

Introduction

In early 2024 a performance audit was completed by the Officer of the Auditor General (OAG) on staff exit controls at large Local Government Entities. The City of Wanneroo (the City) participated in this audit and was provided with a series of recommendations. A final report was subsequently prepared for submission to Parliament in June 2024 under the provisions of sections 24 and 25 of the *Auditor General Act 2006*.

In accordance with section 7.12A of the *Local Government Act 1995*, the eight local government entities should then prepare a report on any matters identified as significant to them for submission to the Minister for Local Government within three months of this report being tabled in parliament and within 14 days of submission it should be published on the website.

This report outlines how the significant recommendation that was given to the City is being addressed.

Background

The audit focus and scope assessed the following:

1. Do large local government entities have appropriate policies and procedures to effectively manage staff exits?
2. Do large local government entities comply with staff exit policies and procedures/

The audit covered the period 1 January 2023 to 31 December 2023.

The City provided internal staff within relevant service areas to coordinate information for OAG to review. This included;

- Relevant policies and procedures
- Data and reporting as available
- Being available for interviews and system walk throughs as required.

The findings for the City were as follows:

Significant finding - No effective process in place

1b. Regularly review staff exit information allowing effective oversight and monitoring of end-to-end processes and ensure compliance with policies and procedures

The City is committed to addressing the areas of significant concern and has prepared a summary action plan outlining the steps to be taken and related timeframe.

Action plan summary

The City will use the Staff exit better practice guide as provided at Appendix 1 to the OAG report to review and update their exit procedures in accordance with the recommendations that were given.

Significant Recommendation	Actions to be taken	Timeframe	Responsible service area
1b. Regularly review staff exit information allowing effective oversight and monitoring of end-to-end processes and ensure compliance with policies and procedures	Utilise existing process mapping technology to document end to end exit process and supporting documentation. This process will capture oversight and tracking.	December 2024	People and Culture