of Financial Activity           |             | ✓        |       |
| 3. List of Payments Not Presented to Council         |             | ✓        |       |
| 4. Manual Rates Rolling Reconciliation Not Performed |             | ✓        |       |
| 5. Council Minutes Not Signed by the Mayor           |             | ✓        |       |
| 6. Annual Returns                                    |             |          | ✓     |
| 7. Payroll Reconciliations                           |             |          | ✓     |

**KEY TO RATINGS**

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

TOWN OF COTTESLOE

PERIOD OF AUDIT: 1 JULY 2017 - 30 JUNE 2018

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

**1. REVIEW OF JOURNAL ENTRIES**

**Finding**

Journal entries are posted by the Assistant Manager of Finance without review by a senior staff member.

**Rating: Significant**

**Implication**

Unauthorised journals increase the risk of inappropriate adjustments to the general ledger.

**Recommendation**

To help maintain the integrity of the accounting system, we recommend a person more senior than the preparer reviews and authorises all journal entries. All journals should be signed and dated as evidence of review.

**Management Comment**

Noted and supported. The process has now been amended by staff with all journals now requiring authorisation by a senior Officer.

**Responsible Person: Garry Bird**

**Completion Date: 18 May 2018**

**TOWN OF COTTESLOE**

**PERIOD OF AUDIT: 1 JULY 2017 - 30 JUNE 2018**

**FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

**2. MONTHLY STATEMENT OF FINANCIAL ACTIVITY**

**Finding**

We noted the statement of financial activity for the month of December 2017 was not presented to Council within 2 months as required by Local Government (Financial Management) Regulation 34(4).

**Rating: Moderate**

**Implication**

Actions or decisions required as a result of information in these reports may not be carried out in a timely manner.

**Recommendation**

To help ensure timely presentation of information to Council and compliance with statutory provisions, this requirement should be correctly addressed.

**Management Comment**

Noted. This was an administrative oversight at the February Meeting with the report/s completed and submitted however due to a casual staff member preparing the February Agenda, and the presence of the January 2018 financial statements, this was missed. They will be presented to the June Meeting for adoption.

**Responsible Person: Garry Bird**

**Completion Date: 18 May 2018**

**TOWN OF COTTESLOE**

**PERIOD OF AUDIT: 1 JULY 2017 - 30 JUNE 2018**

**FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

**3. LIST OF PAYMENTS NOT PRESENTED TO COUNCIL**

**Finding**

We noted the list of payments for the month of December 2017 was not presented at the next Council meeting as required by Local Government (Financial Management) Regulation 13(3).

**Rating: Moderate**

**Implication**

Payments from the municipal fund provide Council with important payment information. Actions and decisions required as a result of information in these reports may not be carried out in a timely manner.

**Recommendation**

To help ensure timely presentation of information to Council and compliance with statutory provisions, this requirement should be correctly addressed.

**Management Comment**

Noted. This was an administrative oversight at the February Meeting with the report/s completed and submitted however due to a casual staff member preparing the February Agenda, and the presence of the January 2018 financial statements, this was missed. They will be presented to the June Meeting for adoption.

**Responsible Person: Garry Bird**

**Completion Date: 18 May 2018**



**TOWN OF COTTESLOE**

**PERIOD OF AUDIT: 1 JULY 2017 - 30 JUNE 2018**

**FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

**4. Manual Rates Rolling Reconciliation Not Performed**

**Finding**

The monthly manual rates rolling reconciliation of property valuations was not performed during the period 1 July 2017 to 31 March 2018.

**Rating: Moderate**

**Implication**

There is an increased risk of errors in the rates module valuations going undetected, resulting in incorrect interim rate notices being issued.

**Recommendation**

To help ensure valuations are correctly recorded and the integrity of the rating system is maintained for Landgate changes, reconciliations should be prepared on a regular basis and reviewed by a senior staff member who is independent of its preparation.

**Management Comment**

Noted. Attributable to staff vacancies and heavy workload at the time. New staff have been trained in the requirement to balance the Valuation Roll to the rates database.

**Responsible Person: Gary Bird**

**Completion Date: New rating year (2018-19)**

**TOWN OF COTTESLOE**

**PERIOD OF AUDIT: 1 JULY 2017 - 30 JUNE 2018**

**FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

**5. COUNCIL MINUTES NOT SIGNED BY THE MAYOR**

**Finding**

The Council minutes for the month of December 2017 were not been signed by the Mayor as required by Section 5.22(3) of the Local Government Act.

**Rating: Moderate**

**Implication**

Minutes not certified as true and correct are subject to alteration.

**Recommendation**

To help ensure good corporate governance and compliance with statutory provisions, Council minutes should be signed by the Mayor.

**Management Comment**

Noted. This was an administrative oversight at a particularly long meeting, held over two days with a casual staff member responsible for the Minutes and other matters, such as signing of the previous month's minutes. They have been confirmed by Council and staff will arrange for Mayor's signature.

**Responsible Person: Garry Bird**

**Completion Date: 18 May 2018**

**TOWN OF COTTESLOE**

**PERIOD OF AUDIT: 1 JULY 2017 - 30 JUNE 2018**

**FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

**6. ANNUAL RETURNS**

**Finding**

Whilst reviewing the annual returns we noted one instance where a Councillor did not indicate the correct financial year on their annual return as required by Section 5.76 of the Local Government Act resulting in a technical non-lodgement of an annual return for the year ended 30 June 2017.

**Rating: Minor**

**Implication**

Non-lodgement of an annual return by 31 August could result in penalties.

**Recommendation**

The annual return referred to above should be updated by the Councillor as soon as is practicable. In addition, prior to a receipt being issued, the annual return forms should be checked by the Town's staff to help ensure the correct period is recorded.

**Management Comment**

Noted. A copy of the return has been forwarded to Cr Pyvis for resubmission with correct date.

**Responsible Person: Garry Bird**

**Completion Date: 18 May 2018**

**TOWN OF COTTESLOE**

**PERIOD OF AUDIT: 1 JULY 2017 - 30 JUNE 2018**

**FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

**7. PAYROLL RECONCILIATIONS**

**Finding**

Reconciliations between payroll reports and the general ledger are only performed every three months.

**Rating: Minor**

**Implication**

There is an increased risk of processing errors not being detected and corrected in a timely manner.

**Recommendation**

To help ensure salary and wage amounts are complete and correctly posted to the general ledger, these accounts in the general ledger should be reconciled every pay run or at least monthly.

**Management Comment**

Noted. Payroll reconciliation will now be undertaken on fortnightly basis at the end of the payroll process.

**Responsible Person: Garry Bird**

**Completion Date: 18 May 2018**

## PURCHASING

### 1. Objectives

- To provide compliance with the *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996*.
- To deliver a best practice approach to all purchasing arrangements for the Town of Cottesloe and accompanying procedures to assist staff.
- To ensure consistency for all purchasing activities that integrates all of the Town of Cottesloe's operational areas.

### 2. Principles

The Town of Cottesloe is committed to having efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- a. Provides the Town of Cottesloe with an effective way of purchasing goods and services.
- b. Ensures that purchasing transactions are carried out in a fair and equitable manner.
- c. Ensures integrity and confidence in the purchasing system, by providing appropriate records showing the basis for purchasing decisions.
- d. Ensures that the Town of Cottesloe receives value for money in its purchasing.
- e. Ensures that the Town of Cottesloe considers the environmental impact of the purchasing process across the life cycle of goods and services.
- f. Ensures the Town of Cottesloe is compliant with all regulatory obligations.
- g. Promotes effective governance and definition of roles and responsibilities.
- h. Uphold respect from the public and industry for the Town of Cottesloe's purchasing practices that withstands probity.

### 3. Issues

It is an expectation of electors that their funds are used in a way that achieves the objectives of this Policy and prudent financial management

### 4. Policy

#### 4.1 Ethics and Integrity

All officers and employees of the Town of Cottesloe shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Town of Cottesloe.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- a. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving the best value for money.
- b. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Town of Cottesloe policies and Code of Conduct.
- c. Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.

- d. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements.
- e. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.
- f. Any information provided to the Town of Cottesloe by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

#### **4.2 Value for Money**

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Town of Cottesloe. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- a. All relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- b. Preference will be given to Australian made and/or locally sourced and/or recycled products in the event that all other criteria are equal and the price of the local supplier is within 5% of the lowest quote.
- c. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality.
- d. Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history).
- e. A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

#### **4.3 Sustainable Purchasing**

Sustainable Purchasing is defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services.

The Town of Cottesloe is committed to sustainable purchasing and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Town of Cottesloe's sustainability objectives.

Practically, sustainable purchasing means the Town of Cottesloe shall endeavour at all times to identify and procure products and services that:

- a. Have been determined as necessary.
- b. Demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- c. Demonstrate environmental best practice in water efficiency.
- d. Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage.
- e. Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- f. For motor vehicles: select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range as per Council Policy Vehicle Fleet Administration.
- g. For new buildings and refurbishments: where available use renewable energy and technologies.

