



# Town of Cottesloe

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

**Wednesday, 4 March 2020**

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

Signed: *Carmy Maranga*

Presiding Member

Date: *9/09/2020*

# TOWN OF COTTESLOE



## AUDIT COMMITTEE

# MINUTES

AUDIT COMMITTEE  
HELD IN THE  
Mayor's Parlour, Cottesloe Civic Centre  
109 Broome Street, Cottesloe  
4:00pm Wednesday, 4 March 2020

**NEIL HARTLEY**  
Acting Chief Executive Officer

5 March 2020

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

The Presiding Member announced the meeting opened at 4:01pm.

**2 DISCLAIMER**

The Presiding Member drew attention to the Town's Disclaimer.

**3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

The Presiding Member announced that the meeting is being recorded, solely for the purpose of confirming the correctness of the Minutes.

**4 ATTENDANCE****Members**

Cr Craig Masarei	Elected Member
Cr Paul MacFarlane	Elected Member
Cr Kirsty Barrett	Elected Member
Ms Suzanne Tuite	Community Representative

**Officers**

Mr Neil Hartley	Acting Chief Executive Officer
Mr Shane Collie	Manager Corporate Services and Governance
Mr Wayne Richards	Finance Manager
Ms Irene Wai Shan Au-Yeung	Assistant Finance Manager
Ms Mary-Ann Winnett	Governance Coordinator

**Visitors****Apologies****5 DECLARATION OF INTERESTS**

Nil

**6 CONFIRMATION OF MINUTES**

Moved Cr Masarei

Seconded Cr Barrett

1. That the Minutes of the Audit Committee Meeting held on Tuesday, 17 December 2019 at 2:30pm be confirmed as a true and accurate record.
2. That the Minutes of the Audit Committee Meeting held on Tuesday, 17 December 2019 at 2:45pm be confirmed as a true and accurate record.

Carried 4/0

**7 PRESENTATIONS**

Nil

**8 REPORTS****8.1 REPORTS OF OFFICERS****8.1.1 MEETING DATES 2020**

**File Ref:** SUB/2791  
**Applicant(s) Proponents:** Nil  
**Attachments:** Nil  
**Responsible Officer:** Neil Hartley, Acting Chief Executive Officer  
**Author:** Shane Collie, Manager Corporate Services and Governance  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

For the Committee to set dates for Audit Committee meetings for the remainder of 2020.

**BACKGROUND**

The Audit Committee meets approximately four times per year and has a range of statutory responsibilities to attend to over the financial year. Setting dates in advance is efficient and saves having to specifically determine when members are available in the lead up to meetings.

**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.

This report is consistent with the Town's *Corporate Business Plan 2017 – 2021*.

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 (Audit) Regulations 1996*

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with the existing budgetary allocation.

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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**

Audit Committee members are to determine which times/dates suit.

**OFFICER COMMENT**

Audit Committee meetings are generally held to coincide with audit related matters and to meet deadlines associated with those matters. For example the March Audit Committee meeting would deal with the Annual Compliance Return, the June meeting the Interim Audit and the December meeting the Annual Audit and Annual Report.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER AND COMMITTEE RECOMMENDATION**

**Moved Cr MacFarlane                      Seconded Cr Masarei**

**THAT the Audit Committee recommends to Council that the following meeting schedule be observed for the 2020 calendar year and that the dates be advertised on the Town of Cottesloe website:**

**Wednesday 4 March at 4pm;**

**Wednesday 3 June at 4pm;**

**Wednesday 2 September at 4pm; and**

**Wednesday 2 December at 4pm (TBC by Audit Committee Chair)**

**Carried 4/0**

**8.1.2 2019 COMPLIANCE AUDIT RETURN**

**File Ref:** SUB/2791  
**Attachments:** 8.1.2(a) 2019 Compliance Audit [under separate cover]  
**Responsible Officer:** Neil Hartley, Acting Chief Executive Officer  
**Author:** Rachel Cranny, Senior Administration Support  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

A recommendation is made to adopt the Compliance Audit Return for 2019 and authorise the Mayor and Chief Executive Officer to certify the Return so that it may be returned to the Department of Local Government by the due date of 31 March 2020.

**BACKGROUND**

Each year the Department of Local Government issues a Compliance Audit Return that covers a sample of legislative provisions required under the provisions of the *Local Government Act 1995*, which is required to be completed by staff and endorsed by Council prior to submission.

The Compliance Audit Return (CAR) covers 11 different categories and each category can have anywhere from 2 to 27 questions ('Finance' category has 14 questions that require an answer in the CAR 2019). There was one area of non compliance located by officers during the audit process (relating to Integrated Planning and Reporting).

**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.

This report is consistent with the Town's *Corporate Business Plan 2017 – 2021*.

