

AGENDA

Audit Committee

MEETING OF THE AUDIT COMMITTEE

TO BE HELD ON

MEETING DATE



TUESDAY, 6 MARCH 2007
commencing at 6.00 pm

in Conference Room 2
JOONDALUP CIVIC CENTRE,
BOAS AVENUE, JOONDALUP



GARRY HUNT
Chief Executive Officer
2 March 2007

www.joondalup.wa.gov.au



City of
Joondalup

CITY OF JOONDALUP

Notice is hereby given that a meeting of the **AUDIT COMMITTEE** will be held in Conference Room 2, Joondalup Civic Centre, Boas Avenue, Joondalup on **TUESDAY, 6 MARCH 2007** commencing at 6.00 pm.

GARRY HUNT
Chief Executive Officer
2 March 2007

Joondalup
Western Australia

AGENDA

Committee Members

Cr Tom McLean – Presiding Person
Cr Steve Magyar – Deputy Presiding Person
Mayor Troy Pickard
Cr Geoff Amphlett
Cr Michele John
Cr Sue Hart
Cr Richard Currie

Terms of Reference

To oversee the internal and external Audit and Risk Management and Compliance functions of the City.

DECLARATION OF OPENING

APOLOGIES/LEAVE OF ABSENCE

Apology – Cr M John

CONFIRMATION OF MINUTES

MINUTES OF THE AUDIT COMMITTEE HELD 5 DECEMBER 2006

RECOMMENDATION

That the minutes of the meeting of the Audit Committee held on 5 December 2006 be confirmed as a true and correct record.

ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**DECLARATIONS OF INTEREST**

Name/Position	Mr Garry Hunt – Chief Executive Officer
Item No/Subject	Item 2 – Quarterly Report – Corporate Credit Card Usage
Nature of interest	Interest that may affect impartiality
Extent of interest	Relates to CEO credit card expenditure

IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND CLOSED DOORS**PETITIONS AND DEPUTATIONS****REPORTS**

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MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION****CLOSURE**

**ITEM 1 INTRODUCTION OF AUDITOR TO MEMBERS
 OF THE AUDIT COMMITTEE - [50068]****WARD:** All**RESPONSIBLE
DIRECTOR:** Mr Mike Tidy
 Corporate Services

Mr Patrick Warr of Bentleys MRI Perth, the City's newly appointed auditors has been invited to attend the meeting, with a view to meeting members of the committee.

ITEM 2 QUARTERLY REPORT- CORPORATE CREDIT CARD USAGE - [09882] [18049]

WARD: All

RESPONSIBLE Mr Mike Tidy
DIRECTOR: Corporate Services

PURPOSE

The purpose of this report is to provide the Audit Committee with details of the corporate credit card usage of the CEO for the quarter ended 31 December 2006.

EXECUTIVE SUMMARY

The report of the CEO's credit card usage for the quarter ended 31 December 2006 is attached.

It is recommended that the Audit Committee *NOTES the report on the corporate credit card usage of the CEO for the quarter ended 31 December 2006.*

BACKGROUND

At its meeting held on 11 October 2005 (CJ210-10/05 refers), Council inter alia resolved that a quarterly report on the corporate credit card usage of the CEO is to be prepared and presented to the Audit Committee.

DETAILS

The report listing all credit card payments made by the CEO for the quarter, including bank fees, is set out in Attachment 1.

Issues and options considered:

As provided in CJ210 – 10/05.

Link to Strategic Plan:

The report on credit card usage links to the Strategic Plan outcome of: "The City of Joondalup is a sustainable and accountable business" and in particular objective 4.1 which is "to manage the business in a responsible and accountable manner".

Legislation – Statutory Provisions:

Regulation 11(1) of the Local Government (Financial Management) Regulations 1996 requires a local government to develop procedures for the authorisation and payment of accounts to ensure that there is effective security for, and properly authorised use of credit cards.

Risk Management considerations:

In accordance with the City's Corporate Procedure 5.9 Use of Credit/Charge Cards, the CEO's credit card has a maximum limit of \$5,000. All expenditure incurred by the CEO by way of credit card is authorised by the Director Corporate Services. It is also a requirement, by resolution of Council, that the CEO's credit card expenditure is reviewed by the Audit Committee on a quarterly basis. The procedure additionally covers matters such as the issue and return of credit cards, lost or stolen cards, what purchases can be made by credit cards, documentation requirements and management review.

Financial/Budget Implications:

Not Applicable.

Policy Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

By ensuring that expenditure is incurred in accordance with procedures and within budget parameters, financial viability and sustainability is maintained.

Consultation:

Not Applicable.

COMMENT

The CEO's credit card usage is in accordance with Corporate Procedure 5.9 - Use of Credit/Charge Cards - and the Contract of Employment of the CEO, with all expenditure being business related and authorised by the Director Corporate Services.

ATTACHMENTS

Attachment 1 CEO Credit Card Expenditure for the Quarter Ended 31 December 2006

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the Audit Committee NOTES the report on the corporate credit card usage of the CEO for the quarter ended 31 December 2006.

Appendix 1 refers

ITEM 3 HALF-YEARLY REPORT - CONTRACT EXTENSIONS - [07032]

WARD: All

**RESPONSIBLE
DIRECTOR:** Corporate Services

PURPOSE

The purpose of this report is to provide the Audit Committee with details of contracts extended by the Chief Executive Officer between July and December 2006.

EXECUTIVE SUMMARY

The report of contracts extended by the Chief Executive Officer during the half-year from 1 July to 31 December 2006 is provided in Attachments 1 and 2.

It is recommended that the Audit Committee NOTES the report detailing contracts extended by the CEO during the period July – December 2006.

BACKGROUND

At its meeting held on 1 November 2005 (CJ231-11/05 refers), Council resolved that a half-yearly report be prepared for the Audit Committee detailing contracts that were originally approved by Council and have subsequently been extended by the Chief Executive Officer.

DETAILS

Council has delegated to the CEO the authority to approve all contract extensions on tenders approved by Council subject to a report to the Audit Committee being prepared on a half-yearly basis providing details of those contracts extended.

Issues and options considered:

The report detailing contracts extended by the CEO is provided at Attachments 1 and 2.

Link to Strategic Plan:

The report of contracts extended by the CEO links to the Strategic Plan outcome of:

“The City of Joondalup is a sustainable and accountable business” and in particular Objective 4.1 which is “to manage the business in a responsible and accountable manner”.

Legislation – Statutory Provisions:

The City's legal advice is that under section 5.41(d) of the Local Government Act 1995 the CEO may be delegated the power to extend a contract – provided the CEO does not extend the contract beyond the "total term of the contract" specified by the Council in the resolution.

Risk Management considerations:

The delegated authority to extend contracts is limited to the original terms and conditions approved by resolution of Council when the tender was first awarded.

Financial/Budget Implications:

In accordance with each individual contract and approved budget limits.

Policy Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

This report provides the Audit Committee with details of contracts originally approved by Council or by the CEO under delegated authority, which have subsequently been extended by the CEO during the period from July to December 2006.

ATTACHMENTS

Attachment 1	Extensions of Council's originally approved contracts
Attachment 2	Extensions of CEO originally approved contracts

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the Audit Committee NOTES the report detailing contracts extended by the CEO during the half-year period between July 2006 and December 2006.

Appendix 2 refers

ITEM 4 WRITE OFF OF MONIES - [07032]**WARD:** All**RESPONSIBLE
DIRECTOR:** Mr Mike Tidy
 Corporate Services

PURPOSE

To report to the Audit Committee on monies written off under delegated authority.

EXECUTIVE SUMMARY

The semi-annual report of amounts written off under delegated authority during the six months ended on 31 December 2006 follows. Amounts between \$100 and \$20,000 are normally listed in a schedule but for this reporting period there were no individual write-offs over \$100.

It is recommended that the Audit Committee RECEIVES the report of amounts written-off under delegated authority for the period July to December 2006.

BACKGROUND

Section 6.12 (1)(c) of the Local Government Act 1995 gives the Council the power to write off any amount of money owing to the City.

By authority of section 5.42 of the Act, the Council delegated this authority to the CEO, who in turn, under section 5.44, delegated his authority to nominated employees, up to the limits provided in the instrument of delegation.

DETAILS

At its meeting held on 6 June 2006 (CJ079-06/06 refers) Council approved 'inter alia' to delegate to the CEO the authority to write-off monies owed to the City, subject to a report being provided to the Audit Committee on a six (6) monthly basis on the exercise of this delegation for amounts between \$100 and \$20,000.

During the six month ended on 31 December 2006 a total amount of \$10,550.75 was written-off; none of the items included was over \$100.

The total amount of Rates written-off was \$4,239.70 made up of 3,729 small items. These items vary from one cent to five dollars each, representing in the main, rounding decimals or penalty interest charged for a few days' late payment where ratepayers did not pay the penalty and the cost of collection was, for all practical purposes, proving to be uneconomical.

The total outstanding Library bad debt written off from expired memberships was \$6,311.05. This amount is broken down into \$4,337.05 in small fines and \$1,974.00 in bills averaging \$7 each, the collection of which became doubtful and the whereabouts of debtors un-known.

Link to Strategic Plan:

4.3.3 Provide fair and transparent decision-making processes.

Legislation – Statutory Provisions:

Section 6.12 (1)(c) of the Local Government Act 1995.

Financial/Budget Implications:

Amounts of Rates written off are charged back to the Rate account originally credited and get adjusted against the Rate revenue for the year. Library charges are accounted for separately and only taken to income when collected.

Policy Implications:

Delegation of Authority.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

Monies written-off under delegated authority totalled \$10,550.75 made up of small items all of which fell below the limit specified for detailed reporting to the Audit Committee.

ATTACHMENTS

Nil.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the Audit Committee RECEIVES the report of monies written-off under delegated authority for the period July to December 2006.

ITEM 5 CONSIDERATION OF THE AUDITOR'S MANAGEMENT LETTER FOR THE AUDIT OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2006 – [58591]

WARD: All

RESPONSIBLE Mr Mike Tidy
DIRECTOR: Corporate Services

PURPOSE

This report is to consider the management letter issued by the auditors in relation to the audit of the City of Joondalup's accounts for the year ended 30 June 2006.

EXECUTIVE SUMMARY

At the completion of the annual audit the auditors may in addition to the Independent Audit Report that accompanies the accounts issue a management letter. The management letter usually addresses issues that the auditor wishes to raise but which do not warrant any qualification or statement in the Independent Audit Report.