**4.4 Purchasing Thresholds**

Where the value of purchasing (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

| Amount of Purchase    | Quotation Requirements   |
|-----------------------|--|
| Up to \$250           | Direct purchase from suppliers requiring no quotations due to the minor and frequent nature of such goods.   |
| \$251 to \$3,000      | Direct purchase from suppliers requiring only two verbal quotations*.  |
| \$3,001 to \$19,999   | Obtain at least three verbal* or written quotations.   |
| \$20,000 to \$39,999  | Obtain at least three written quotations.  |
| \$40,000 to \$149,999 | Obtain at least three written quotations <del>contacting</del> <u>containing</u> price and specification of goods and services with purchasing decision based on all value for money considerations. |
| \$150,000 and above   | Conduct a public tender process.   |

\* A purchase order will only ~~with~~ be issued after a written quote, confirming the verbal quote is received.

Appendix A to this Policy (Quotation Acceptance) should be completed by the relevant Purchasing Officer for all purchase orders issued above \$250, with a summary of the verbal quotations received included in this form and/or a copy of all written quotations attached.

### **Up to \$250**

Where the value of purchasing of goods or services does not exceed \$250, no quotation is required, although depending on the nature of the goods, these may still be obtained to ensure good value.

This is to provide for the purchase of goods such as milk, minor refreshments and other sundry items that are best obtained on an ongoing basis from local suppliers and to obtain quotations would be an inefficient and time consuming exercise, for no real benefit.

However, it is recommended to use professional discretion and occasionally undertake market testing with a greater number of suppliers or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies.

~~The Local Government Purchasing and Tender Guide contains a sample form for recording verbal quotations.~~

### **\$250 up to \$3,000**

Where the value of purchasing of goods or services exceeds \$250 but does not exceed \$3,000, purchase on the basis of at least two verbal quotations is permitted. However, it is recommended to use professional discretion and occasionally undertake market testing with a greater number of suppliers or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies.

~~The Local Government Purchasing and Tender Guide contains a sample form for recording verbal quotations.~~

### **\$3,001 up to \$19,999**

This category is for the purchasing of goods or services where the value of such purchasing ranges between \$3,001 and \$19,999.

At least three verbal or written quotations (or a combination of both) are required. Where this is not practical, for example due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Town of Cottesloe employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.



- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies.

~~The Local Government Purchasing and Tender Guide contains sample forms for recording verbal and written quotations.~~

In the event a verbal quotation is accepted, a purchase order shall only be issued after the provision of a written quote, confirming the verbal quote.

### **\$20,000 to \$39,999**

For the purchasing of goods or services where the value exceeds \$20,000 but is less than \$39,999, it is required to obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

The general principles relating to written quotations are:

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should be in writing and should include as a minimum:
  - Written Specification
  - Selection Criteria to be applied
  - The written response should include as a minimum
    - Price Schedule
    - Conditions of responding (if any)
    - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

~~The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.~~

### **\$40,000 to \$149,999**

For the purchasing of goods or services where the value exceeds \$40,000 but is less than \$149,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

~~The Local Government Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.~~

For this purchasing range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

#### 4.4.1 Exemptions

~~At times it may be necessary to vary from the requirements of this Policy for a number of reasons including:~~

- ~~a. The need to engage short term staff to relieve existing staff when on leave.~~
- ~~b. Legal expenses where a specific firm by reason of expertise or previous experience is considered to be the preferred provider of such services.~~
- ~~c. Emergency situations.~~
- ~~d. Urgent works such as electrical and plumbing repairs where immediate work is required to address a safety or operational issue.~~

~~Council has so determined that the following purchases are exempt from the above requirements.~~

- ~~a. The engagement of short term professional staff to relieve existing staff when on periods of leave or to meet operational requirements. This is considered exempt as the expertise and experience of the individual is considered to be the critical factor in engaging such an individual and the provisions of this purchasing policy do not provide the best mechanism to secure their services. Such appointments are generally made through a third party employment provider.~~

~~In the instance where staff deem it necessary to vary from these policy requirements, the form attached as Appendix A should be completed and authorised by the Chief Executive Officer or Manager responsible for the employee officer.~~

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

## 4.5 Regulatory Compliance

### 4.5.1 Tender Exemption

The *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996* provides for purchases which are exempt from these requirements.

These are:

- a. An emergency situation as defined by the *Local Government Act 1995*.

- b. The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), regional council, or another local government.
- c. Within the last six months Council has invited tenders or expressions of interest and there was none received that met the tender specifications or satisfied the value for money assessment. ~~(see 1.7.9).~~
- d. The purchase is under auction which has been authorised by Council.
- e. The contract is for petrol, oil, or other liquid or gas used for internal combustion engines.
- f. Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

**4.5.2 Sole Source of Supply (Monopoly Suppliers)**

The purchasing of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision ‘sole source of supply’ should only occur in limited cases and purchasing experience indicates that generally more than one supplier is able to provide the requirements.

**4.5.3 Anti-Avoidance**

The Town of Cottesloe shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender.

**4.5.4 Tender Criteria**

The Town of Cottesloe shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For requests with a total estimated (excluding GST) price of:

- Between \$40,000 and \$149,999, the panel must contain a minimum of two members.
- \$150,000 and above, the panel must contain a minimum of three members.

**4.5.5 Advertising Tenders**

Tenders are required to be advertised in a state wide publication for example, The West Australian newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice must include:

- A brief description of the goods or services required.
- Information as to where and how tenders may be submitted.
- The date and time after which tenders cannot be submitted.
- Particulars identifying a person from who more detailed information as to tendering may be obtained.

Detailed information shall include.

- a. Such information as the Town of Cottesloe decides should be disclosed to those interested in submitting a tender.
- b. Detailed specifications of the goods or services required.
- c. The criteria for deciding which tender should be accepted.
- d. Whether or not the Town of Cottesloe has decided to submit a tender.
- e. Whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

The above requirement is a minimum standard prescribed by the *Local Government Act 1995*. In addition, Council will place the above Notice on the Council Website, local newspapers circulating within the Town of Cottesloe and the Cottesloe Council News produced by the Town.

Depending on the nature of goods and services being purchased, other sources should also be considered to ensure the request is made known to as many potential suppliers as possible such as trade publications, direct mailing to known suppliers and others as may be appropriate to the specific purchase.

#### **4.5.6 Issuing Tender Documentation**

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Town of Cottesloe not to compromise its Duty to be Fair.

#### **4.5.7 Tender Deadline**

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

#### **4.5.8 Opening of Tenders**

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

In the event a tender is inadvertently opened prior to the close of the Tender period, then the Manager Corporate and Community Services or Chief Executive Officer is to be immediately notified. The following must also be done:

- The contents of the envelope, as well as the envelope the tender arrived in are to be completely placed in another envelope.
- A statement from the officer who opened the Tender is to be counter signed by the Manager Corporate and Community Services and sealed in the envelope. This statement shall include details as to how and why the Tender was opened. The statement shall be filed with the Tender in the Tender register. The statement shall be read aloud at the Tender opening.
- The sealed envelope is to be placed in the Tender box.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Town of Cottesloe. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Town of Cottesloe Officers present at the opening of tenders.

**4.5.9 No Tenders Received**

Where the Town of Cottesloe has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- A sufficient number of quotations are obtained.
- The process follows the guidelines for seeking quotations between \$40,000 up to \$149,999 (listed above).
- The specification for goods and/or services remains unchanged.
- Purchasing is arranged within six months of the closing date of the lapsed tender.

**4.5.10 Tender Evaluation**

Tenders that have not been rejected shall be assessed by the Town of Cottesloe by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

**4.5.11 Addendum to Tender**

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Town of Cottesloe may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

**4.5.12 Minor Variation**

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Town of Cottesloe and tenderer have entered into a Contract, a minor variation may be made by the Town of Cottesloe.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

**4.5.13 Notification of Outcome**

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

**4.5.14 Records Management**

All records associated with the tender process or a direct purchase process must be recorded and retained.

For a tender process this includes the recording of the following in the Tender Register:

- Tender documentation
- Internal documentation
- Evaluation documentation
- Enquiry and response documentation
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the *State Records Act 2000*, and the Town of Cottesloe's internal records management policy.

**5. Related Documents**

[Purchase Orders Policy](#)

**6. Appendix**

[Appendix A – Quotation Acceptance Template](#)

**TOWN OF COTTESLOE POLICY**

|                         |                 |
|-------------------------|-----------------|
| Adopted                 | April 2003      |
| Reviewed                | 23 April 2007   |
| Reviewed                | 31 October 2011 |
| Reviewed                | 2 November 2015 |
| Expected date of review |                 |

# Quotation Acceptance



Quotations sought regarding: \_\_\_\_\_

Nature of the supply: \_\_\_\_\_

|                              |    |    |    |
|------------------------------|----|----|----|
| <b>Name of supplier:</b>     | 1. | 2. | 3. |
| <b>Price (GST included):</b> |    |    |    |

|                              |                 |
|------------------------------|-----------------|
| Project/General Ledger Code: |                 |
| Budgeted Allocation:         | Financial Year: |

Declaration on Conflict of Interest \_\_\_\_\_ Yes/No

If yes, please provide details:

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Have you complied with the requirement of the **Purchasing Policy**? \_\_\_ Yes/No

If no, please detail why the requirements of the Policy should be varied for this purchase. Please attach additional documentation if required.