**POLICY IMPLICATIONS**

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

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**7.13 Regulations as to Audits**

- (1) (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are –
- (i) of a financial nature or not; or
-

(ii) under this Act or another written law.

- (2) Regulations may also make any provision about audit committees that may be made under section 5.25 in relation to committees.

*Local Government (Audit) Regulations 1996 - Regulations 14 and 15*

**14. Compliance audits by local governments**

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be –
- (a) presented to the council at a meeting of the council; and
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.

*[Regulation 14 inserted in Gazette 23 Apr 1999 p. 1724-5; amended in Gazette 30 Dec 2011 p. 5580-1.]*

**15. Compliance audit return, certified copy of etc. to be given to Executive Director**

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with –
- (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
  - (b) any additional information explaining or qualifying the compliance audit,
- is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
- (2) In this regulation –
- Certified in relation to a compliance audit return means signed by –
- (a) the mayor or president; and
  - (b) the CEO.

*Local Government (Audit) Regulations 1996*

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with the existing budgetary allocation.

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

**STAFFING IMPLICATIONS**

Officers relevant to each category of the Audit Return have spent approximately 100 hours in total working to complete it.



**ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

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

**CONSULTATION**

Senior staff

**OFFICER COMMENT**

The Compliance Audit Return for 2019 has been completed and it is recommended that the Committee recommend to Council its adoption and further, authorise the Mayor and Acting Chief Executive Officer to certify the Return so that it can be forwarded to the Department of Local Government and Communities.

Notwithstanding the extensive nature of the audit, there was only one area of non compliance located by officers. This was at Question 2 19DA (4) and related to Integrated Planning and Reporting. The legislative requirement is for a local government to review the current corporate business plan yearly and unfortunately the Town did not undertake this in 2019.

A review of the Town's Corporate Business Plan is being progressed and is anticipated to be completed by June 2020.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

That the Town of Cottesloe Audit Committee recommend to Council the ADOPTION of the 2019 Compliance Audit Return, noting that there is one area of non compliance – Integrated Planning and Reporting Question 2. 19DA (4) , and authorise the Mayor and Acting Chief Executive Officer to certify the Return so that it may be returned to the Department of Local Government and Communities by the due date of 31 March 2020.

**COMMITTEE RECOMMENDATION**

Moved Cr MacFarlane

Seconded Cr Barrett

**That the Town of Cottesloe Audit Committee recommend to Council the ADOPTION of the 2019 Compliance Audit Return, noting the areas of non-compliance and authorise the Mayor and Acting Chief Executive Officer to certify the Return so that it may be returned to the Department of Local Government and Communities by the due date of 31 March 2020.**

The Committee requested the Administration to undertake the following presentation to the next Audit Committee meeting:

1. **Update the Audit Committee with progress made on the Corporate Compliance Calendar to ensure future timely review of all legislative requirements including the Corporate Business Plan (Integrated Planning and Reporting s5.56 Admin Reg 190A**

(4)).

2. To determine whether or not the current purchase thresholds are acceptable, provide a sample analysis of at least three months of payments made to determine the percentage of payments greater and less than the purchasing policy thresholds (Tenders for Providing Goods and Services 27 F&G Reg 11A).
3. To provide an explanation for the response made on Disclosure of Interest Returns Register s5.88(3).

Carried 4/0

**8.2 ITEMS FOR DISCUSSION**

**8.2.1 OUTSTANDING ACTIONS**

**Attachments:**                      **8.2.1(a)    Audit Committee Resolution Database - 2013 to November 2019 [under separate cover]**

The purpose of this item is to discuss pending and outstanding actions/items of the committee, including updates on these items from administration (where available).

Cr Barrett left the meeting at 5:08pm.

Cr Barrett returned to the meeting at 5:09pm.

Cr Barrett left the meeting at 5:10pm and did not return.

**9 GENERAL BUSINESS**

**9.1 COMMITTEE MEMBERS**

**9.2 OFFICERS**

**10 MEETING CLOSED TO PUBLIC**

**10.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

**11 NEXT MEETING**

The next meeting will be held on Wednesday, 4 June at 4pm.

**12 MEETING CLOSURE**

The Presiding Member announced the closure of the meeting at 5:21pm.