The Independent Audit Report on the accounts for the financial year to 30 June 2006 was completed by the auditors in October 2006 and was considered by Council at its meeting on 31 October 2006. The audit was completed by Deloitte Touché Tohmatsu who were the auditors for the 2005/06 financial year but their contract has since concluded and Council has subsequently appointed new auditors. The management letter was received in December 2006 and sets out six issues.

It is recommended that the Audit Committee recommends to Council that the report on the Management Letter by the auditors in relation to the audit of the annual financial accounts for the financial year ended 30 June 2006 be received and the management responses to each of the issues raised be noted.

BACKGROUND

Part 7 of the Local Government Act 1995, (the Act) sets out the requirements in relation to the conduct of audits of local governments. This includes provisions for the establishment of regulations in relation to the conduct of audits and these are in turn set out in the Local Government (Audit) Regulations 1996 (the Regulations). Regulation 10 of the Regulations sets out the reporting requirements of auditors and sub regulation (4) provides;

"Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor's report."

Section 7.9(1) specifies the persons as the mayor or president, the CEO and the Minister.

It should be noted that the requirement for a management letter is only where it is considered by the auditor to be appropriate to do so and there have been occasions in the past when management letters have not been issued.

DETAILS

The management letter in relation to the audited accounts for the financial year ended 30 June 2006 sets out six identified issues and these are detailed in the management letter at attachment 1.

Issues and options considered:

Each of the issues that have been raised by the auditors have been examined and discussed with management in some detail and the management response in relation to each of the issues is included in the management letter under the heading of Management Response on the left hand side.

The Committee may recommend acceptance and noting of managements responses in relation to each of the issues or recommend an alternative course of action.

Link to Strategic Plan:

Objective 4.1 - To manage the business in a responsible and accountable manner.

Legislation – Statutory Provisions:

Part 7 of the Local Government Act 1995 and the Local Government (Audit) Regulations 1996 apply. In particular, regulation 10 sets out the reporting requirements of auditors as follows -

10. Report by auditor

- (1) An auditor's report is to be forwarded to the persons specified in section 7.9(1) within 30 days of completing the audit.
- (2) The report is to give the auditor's opinion on —
 - (a) the financial position of the local government; and
 - (b) the results of the operations of the local government.
- (3) The report is to include —
 - (a) any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position or the financial management practices of the local government;
 - (b) any matters indicating non-compliance with Part 6 of the Act, the *Local Government (Financial Management) Regulations 1996* or applicable financial controls in any other written law;
 - (c) details of whether information and explanations were obtained by the auditor; and
 - (d) a report on the conduct of the audit.

- (4) Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor's report.

Risk Management considerations:

The management letter issued by the auditors is a key risk control in managing the financial affairs of the City. While there are no specific implications for not receiving and noting a management letter, the issues raised are considered important for the Audit Committee to be aware of.

Financial/Budget Implications:

Not Applicable.

Policy Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

The audit requirement is a statutory obligation to ensure the prudent and sustainable operation of the City.

Consultation:

The auditors have held a number of discussions with City of Joondalup management in relation to the issues and content of the management letter following the audit of the accounts for the financial year ended 30 June 2006. The responses and comments of management are included in the management letter.

COMMENT

Each of the items that have been raised in the management letter include observations, implications and recommendations from the auditors together with a response from the City of Joondalup management. By and large they are self-explanatory however the following additional comments are offered.

The first three issues, 2.1.1, 2.1.2 and 2.1.3, essentially relate to access and security issues in relation to IT systems within the City of Joondalup.

The first relates to a periodical review of user account access and subsequent to providing comments to the auditor the agreed actions have been completed.

The second relates to user access administration and in particular the removal of security access to Oracle for persons who have left the organisation. The removal of user access as employees leave the organisation is already controlled through established processes and procedures and to a large extent is automated. There can be occasions where appropriate notification is not passed through to Information Management and the deletion of the user account does not occur. It should be

pointed out however that there are multiple layers of user access and failure to delete a user access account in Oracle by no means would still allow a previous employee to gain access to Oracle. It is considered that the action proposed by the auditors would involve a significant amount of additional work and resource while not contributing to increased security. It is therefore not proposed to undertake this recommendation.

The third item is in relation to periodical review of security logs. There is currently limited manual review of the security logs focussing on those considered the most important or greatest risk. To extend this as recommended by the auditors in the current situation would be an extremely laborious and time-consuming process relative to the additional level of security achieved. It is proposed in the new financial year to acquire some additional software management tools that will assist and extend the level of log monitoring.

Items 2.1.4 and 2.1.5 both relate to assets. In the first one the requirement to undertake a stocktake of fixed assets has been highlighted and this requirement is acknowledged. This is intended to be undertaken in conjunction with the 2006/07 financial accounts. The second relates to infrastructure assets and their valuation. It is acknowledged that the costing of these assets needs review and again this will be undertaken as part of the 2006/07 financial accounts.

The final item, 2.1.6, relates to staff acknowledging the policy in relation to online services as new employees commence at the City and subsequent to providing comments to the auditor the agreed actions have been completed.

ATTACHMENTS

Attachment 1 City of Joondalup Management Letter for the year ended 30 June 2006.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the Audit Committee RECOMMENDS to Council that the report on the Management Letter by the auditors in relation to the audit of the annual financial accounts for the financial year ended 30 June 2006 be RECEIVED and the management responses to each of the issues raised be supported.

Appendix 3 refers

ITEM 6 APPOINTMENT OF EXTERNAL MEMBER OF AUDIT COMMITTEE - [50068]

WARD: All

RESPONSIBLE Mr Mike Tidy
DIRECTOR: Corporate Services

PURPOSE

For the Committee to consider the appointment of an external member to the Audit Committee.

EXECUTIVE SUMMARY

The Terms of Reference of the Audit Committee provide for an external member, ie not a Council member or staff member, to be appointed to the Audit Committee. An invitation to express an interest in becoming an external member of the Audit Committee was advertised in September 2006 and resulted in only one response. The respondent does not reside or work in the City of Joondalup.

It is recommended that the City READVERTISES for an external member representative on the Audit Committee in the Joondalup and Wanneroo Times only.

BACKGROUND

The City of Joondalup's Audit Committee Charter provides in Section 4 dealing with Membership for the appointment of one representative to the Audit Committee who is external to the operations of the City of Joondalup. In August 2006 Council amended the Audit Committee Charter in relation to the external member representative to include a new clause 4.7

"That when appointing the external member to the Audit Committee as detailed within the Audit Charter, the Council may prefer to appoint a person who is enrolled to vote in the elections for the City of Joondalup in accordance with the provisions of the Local Government Act, 1995".

In September 2006 the position of external member on the Audit Committee was advertised in the West Australian with expressions of interest sought from suitably qualified and experienced persons. Only one response was received. A copy of that response is at Attachment 1.

DETAILS

Issues and options considered:

The single respondent to the advertisement is a chartered accountant and a registered company auditor who has an extensive background in auditing, accounting and finance. The applicant has no connections to the City of Joondalup and although he is aware of the area he does not live or work within the City of Joondalup.

In subsequent discussions the respondent expressed the view that his interest in the role was to get involved in some community type work and a desire to be involved in a charity or to participate on an Audit Committee and this role fitted that criteria.

The inclusion of a new clause 4.7 as set out in the background above reflects the Council's preference for a person who resides within the City of Joondalup to be the external member of the Audit Committee. It is felt therefore that the recommended approach would be to decline the application that has presently been received and for the City to readvertise.

The advertisement in The West Australian would have only been noticed by those who are inclined to look at the Public Notices section and not by the general reader. It is suggested that it may be more appropriate in trying to focus on a City of Joondalup resident by advertising in the local press only rather than The West Australian.

Link to Strategic Plan:

4.2.1 Provide efficient and effective service delivery

4.3.3 Provide fair and transparent decision making processes.

Legislation – Statutory Provisions:

Section 5.8 of the Local Government Act 1995 provides for a local government to establish a committee to assist Council.

Division 7.1A of Part 7 of the Local Government Act 1995 deals with the establishment, membership, decision-making and duties that a local government can delegate to an Audit Committee.

The Local Government (Audit) Regulations 1996 also includes provisions, which deal with the functions of an Audit Committee.

Risk Management considerations:

The Audit Committee is an important element of risk management and a contributor to the mitigation of risk. It plays a significant oversight role. Having an external member on that Committee adds an additional element to that oversight role by bringing a focus that is not influenced by other issues before Council. It offers the opportunity for input from a fresh perspective.

Financial/Budget Implications:

Not Applicable.

Policy Implications:

Although not strictly speaking a policy, there is an Audit Committee Charter, which makes provision for the objectives, functions and operation of the Audit Committee. Section 4 of the Charter sets out provisions in relation to membership and that includes clauses making provision for the appointment of an external member to the Audit Committee.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

There was brief consultation with the single respondent to the advertisement for expressions of interest for an external member on the Audit Committee.

COMMENT

While the applicant who has responded to the advertisement has a strong auditing, accounting and finance background he has no connection either through residency or work with the City of Joondalup. Council recently amended the Audit Committee Charter in relation to the external member to reflect strong preference for the external member to be a City of Joondalup resident.

It is felt that the placement of the last advertisement in the Public Notices section of The West Australian may have been a contributing factor to the lack of interest or response. The range of persons who would normally look at that section of the paper is relatively limited. It is suggested therefore that Council readvertise but this time only in the local papers circulating in the district. This would directly target City of Joondalup residents.

ATTACHMENTS

- | | |
|--------------|--|
| Attachment 1 | Response to request for expression of interest for an external member on the Audit Committee |
| Attachment 2 | Audit Committee Charter |

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the City READVERTISES for an external member representative on the Audit Committee in the Joondalup and Wanneroo Times only.

Appendix 4 refers

ITEM 7 MICROSOFT EXCHANGE EMAIL PROBLEM - 20-22 DECEMBER 2006 - [03777]

WARD: All

RESPONSIBLE Mr Mike Tidy
DIRECTOR: Corporate Services

PURPOSE

To provide background on the issues associated with the email failure prior to Christmas in December 2006.

EXECUTIVE SUMMARY

The City's email system failed in the three working days immediately prior to Christmas in December 2006. Information Management have undertaken a debrief in relation to the issues that concerned this failure, the recovery and what can be done in the future to avoid a repetition of this situation.

It is recommended that the Audit Committee NOTES the report into the Microsoft Exchange email system failure in December 2006.

BACKGROUND

Early morning on Thursday 21 December 2006 the City's Microsoft Exchange email system failed. While recovery actions commenced immediately, the email system could not be restored until late on Friday 22 December 2006. The loss of the email service impacted on Elected Members, staff and external parties who communicate with the City via email. All email from Wednesday 20 December was lost and also most of the external email from Thursday and Friday. Faxes that were received via the City's fax gateway could not be processed via the email system on the Thursday and Friday, although no faxes were lost. Copies of emails stored in personal folders could not be restored until Wednesday 27 December 2006.