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DOCUMENT TEMPLATE

**Officer recommended supplier**

|                       |       |
|-----------------------|-------|
| Name of supplier:     |       |
| Supporting narration: |       |
| Signed:               | Date: |

**Manager/~~CEO recommended~~ approved supplier**

|                       |       |
|-----------------------|-------|
| Name of supplier:     |       |
| Supporting narration: |       |
| Signed:               | Date: |

Total Supplier Spend per Period

For Transactions in the 2018 Posting YEAR, All Creditor Categories Combined  
Suppliers Where Spend is Below \$500.00 Have been Excluded

|      |   | \$               | #   |
|------|---|------------------|-----|
| 545  | Department of Fire & Emergency Services               | -\$ 1,418,544.79 | 4   |
| 602  | WA Treasury Corporation                               | -\$ 744,428.08   | 9   |
| 55   | Shire of Peppermint Grove                             | -\$ 685,758.90   | 6   |
| 2283 | Department of Education                               | -\$ 550,000.00   | 1   |
| 2067 | Solo Resource Recovery t/as Solo Waste Aust Pty Ltd   | -\$ 549,876.39   | 11  |
| 85   | Western Metropolitan Regional Council                 | -\$ 463,457.60   | 42  |
| 1903 | Click Super   | -\$ 433,366.99   | 261 |
| 656  | Surf Life Saving Western Australia                    | -\$ 240,601.41   | 7   |
| 1576 | Edinger Real Estate                                   | -\$ 173,345.81   | 8   |
| 1398 | LGIS  | -\$ 166,968.51   | 11  |
| 600  | Procott Incorporated                                  | -\$ 123,566.30   | 1   |
| 610  | Construction Training Fund                            | -\$ 123,054.74   | 16  |
| 88   | Managed IT Pty Ltd                                    | -\$ 119,141.80   | 54  |
| 645  | Cobblestone Concrete                                  | -\$ 109,299.37   | 22  |
| 2341 | Electricity Generation and Retail Corporation         | -\$ 105,419.85   | 25  |
| 1520 | Department of Commerce Building Commission            | -\$ 104,661.98   | 15  |
| 2124 | West Tip Waste Control Pty Ltd                        | -\$ 96,927.18    | 3   |
| 2296 | HiTech Security (WA) Pty Ltd                          | -\$ 91,776.60    | 7   |
| 1927 | Michael Page International (Australia) Pty Ltd        | -\$ 86,541.51    | 51  |
| 514  | Shine Community Services                              | -\$ 84,550.00    | 2   |
| 1479 | Environmental Wastewater C S Pty Ltd                  | -\$ 78,405.91    | 10  |
| 1915 | Marketforce Pty Ltd                                   | -\$ 77,101.76    | 87  |
| 1245 | Nu-Trac Rural Contracting                             | -\$ 74,839.00    | 10  |
| 91   | Claremont Asphalt                                     | -\$ 64,735.00    | 32  |
| 1844 | Blue Tang (WA) Pty Ltd atf The Reef Unit Trust T/As E | -\$ 61,518.35    | 11  |
| 110  | Synergy   | -\$ 61,299.55    | 13  |
| 1965 | LSV Borrello Lawyers                                  | -\$ 60,943.50    | 28  |
| 82   | Civica Pty Ltd  | -\$ 60,599.37    | 15  |
| 544  | B M Pember  | -\$ 59,688.75    | 15  |
| 22   | Landgate - VGO  | -\$ 58,818.50    | 12  |
| 1721 | Business Fuel Cards Pty Ltd                           | -\$ 54,394.30    | 9   |
| 1340 | F J Fitzsimmons & Co                                  | -\$ 53,532.60    | 2   |
| 939  | Sea View Golf Club                                    | -\$ 52,800.00    | 1   |
| 159  | John Parker Vactor Jet Rodding                        | -\$ 51,263.00    | 22  |
| 951  | Melville Subaru                                       | -\$ 48,449.36    | 3   |
| 118  | Water Corporation                                     | -\$ 46,152.13    | 129 |
| 122  | Jackson McDonald Services Pty Ltd                     | -\$ 43,269.35    | 12  |
| 37   | Winc Australia Pty Limited                            | -\$ 42,954.11    | 61  |
| 1758 | Crest Personnel Pty Ltd                               | -\$ 42,521.62    | 29  |
| 210  | Hays Specialist Recruitment (Aust.) P/L               | -\$ 41,576.09    | 25  |
| 2023 | Fines Enforcement Registry                            | -\$ 40,887.00    | 50  |
| 61   | City of Nedlands                                      | -\$ 38,486.80    | 6   |
| 19   | McLeods Barristers & Solicitors                       | -\$ 37,261.63    | 37  |
| 1462 | AD Engineering International Pty Ltd                  | -\$ 36,628.90    | 1   |
| 153  | LGIS Insurance Broking                                | -\$ 36,172.32    | 5   |
| 84   | West Australian Local Government Assoc.               | -\$ 34,292.84    | 38  |
| 784  | Western Australian Electoral Commission               | -\$ 32,238.19    | 1   |
| 2486 | Buick Holdings Pty Ltd                                | -\$ 31,844.20    | 1   |
| 505  | Melville Mazda  | -\$ 31,700.01    | 1   |
| 1719 | P Angers  | -\$ 31,024.77    | 3   |
| 128  | Total Packaging (WA) Pty Ltd                          | -\$ 30,201.60    | 6   |
| 2401 | Perth Auto Alliance Pty Ltd t/as Lynford              | -\$ 29,861.78    | 1   |
| 2063 | Arbor Carbon  | -\$ 28,531.25    | 4   |
| 1115 | Green Skills Inc                                      | -\$ 28,043.40    | 5   |

