

12 Month Progress Report

Investigation into the offer of a corrupt payment to an officer of Strathfield Municipal Council (Operation Centurion) (May 2010)

Recommendation 1.

That Strathfield Municipal Council review its Purchasing and Tendering Operational Guidelines to provide clear guidance on expression of interest (EOI) processes that do not form part of a formal tender. In particular, guidance should be provided on the circumstances surrounding the acceptance of late submissions, including appropriate approval requirements.

Summary of progress

<complete one of the following>

- Implementation has not yet started
- The recommendation has been implemented
- The recommendation will be implemented differently
- The recommendation is no longer relevant
- The recommendation is partially implemented

Action taken to implement recommendation

Co-ordination of all tender and EOI process have been transferred to the Procurement area in Corporate Services

Supporting material

- Tender Checklist and Workbook
- EOI Guideline and Checklist

Evaluation of implementation (Progress update)

A review of Council's procurement processes has been included in Councils Internal Review Program. The review will be completed by November 2011.

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Recommendation 2.

That Strathfield Municipal Council amend its Purchasing and Tendering Operational Guidelines to specify the types of EOI that must be advertised in a Sydney metropolitan daily newspaper as well as the local press and on its website.

Summary of progress

<complete one of the following>

- Implementation has not yet started
- The recommendation has been implemented
- The recommendation will be implemented differently
- The recommendation is no longer relevant
- The recommendation is partially implemented

Action taken to implement recommendation

Council's EOI guideline requires that all EOI relating to procurement activities are advertised in the Sydney Morning Herald.

Supporting material

- EOI Guideline

Evaluation of implementation (Progress update)

A review of Council's procurement processes has been included in Councils Internal Review Program. The review will be completed by November 2011.

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Recommendation 3.

That Strathfield Municipal Council undertake the following activities in relation to its recordkeeping requirements for EOI processes:

- a complete review of its record-keeping practices to ensure adequate procedures are in place to capture and maintain all relevant documents from every stage of the process. This should include Council-generated correspondence, Council reports and minutes, evaluation panel reports and decisions, and information received from proponents;
- the clear documentation of all record-keeping requirements in Council's Purchasing and Tendering Operational Guidelines;
- the training of all Council staff involved in EOI processes in Council's record-keeping requirements and their obligations;
- the conduct of a compliance audit of its record management systems against the requirements of the State Records Act 1998.

Summary of progress

<complete one of the following>

- Implementation has not yet started
- The recommendation has been implemented
- The recommendation will be implemented differently
- The recommendation is no longer relevant
- The recommendation is partially implemented

Action taken to implement recommendation

- A comprehensive review of Council's record keeping function was carried out in November 2009 and resulted in the development of a records management action plan to address strategic, policy, procedural and system issues.
- Council's Purchasing and Tendering Guidelines have been reviewed and amended to include references to record keeping responsibilities.
- Council staff attended record keeping training sessions in late 2010.

Supporting material

- Records Management Action Plan

Evaluation of implementation (Progress update)

A compliance audit of Councils Records Management Systems has been carried out.

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Recommendation 4.

That Strathfield Municipal Council ensure procedures are in place to determine the market rental value and amount of work required to be undertaken by potential licensees prior to the selection of preferred proponents during EOI or formal tender processes.

Summary of progress

<complete one of the following>

- Implementation has not yet started
- The recommendation has been implemented
- The recommendation will be implemented differently
- The recommendation is no longer relevant
- The recommendation is partially implemented

Action taken to implement recommendation

The licencing process is set out in the Community Facilities Plan of Management. Council is reviewing and updating this Plan of Management and in particular reviewing licencing and leasing policy and procedures.

Supporting material

NA

Evaluation of implementation (Progress update)

The review of the Plan of Management and licencing and leasing processes has been included in Councils Internal Review Program.

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Recommendation 6.

That Strathfield Municipal Council commence a campaign to educate its community in relevant languages that corrupt acts such as bribery or other inducements are not acceptable and will be reported to the Commission.

Summary of progress

<complete one of the following>

- Implementation has not yet started
- The recommendation has been implemented
- The recommendation will be implemented differently
- The recommendation is no longer relevant
- The recommendation is partially implemented

Action taken to implement recommendation

- Council's Business Ethics Policy has been translated into Korean, Chinese and Arabic. This policy is available from Council's website and Customer Service Centre.
- Following release of ICAC document 'Communicating anti-corruption messages in community languages', Council has added information to its website in community languages regarding corruption prevention and reporting bribery.

Supporting material

- Business Ethics Policies in community languages

Evaluation of implementation (Progress update)

NA