DETAILS

The City uses Microsoft Exchange for its email system. In layman's terms the basic structure of the email system comprises three components:

- Microsoft Exchange application software that resides on a dedicated server.
- The data that comprises all of the email traffic (inbox, sent items and personal folders) held on a data storage system commonly referred to as a SAN (Storage Area Network).
- Specialised hardware devices and software (hereafter called the "SAN link") that enables the Exchange server to communicate to the SAN and through which the Exchange server is able to know where and how all of the mail data is located and can store and retrieve those emails.

It was a failure of the SAN link, specifically the software element (Volume Manager) that failed and not the Exchange server or the SAN. While the Exchange application was operational it was not a functional system as it could not connect to the SAN to retrieve the email.

Despite extensive investigations, including by the suppliers of the software, the precise cause of the failure has not been able to be identified.

Ironically most of the City's key servers have a redundant SAN link except the Exchange server until shortly before the incident. A week prior to the email failure a redundant SAN link was installed on the Exchange server to improve the resilience of the system. Notwithstanding that the redundant SAN link was added, it was done so a week earlier and the system functioned perfectly for a week before it failed. It was also the case that the hardware and software itself did not fail, but software configuration information was irreversibly corrupted.

The failure was immediately apparent at the time that it occurred. Following the failure the subsequent delays in getting the system back up and running were all related to trying to recover the email system and also ensure that in the process ongoing email traffic was also recovered. After numerous attempts at following through a series of different recovery processes with technical support provided by the software vendors onsite, each one of the options followed failed to fully recover the system. As a last resort attempts to preserve and recover all the email traffic received while the system was down were abandoned and the focus was placed on simply recovering the emails at the time of the last successful backup, which was Tuesday evening.

Link to Strategic Plan:

Not Applicable.

Legislation – Statutory Provisions:

Not Applicable.

Risk Management considerations:

The failure in the first instance and the difficulties experienced in the subsequent recovery raise a number of issues in terms of risk management which have been identified and examined in a debrief that was conducted following recovery of the email system.

Issues identified in the debrief covered backups, disaster testing, the specific software used for communication between servers and the SAN, staff training, support for the software that is used, documentation and a number of other issues. Not all of these items raised significant issues or even necessarily high priority ones however, some have been put into immediate effect where the requirement is obvious and simple. Independent of this issue, the IT Strategic Plan already proposes an upgrade of Microsoft Exchange to Exchange 2007 in the 2007/08 financial year and some of the issues that have arisen from this incident will be addressed in that implementation.

Examples of both scenarios are:

- **An immediate change:** All mail passes through the scan mail server before it gets to the exchange server. The scan mail server has the ability to store and queue all email traffic if the exchange server is not functioning and could hold up to four days of incoming mail. Should the mail system go down again, the connection between the Exchange server and the scan mail server will be disconnected immediately. On this occasion that was not done early in the process because by rights the Exchange recovery procedures should have been able to recover the emails. From now on this will be done immediately as a matter of course.
- **To be addressed with the Exchange 2007 upgrade:** A very quick response to recover the email system would be to have a complete Microsoft Exchange backup environment. Effectively this duplicates the Exchange system and would kick in almost immediately should the primary system fail. With the imminent upgrade as proposed in 2007/08, which will be a major task, there is not a lot to be gained by implementing a back up environment with the current version. Notwithstanding this recent incident the mail system has been very reliable for many years. The backup environment will be included in the specifications for the Exchange 2007 upgrade.

Financial/Budget Implications:

There are no financial implications within the current financial year for the course of action described but there will be some issues coming out of this incident that ought to be addressed and may have some financial impacts for the 2007/08 budget.

Policy Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Information Management sought and obtained the best technical advice that they could from the various support services for the software and equipment that the City was using to assist them and advise them in relation to what had occurred and what needed to be done, to recover the email system.

COMMENT

As mentioned, Information Management undertook a detailed debrief following the recovery of the email system and examined the impacts, issues and identified a number of recommended actions some of which are referred to in this report.

Notwithstanding this particular incident and the difficulties that it created for the organisation, the email system prior to this has a very good record of reliability. The most frustrating outcome of the debrief is that despite the external technical expertise the precise cause of the problem has not been able to be identified and unfortunately therefore it cannot be said with confidence that it will not occur again.

At this point there have been changes put in place, most of which address the issues of the recovery process. Information Management are confident that should a similar incident arise that the recovery process would be quicker and smoother without the significant loss of data that occurred on this occasion. Plans are in place to address the issue of putting in place a clustered Microsoft Exchange environment and this will be done in conjunction with the planned Exchange 2007 upgrade in the 2007/08 financial year. Under a clustered Exchange setup, two servers are deployed to share the workload. Should one of the servers fail, the second server will automatically take over the workload from the failed server. With this future planned upgrade, which will be a major exercise, and the up until now inherent reliability of the email system it is not considered that the City should go to the expense of duplicating the Microsoft Exchange environment for the current version of Exchange Server in the short term.

ATTACHMENTS

Not Applicable.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That the Audit Committee NOTES the report into the Microsoft Exchange email system failure in December 2006.

**ITEM 8 2006 COMPLIANCE AUDIT RETURN - [09492]
[50068]**

WARD: All

**RESPONSIBLE
DIRECTOR:** Mr Garry Hunt
Office of CEO

PURPOSE

To present the completed 2006 Compliance Audit Return to the Audit Committee prior to its submission to the Council for final adoption.

EXECUTIVE SUMMARY

The Department of Local Government and Regional Development ("the Department") Compliance Audit Return ("Return") for the period 1 January 2006 to 31 December 2006 has been completed by the City.

BACKGROUND

The Department has taken the initiative to allow the 2006 Return to be completed online.

The structure of the Return has changed slightly, but the content remains the same with the Return covering the compliance categories of Local Laws, Tenders, Commercial Enterprises, Finance, Meeting Process, Local Government Employees, Disclosure of Interests, Delegations, Grants, Disposal of Property, Swimming Pools, Cemeteries, Caravans and Camping and Miscellaneous Provisions.

The 2006 Return incorporates all the statutory requirements listed in Regulation 13 of the Local Government (Audit) Regulations 1996, except those listed under Details in this report. This is intended to assist local governments to enhance or develop their internal control processes to ensure they include the statutory requirements of the legislation.

DETAILS

Certain provisions (Attachment 1 refers) have been omitted from the 2006 Return as some are not applicable to the return period or require further redrafting for the next year to suit the electronic format.

Link to Strategic Plan:

4.1 To manage the business in a responsible and accountable manner.

Legislation – Statutory Provisions:

Regulations 14 and 15 of the Local Government (Audit) Regulations 1996 state as follows:

14 Compliance audit return to be prepared

- (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.
- (3) A compliance audit return is to be:
 - (a) presented to the council at a meeting of the council;
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15 Completion of compliance audit

- (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.

Risk Management considerations:

The risk associated with the Council failing to consider Return would result in non-compliance with the legislative requirements of the Local Government Act 1995.

Policy Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

The position of Internal Auditor is vacant at this time, therefore a minor review was conducted by the Director Governance and Strategy and the Acting Manager Marketing, Communications and Council Support.

ATTACHMENTS

Attachment 1 Provisions, Local Government Act 1995 and Regulations

Attachment 2 2006 Compliance Audit Return

VOTING REQUIREMENTS

Simple Majority

Note: It is a requirement of the Return that details of voting at the Council meeting be recorded in the Minutes.

RECOMMENDATION

That the Audit Committee recommends that Council:

- 1 ADOPTS the completed Local Government Compliance Return for the period 1 January 2006 to 31 December 2006 forming Attachment 1 to this Report;**
- 2 in accordance with Regulation 15 of the Local Government (Audit) Regulations 1996, SUBMITS the completed Compliance Audit Return to the Department of Local Government and Regional Development.**

Appendix 5 refers

**CEO's CREDIT CARD EXPENDITURES - QUARTER ENDED
31 DECEMBER 2006**

Month	Description	Amount
29-Oct-06	Monthly Credit Card Charge	\$3.75
12-Oct-06	Meeting CEO, Mayor & EMT Joondalup Country Club	\$189.10
20-Oct-06	Meeting Cr John - White Salt Café	\$52.00
23-Oct-06	Meeting Cr Hart - Joondalup Country Club	\$66.70
Oct-06		\$311.55
27-Nov-06	Monthly Credit Card Charge	\$3.75
31-Oct-06	Meeting DGS & CEO - Interview	\$18.00
05-Nov-06	Leadership B/Fast Geoff Dixon - Wilson Parking	\$9.00
06-Nov-07	Luncheon Briefing - CEDA Melanie Liang Wilson Parking	\$9.00
Nov-06		\$39.75
27-Dec-07	Monthly Credit Card Charge	\$3.75
26-Nov-07	Taxi -Canberra Perth ALGA Conference	\$23.04
26-Nov-07	Taxi -Canberra Perth ALGA Conference	\$23.42
30-Nov-07	ALGA National Conference Gen Conference Accommodation - Hyatt	\$391.25
30-Nov-07	ALGA National Conference Gen Conference Accommodation - Hyatt	\$162.00
15-Dec-07	Ruth Durack & Cr John - Luncheon Joondalup Country Club	\$135.00
22-Dec-07	City Xmas Lunch Celebration White Salt - Sorrento	\$620.80
Dec-06		\$1,359.26

Bi-Yearly Figures		a0701 - Attachment 1.xls
01 July 2006 to 31 December 2006		
For Contract Extensions (Originally Approved by Council & Extensions Approved By CEO)		
Bi-Yearly	Extensions	31.00

01 July 2006 to 31 December 2006

For Contract Extensions (Originally Approved by Council & Extensions Approved By CEO)