|      |  |     |           |    |
|------|--|-----|-----------|----|
| 2354 | CSCH Pty Ltd t/as Charles Service Company            | -\$ | 27,971.66 | 5  |
| 661  | T-Quip   | -\$ | 27,867.03 | 20 |
| 2066 | Infocouncil Pty Ltd                                  | -\$ | 27,119.44 | 4  |
| 2107 | MEC 929 Pty Ltd T/A Murphy's Electrical Company      | -\$ | 26,884.55 | 11 |
| 113  | Telstra Corporation Limited                          | -\$ | 24,895.33 | 29 |
| 1485 | Smart Parking Ltd                                    | -\$ | 24,543.00 | 18 |
| 1464 | D U Electrical Pty Ltd                               | -\$ | 24,417.47 | 7  |
| 1473 | Eco Resources Pty Ltd                                | -\$ | 23,947.00 | 17 |
| 2462 | Club Holdings Pty Ltd T/A Horizons West Bus & Coach  | -\$ | 22,961.27 | 1  |
| 1131 | Globe Australia Pty Ltd                              | -\$ | 22,728.20 | 10 |
| 67   | Town of Cottesloe                                    | -\$ | 22,221.10 | 27 |
| 695  | Cardno (WA) Pty Ltd                                  | -\$ | 22,063.25 | 11 |
| 1154 | Burke Electrical Services Pty Ltd                    | -\$ | 22,027.50 | 4  |
| 574  | Burgess Rawson (WA) Pty Ltd                          | -\$ | 21,321.48 | 3  |
| 706  | ECOSCAPE   | -\$ | 21,106.79 | 6  |
| 49   | Charles Service Company                              | -\$ | 20,559.65 | 6  |
| 132  | Landfill Gas & Power Pty Ltd                         | -\$ | 20,132.42 | 7  |
| 1098 | National Australia Bank Business Visa                | -\$ | 20,049.08 | 98 |
| 1597 | Colgan Industries Pty Ltd                            | -\$ | 19,544.32 | 1  |
| 1924 | TechnologyOne Ltd T/A Digital Mapping Solutions      | -\$ | 19,424.90 | 3  |
| 1157 | GHD Pty Ltd  | -\$ | 18,282.00 | 3  |
| 46   | Professional Tree Surgeons                           | -\$ | 18,023.40 | 21 |
| 139  | Australia Post                                       | -\$ | 17,986.46 | 12 |
| 89   | Major Motors Pty Ltd                                 | -\$ | 17,899.83 | 47 |
| 1391 | Department of Transport                              | -\$ | 17,747.60 | 5  |
| 526  | Zipform Pty Ltd                                      | -\$ | 17,482.27 | 7  |
| 1542 | Foreshore Rehabilitation & Landscaping               | -\$ | 16,984.00 | 4  |
| 1933 | Moore Stephens                                       | -\$ | 16,775.00 | 4  |
| 733  | J M Dawkins  | -\$ | 16,584.66 | 1  |
| 2056 | Scotts Scrubbing & Sweeping Services Pty Ltd         | -\$ | 16,390.00 | 4  |
| 1946 | M T Rodda  | -\$ | 15,881.08 | 2  |
| 7    | Western Chainwire                                    | -\$ | 14,795.00 | 3  |
| 2188 | Entco Australia Pty Ltd                              | -\$ | 14,541.09 | 2  |
| 1724 | Jason Sign Makers                                    | -\$ | 14,322.12 | 21 |
| 1931 | Arthur D Riley & Co Ltd                              | -\$ | 13,815.00 | 3  |
| 1226 | Ellenby Tree Farm Pty Ltd                            | -\$ | 13,623.50 | 5  |
| 1937 | Assured Certification Services                       | -\$ | 13,521.75 | 4  |
| 1947 | R J A Thomas   | -\$ | 12,875.71 | 4  |
| 1490 | S J Pyvis  | -\$ | 12,825.00 | 2  |
| 1714 | Jones Lange LaSalle Advisory Services Pty Ltd        | -\$ | 12,801.25 | 5  |
| 1322 | Wood & Grieve Engineers                              | -\$ | 12,760.00 | 4  |
| 1774 | Express Salary Packaging Pty Ltd                     | -\$ | 12,658.00 | 40 |
| 29   | Fuji Xerox Australia Pty Ltd                         | -\$ | 12,301.76 | 20 |
| 2355 | Disabled Surfers Association of Australia Inc.       | -\$ | 11,746.00 | 1  |
| 2190 | Gather Consultancy                                   | -\$ | 11,742.50 | 4  |
| 1480 | IRIS Consulting Group Pty Ltd                        | -\$ | 11,725.00 | 6  |
| 2484 | Inception WA Pty Ltd ATF Araminta Trust T/As Jacksc  | -\$ | 11,254.10 | 1  |
| 1782 | AECOM Australia Pty Ltd                              | -\$ | 11,158.40 | 2  |
| 791  | Sculpture by the Sea                                 | -\$ | 11,000.00 | 1  |
| 2006 | Peter Baxendale Consulting Engineer                  | -\$ | 10,758.00 | 5  |
| 2280 | GTA Consultants (WA) Pty Ltd                         | -\$ | 10,744.12 | 4  |
| 2426 | Valmec Australia Pty Ltd                             | -\$ | 10,688.60 | 1  |
| 1848 | Venturecorp Pty Ltd T/A Haefeli Lysnar Survey Equipm | -\$ | 10,274.00 | 6  |
| 2400 | J H Computer Services Pty Ltd                        | -\$ | 10,230.00 | 2  |
| 79   | Perth Irrigation Centre                              | -\$ | 10,146.65 | 35 |
| 100  | Jaymar Pumps   | -\$ | 10,118.90 | 6  |
| 561  | Perth Region NRM                                     | -\$ | 9,155.41  | 3  |
| 38   | Veolia Environmental Services                        | -\$ | 8,840.66  | 19 |
| 1309 | Scott Printers Pty Ltd T/A Scott Print               | -\$ | 8,663.30  | 4  |

|      |  |     |          |    |
|------|--|-----|----------|----|
| 2148 | DataCom IT   | -\$ | 8,640.50 | 1  |
| 1959 | S L Boulter  | -\$ | 8,550.00 | 1  |
| 2248 | Coastline Mowers                                     | -\$ | 8,386.05 | 3  |
| 2339 | M S Tucak  | -\$ | 8,365.45 | 3  |
| 2282 | Department of Local Government, Sport and Cultural I | -\$ | 7,774.80 | 1  |
| 720  | MP Rogers & Associates Pty Ltd                       | -\$ | 7,769.30 | 2  |
| 1626 | Young's Plumbing Service Pty Ltd                     | -\$ | 7,768.21 | 16 |
| 1997 | Stone Supplies WA Pty Ltd T/A Creation Landscape S   | -\$ | 7,628.34 | 29 |
| 2340 | M Harkins  | -\$ | 7,601.30 | 2  |
| 2346 | H B Sadler   | -\$ | 7,601.30 | 2  |
| 75   | Safety Zone Australia Pty Ltd                        | -\$ | 7,596.26 | 12 |
| 3    | Department of Human Services                         | -\$ | 7,595.84 | 20 |
| 1742 | Onsite Rentals Pty Ltd                               | -\$ | 7,540.50 | 4  |
| 803  | Natural Area Holdings PL T/A Envirowest              | -\$ | 7,460.20 | 6  |
| 2165 | Two Yacht Chefs Pty Ltd T/A Kirkwood Deli            | -\$ | 7,314.10 | 22 |
| 47   | Collisters Electrical                                | -\$ | 7,241.85 | 7  |
| 2083 | StrataGreen  | -\$ | 7,145.96 | 11 |
| 94   | Insight CCS Pty Ltd                                  | -\$ | 7,034.21 | 9  |
| 523  | Local Government Professionals Australia WA          | -\$ | 6,940.00 | 10 |
| 1993 | RAMM Software Pty Ltd                                | -\$ | 6,722.99 | 1  |
| 1878 | Syrinx Environmental Pty Ltd                         | -\$ | 6,550.50 | 5  |
| 2178 | G D Riley  | -\$ | 6,191.96 | 1  |
| 48   | Cannon Hygiene Australia Pty Ltd                     | -\$ | 5,981.03 | 3  |
| 642  | David Gray & Co Pty Ltd                              | -\$ | 5,974.80 | 12 |
| 1509 | Mastec Australia Pty Ltd                             | -\$ | 5,943.52 | 2  |
| 716  | Cottesloe Tennis Club                                | -\$ | 5,837.00 | 1  |
| 2438 | J Gilmour  | -\$ | 5,813.52 | 1  |
| 20   | Hillmack Sales (Australia) Pty Ltd                   | -\$ | 5,597.05 | 14 |
| 201  | The Environmental Printing Company                   | -\$ | 5,588.00 | 4  |
| 2195 | Solaris Cancer Care                                  | -\$ | 5,530.00 | 2  |
| 764  | Pitney Bowes Australia Pty Ltd                       | -\$ | 5,507.70 | 3  |
| 1949 | West Coast Shade Pty Ltd                             | -\$ | 5,489.00 | 3  |
| 21   | Landgate   | -\$ | 5,444.70 | 6  |
| 1361 | Department of Transport                              | -\$ | 5,443.80 | 8  |
| 681  | J S Birnbrauer                                       | -\$ | 5,340.83 | 1  |
| 1468 | K P Downes   | -\$ | 5,340.83 | 1  |
| 1716 | H I Burke  | -\$ | 5,340.83 | 1  |
| 1099 | O'Connor Lawnmower & Chainsaw Centre                 | -\$ | 5,308.00 | 20 |
| 188  | Bob Jane T-Mart                                      | -\$ | 5,284.00 | 11 |
| 2031 | Connorsupa Pty Ltd T/A Harvey Norman O'Connor        | -\$ | 5,229.60 | 10 |
| 52   | Town of Claremont                                    | -\$ | 5,100.00 | 1  |
| 1074 | Freiberg Office Solutions Pty Ltd                    | -\$ | 5,079.44 | 1  |
| 62   | Bunnings Group Ltd                                   | -\$ | 5,046.98 | 76 |
| 215  | Australian Red Cross Society                         | -\$ | 5,000.00 | 1  |
| 2    | Australian Services Union                            | -\$ | 4,860.42 | 20 |
| 2034 | ColleaguesNagels Pty Ltd                             | -\$ | 4,770.20 | 4  |
| 2132 | Safeway Building and Renovations Pty Ltd             | -\$ | 4,620.00 | 1  |
| 211  | Apace Aid (Inc)                                      | -\$ | 4,579.25 | 2  |
| 1458 | Enware Australia Pty Ltd                             | -\$ | 4,505.60 | 2  |
| 2254 | T & R Formwork Pty. Ltd                              | -\$ | 4,499.00 | 2  |
| 1503 | Diamond Hire   | -\$ | 4,418.48 | 16 |
| 742  | Cottesloe Surf Life Saving Club Inc                  | -\$ | 4,400.00 | 1  |
| 1778 | Western Heritage Pty Ltd                             | -\$ | 4,400.00 | 1  |
| 777  | Audex Sound Pty Ltd                                  | -\$ | 4,323.00 | 1  |
| 1950 | Dickies Tree Service                                 | -\$ | 4,246.00 | 3  |
| 45   | Town of Mosman Park                                  | -\$ | 4,244.50 | 2  |
| 2351 | Hepworth Painting                                    | -\$ | 4,191.00 | 1  |
| 1951 | Larannark Pty Ltd T/A Corprahire                     | -\$ | 4,169.00 | 1  |
| 86   | Statewide Line Marking                               | -\$ | 3,932.28 | 6  |