# **TOWN OF COTTESLOE**



# **ATTACHMENTS**

**AUDIT COMMITTEE – 4 MARCH 2020**

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# TOWN OF COTTESLOE



## AUDIT COMMITTEE

# ATTACHMENT

## ITEM 8.1.2A: 2019 COMPLIANCE AUDIT

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
Local Government, Sport  
and Cultural Industries

## Cottesloe - Compliance Audit Return 2019

### Certified Copy of Return

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

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A		Rachel Cranny
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	Yes	Special Council Meeting held 05/02/2019 (item 9.1.3)	Rachel Cranny
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	Yes		Rachel Cranny
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	Yes	Joint Depot advertising on the 27/10/2018. Trim ref# D18/39145	Rachel Cranny
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Yes	Special Council Meeting held 05/02/2019 - 6 votes in favour	Rachel Cranny



Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
Local Government, Sport  
and Cultural Industries

<b>Delegation of Power / Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	N/A	No delegations in place to committees	Rachel Cranny
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A		Rachel Cranny
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A		Rachel Cranny
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Rachel Cranny
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	N/A		Rachel Cranny
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		Rachel Cranny
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes	Delegated Authority Register 2018/2019 - Adopted OCM 27 November 2018	Rachel Cranny
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes		Rachel Cranny
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Rachel Cranny
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	N/A	no amendments or revocations made.	Rachel Cranny
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes		Rachel Cranny
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes		Rachel Cranny
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes		Rachel Cranny
<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes	Example: OCM - 27/08/19, Item 10.1.4	Rachel Cranny

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
Local Government, Sport  
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	Yes	Example: OCM - 26/2/2019 Item 10.1.6	Rachel Cranny
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes	Examples: OCM 26/03/19, 30/04/19, 25/06/19, 23/07/19, 27/08/19, 17/12/19	Rachel Cranny
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	Yes	Example: OCM 29/10/19	Rachel Cranny
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	Yes	Example: OCM 29/10/19	Rachel Cranny
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	Yes	Primary and Annual Returns and Third Party Disclosure Spreadsheet D19/22365	Rachel Cranny
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	Yes	Primary and Annual Returns and Third Party Disclosure Spreadsheet D19/22365	Rachel Cranny
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes	Primary and Annual Returns and Third Party Disclosure Spreadsheet D19/22365	Rachel Cranny
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes	Primary and Annual Returns and Third Party Disclosure Spreadsheet D19/22365	Rachel Cranny
10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	Yes	Disclosure of Financial Interests 2018 - From 1 July 2018 to 30 June 2019 - Public Register (SUB/2983)	Rachel Cranny
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes	Primary and Annual Returns and Third Party Disclosure Spreadsheet D19/22365	Rachel Cranny
12	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes	Primary and Annual Returns and Third Party Disclosure Spreadsheet D19/22365	Rachel Cranny
13	s5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes		Rachel Cranny
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	No		Rachel Cranny

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
Local Government, Sport  
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes		Rachel Cranny
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes		Rachel Cranny
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes	Disclosure of Interest Form - Trim Ref#D19/14578	Rachel Cranny
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes		Rachel Cranny
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes		Rachel Cranny

#### Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	N/A		Rachel Cranny
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Rachel Cranny

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
Local Government, Sport  
and Cultural Industries

Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1) (2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates?	Yes	Electoral Gift Register 2019 - Trim ref# SUB/2499	Rachel Cranny
2	Elect Reg 30G(3) & (4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	N/A		Rachel Cranny
Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	OCM - 29 October 2019	Rachel Cranny
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No delegation to Audit committee as per Committee Charter trim ref# D19/35651	Rachel Cranny
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	Yes	Ernst Young is a registered company auditor on the Auditor Generals website	Rachel Cranny
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	N/A	Auditor appointed by the Office of the Auditor General	Rachel Cranny
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes	Interim Audit Results Received 26 July 2019	Rachel Cranny
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes	Received 12 December 2019	Rachel Cranny
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government, ensure that appropriate action was undertaken in respect of those matters?	Yes	Auditor's report referred to Audit Committee meeting held 17 December 2019.	Rachel Cranny

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
Local Government, Sport  
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	N/A		Rachel Cranny
9	S7.12A (4)	Within 14 days after the local government gave a report to the Minister under s7.12A(4) (b), did the CEO publish a copy of the report on the local government's official website?	N/A		Rachel Cranny
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		Rachel Cranny
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes		Rachel Cranny
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes		Rachel Cranny
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes		Rachel Cranny
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	Yes		Rachel Cranny

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
Local Government, Sport  
and Cultural Industries

Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	Adopted 25 July 2017	Rachel Cranny
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	No		Rachel Cranny
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	Adopted in December 2013	Rachel Cranny
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments.  Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	Yes	Desktop Review undertaken November 2015 Additional Strategies Added June 2016	Rachel Cranny
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	GHD Asset Management Plan 2018-2028	Rachel Cranny
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	Audit Committee Report 11 March 2019	Rachel Cranny
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	Workforce Plan 2014-2018	Rachel Cranny

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
Local Government, Sport  
and Cultural Industries

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Rachel Cranny
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	Yes	Adverts placed 9 & 10 August 2019 (DCEO)	Rachel Cranny
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	N/A		Rachel Cranny
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	N/A		Rachel Cranny
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	N/A		Rachel Cranny