RFT Number	RFT Description	Date Extended To	Estimated Expenditure For Next 12Months	Initial Period	First Extension (Second Period)	Second Extension (Third/Final Period)	TOTAL Accumulative Contract
045-02/03	Minor Sites Mechanical Services Preventative Maintenance	30-Jun-07	\$ 150,000.00	\$ 364,107.67	\$ 149,157.19	-	\$ 663,264.86
028-03/04	Supply of Temporary Personnel	17-Feb-07	\$ 2,287,122.00	\$ 1,793,408.00	\$ 2,228,475.00	-	\$ 6,309,005.00
031-03/04	Supply / Delivery of Traffic Management & Control Services	30-Jun-07	\$ 170,000.00	\$ 197,013.62	\$ 171,327.83	-	\$ 538,341.45
032-03/04	Provision of Banking Facilities for COJ	30-Jun-07	\$ 120,898.00	\$ 259,238.76	\$ 131,455.63	-	\$ 511,592.39
035-03/04	Supply of Oracle Database & Unix Administration Support	30-May-07	\$ 164,560.00	\$ 159,316.00	\$ 138,660.00	-	\$ 462,536.00
036-03/04	IT Research & Advisory Services	30-Jun-07	\$ 34,900.00	\$ 34,900.00	\$ 34,900.00	-	\$ 104,700.00
039-03/04	Supply Underground Boring Services	27-Jun-07	\$ 78,000.00	\$ 42,767.00	\$ 78,430.00	-	\$ 199,197.00
040-03/04	Supply / Delivery of Sand Within COJ	27-Jun-07	\$ 76,431.69	\$ 51,097.91	\$ 25,333.78		\$ 152,863.38
041-03/04	Supply of Electrical Maintenance Services	31-Aug-07	\$ 463,000.00	\$ 493,337.10	\$ 462,367.84	-	\$ 1,418,704.94
044-03/04	Supply of Pavement Markings Within the City	31-Aug-07	\$ 33,121.00	\$ 33,121.96	\$ 13,664.85	-	\$ 79,907.81
045-03/04	Sweeping of Urban & Arterial Roads	31-Aug-07	\$ 201,000.00	\$ 191,854.88	\$ 200,322.82	-	\$ 593,177.70
006-04/05	Supply / Installation of Preliminary Works Prior to Road Resurfacing & Traffic Management	31-Oct-07	\$ 616,000.00	\$ 615,585.45	\$ 394,463.15	-	\$ 1,626,048.60
009-04/05	Landscape Maintenance Services (Iluka)	29-Nov-07	\$ 162,152.00	\$ 80,000.00	\$ 80,000.00	-	\$ 322,152.00
010-04/05	Provision of Bushland Regeneration Services	19-Dec-07	\$ 303,000.00	\$ 204,855.65	\$ 302,858.11	-	\$ 810,713.76
011-04/05	Supply / Delivery of Crushed Limestone & Bitumen Emulsion Stabilised Limestone	11-Jan-08	\$ 28,445.00	\$ 26,258.00	\$ 28,442.67	-	\$ 83,145.67
014-04/05	Security and Patrol Services for City of Joondalup	07-Dec-07	\$ 1,675,766.00	\$ 1,811,982.00			
015-04/05	Supply / Installation of Synthetic Rubber Softfall on Stabilised Base Layer to Existing Play Areas	20-Dec-07	\$ 158,000.00	\$ 157,800.80	\$ 136,747.00	-	\$ 452,547.80
016-04/05	Supply, Delivery of Trees, Shrubs and Plants	07-Dec-07	\$ 44,427.00	\$ 102,377.00			
017-04/05	Supply / Delivery of Premix Concrete	10-Feb-08	\$ 105,000.00	\$ 104,282.45	\$ 58,051.91	-	\$ 267,334.36
021-04/05	Hire of Plant / Trucks	07-Jan-08	\$ 270,000.00	\$ 263,166.92	\$ 202,792.00	-	\$ 735,958.92
022-04/05	Maintenance of Public Open Space & Landscaped Areas as per SAR (Harbour Rise Estate - Hillarys)	19-Jan-08	\$ 103,007.00	\$ 106,155.00	\$ 68,797.00	-	\$ 277,959.00
027-04/05	Architectural Consultancy Services	06-Jan-08	\$ 25,560.00	\$ 17,944.50	\$ 16,225.00	-	\$ 59,729.50
032-04/05	Provision of Dog Impound & Housing Services	17-May-07	\$ 20,000.00	\$ 14,500.00	\$ 20,000.00	-	\$ 54,500.00
033-04/05	Supply / Laying of Asphalt Within COJ	03-Jul-07	\$ 1,951,000.00	\$ 1,950,742.29	\$ 231,328.79	-	\$ 4,133,071.08
041-04/05	Supply / Laying of Concrete Kerbing	29-May-07	\$ 624,000.00	\$ 623,824.76	\$ 620,000.00	-	\$ 1,867,824.76
043-04/05	Supply / Application of Bulk Fertilizer	07-Jul-07	\$ 61,900.00	\$ 61,808.50	-	-	\$ 123,708.50
044-04/05	Pruning of Trees / Vegetation / Chipping & Stump Grinding Within COJ	10-Jun-07	\$ 470,000.00	\$ 471,220.13	\$ 470,000.00	-	\$ 1,411,220.13
001-05/06	Sweeping of Pavements / Car Parks & Pathways	30-Sep-07	\$ 42,200.00	\$ 42,137.26	-	-	\$ 84,337.26
003-05/06	Plumbing Maintenance Services	13-Oct-07	\$ 263,100.00	\$ 263,013.50	-	-	\$ 526,113.50
008-05/06	Graffiti Control	31-Aug-07	\$ 150,000.00	\$ 142,452.91	\$ 150,000.00	-	\$ 442,452.91
016-05/06	Installation & Storage of Christmas Lighting	12-Oct-07	\$ 45,000.00	\$ 45,000.00	-	-	\$ 90,000.00
		TOTAL	\$ 10,897,589.69	\$ 10,725,270.02	\$ 6,413,800.57	\$ -	\$ 24,402,108.28

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Mr Mike Tidy
Manager Corporate Services
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City of Joondalup DOCUMENT REGISTRATION

Reference #	:	58591
Letter #	:	642260
Action Officer	:	DCS CC: MFS
Date Received	:	11/12/2006
Action Required	:	NOTE
Note	:	ORIGINAL SENT TO DCS

7 December 2006

Dear Sir

MATTERS ARISING FROM THE AUDIT OF CITY OF JOONDALUP FOR THE YEAR ENDED
30 JUNE 2006

We have recently completed our audit of City Of Joondalup ("Council") for the year ended 30 June 2006. In accordance with our normal practice, we set out below certain matters concerning the council's internal control and accounting practices which came to our attention during our work in connection with the audit for the year ended 30 June 2006 and our recommendations for improvements.

You will appreciate that our normal audit procedures are designed primarily to enable us to form an opinion on the financial report as a whole and therefore do not necessarily bring to light at each audit all the weaknesses in internal control or accounting practice which a special investigation might do. The matters raised in this report are only those, which came to our attention during the course of our audit and are not necessarily a comprehensive statement of all the weaknesses that exist or all improvements that might be made. Recommendations for improvements should be assessed by you for their full commercial impact before they are implemented.

We have prepared this report solely for the use of the City Of Joondalup. As you know, this report forms part of a continuing dialogue between the council and us and, therefore, it is not intended to include every matter, whether large or small, that has come to our attention. For this reason we believe that it would be inappropriate for this report to be made available to third parties and, if such a third party were to obtain a copy without our prior written consent, we would not accept any responsibility for any reliance that they might place on it.

We would like to take this opportunity to extend our appreciation to management and staff throughout the Council for their assistance and cooperation during the course of our audit.

We shall be pleased to discuss with you any matters mentioned in this report.

Yours faithfully

True Richard

Tim Richards
Partner
Chartered Accountants

Member of
Deloitte Touche Tohmatsu

City of Joondalup
Management Letter for the
Year Ended 30 June 2006
December 2006

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1	Introduction and Scope of Work	3
2	Key Audit Findings	4

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1 Introduction and Scope of Work

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We have completed the audit for the year ended 30 June 2006 of the City Of Joondalup.

During the audit, every effort was made to identify audit, accounting and other issues, which would be of benefit to the Council. In accordance with our normal practice, we write to draw your attention to the internal control, accounting and other matters that came to our attention during our audit for the year ended 30 June 2006.

2 Key Audit Findings

Observation	Implication	Recommendation	Management Response
<p>2.1.1 Periodical review of user account access</p> <p>We understand that accounts are only created or modified when accompanied by a request form from the respective manager. With staff moving between departments, it is likely that staff members may have more than necessary access assigned to them due to their old access not being removed from their profile.</p>	<p>Currently, accounts are not periodically reviewed after creation and this results in accounts with inappropriate access that may remain undetected on the network.</p>	<p>We recommend that IT should periodically review user accounts (network and Oracle) to ensure that all users have access that is only applicable to their job functions.</p>	<p>At present the Oracle system does not provide suitable reports to facilitate such a review. However, this issue has been investigated and it is possible to create a report to list all Oracle functions allocated to each member of staff. This report will be developed in the new year and run approximately quarterly to highlight any functions, which may need to be removed.</p> <p>Responsible Officer Manager Information Management</p> <p>Target Date February 2007</p>

Observation	Implication	Recommendation	Management Response
<p>2.1.2 User Access Administration</p> <p>Testing of the appropriateness of user account access rights revealed that one sample of ten still has an active Oracle account despite having left City of Joondalup. The specific account identified belonged to a user named Rebekah Shand.</p> <p>It should be noted that this user account was immediately disabled after being identified as having inappropriate access.</p>	<p>Implication of this is the misuse of data, and as such unauthorised users having access to the City of Joondalup's environments.</p>	<p>We recommend that all user accounts be reviewed periodically for appropriate access. Reconciliation needs to be made from all enabled user accounts against access forms and current listing of City of Joondalup employees to ensure that only authorised users are able to access the City of Joondalup environment.</p>	<p>This is not a practical recommendation as there is no master list of all employees (permanent, temporary and agency), which can be used to perform this task.</p> <p>Rebekah Shand was an agency temp engaged by the Leisure Centre without the involvement of HR, as is the current practice. The Leisure Centre terminated her in October without notification to IM. When her network account and Oracle accounts were originally set-up as per instructions from the Leisure Centre, they were established with an end date of 1/12/06, which would have caused the above accounts to automatically expire. It is also worth noting her Oracle account only provided access to the portal; there was no access to Oracle applications.</p> <p>A list of upcoming account expirations is sent out to all managers and coordinators fortnightly, which is used as the main tool to flag these types of occurrences.</p> <p>Additionally the Manager IM periodically reviews all domain logins, approximately every 3 months as a further check.</p> <p>HR formally advises IM of all terminations for permanent staff. It is already policy that BU's advise IM direct of any early terminations of temporary staff.</p>