|      |  |     |          |    |
|------|--|-----|----------|----|
| 1820 | Glowstix Australia Pty Ltd                         | -\$ | 3,904.50 | 1  |
| 1280 | ICEA Ltd   | -\$ | 3,850.00 | 1  |
| 1640 | Bicycle Network Victoria                           | -\$ | 3,778.50 | 2  |
| 2463 | Metal Sign & Label Pty Ltd                         | -\$ | 3,716.90 | 1  |
| 1654 | Any Envelopes                                      | -\$ | 3,690.50 | 1  |
| 1655 | Landmark Products Ltd                              | -\$ | 3,663.00 | 1  |
| 2191 | Air Concepts Pty Ltd TA Airflow Maintenance        | -\$ | 3,635.19 | 6  |
| 183  | Porter Consulting Engineers                        | -\$ | 3,575.00 | 2  |
| 2405 | The Grid Trust t/as Heyder & Shears Catering       | -\$ | 3,561.32 | 1  |
| 2465 | Practical Products Pty Ltd                         | -\$ | 3,509.00 | 1  |
| 1174 | Blackwell & Associates Pty Ltd                     | -\$ | 3,476.00 | 2  |
| 15   | Poolegrave Engravers                               | -\$ | 3,454.00 | 3  |
| 2489 | E Ntoumenopoulos                                   | -\$ | 3,440.00 | 1  |
| 13   | Shacks & Kerr Motors Pty Ltd                       | -\$ | 3,431.00 | 5  |
| 522  | Dogs Refuge Home (WA) Incorporated                 | -\$ | 3,364.90 | 2  |
| 1817 | Garage Sale Trail Foundation Ltd                   | -\$ | 3,359.40 | 1  |
| 2345 | L Young  | -\$ | 3,326.30 | 1  |
| 1235 | Seaview Community Kindergarten                     | -\$ | 3,300.00 | 1  |
| 1620 | WA Building Codes Consultancy                      | -\$ | 3,285.00 | 1  |
| 2466 | TenderLink   | -\$ | 3,245.00 | 4  |
| 540  | Kerb Doctor  | -\$ | 3,229.60 | 3  |
| 2322 | Price Consulting Group Pty Ltd                     | -\$ | 3,185.60 | 1  |
| 2029 | Yabrn Pty Ltd TA Snap Claremont                    | -\$ | 3,155.10 | 30 |
| 1239 | One Fire Group                                     | -\$ | 3,069.00 | 6  |
| 516  | SAI Global Limited                                 | -\$ | 3,064.17 | 4  |
| 2147 | DN Construction Group Pty Ltd                      | -\$ | 3,057.37 | 3  |
| 2281 | Adelphi Apparel                                    | -\$ | 2,988.87 | 3  |
| 1457 | Church of Christ                                   | -\$ | 2,959.00 | 4  |
| 1093 | DORMA Australia Pty Ltd                            | -\$ | 2,922.37 | 2  |
| 1558 | Quality Press                                      | -\$ | 2,842.40 | 4  |
| 1244 | The Churches' Commission on Education (Inc) T/A Yc | -\$ | 2,750.00 | 1  |
| 1920 | Surfing Western Australia                          | -\$ | 2,750.00 | 1  |
| 458  | Cottesloe Primary School P & C Association         | -\$ | 2,700.00 | 1  |
| 2250 | The Wrought Iron Factory                           | -\$ | 2,640.00 | 4  |
| 1833 | ACR No 1 Pty Ltd T/A Prestige Honda                | -\$ | 2,623.35 | 4  |
| 2475 | T Meegan   | -\$ | 2,560.00 | 1  |
| 2249 | 1905 Catering & Blue Bean Cafe                     | -\$ | 2,522.00 | 11 |
| 557  | Worldwide Online Printing                          | -\$ | 2,454.26 | 2  |
| 2485 | S D Harben   | -\$ | 2,442.10 | 1  |
| 2320 | Comida Do Sul                                      | -\$ | 2,420.00 | 3  |
| 390  | North Cottesloe Surf Life Saving Club              | -\$ | 2,408.50 | 3  |
| 1736 | Matrix Productions                                 | -\$ | 2,400.00 | 1  |
| 1663 | General Lighting Services WA                       | -\$ | 2,352.35 | 2  |
| 2366 | Market Creations Pty Ltd                           | -\$ | 2,288.00 | 1  |
| 1969 | Fremantle Heritage Roofing Services                | -\$ | 2,240.00 | 3  |
| 2219 | Bright Beginnings                                  | -\$ | 2,240.00 | 1  |
| 1229 | The Planning Group WA Pty Ltd T/A TPG Town Plann   | -\$ | 2,200.00 | 1  |
| 2193 | Calm Holdings Pty Ltd                              | -\$ | 2,173.78 | 1  |
| 2052 | Xorro Print & signage Specialists                  | -\$ | 2,156.00 | 8  |
| 539  | Local Health Authorities Analytical Committee      | -\$ | 2,120.07 | 1  |
| 103  | Benara Nurseries                                   | -\$ | 2,070.55 | 3  |
| 2089 | Central Regional TAFE                              | -\$ | 2,022.07 | 2  |
| 1042 | Iron Mountain Australia Group Pty Ltd              | -\$ | 2,008.60 | 10 |
| 580  | St John Ambulance Australia (WA) Inc               | -\$ | 2,005.92 | 14 |
| 1427 | Cottesloe Rugby Union Football Club Inc            | -\$ | 2,000.00 | 1  |
| 1429 | Westcoast Community Centre Inc                     | -\$ | 2,000.00 | 1  |
| 2122 | Perth Pest Control Pty Ltd                         | -\$ | 1,991.00 | 1  |
| 2263 | GK Creative Pty Ltd                                | -\$ | 1,990.00 | 1  |
| 2059 | Dataworx Systems Australia Pty Ltd                 | -\$ | 1,980.00 | 1  |

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|------|--|-----|----------|----|
| 1645 | Swissclinical Australia Pty Ltd t/a SpotMe Drycleaners | -\$ | 1,974.00 | 10 |
| 2087 | Australian Wide Taxation                               | -\$ | 1,870.00 | 2  |
| 2223 | AAA Asphalt Surfaces                                   | -\$ | 1,870.00 | 2  |
| 2469 | Quercus Australia Pty Ltd ATFT Arbor Logic Unit Trus   | -\$ | 1,859.00 | 1  |
| 2279 | RTO Solutions Pty Ltd t/a Illuminate Group             | -\$ | 1,820.00 | 3  |
| 1583 | Information Proficiency                                | -\$ | 1,807.80 | 4  |
| 1680 | Department of Fire & Emergency Services - Mon itorii-  | -\$ | 1,794.14 | 1  |
| 2488 | Institute of Public Works Engineering Australasia - W/ | -\$ | 1,750.00 | 1  |
| 181  | JR & A Hersey Pty Ltd                                  | -\$ | 1,746.42 | 2  |
| 1914 | Domus Nursery  | -\$ | 1,722.21 | 1  |
| 1671 | Work Clobber   | -\$ | 1,712.50 | 12 |
| 35   | Cottesloe IGA  | -\$ | 1,662.92 | 52 |
| 77   | Galvins Plumbing Supplies                              | -\$ | 1,626.48 | 11 |
| 1660 | Access Unlimited International Pty Ltd                 | -\$ | 1,603.91 | 1  |
| 2436 | Fire & Safety Australia Pty Ltd                        | -\$ | 1,600.00 | 1  |
| 24   | ZircoDATA Pty Ltd                                      | -\$ | 1,581.55 | 7  |
| 988  | Securex Pty Ltd  | -\$ | 1,548.50 | 5  |
| 738  | Securepay Pty Ltd                                      | -\$ | 1,540.00 | 1  |
| 33   | Cottesloe Medical Centre                               | -\$ | 1,515.00 | 10 |
| 1062 | Cottesloe Junior Football Club Inc                     | -\$ | 1,500.00 | 1  |
| 2324 | Preferred Ceilings Pty Ltd                             | -\$ | 1,485.00 | 1  |
| 1943 | Printline  | -\$ | 1,479.84 | 3  |
| 1953 | Australian Coastal Councils Association Inc            | -\$ | 1,403.88 | 1  |
| 707  | Planning Institute of Australia Ltd                    | -\$ | 1,395.00 | 1  |
| 2164 | Plant Force Investments Pty Ltd T/A Plantrite          | -\$ | 1,381.60 | 1  |
| 2472 | The Grid Trust t/as Heyder and Shears Catering         | -\$ | 1,375.00 | 1  |
| 1020 | By Word of Mouth Pty Ltd                               | -\$ | 1,350.00 | 3  |
| 212  | Osborne Park Volkswagon                                | -\$ | 1,331.00 | 1  |
| 2378 | R Kendall  | -\$ | 1,324.42 | 1  |
| 2272 | Platinum Bags Pty Ltd                                  | -\$ | 1,309.00 | 1  |
| 1982 | Planot   | -\$ | 1,300.00 | 1  |
| 1703 | Photography Project Pty Ltd                            | -\$ | 1,291.40 | 2  |
| 2470 | 2 Sticks Digital Marketin Pty Ltd T/A net101           | -\$ | 1,253.00 | 1  |
| 548  | Keynote Conferences                                    | -\$ | 1,240.00 | 1  |
| 80   | Kennards Hire Pty Ltd                                  | -\$ | 1,228.00 | 3  |
| 1863 | Perth Aquatic, Seed, & Ecological Services Pty Ltd     | -\$ | 1,220.00 | 4  |
| 2163 | LYRECO Pty Ltd   | -\$ | 1,201.74 | 9  |
| 1102 | Betta Turf   | -\$ | 1,166.00 | 2  |
| 622  | Sunny Sign Company Pty Ltd                             | -\$ | 1,164.90 | 1  |
| 1902 | Keith Heffernan Pty Ltd T/A Q Play                     | -\$ | 1,162.37 | 2  |
| 2028 | Bug Busters  | -\$ | 1,144.00 | 6  |
| 141  | BOC Limited  | -\$ | 1,133.82 | 3  |
| 759  | Adshel Street Furniture Pty Ltd                        | -\$ | 1,122.00 | 2  |
| 1672 | Environmental Health Australia (WA) Inc                | -\$ | 1,117.00 | 3  |
| 194  | Magnapower   | -\$ | 1,112.71 | 1  |
| 121  | Chubb Fire & Security Pty Ltd                          | -\$ | 1,074.37 | 2  |
| 1954 | AusQ Training  | -\$ | 1,017.00 | 1  |
| 2412 | P A Martino  | -\$ | 1,001.00 | 1  |
| 2172 | S Price  | -\$ | 1,000.00 | 1  |
| 1728 | Pirtek (Fremantle) Pty Ltd                             | -\$ | 987.01   | 1  |
| 2247 | Professionals The Wright Team                          | -\$ | 925.46   | 1  |
| 1835 | Mustang Three T/A Key2Creative                         | -\$ | 913.00   | 1  |
| 1231 | Guardian Tactile Systems                               | -\$ | 907.60   | 1  |
| 1842 | Run, Mouse, Run  | -\$ | 900.00   | 1  |
| 607  | Turf Care WA Pty Ltd                                   | -\$ | 880.00   | 1  |
| 1790 | Altiform Pty Ltd                                       | -\$ | 880.00   | 1  |
| 105  | Active Transport & Tilt Tray Services WA               | -\$ | 858.00   | 6  |
| 2362 | CSM Fabrication  | -\$ | 850.00   | 2  |
| 2399 | Woodlands News   | -\$ | 850.00   | 1  |