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



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Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5 (2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	Council resolution 27/8/2019	Rachel Cranny
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	Council resolution 26/2/2019	Rachel Cranny
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes		Rachel Cranny
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes		Rachel Cranny

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	Yes	Tender Register 2019	Rachel Cranny
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	Yes	Tender Register 2019	Rachel Cranny
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		Rachel Cranny
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		Rachel Cranny

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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	Yes		Rachel Cranny
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes		Rachel Cranny
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	Yes		Rachel Cranny
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		Rachel Cranny
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes	Public has previously been through to inspect eg. ex-Councillors	Rachel Cranny
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes		Rachel Cranny
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	Yes		Rachel Cranny
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	Yes		Rachel Cranny
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	Yes	Example - Shark Barrier	Rachel Cranny
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	Yes	Example - Shark Barrier	Rachel Cranny
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	Yes	Panel supplies are subjected to the purchasing policy i.e less than \$150,000	Rachel Cranny
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	Yes		Rachel Cranny
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	Yes		Rachel Cranny

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

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No	Reference	Question	Response	Comments	Respondent
27	F&G Reg 11A	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	No	The 2018/2019 audit identified examples where the Town did not comply with its purchasing policy. The Town has been working on this issue to improve compliance in this area.	Rachel Cranny

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

\_\_\_\_\_  
Signed Mayor / President, Cottesloe

\_\_\_\_\_  
Signed CEO, Cottesloe

# TOWN OF COTTESLOE



## AUDIT COMMITTEE

# ATTACHMENT

**ITEM 8.2.1A:  
AUDIT COMMITTEE RESOLUTION DATABASE -  
2013 TO NOVEMBER 2019**

Council Meeting Date	Item Number	Item Title	Resolution	Complete (Y/N)	Comments
27-Aug-19	10.3.2	INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2019	<p>COMMITTEE RECOMMENDATION AND COUNCIL RESOLUTION THAT the Audit Committee recommend to Council;</p> <p>1. That the matters identified in the 2018/19 Interim Audit Management Letter be noted , and;</p> <p>2. That the actions of staff in in responding to these issues as follows, be endorsed:</p> <p>a) Implement change request documentation for minor IT upgrades.</p> <p>b) Obtain assurances from Civica Pty Ltd that protect the Town’s information from inappropriate access by their staff, and further note that staff will develop a system that regularly monitors and reviews in a timely fashion ALL access to the system.</p> <p>c) Further consider the suggestion to create a second user access for employees who have administrator access privileges.</p> <p>d) Implement systems that check rates settings prior to the levying of the annual rates notice.</p> <p>e) Implement a sign off form for authorisation to proceed with the printing of the annual rates notice to confirm accuracy.</p> <p>f) Consider a system whereby a program for regular policy review is developed for further consideration at an elected members briefing forum.</p> <p>g) Ongoing development of an internal accounting manual.</p> <p>h) The implementation of a new purchase order form that verifies or otherwise compliance with Purchasing policy requirements, and</p> <p>i) The implementation of a Contracts and Grants Register.</p>	N	<p>2 a) Discussions occurring with Civica/IT Consultant.</p> <p>2 b) Acknowledged. Discussions occurring with Civica.</p> <p>2 c) Acknowledged, authorisation form to be developed. Second user access (HRC) to be provided.</p> <p>2d) Implemented.</p> <p>2 e) Implemented.</p> <p>2 f) Full Policy Manual review scheduled for 2020 calendar year. A number of new policies are required as part of new legislative requirements. These have been drafted and will be submitted for consideration in the coming months.</p> <p>2 g) Acknowledged. To be implemented</p> <p>2 h) Implemented</p> <p>2 i) Implemented.</p>

Council Meeting Date	Item Number	Item Title	Resolution	Complete (Y/N)	Comments
27-Nov-18	11.1	Councillor Motion - Fossil Fuel Divestment	<p>That the administration prepares a report for the Mid-Year budget review on the implications for the Town of Cottesloe of divesting from fossil fuels. This is to include:</p> <ol style="list-style-type: none"> <li>1. The extent that it is possible for a WA Local Government to divest from fossil fuels.</li> <li>2. That Council commits to consultation with ratepayers to establish community support before taking any further steps towards implementing a divestment policy.</li> <li>2. The WALGA position on divestment from fossil fuels.</li> <li>3. Information on how many Local Governments in WA have already taken this step.</li> <li>4. Example(s) of divestment policy from a WA Local Government.</li> <li>5. Financial implications for the Town of Cottesloe.</li> <li>6. Realistic time frame in which any such policy may be introduced.</li> <li>7. Alignment with the Town's Community Strategic Plan, Corporate Business Plan and existing policies.</li> </ol>	N	Draft investment Policy was deferred via Audit Committee. Research ongoing on a broader Fossil Fuel Divestment Policy.