Observation	Implication	Recommendation	Management Response
<p>2.1.3 Periodical review of security logs</p> <p>Audit logs are enabled and kept on the system however; log files are not reviewed on a recurring basis. Log files are only reviewed when required.</p>	<p>Routine log reviews and analysis are beneficial for identifying security incidents, policy violations, fraudulent activities and operational problems. Logs can also be useful for providing important information to resolve such problems.</p>	<p>We recommend that COJ define its logging requirements and goals so that log management activities such as generation, storage, reviews and disposal can be designed accordingly.</p> <p>COJ should also ensure that policies and procedures are developed to support the log management requirements.</p> <p>As an example, logs from the following devices are of great importance in ensuring the network security of COJ:</p> <ul style="list-style-type: none"> Intrusion detection and prevention system Firewalls Remote access software Web proxies Authentication servers System event and audit records from operating systems. 	<p>Our checkpoint system provides logs for firewall, remote access and basic intrusion system. These are examined approximately weekly for irregular activities but this is not a simple task given there are hundreds of thousands of log entries to be filtered. Web proxy logs are formally reviewed and reported on a monthly basis. The domain controller logs are not reviewed because they contain no useful information given the existing account lockout policy. Event logs are simply too onerous to review in any meaningful manner.</p> <p>The above arrangements are considered adequate at present given the absence of labour saving network monitoring tools that would assist in performing this task cost effectively.</p> <p>The Information Management Unit has funding in the 2006/7 for network management tools and it is our intention to incorporate appropriate event monitoring as part of this project.</p> <p>Responsible Officer</p> <p>Manager Information Management</p> <p>Target Date</p> <p>September 2007</p>

Observation	Implication	Recommendation	Management Response
<p>2.1.4 Fixed Asset Maintenance</p> <p>Fixed Assets being unaccountable, majority being those that had been fully depreciated.</p> <p>Through discussions it was discovered an asset may be placed in the basement for disposal, yet no disposal form completed.</p> <p>Disposals also only being recorded on the Fixed Asset Register when the cheque from the auctioneer was received.</p>	<p>As a number of assets are being placed in the basement for disposal there is an opportunity for misappropriation of assets.</p> <p>Assets being disposed of and not being removed from Fixed Asset Register.</p>	<p>With the complexity and variety of assets that the entity has it is important to develop and establish a system that will allow for the accurate tracing of all fixed assets.</p> <p>It is therefore recommended that a fixed asset register stock take occur on a periodic basis. This process could include a list of all assets within each business unit being sent to that business unit's manager where they then can be held responsible for the assets that they manage.</p>	<p>A Fixed Assets stock take is planned to take place prior to June 2007 and an updated stock list will be provided to all Business Unit Managers early in the new year.</p> <p>Responsible Officer Manager Asset Management</p> <p>Target Date February 2007</p>

Observation	Implication	Recommendation	Management Response
<p>2.1.5 Infrastructure - Roads</p> <p>It was noted that the cost listings used to estimate the value of roads acquired throughout the year has not been reviewed for the past five years. Therefore the estimated cost of the various components of a road set five years ago are still being used to estimate the cost of roads acquired in the current year.</p>	<p>Budgets and estimates based on an old rate that is not indicative of today's costs.</p>	<p>It is recommended that a full review of the cost listing is completed, and continually reviewed on a periodic basis. This will allow a more accurate and current estimate of the roads acquired in the future, for budgeting purposes and fair value.</p>	<p>Infrastructure Management will undertake a periodical review of costing used to estimate the value of roads and a revaluation of current roads before the end of the current financial year.</p> <p>Responsible Officers</p> <p>Manager Infrastructure Management</p> <p>Manager Asset Management</p> <p>Target Date</p> <p>April 2007</p>

Observation	Implication	Recommendation	Management Response
<p>2.1.6 Acknowledgement of Online services policy sign off</p> <p>All new employees are required to sign an acknowledgement of policy stating that they understand the online services policy which governs the appropriate use of the City of Joondalup's IT resources.</p> <p>Testing identified that of 15 randomly selected user accounts, 8 users had not signed acknowledgement of policy understanding online services policy.</p>	<p>Users who have not signed the acknowledgement of policy may not be fully aware of their responsibility in regards to the use of IT resources. This increases the risk of inappropriate use of IT resources or damage to the integrity of data retained within this environment.</p>	<p>A review should be conducted to ensure all users currently on the system have signed acknowledgment of policy understanding online services policy.</p>	<p>At present new employees with the City are required to attend an induction session and sign an "HR & OHS Induction Record of Attendance" which amongst other things states "This confirms that I have attended a Human Resources and Occupational Health and Safety Induction and I am aware of the City's expectations with respect to "Use of internet and email while employed at the City of Joondalup". This will be expanded to state "All the City's protocols governing the use of IT services, as documented on the City's portal"</p> <p>Responsible Officer Manager Information Management</p> <p>Target Date November 2007</p>

Local Government Act

	2.29	Oath or affirmation of allegiance and declaration
	3.18	Performing executive functions
	3.32	Notice of entry
	3.40	Vehicle may be taken
	3.50	Closing certain thoroughfares to vehicles
	3.51	Affected owners to be notified of certain proposals
	3.52(4)	Public access to be maintained and plans kept
	4.17(3)	If a councillor's office becomes vacant under section 2.32
	4.20(2), (4) & (5)	CEO to be returning officer unless other arrangements are made
	4.35	Decision that eligibility to enrol under s4.30 has ended
	4.39(2)	Close of enrolments
	4.41	Owners and occupiers roll
	4.47	Call for nomination
	4.61(2) & (3)	Choice of methods of conducting the election
	4.64	Public notice about the election
	5.66	Meeting to be informed of disclosures
	5.70	Employees to disclose interest relating to advice or reports
	5.71	Employees to disclose interests relating to delegated functions
	5.94	Right to inspect certain local government information
	5.95	Limits of the right to inspect information
	5.96	Copies of information to be available
	6.3	Budget for other circumstances
	6.41	Service of rate notice
	7.6(3)	Term of office of auditor
	9.6(5)	Dealing with objections – notice of how objection has been disposed of and the reason for disposing of it in that way
Schedule	2.2cl. (6)(7)(9)	Provisions about names, wards and presentation – ward and boundary review processes
Schedule	2.3	When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council

Regulations

Administration	19A	Payment to employee in addition to contract or award
	33	Annual local government allowances for mayors or presidents
Financial Management	5	Financial management duties of the CEO
	6	Audits and performance reviews to be independent
	8	Bank accounts - requirements
	9	Accounting for trading undertakings and major land transactions
	68	Maximum interest component in instalments
Elections	7	Declaration by electoral officer
	8	Electoral codes of conduct
	13	Register
	17	Retention of documents
	26(4)	Deposits to be kept separate from other monies
	30G	Register
	30H	Public to have access to electoral gift register
	40	Postal voters register
	81	Report to Minister
Uniform Local Provisions	9(8)	Requirement to keep a register of gates and other devices



Joondalup - Compliance Audit Return 2006

Caravan Parks and Camping Grounds					
No	Reference	Question	Response	Comments	Respondent
1	s21(1) Caravan Parks and Camping Grounds Act 1995	Did the local government inspect each caravan park or camping ground in its district within the period 1 July 2005 to 30 June 2006.	N/A		Chris Terelinck

Cemeteries					
No	Reference	Question	Response	Comments	Respondent
1	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all burials in the cemetery, including details of the names and descriptions of the deceased persons and location of the burial.	N/A		Christine Robinson
2	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all grants of right of burial in the cemetery, including details of assignments or bequests of grants.	N/A		Christine Robinson
3	s40(2) Cemeteries Act 1986	Have plans been kept and maintained showing the location of all burials registered in 2 above.	N/A		Christine Robinson

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) Functions & General Regulation 7,9	Has the local government prepared a business plan for each major trading undertaking in 2006.	Yes		Christine Robinson
2	s3.59(2)(a)(b)(c) Functions & General Regulation 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2006.	Yes	A business plan was prepared for Lot 6, Lawley Court.	Christine Robinson
3	s3.59(2)(a)(b)(c) Functions & General Regulation 7,11	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 2006.	N/A		Christine Robinson
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2006.	Yes	Advertisement placed in West Australian	Christine Robinson
5	s3.59(5)	Did the Council, during 2006, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	Yes		Christine Robinson



Delegation of Power / Duty

No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A	Nothing Delegated	Ian Cowie
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Ian Cowie
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Ian Cowie
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Ian Cowie
5	s5.18	Has Council reviewed delegations to its committees in the 2005/2006 financial year.	N/A		Ian Cowie
6	s5.42(1), 5.43 Administration Regulation 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		Ian Cowie
7	s5.42(1)(2) Admin Reg 18	Were all delegations to the CEO resolved by an absolute majority.	Yes		Ian Cowie
8	s5.42(1)(2) Admin Reg 18	Were all delegations to the CEO in writing.	Yes		Ian Cowie
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Ian Cowie
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Ian Cowie
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Ian Cowie
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 2005/2006 financial year.	Yes		Ian Cowie
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		Ian Cowie

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
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		Ian Cowie
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.	N/A		Ian Cowie



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
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		Ian Cowie
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Ian Cowie
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	No	Level of Delegated Authority was: Swimming Pool Inspector Start 27/3/06 Receipt of Return 29/8/06; Swimming Pool Inspector Start 13/3/06 Receipt of Return 29/8/06; Administration Officer Start 1/5/06 Receipt of Return 28/8/06 and Administration Officer Start 8/5/06 Receipt of Return 28/8/06.	Ian Cowie
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2006.	N/A		Ian Cowie
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2006.	No	Duty of care is not to approach during staff absences of Maternity Leave and Sick Leave.	Ian Cowie
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Ian Cowie
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Ian Cowie
10	s5.88(1)(2) Admin Reg 2	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		Ian Cowie
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Ian Cowie
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Ian Cowie



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No	Reference	Question	Response	Comments	Respondent
13	s5.103 Admin Reg 34C	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		Ian Cowie

Disposal of Property

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

Finance

No	Reference	Question	Response	Comments	Respondent
1	s5.53, Admin Reg19B	Has the local government prepared an annual report for the financial year ended 30 June 2006 that contained the prescribed information under the Act and Regulations.	Yes		Said Hafez
2	s5.54(1), (2)	Was the annual report accepted by absolute majority by the local government by 31 December 2006.	Yes		Said Hafez
3	s5.54(1), (2)	If the Auditor's report was not available in time for acceptance by 31 December, will it be accepted no more than two months after the Auditor's report is made available.	N/A		Said Hafez
4	s5.55	Did the CEO give local public notice of the availability of the annual report as soon as practicable after the local government accepted the report.	Yes		Said Hafez
5	S5.56 Admin Reg 19C(2)	Has the local government made a plan for the future of its district in respect of the period specified in the plan (being at least 2 financial years).	Yes		Said Hafez
6	Admin Reg 19D	After a plan for the future, or modifications to a plan were adopted under regulation 19C, did the local government give public notice in accordance with subsection (2).	Yes		Said Hafez
7	s5.98 Admin Reg 30	Was the fee made available to elected members for attending meetings within the prescribed range.	Yes		Said Hafez