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|------|---|-----|------------------|------|
| 1684 | Mondoluce (Aust) Pty Ltd                            | -\$ | 781.00           | 1    |
| 1897 | HONMAZ  | -\$ | 776.00           | 1    |
| 2424 | Corsign WA Pty Ltd                                  | -\$ | 770.00           | 1    |
| 741  | Western Power                                       | -\$ | 750.00           | 1    |
| 200  | Paint Industries Pty Ltd                            | -\$ | 746.82           | 3    |
| 1070 | Omartleb Pty Ltd T/A ENZED Perth                    | -\$ | 676.60           | 1    |
| 2266 | P J Callaghan                                       | -\$ | 665.71           | 1    |
| 1994 | West Australian Newspaper Ltd                       | -\$ | 663.09           | 4    |
| 1956 | Toolmart Australia Pty Ltd                          | -\$ | 638.90           | 2    |
| 650  | Coates Hire Operations Pty Ltd                      | -\$ | 605.66           | 1    |
| 1610 | Archival Survival Pty Ltd                           | -\$ | 601.76           | 1    |
| 931  | Zurich Australian Insurance Limited                 | -\$ | 600.00           | 2    |
| 1185 | Waterlogic Australia Pty Ltd                        | -\$ | 594.00           | 3    |
| 1584 | Ozwashroom - R & R Dawood Trading Pty Ltd           | -\$ | 560.00           | 1    |
| 1725 | Rusted Solutions                                    | -\$ | 557.30           | 1    |
| 515  | Cottesloe Child Care Centre Inc                     | -\$ | 550.00           | 1    |
| 543  | Australia Day Council of WA Inc T/As Auspire        | -\$ | 550.00           | 1    |
| 2151 | JK Foster & B Quinn T/A Whitford Marquee & Party Hi | -\$ | 550.00           | 1    |
| 2464 | Stephanie Baily Paper Conservator                   | -\$ | 528.00           | 1    |
| 1845 | E G Nicholls  | -\$ | 503.59           | 4    |
| 2173 | M J Wilson  | \$  | 1,000.00         | 1    |
|      |   |     | -\$ 9,664,086.81 | 2685 |



## Town of Cottesloe

### **REQUEST FOR QUOTATION:**

#### ***Review and Update of the Town of Cottesloe's Local Bike Plan***

**Submissions due by: 2:00pm (AWST) Friday, 29<sup>th</sup> May 2015**

#### **1. BACKGROUND**

The Town of Cottesloe is a small coastal local government in the Western Suburbs of Perth covering a total area of approximately 4 square kilometers. As a popular tourist destination, located approximate 11 kilometres from Perth CBD and 9 kilometres from the Fremantle Town Centre, the Town attracts all types of cyclists. Such cyclists include 'neighbourhood', 'commuter', 'recreational' and 'sports adult' cyclists, as categorised in the Town of Cottesloe Local Bike Plan 2008 – 2014.

The Western Suburbs Bike Plan was produced in 1999 for the City of Nedlands, Town of Cottesloe and Town of Claremont. This plan sought to present a coordinated approach to the on-going provision of cycle facilities within the included areas. In meeting the broad intentions of the plan the Town of Cottesloe installed a number of cycle facilities within its local government area.

In 2008 the Town of Cottesloe Local Bike Plan 2008 - 2014 was produced with the fundamental aim of building upon the Western Suburbs Bike Plan. This five year plan set out the new strategic direction for cycling in Cottesloe and identified a range of measures intending to meet the needs of cyclists in and through Cottesloe. The bike plan recommended twenty-one minor improvements and five major improvements.

An audit of the Town's cycling facilities in 2012 revealed that a majority of the recommended minor improvements had been completed by the Town. In contrast, the recommended major improvements required great capital investment, did not lie within the Town's scope or, in the case of Forrest Street Dual Use Path, had been completed. With the expiry of the Town's most recent bike plan in 2014, the Town is looking to develop an updated plan.



## **1.1 Aim of the Project**

The Town wishes to develop an updated local bike plan. It is intended that the updated plan will be an extension of the 2008 – 2014 plan, giving due consideration to the recommendations outlined in the expired plan. However, through the development of an updated plan, the Town also intends to create a new strategic bicycle network within its entire local government area by improving both on-road and off-road cycling infrastructure to construct a safer and more functional cycling environment. The updated plan will span from the period of 2015 to 2021. A key objective of the updated plan is to ensure that it caters to the needs and requirements of all types of cyclists as best as possible, while considering the safety of cyclists as paramount in all aspects of the plan.

## **2. PROJECT SPECIFICATIONS**

### **2.1 Project Location**

Although it is intended that the updated plan will encompass the entire area within the Town's boundaries, exploring the opportunity to incorporate on-road and off-road cycling infrastructure, seven specific locations have been identified as a concern including:

1. Marine Parade
2. Broome Street
3. Grant Street
4. Eric Street
5. Salvado Street
6. Forest Street (between Broome Street and Curtin Avenue)
7. Railway Street

Each of the listed locations faces a unique set of issues that the Town is looking to overcome. Current issues faced in these areas include, but are not limited to: conflict of road and footpath use between cyclists, vehicles and/or pedestrians; vehicle parking permitted along the length of various roads as a barrier to incorporating on-road cycling facilities; discontinuation of line markings which indicate on-road cycling lanes; large grassed verges dominating the Town's streetscape as well as lengthy driveways backing onto roads/footpaths hindering council's ability to integrate designated on-road and off-road cycling networks.

