



Request for quotations to undertake a review of the appropriateness and effectiveness of the City of Joondalup's financial management systems and procedures.

REQUIREMENTS

The City of Joondalup (the City) requires independent qualified consultants to:

1. Undertake a review of the appropriateness and effectiveness of the City's financial management systems and procedures.

DETAILS

Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* requires that the Chief Executive Officer of a local government is to "undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews."

The financial management duties of the Chief Executive Officer of a local government are provided for in Regulation 5(1) of the *Local Government (Financial Management) Regulations 1996*. They state that efficient systems and procedures are to be established by the Chief Executive Officer of a local government:

- (a) for the proper collection of money owing to the local government; and
- (b) for the safe custody and security of all money collected or held by the local government; and
- (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and
- (d) to ensure proper accounting for municipal or trust –
 - (i) revenue received or receivable; and
 - (ii) expenses paid or payable; and
 - (iii) assets and liabilities; and
- (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and
- (f) for the maintenance of payroll, stock control and costing records; and
- (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.

QUOTATIONS AND SUBMISSIONS

The preference is for a fixed lump sum quotation.

Submissions should demonstrate a clear understanding of the City's requirements and detail the proposed methodology and approach for undertaking the review.

Quotations must be received by 4.00pm on 20 July 2022.

TIMELINES

The successful company will be informed by the City within two weeks of the request for quotation closing date. The date for commencement and completion of the review will be agreed on appointment, however the City would expect that a draft report is provided to the Chief Executive Officer within three months of the commencement date of the review.

ACCESS TO INFORMATION

The City will ensure access to all relevant employees and information to enable the review to be completed in a thorough, reasonable and timely manner.

CONTACT FOR SUBMISSION OF QUOTES

Contact Name: Peter McGuckin
Position: Internal Auditor
Phone: (08) 9400 4594
Email: peter.mcguckin@joondalup.wa.gov.au

FURTHER INFORMATION MAY BE OBTAINED FROM

Contact Name: Mat Humfrey
Position: Director Corporate Services
Phone: (08) 9400 4344
Email: mat.humfrey@joondalup.wa.gov.au