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No	Reference	Question	Response	Comments	Respondent
8	s5.98 Admin Reg 31	Was the reimbursement of expenses to elected members within the prescribed ranges or as prescribed.	Yes		Said Hafez
9	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it resolved by absolute majority.	Yes	Policy 8-2 covers meeting fees and allowances. This policy was adopted on 11 October 2005, by an absolute majority. No change has occurred to the policy since this time.	Said Hafez
10	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it up to (or below) the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98 (5).	Yes	Up to 25% of Mayoral allowance.	Said Hafez
11	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it resolved by absolute majority.	Yes		Said Hafez
12	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it within the prescribed range.	Yes		Said Hafez
13	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it resolved by absolute majority.	Yes		Said Hafez
14	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it within the prescribed range.	Yes		Said Hafez
15	s5.100 (1)	Did the local government pay a fee for attending committee meetings only to a committee member who was a council member or employee.	No		Said Hafez
16	s5.100 (2)	Where the local government decided to reimburse a committee member, who was not a council member or employee, for an expense incurred by the person in relation to a matter affecting the local government, was it within the prescribe range.	No		Said Hafez
17	s6.2	Did Council, prior to 31 August in the review period, adopt by absolute majority, a budget in the form and manner prescribed by Financial Management (FM) Reg 22 and the Act. (Please enter the date of the Council Resolution in the "Comments" column)	Yes	25 July 2006	Said Hafez



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No	Reference	Question	Response	Comments	Respondent
18	s6.2	If 'no', was Ministerial approval sought for an extension.	N/A		Said Hafez
19	Financial Management Reg 33	Was the 2006/2007 budget forwarded to the Department of Local Government and Regional Development within 30 days of its adoption. (Please enter the date sent in the "Comments" column).	Yes	7 August 2006	Said Hafez
20	s6.4(1) FM Reg 34	Did the local government prepare an annual financial report as prescribed.	Yes		Said Hafez
21	s6.4(1) FM Reg 34	Did the local government prepare other financial reports as prescribed.	Yes		Said Hafez
22	FM Reg 34	If the local government prepared other financial reports as prescribed in s6.4 (1) FM Reg 34, were they presented to Council and recorded in the minutes of the meetings in which they were submitted.	Yes		Said Hafez
23	s6.4(3)(b)	Was the annual financial report, prepared for the financial year ended 30 June 2006, submitted to the Auditor by 30 September 2006 or by the extended time allowed by the Minister or his delegate.	Yes		Said Hafez
24	FM Reg 51(2)	Was the annual financial report submitted to the Department of Local Government and Regional Development sent by the CEO within 30 days after receiving the Auditor's report.	Yes		Said Hafez
25	s6.8	Was expenditure that the local government incurred from its municipal fund, but not included in its annual budget, authorised in advance on all occasions by absolute majority resolution.	Yes		Said Hafez
26	s6.8	In relation to expenditure that the local government incurred from its municipal fund that was authorised in advance by the mayor or president in an emergency, was it reported on all occasions to the next ordinary meeting of council.	N/A		Said Hafez
27	s6.9 (1)	Does the local government's trust fund consist of all money (or the value of assets) that are required by the Local Government Act 1995 or any other written law to be credited to the fund.	Yes		Said Hafez
28	s6.9 (1)	Does the local government's trust fund consist of all money or the value of assets held by the local government in trust.	Yes		Said Hafez
29	s6.9(2)	Has the local government's trust fund been applied for the purposes of and in accordance with the trusts affecting it.	Yes		Said Hafez



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No	Reference	Question	Response	Comments	Respondent
30	s6.9(3)	Has money held in the trust fund, been paid to the person entitled to it, together with, if the money has been invested, any interest earned from that investment.	Yes		Said Hafez
31	s6.9(3)	Has property held in trust been delivered to the persons entitled to it.	N/A		Said Hafez
32	s6.11(2)	Have all decisions to change the use or purpose of money held in reserve funds been by absolute majority.	Yes		Said Hafez
33	s6.11(2) FM Reg 18	Did the local government give one months public notice of the proposed change of purpose or proposed use of money held in reserve funds . (Notice not required where the local government has disclosed the change of purpose or proposed use of reserve funds in its annual budget or where the money was used to meet expenditure authorised under s6.8(1) (c) of the Act or where the amount to be used did not exceed \$5,000).	N/A		Said Hafez
34	s6.12, 6.13, 6.16 (1),(3)	Did Council at the time of adopting its budget, determine the granting of a discount or other incentive for early payment by absolute majority.	Yes		Said Hafez
35	s6.12, 6.13, 6.16 (1),(3)	Did Council determine the setting of an interest rate on money owing to Council by absolute majority.	Yes		Said Hafez
36	s6.12, 6.13, 6.16 (1),(3)	Did Council determine to impose or amend a fee or charge for any goods or services provided by the local government by absolute majority. (Note: this applies to money other than rates and service charges).	Yes		Said Hafez
37	s6.17(3)	Were the fees or charges imposed for a copy of information available under section 5.96, limited to the cost of providing the service or goods.	Yes		Said Hafez
38	s6.17(3)	Were the fees or charges imposed for receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate, limited to the cost of providing the service or goods.	Yes		Said Hafez
39	s6.17(3)	Were the fees or charges imposed for any other service prescribed in section 6.16 (2)(f), limited to the cost of providing the service or goods.	Yes		Said Hafez
40	s6.19	After the budget was adopted, did the local government give local public notice for all fees and charges stating its intention to introduce the proposed fees or charges and the date from which it proposed to introduce the fees or charges.	N/A		Said Hafez



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No	Reference	Question	Response	Comments	Respondent
41	s6.20(2) FM Reg 20	On each occasion where the local government exercised the power to borrow and details of the proposal were not included in the annual budget for that financial year, did the local government give one month's local public notice of the proposal (except where the proposal was of a kind prescribed in FM Regulation 20).	Yes		Said Hafez
42	s6.20(2) FM Reg 20	On each occasion where the local government exercised the power to borrow, was the Council decision to exercise that power by absolute majority (Only required where the details of the proposal were not included in the annual budget for that financial year).	Yes		Said Hafez
43	s6.20(3) FM Reg 21	On each occasion where the local government changed the use of borrowings, did the local government give one month's local public notice of the change in purpose. (Only required if the details of the change of purpose were not included in the annual budget or were of the kind prescribed in FM Regulation 21).	Yes		Said Hafez
44	s6.20(3) FM Reg 21	On each occasion where the local government changed the use of borrowings, was the decision on the change of use by absolute majority. (Only required if the details of the change of purpose were not included in the annual budget or were of the kind prescribed in FM Regulation 21)	Yes		Said Hafez
45		Did Council determine by absolute majority to impose a general rate on rateable land within its district .	Yes		Said Hafez
46		Did Council determine by absolute majority to impose a specified area rate on rateable land within its district .	Yes		Said Hafez
47		Did Council determine by absolute majority to impose a minimum payment on rateable land within its district .	Yes		Said Hafez
48		Did Council determine by absolute majority to impose a service charge on rateable land within its district .	Yes		Said Hafez
49	s6.33(3)	Did Council obtained the approval of the Minister or his delegate before it imposed a differential general rate that was more than twice the lowest differential rate imposed.	N/A		Said Hafez
50	s6.34	Did Council obtain the approval of the Minister or his delegate before it adopted a budget with a yield from general rates that was plus or minus 10% of the amount of the budget deficiency.	Yes		Said Hafez



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No	Reference	Question	Response	Comments	Respondent
51	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties in the district (unless the general minimum did not exceed \$200).	Yes		Said Hafez
52	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties, rated on gross rental value (unless the general minimum did not exceed \$200).	Yes		Said Hafez
53	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties rated on unimproved value (unless the general minimum did not exceed \$200).	Yes		Said Hafez
54	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties in each differential rating category (unless the general minimum did not exceed \$200).	N/A		Said Hafez
55	s6.36	Did the local government before imposing any differential general rate, or a minimum payment applying to a differential rate category, give local public notice of its intention to do so containing details of each rate or minimum proposed.	N/A		Said Hafez
56	s6.36	Did the local government, before imposing any differential general rate or a minimum payment applying to a differential rate category, give local public notice of its intention to do so by extending an invitation for a period of 21 days or longer for submissions.	N/A		Said Hafez
57	s6.36	Did the local government before imposing any differential general rate or a minimum payment applying to a differential rate category, give local public notice of its intention to do so, detailing the time and place where the document describing the objects and reasons for each proposed rate and minimum payment may be inspected.	N/A		Said Hafez
58	s6.38(1) FM Reg 54	Where a local government imposed a service charge was it only imposed for a prescribed purposes of television and radio rebroadcasting, volunteer bush fire brigades, underground electricity, water, property surveillance and security.	N/A		Said Hafez
59	s6.38	Was money received from the imposition of a service charge applied in accordance with the provisions of s6.38 of the Act.	N/A		Said Hafez



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No	Reference	Question	Response	Comments	Respondent
60	s6.46	Did Council, in granting a discount or other incentive for early payment of any rate or service charge, do so by absolute majority.	Yes		Said Hafez
61	s6.47	When a local government resolved to waive a rate or service charge or grant other concessions did it do so by absolute majority.	Yes		Said Hafez
62	s6.51	Did Council, in setting an interest rate on a rate or service charge that remained unpaid, do so by absolute majority.	Yes		Said Hafez
63	S6.76(6)	Was the outcome of an objection under section 6.76(1) promptly conveyed to the person who made the objection including a statement of the local government's decision on the objection and its reasons for that decision.	Yes		Said Hafez
64	FM Reg 11(1)	Has the local government developed procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and other devices or methods by which goods, services, money or other benefits may be obtained.	Yes		Said Hafez
65	FM Reg 11(1)	Has the local government developed procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for and properly authorised use of petty cash systems.	Yes		Said Hafez
66	FM Reg 11(2)	Has the local government developed procedures that ensure a determination is made that the debt was incurred by a person who was properly authorised, before any approval for payment of an account is made.	Yes		Said Hafez
67	FM Reg 11(2)	Has the local government developed procedures that ensure a determination is made that the goods or services to which each account relates were provided in a satisfactory condition or to a satisfactory standard, before payment of the account.	Yes		Said Hafez
68	FM Reg 12	Have payments from the Municipal or Trust fund been made under the appropriate delegated authority.	Yes		Said Hafez
69	FM Reg 12	When Council are presented with a list detailing the accounts to be paid, have payments from the Municipal or Trust fund been authorised in advance by resolution of Council.	N/A		Said Hafez