### **2.2 Available Reference Material**

The Town of Cottesloe will attempt to provide all available documentation to assist in the preparation of the Updated Town of Cottesloe Local Bike Plan. This will include, but not be limited to:

- Western Suburbs Bike Plan 1999
- Town of Cottesloe Bike Plan 2008 - 2014
- Super Tuesday Bike Count in Cottesloe 2013
- Community consultation feedback 2013

### **2.3 Scope of Works**

The project will involve the development of the Updated Town of Cottesloe Local Bike Plan. The successful consultant will be required to prepare detailed recommendations on how the Town can improve on-road and off-road cycling infrastructure throughout the project area as well as within the seven locations identified as a key concern. The specific tasks for this consultancy are as follows:

1. Briefly review Western Suburbs Bike Plan, Town of Cottesloe Local Bike Plan 2008 – 2014 and other available data. The Town will provide the successful consultant with required background information.
2. Project inception meeting with the Town to clarify project management requirements and ensure all project objectives, deliverables, methodology and timelines are clearly understood and agreed upon by the consultant and the Town.
3. Assess information relating to any relevant changes to local, state and federal strategies and policies where appropriate.
4. Review the project location, focusing on the seven key areas of concern and prepare recommendations in consultation with the Town's staff.
5. Collate all information and present it as the Updated Town of Cottesloe Bike Plan 2015 – 2021.
6. Provide the Town with an electronic copy of the Draft Updated Town of Cottesloe Local Bike Plan.
7. Meet with the Town to review the Draft Updated Town of Cottesloe Local Bike Plan. This should follow a review of the draft by relevant stakeholders as well as allowing the Town to provide the consultant with a single consolidated suite of comments relating to the draft document.

As an extension of the Town's 2008 -2014 plan, the updated plan should include a summary of recommendations from the expired plan, highlighting both completed and uncompleted actions as well as the rationale for the update plan. The consultant will also be required to report on methodologies used, assumptions made and provide a comprehensive set of recommendations as well as a practical framework for implementation.

### **2.4 Deliverables**

The consultant will be required to attend meetings as outlined in the Request for Quotation throughout the course of the project to ensure that project objectives and expected outcomes are aligned. Additionally, the consultant will be required to provide the Town with a comprehensive document, to be the Updated Town of Cottesloe Local Bike Plan 2015 – 2021.

## **2.5 Meetings and presentations**

It is expected that the successful consultant will be in regular communication with the Town regarding the progress of the project for its entire duration. As a minimum, three formal meetings will be required between the successful consultant and the Town. The three meetings include: project inception, project direction and review of the Draft Updated Town of Cottesloe Bik Plan.

## **3. PROJECT TIMEFRAME**

The successful consultant will be expected to commence work on the project once the contract has been awarded by the Town. The consultant will need to outline their proposed timeframe in their response. The draft report is to be provided to the Town by Wednesday, 15<sup>th</sup> July 2015. The final report will need to be completed and submitted no later than **5:00pm (AWST) Friday, 31<sup>st</sup> of July 2015**.

## **4. PRICING SCHEDULE**

A budget of \$35,000 (excluding GST) has been set aside for the project to complete the tasks as outlined in the scope of works.

## **5. CONTACT**

Responses to the Request for Quotation are to be submitted electronically to the Engineering Services Manager, Doug Elkins: [mes@cottesloe.wa.gov.au](mailto:mes@cottesloe.wa.gov.au) by no later than **2:00pm (AWST) Friday, 29<sup>th</sup> May 2015**. If you would like further information or have any queries on the Request for Quotation do not hesitate to call on 9285 5000.



# TAX INVOICE

Invoice #: ITT150393  
Project: CEP02417  
Contact: JACOB MARTIN  
Invoice Date: 3 July 2015



TOWN OF COTTESLOE  
109 BROOME STREET  
COTTESLOE WA 6011

Attention: DOUGLAS ELKINS

Cardno (WA) Pty Ltd  
ABN 77 009 119 000  
11 Harvest Terrace  
West Perth WA 6872  
PO Box 447 West Perth WA 6872  
Telephone: +61 8 9273 3888  
Facsimile: +61 8 9388 3831  
Email: perth@cardno.com.au  
Web: www.cardno.com.au

Project Name: COTTESLOE BIKE PLAN  
PURCHASE ORDER NO: 47104

For Professional Services Rendered for the period ending: 3 July 2015

### DESCRIPTION OF FEES:

- > Project inception
- > Saddle survey
- > Background review
- > Project scoping

POSTED

TOWN OF COTTESLOE

|                               |                    |
|-------------------------------|--------------------|
| CREDITOR NO                   | 695                |
| ORDER NO                      | 47104              |
| GL ACCOUNT/<br>JOB NO         | 15 9000 2-50       |
| RECEIVED IN<br>GOOD CONDITION |                    |
| EXTENSIONS<br>CHECKED         |                    |
| AUTHORISED<br>FOR PAYMENT     | <i>[Signature]</i> |
| DATE                          | 8/7/15             |

|                                |                       |
|--------------------------------|-----------------------|
| Current Invoice                | 8,000.00              |
| GST                            | 800.00                |
| <b>Amount Due This Invoice</b> | <b>AUD \$8,800.00</b> |

This is a payment claim made under the "Construction Contracts Act 2004 (WA)"

**Amount Due: 14 Days from Date of Invoice**

Invoice No: ITT150393

Please quote invoice number when making EFT or Credit Card payments or return this portion with your cheque.

Direct Deposit Details: HSBC Bank ✓  
BSB 344031 AC 283807001 ✓W

### Credit Card Payments:

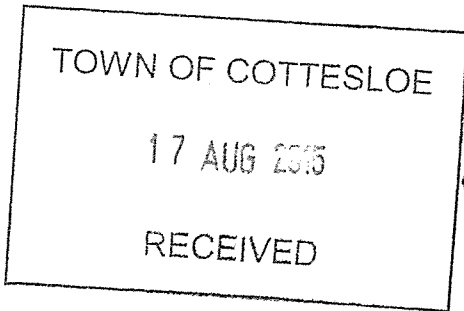
Call 1300 369 093 between 8am-5pm AEST  
Master Card, Visa accepted - (No surcharge applies)

Email Remittance Advices to [eftremitts@cardno.com.au](mailto:eftremitts@cardno.com.au)



# INVOICE

Invoice #: ICW161036  
 Project: CEP02417  
 Contact:  
 Invoice Date: 7 August 2015



TOWN OF COTTESLOE  
 109 BROOME STREET  
 COTTESLOE WA 6011

Attention: DOUGLAS ELKINS

Cardno (WA) Pty Ltd  
 ABN 77 009 119 000  
 11 Harvest Terrace  
 West Perth WA 6872  
 PO Box 447 West Perth WA 6872  
 Telephone: +61 8 9273 3888  
 Facsimile: +61 8 9388 3831  
 Email: perth@cardno.com.au  
 Web: www.cardno.com.au

Project Name: COTTESLOE BIKE PLAN  
 PURCHASE ORDER NO: 47104

For Professional Services Rendered for the period ending: 31 July 2015

- > wayfinding strategy
- > draft reporting
- > infrastructure recommendations
- > project drafting
- > infrastructure costing

**POSTED**

|                               |                    |
|-------------------------------|--------------------|
| TOWN OF COTTESLOE             |                    |
| CREDITOR NO                   | 695                |
| ORDER NO                      | 47104              |
| G/L ACCOUNT/<br>JOB NO        | 15.9000.2-50       |
| RECEIVED IN<br>GOOD CONDITION |                    |
| EXTENSIONS<br>CHECKED         |                    |
| AUTHORISED<br>FOR PAYMENT     | <i>[Signature]</i> |
| DATE                          | 17/8/15            |

|                                |                      |
|--------------------------------|----------------------|
| Current Invoice                | 16,000.00            |
| GST                            | 1,600.00             |
| <b>Amount Due This Invoice</b> | <b>AUD 17,600.00</b> |

This is a payment claim made under the "Construction Contracts Act 2004 (WA)"

**Amount Due: 14 Days from Date of Invoice**

Invoice No: ICW161036

Please quote invoice number when making EFT or Credit Card payments or return this portion with your cheque.

Direct Deposit Details: HSBC Bank  
 BSB 344031 AC 283807001 ✓

**Credit Card Payments:**  
 Call 1300 369 093 between 8am-5pm AEST  
 Master Card, Visa accepted - (No surcharge applies)

Email Remittance Advices to [eftremitts@cardno.com.au](mailto:eftremitts@cardno.com.au)





# TAX INVOICE

Invoice #: ICW161090  
 Project: CEP02417  
 Contact: JACOB MARTIN  
 Invoice Date: 7 September 2015



**TOWN OF COTTESLOE**  
 109 BROOME STREET  
 COTTESLOE WA 6011

Attention: DOUGLAS ELKINS

Cardno (WA) Pty Ltd  
 ABN 77 009 119 000  
 11 Harvest Terrace  
 West Perth WA 6872  
 PO Box 447 West Perth WA 6872  
 Telephone: +61 8 9273 3888  
 Facsimile: +61 8 9388 3831  
 Email: perth@cardno.com.au  
 Web: www.cardno.com.au

Project Name: COTTESLOE BIKE PLAN  
 PURCHASE ORDER NO: 47104

For Professional Services Rendered for the period ending: 28 August 2015

DESCRIPTION OF WORKS:

- > Delivery of Draft Bike Plan
- > Delivery of Wayfinding Strategy

TOWN OF COTTESLOE

CREDITOR NO 695

ORDER NO 47104

G/L ACCOUNT/  
JOB NO 15 9000.2.50

RECEIVED IN  
GOOD CONDITION \_\_\_\_\_

EXTENSIONS  
CHECKED \_\_\_\_\_

AUTHORISED  
FOR PAYMENT KJ

8/9/15

POSTED

|                                |            |                   |
|--------------------------------|------------|-------------------|
| Current Invoice                | 5,000.00   |                   |
| GST                            | 500.00     |                   |
| <b>Amount Due This Invoice</b> | <b>AUD</b> | <b>\$5,500.00</b> |

This is a payment claim made under the "Construction Contracts Act 2004 (WA)"

**Amount Due: 14 Days from Date of Invoice**

Invoice No: ICW161090

Please quote invoice number when making EFT or Credit Card payments or return this portion with your cheque.

**Direct Deposit Details:** HSBC Bank  
 BSB 344031 AC 283807001

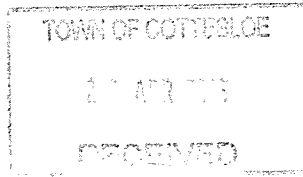
**Credit Card Payments:**  
 Call 1300 369 093 between 8am-5pm AEST  
 Master Card, Visa accepted - (No surcharge applies)

Email Remittance Advices to [eftremitts@cardno.com.au](mailto:eftremitts@cardno.com.au)



# TAX INVOICE

Invoice #: ICW161307  
 Project: CEP02417  
 Contact: JACOB MARTIN  
 Invoice Date: 7 January 2016



TOWN OF COTTESLOE  
 109 BROOME STREET  
 COTTESLOE WA 6011

Attention: DOUGLAS ELKINS

Cardno (WA) Pty Ltd  
 ABN 77 009 119 000  
 11 Harvest Terrace  
 West Perth WA 6872  
 PO Box 447 West Perth WA 6872  
 Telephone: +61 8 9273 3888  
 Facsimile: +61 8 9388 3831  
 Email: perth@cardno.com.au  
 Web: www.cardno.com.au

Project Name: COTTESLOE BIKE PLAN  
 PURCHASE ORDER NO: 47104

For Professional Services Rendered for the period ending: 25 December 2015

DESCRIPTION OF WORKS:

- > Meeting to discuss Draft
- > Issue of Final Report
- > Project Completion

POSTED

TOWN OF COTTESLOE

695

47104

15,900.25

2/5/16

|                                |                       |
|--------------------------------|-----------------------|
| Current Invoice                | 1,500.00              |
| GST                            | 150.00                |
| <b>Amount Due This Invoice</b> | <b>AUD \$1,650.00</b> |

This is a payment claim made under the "Construction Contracts Act 2004 (WA)"

**Amount Due: 14 Days from Date of Invoice**

Invoice No: ICW161307

Please quote invoice number when making EFT or Credit Card payments or return this portion with your cheque.

Direct Deposit Details: HSBC Bank  
 BSB 344031 AC 283807001

Credit Card Payments:  
 Call 1300 369 093 between 8am-5pm AEST  
 Master Card, Visa accepted - (No surcharge applies)

Email Remittance Advices to [eftremitts@cardno.com.au](mailto:eftremitts@cardno.com.au)



This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town of Cottesloe Audit Committee, established by Council pursuant to division 1A, section 7.1A of the *Local Government Act 1995* (the Act) and the *Local Government (Audit) Regulations 1996* (the Regulations).

## 1. Name

The name of this Committee is 'Town of Cottesloe Community Audit Committee'. All references to 'Committee' in this charter mean 'Town of Cottesloe Audit Committee'.

## 2. Establishment

This Committee is established under the provisions of the Act, particular division 1A, section 7.1A.

## 3. Guiding Principles

This Committee is established with the guiding principles prescribed in the Act, the Regulations and the *Local Government (Financial Management) Regulations 1996*.

## 4. Vision

The Vision of this Committee is to review the annual financial audit and other associated matters and ensure that Council's financial systems are able to produce all financial statements free of material error and without a qualified audit statement.

## 5. Terms of Reference

- a. Is to meet with the auditor at least once in every year.
- b. Is to review the annual Department of Local Government Compliance Audit Return and report to Council the results of that review

Under section 16 of the Regulations, the Audit Committee:

- (a) *is to provide guidance and assistance to the local government —*
  - (i) *as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*
  - (ii) *as to the development of a process to be used to select and appoint a person to be an auditor.*

*and*
- (b) *may provide guidance and assistance to the local government as to —*
  - (i) *matters to be audited; and*
  - (ii) *the scope of audits; and*
  - (iii) *its functions under Part 6 of the Act; and*
  - (iv) *the carrying out of its functions relating to other audits and other matters related to financial management.*

## CHARTER – AUDIT COMMITTEE

- (c) *is to review a report given to it by the CEO under Regulation 17.3 (the CEO's report) and is to:*
- (i) *report to the Council the results of that review; and*
  - (ii) *Give a copy of the CEO's report to the Council.*

### 6. Membership

Pursuant to division 1A, section 7.1A of the Act:

- (2) *The members of the audit committee of a local government are to be appointed\* by the local government and at least 3 of the members, and the majority of the members, are to be council members.*  
*\* Absolute majority required.*
- (3) *A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.*
- (4) *An employee is not to be a member of an audit committee.*

At the Ordinary Meeting of Council held 31 October 2017 it was resolved:

*That Council appoints Cr Rodda, Cr Young, and Cr Boulter as members and Mayor Angers as deputy member of the Audit Committee.*

*Carried 9/0*

Any non-elected member (community representative) appointed to the Committee shall have qualifications and/or professional experience that will enhance the expertise available to Elected Members serving on the Committee.

Vacancies for the community representatives will be advertised in the local papers, the Town of Cottesloe webpage and notice boards. Council will then select and appoint new members.

Community representation is valid for two years, until the person resigns, the Committee is disbanded or the next Ordinary Council Election, which ever happens first. Nothing prevents an existing member re-nominating.

### 7. Meetings

#### 7.1 Annual General Meeting

Nil

#### 7.2 Committee Meetings

Meetings shall be held not more frequently than every two months, unless a special meeting of the Committee is called for a specified purpose.

#### 7.3 Quorum

The quorum for any meeting of this Committee shall be 50 percent plus 1 members as endorsed by Council at the time of the meeting.

#### 7.4 Voting

Shall be in accordance with section 5.21 of the Act, with all members endorsed as voting members entitled and required to vote, subject to the provisions of the Act which deal with Financial and Proximity Interests.

#### 7.5 Minutes

The Minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of Act.

The content of the minutes shall be in accordance with the *Local Government (Administration) Regulations 1996* section 11.

*The content of minutes of a meeting of a council or a committee is to include —*

- (a) the names of the members present at the meeting; and*
- (b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and*
- (c) details of each motion moved at the meeting, the mover and the outcome of the motion; and*
- (d) details of each decision made at the meeting; and*
- (da) 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); and*
- (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and*
- (f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest.*

If the Committee resolves, the minutes may include a table of ‘action items’, summarising the agreed actions.

#### 7.6 Who acts if the presiding member is unavailable

Shall be in accordance with section 5.14 of the Act.

#### 7.7 Meetings

Meetings shall be generally open to the public as per the provisions of section 5.23 of the Act.

#### 7.8 Public Question Time

As the Committee has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time.

#### 7.9 Members’ Conduct

Council Members of the Committee shall be bound by the following

- The provisions of section 5.65 of the Act;
- Town of Cottesloe *Standing Orders Local Law 2012*;
- Town of Cottesloe Code of Conduct;
- *Local Government (Rules of Conduct) Regulations 2007*; and
- Regulation 34C of the *Local Government (Administration) Regulations 1996*,

## CHARTER – AUDIT COMMITTEE

with respect to their conduct at meetings and their duty of disclosure.

Elected Members and Officers of the Town of Cottesloe will be bound by these provisions, relating specifically to their participation in the Committee, at all times.

Any community member appointed to this Committee is not bound to declare impartiality interests, unlike Councillors and Employees of Local Government. Community members are not bound by the Rules of Conduct Regulations but will be bound by the Town of Cottesloe Code of Conduct.

### 7.10 Secretary

The Chief Executive Officer (or their nominated representative) shall undertake the following secretarial duties;

- Prepare and distribute meeting papers as required
- Attend and record the Minutes of the meeting
- Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

### 7.11 Presiding Member

The members (voting) will elect a presiding member and deputy member at the first meeting after these positions become vacant for any reason. The voting on and appointment of the presiding member and deputy member shall be in accordance with the provisions of section 5.12 of the Act.

### 7.12 Meeting attendance fees

Nil

## 8. Delegated Authority

This committee has no delegated authority.

## 9. Endorsement

This Charter was endorsed by the Town of Cottesloe Audit Committee at its meeting on \_\_\_\_\_.

This Charter was endorsed by the Town of Cottesloe Council at its meeting on \_\_\_\_\_.