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No	Reference	Question	Response	Comments	Respondent
70	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting include the payee's name.	Yes		Said Hafez
71	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund, that were recorded in the minutes of the relevant meeting, include the amount of the payment.	Yes		Said Hafez
72	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting, include sufficient information to identify the transaction.	Yes		Said Hafez
73	FM Reg 13	Did the list of accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting, include the date of the meeting of Council.	Yes		Said Hafez
74	FM Reg 19	Do the internal control procedures over investments established and documented by the local government enable the identification of the nature and location of all investments.	Yes		Said Hafez
75	FM Reg 19	Do the internal control procedures over investments, established and documented by the local government, enable the identification of the transactions related to each investment.	Yes		Said Hafez
76	FM Reg 55	Does the local government's rate record include all particulars set out in the FM Regulations.	Yes		Said Hafez
77	FM Reg 56,57	Are the contents of the local government's rate notice in accordance with the FM Regulations.	Yes		Said Hafez
78	FM Reg 56,57	Are the contents of the local government's reminder notice for instalment payments in accordance with the FM Regulations.	Yes		Said Hafez
79	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		Said Hafez
80	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		Said Hafez
81	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Said Hafez
82	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	No		Said Hafez



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No	Reference	Question	Response	Comments	Respondent
83	s7.3	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Said Hafez
84	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2006 received by the local government within 30 days of completion of the audit.	Yes		Said Hafez
85	s7.9(1)	Was the Auditor's report for 2005/2006 received by the local government by 31 December 2006.	Yes		Said Hafez
86	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Said Hafez
87	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Said Hafez
88	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Said Hafez
89	A Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Said Hafez
90	A Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Said Hafez
91	A Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Said Hafez
92	A 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		Said Hafez
93	A 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		Said Hafez
94	FM Reg 33A	Did the local government, between 1 January and 31 March 2006, carry out a review of its annual budget for the year ended 30 June 2006.	Yes		Said Hafez



Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	s9.59, Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position was advertised.	N/A		Mike Tidy
2	s5.36(4), 5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and for designated senior employees advertised.	Yes		Mike Tidy
3	s5.36(4), 5.37(3), Admin Reg 18A	Did the local government advertise for the position of CEO and for designated senior employees in a newspaper circulated generally throughout the State.	Yes		Mike Tidy
4	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the remuneration and benefits offered.	Yes		Mike Tidy
5	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the place where applications for the position were to be submitted.	Yes		Mike Tidy
6	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees detail the date and time for closing of applications.	Yes		Mike Tidy
7	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees indicate the duration of the proposed contract.	Yes		Mike Tidy
8	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees provide contact details of a person to contact for further information.	Yes		Mike Tidy
9	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Mike Tidy
10	s5.38	Was the performance of each employee, employed for a term of more than one year, (including the CEO and each senior employee), reviewed within the most recently completed 12 months of their term of employment.	Yes		Mike Tidy
11	Admin Reg 18D	When the Council considered the CEO's performance review did it decide to accept the review (with or without modification).	Yes		Mike Tidy
12	Admin Reg 18D	When the Council considered the CEO's performance review did it decide to reject the review.	No		Mike Tidy
13	s5.39	During the period covered by this Return, were written performance based contracts in place for the CEO and all designated senior employees who were employed since 1 July 1996.	Yes		Mike Tidy



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No	Reference	Question	Response	Comments	Respondent
14	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date. This amount is the lesser of the value of one year's remuneration under the contract.	Yes		Mike Tidy
15	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date and this amount is the lesser of the value of the remuneration they would be entitled to had the contract not been terminated.	Yes		Mike Tidy
16	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the circumstances in which council would pay an additional amount to that which the employee is entitled under a contract or award.	No	Policy already in place.	Mike Tidy
17	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the manner of assessment of an additional amount.	No	Policy already in place.	Mike Tidy
18	s5.50(2)	Did the local government give public notice on all occasions where council made a payment that was more than the additional amount set out in its policy.	N/A		Mike Tidy
19	S5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of employees of the local government entitled to an annual salary of \$100,000 or more.	Yes		Mike Tidy
20	S5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of those employees with an annual salary entitlement that falls within each band of \$10,000 and over \$100,000.	Yes		Mike Tidy
21	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		Mike Tidy
22	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 if staff engaged in 2006)	Yes		Mike Tidy



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Local Government Grants Commission

No	Reference	Question	Response	Comments	Respondent
1	s12(4) Local Government Grants Act 1978	Did the local government supply to the Grants Commission such financial and other information as to its affairs as specified and required by the Commission.	Yes		Said Hafez

Local Laws

No	Reference	Question	Response	Comments	Respondent
1	s3.12(2) F&G Reg 3	On each occasion that Council resolved to make a local law, did the person presiding at the Council meeting give notice of the purpose and effect of each proposed local law in the manner prescribed in Functions and General Regulation 3.	N/A		Ian Cowie
2	s3.12(3)(a)	On each occasion that Council proposed to make a local law, did the local government give Statewide and local public notice stating the purpose and effect of the proposed local law	N/A		Ian Cowie
3	s3.12(3)(a)	Did the local government give Statewide and local public notice stating details of where a copy of the local law may be inspected or obtained.	N/A		Ian Cowie
4	s3.12(3)(b)	On all occasions, as soon as a Statewide and local public notice was published, did the local government provide a copy of the proposed law, together with a copy of the notice, to the Minister for Local Government and Regional Development	N/A		Ian Cowie
5	s3.12(3)(b)	On all occasions, as soon as a Statewide and local public notice was published, did the local government provide a copy of the proposed law, together with a copy of the notice where applicable, to the Minister who administers the Act under which the local law was made.	N/A		Ian Cowie
6	s3.12(4)	Have all Council's resolutions to make local laws been by absolute majority.	N/A		Ian Cowie
7	s3.12(4)	Have all Council's resolutions to make local laws been recorded as such in the minutes of the meeting.	N/A		Ian Cowie
8	s3.12(5)	After making the local law, did the local government publish the local law in the Gazette.	N/A		Ian Cowie
9	s3.12(5)	After making the local law, did the local government give a copy to the Minister for Local Government and Regional Development and where applicable to the Minister who administers the Act under which the local law was made.	N/A		Ian Cowie



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No	Reference	Question	Response	Comments	Respondent
10	s3.12(5)	After the local law was published in the Gazette, did the local government give local public notice stating the title of the local law.	N/A		Ian Cowie
11	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice summarising the purpose and effect of the local law and the day on which it came into operation.	N/A		Ian Cowie
12	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice advising that copies of the local law may be inspected or obtained from its office.	N/A		Ian Cowie
13	s3.16(1)	Have all reviews of local laws under section 3.16(1) of the Act been carried out within a period of 8 years.	Yes		Ian Cowie
14	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice stating that it intended to review the local law.	N/A		Ian Cowie
15	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice advising that a copy of the local law could be inspected or obtained at the place specified in the notice.	N/A		Ian Cowie
16	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice detailing the closing date for submissions about the local law.	N/A		Ian Cowie
17	s3.16(3)	Did the local government (after the last day for submissions) prepare a report of the review and have it submitted to Council.	N/A		Ian Cowie
18	s3.16(4)	Was the decision to repeal or amend a local law determined by absolute majority on all occasions.	N/A		Ian Cowie

Meeting Process

No	Reference	Question	Response	Comments	Respondent
1	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council was it by Council resolution.	Yes		Ian Cowie



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No	Reference	Question	Response	Comments	Respondent
2	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council, was it recorded in the minutes of the meeting at which the leave was granted.	Yes		Ian Cowie
3	s2.25(3)	Where Council refused to grant leave to a member from attending 6 or less consecutive ordinary meetings of Council, was the reason for refusal recorded in the minutes of the meeting.	N/A		Ian Cowie
4	s2.25(2)	Was Ministerial approval sought (on all occasions) before leave of absence was granted to an elected member in respect of more than 6 consecutive ordinary meetings of council.	N/A		Ian Cowie
5	s5.4	On all occasions when the mayor or president called an ordinary or special meeting of Council, was it done by notice to the CEO setting out the date and purpose of the proposed meeting;	Yes		Ian Cowie
6	s5.5	On all occasions when councillors called an ordinary or special meeting of Council was it called by at least 1/3 (one third) of the councillors, by notice to the CEO setting out the date and purpose of the proposed meeting.	Yes		Ian Cowie
7	s5.5(1)	Did the CEO give each council member at least 72 hours notice of the date, time, place and an agenda for each ordinary meeting of Council.	Yes		Ian Cowie
8	s5.5(2)	Did the CEO give each council member notice before the meeting, of the date, time, place and purpose of each special meeting of Council.	Yes		Ian Cowie
9	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member needed for a quorum at a Council meeting	N/A		Ian Cowie
10	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member required for absolute majorities.	N/A		Ian Cowie
11	s5.8	Did the local government ensure all Council committees (during the review period) were established by an absolute majority.	Yes		Ian Cowie
12	s5.10(1)(a)	Did the local government ensure all members of Council committees, during the review period, were appointed by an absolute majority (other than those persons appointed in accordance with section 5.10 (1)(b)).	Yes		Ian Cowie



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No	Reference	Question	Response	Comments	Respondent
13	s5.10(2)	Was each Council member given their entitlement during the review period, to be appointed as a committee member of at least one committee, as referred to in section 5.9(2)(a) & (b) of the Act.	Yes		Ian Cowie
14	s5.12(1)	Were Presiding members of committees elected by the members of the committees (from amongst themselves) in accordance with Schedule 2.3, Division 1 of the Act.	Yes		Ian Cowie
15	s5.12(2)	Were Deputy presiding members of committees elected by the members of the committee (from amongst themselves) in accordance with Schedule 2.3 Division 2 of the Act.	Yes		Ian Cowie
16	s5.15	Where the local government reduced a quorum of a committee meeting, was the decision made by absolute majority on each occasion.	N/A		Ian Cowie
17	s5.21 (4)	When requested by a member of Council or committee, did the person presiding at a meeting ensure an individual vote or the vote of all members present, were recorded in the minutes.	N/A		Ian Cowie
18	s5.22(1)	Did the person presiding at a meeting of a Council or a committee ensure minutes were kept of the meeting's proceedings.	Yes		Ian Cowie
19	s5.22(2)(3)	Were the minutes of all Council and committee meetings submitted to the next ordinary meeting of Council or committee, as the case requires, for confirmation.	Yes		Ian Cowie
20	s5.22(2)(3)	Were the minutes of all Council and committee meetings signed to certify their confirmation by the person presiding at the meeting at which the minutes of Council or committee were confirmed.	Yes		Ian Cowie
21	s5.23 (1)	Were all council meetings open to members of the public (subject to section 5.23(2) of the Act).	Yes		Ian Cowie
22	s5.23 (1)	Were all meetings of committees to which a power or duty had been delegated open to members of the public (subject to section 5.23(2) of the Act).	N/A		Ian Cowie
23	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public, in accordance with the Act.	Yes		Ian Cowie
24	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public recorded in the minutes of that meeting.	Yes		Ian Cowie



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No	Reference	Question	Response	Comments	Respondent
25	s5.24 (1) AR 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every ordinary meeting of Council.	Yes		Ian Cowie
26	s5.24 (1) AR 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every special meeting of Council.	Yes		Ian Cowie
27	s5.24 (1) AR 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every meeting of a committee to which the local government has delegated a power or duty.	N/A		Ian Cowie
28	Admin Reg 8	Was a period of 30 minutes allowed from the advertised commencement time before any Council or committee was adjourned due to the lack of a quorum.	Yes		Ian Cowie
29	Admin Reg 9	Was voting at Council or committee meetings conducted so that no vote was secret.	Yes		Ian Cowie
30	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in the case where an attempt to revoke or change the decision had been made within the previous 3 months but failed, by an absolute majority.	N/A		Ian Cowie
31	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in any other case, by at least one third of the number of officers of member (whether vacant or not) of the Council or committee.	No	On two occasions one third support was not identified before the motion to revoke was discussed.	Ian Cowie
32	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made (in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority), by that kind of majority.	Yes		Ian Cowie
33	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made in any other case, by an absolute majority.	Yes		Ian Cowie
34	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include the names of members present at the meeting.	Yes		Ian Cowie
35	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include where a member entered or left the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting.	Yes		Ian Cowie



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No	Reference	Question	Response	Comments	Respondent
36	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each motion moved at the meeting, including details of the mover and outcome of the motion.	Yes		Ian Cowie
37	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each decision made at the meeting.	Yes		Ian Cowie
38	Admin Reg 11	Did the contents of the minutes of all Council or committee meetings include, where the decision was significantly different from written recommendation of a committee or officer, written reasons for varying that decision.	Yes	On one occasion a planning recommendation was overturned but no explicit reasons for the changed approach were given on the night. A report was subsequently prepared to enable Council to provide the reasons.	Ian Cowie
39	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include a summary of each question raised by members of the public and a summary of the response given.	Yes		Ian Cowie
40	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include in relation to each disclosure made under sections 5.65 or 5.70, where the extent of the interest has been disclosed, the extent of the interest.	Yes		Ian Cowie
41	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of ordinary Council meetings.	Yes		Ian Cowie
42	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of those committee meetings that were required under the Act to be open to the public or that were proposed to be open to the public.	Yes		Ian Cowie
43	Admin Reg 12(2)	Did the local government give local public notice of any changes to the dates, time or places referred to in the question above.	Yes		Ian Cowie
44	Admin Reg 12(3) (4)	In the CEO's opinion, where it was practicable, were all special meetings of Council (that were open to members of the public) advertised via local public notice.	Yes		Ian Cowie
45	Admin Reg 12(3) (4)	Did the notice referred to in the question above include details of the date, time, place and purpose of the special meeting.	Yes		Ian Cowie



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No	Reference	Question	Response	Comments	Respondent
46	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all Council meetings within 10 business days after the Council meetings.	Yes		Ian Cowie
47	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all committee meetings within 5 business days after the committee meetings.	Yes		Ian Cowie
48	Admin Reg 14(1) (2)	Were notice papers, agenda and other documents relating to any Council or committee meeting, (other than those referred to in Admin Reg 14(2)) made available for public inspection.	Yes		Ian Cowie
49	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (by means of audio, telephone or other instantaneous contact) as provided for in Administration Regulation 14A, did the Council approve of the arrangement by absolute majority.	N/A		Ian Cowie
50	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (as provided for in Administration Regulation 14A) was the person in a suitable place as defined in Administration Regulation 14A(4)	N/A		Ian Cowie
51	s5.27(2)	Was the annual general meeting of electors held within 56 days of the local government's acceptance of the annual report for the previous financial year.	Yes		Ian Cowie
52	s5.29	Did the CEO convene all electors' meetings by giving at least 14 days local public notice and each Council member at least 14 days notice of the date, time, place and purpose of the meeting.	Yes		Ian Cowie
53	s5.32	Did the CEO ensure the minutes of all electors' meetings were kept and made available for public inspection before the Council meeting at which decisions made at the electors' meeting were first considered.	Yes		Ian Cowie
54	s5.33(1)	Were all decisions made at all electors' meetings considered at the next ordinary Council meeting, or, if not practicable, at the first ordinary Council meeting after that, or at a special meeting called for that purpose.	Yes		Ian Cowie
55	s5.33(2)	Were the reasons for Council decisions in response to decisions made at all electors' meetings recorded in the minutes of the appropriate Council meeting.	Yes		Ian Cowie



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No	Reference	Question	Response	Comments	Respondent
56	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all token gifts received by Council members and employees.	Yes	The City cannot say categorically that this has occurred. It maintains a register of token gifts and elected members and employees have been made aware of the requirement to disclose. Whether everything received has been disclosed is impossible to verify.	Ian Cowie
57	s5.103	Has the local government reviewed its code of conduct in the 12 months immediately following each ordinary election day. (Please advise of the Date of Review in the comments column. If the review has not been done please indicate when the review will be undertaken).	Yes	19 September 2006	Ian Cowie

Miscellaneous Provisions

No	Reference	Question	Response	Comments	Respondent
1	s9.4	Has each person who received an unfavourable decision from Council, or from an employee of the local government exercising delegated authority, (that is appealable under Part 9 of the Act) been informed of his or her right to object and appeal against the decision.	Yes		Ian Cowie
2	s9.29(2)(b)	On all occasions, were those employees who represented the local government in court proceedings, appointed in writing by the CEO.	Yes		Ian Cowie

Swimming Pools

No	Reference	Question	Response	Comments	Respondent
1	s245A(5)(aa) LG (MiscProv) Act 1960	Have inspections of known private swimming pools, either been, or are proposed to be, carried out as required by section 245A(5)(aa) of the Local Government (Miscellaneous Provisions) Act 1960.	Yes		Chris Terelink

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 \$50,000. (Subject to Functions and General Regulation 11(2))	Yes		Said Hafez



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No	Reference	Question	Response	Comments	Respondent
2	F&G Reg 12	Is the local government aware of any occasion in which it entered into 2 or more contracts to avoid the requirements to call tenders in accordance with F&G Reg 11(1).	No		Said Hafez
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Said Hafez
4	F&G Reg 14(3)	Did all the local government's invitations to tender include a brief description of the goods and services required and contact details for a person from whom more detailed information could be obtained about the tender.	Yes		Said Hafez
5	F&G Reg 14(3)	Did all the local government's invitations to tender include information as to where and how tenders could be submitted.	Yes		Said Hafez
6	F&G Reg 14(3)	Did all the local government's invitations to tender include the date and time after which tenders would not be accepted.	Yes		Said Hafez
7	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers concerning detailed specifications of the goods or services required.	Yes		Said Hafez
8	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers of the criteria for deciding which tender would be accepted.	Yes		Said Hafez
9	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers about whether or not the local government had decided to submit a tender.	N/A		Said Hafez
10	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers on whether or not tenders were allowed to be submitted by facsimile or other electronic means and if so, how tenders were to be submitted.	Yes		Said Hafez
11	F&G Reg 14(3)(4)	Did the local government ensure all prospective tenderers had any other information that should be disclosed to those interested in submitting a tender.	Yes		Said Hafez
12	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.	No		Said Hafez
13	F&G Reg 15	Following the publication of the notice inviting tenders, did the local government allow a minimum of 14 days for tenders to be submitted.	Yes		Said Hafez



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No	Reference	Question	Response	Comments	Respondent
14	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) were held in safe custody.	Yes		Said Hafez
15	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) remained confidential.	Yes		Said Hafez
16	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were not opened, examined or assessed until after the time nominated for closure of tenders.	Yes		Said Hafez
17	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were opened by one or more employees of the local government or a person authorised by the CEO.	Yes		Said Hafez
18	F&G Reg 16 (3)(b)	Did the local government ensure members of the public were not excluded when tenders were opened.	Yes		Said Hafez
19	F&G Reg 16 (3)(c)	Did the local government record all details of the tender (except the consideration sought) in the tender register immediately after opening.	Yes		Said Hafez
20	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		Said Hafez
21	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		Said Hafez
22	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a brief description of the goods or services required.	Yes		Said Hafez
23	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of the decision made to invite tenders and if applicable the decision to seek expressions of interest under Regulation 21(1).	Yes		Said Hafez
24	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of any notice by which expressions of interest from prospective tenderers were sought and any person who submitted an expression of interest.	Yes		Said Hafez
25	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) any list of acceptable tenderers that was prepared under regulation 23(4)	Yes		Said Hafez



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No	Reference	Question	Response	Comments	Respondent
26	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a copy of the notice of invitation to tender.	Yes		Said Hafez
27	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of each tenderer whose tender was opened.	Yes		Said Hafez
28	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of the successful tenderer.	Yes		Said Hafez
29	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the amount of consideration or the summary of the amount of the consideration sought in the accepted tender.	Yes		Said Hafez
30	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Said Hafez
31	F&G Reg 21(3)	On each occasion that the local government decided to invite prospective tenderers to submit an expression of interest for the supply of goods or services, did the local government issue a Statewide public notice.	Yes		Said Hafez
32	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include a brief description of the goods and services required.	Yes		Said Hafez
33	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include particulars of a person from whom more detailed information could be obtained.	Yes		Said Hafez
34	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include information as to where and how expressions of interest could be submitted.	Yes		Said Hafez
35	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include the date and time after which expressions of interest would not be accepted.	Yes		Said Hafez
36	F&G Reg 22	Following the publication of the notice inviting expressions of interest, did the local government allow a minimum of 14 days for the submission of expressions of interest.	Yes		Said Hafez
37	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.	N/A		Said Hafez



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No	Reference	Question	Response	Comments	Respondent
38	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		Said Hafez
39	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Said Hafez
40	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government prepare a proposed regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Said Hafez
41	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government give Statewide public notice of its intention to have a regional price preference policy and include in that notice the region to which the policy is to relate (only if a policy had not been previously adopted by Council).	N/A		Said Hafez
42	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice details of where a complete copy of the proposed policy may be obtained (only if a policy had not been previously adopted by Council).	N/A		Said Hafez
43	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions (only if a policy had not been previously adopted by Council).	N/A		Said Hafez
44	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice (only if a policy had not been previously adopted by Council).	N/A		Said Hafez