



city of **swan**

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8 January 2026

Honourable Hannah Beazley  
Minister for Local Government; Disability; Services; Volunteering; Youth; Gascoyne  
Dumas House  
2 Havelock Street  
West Perth WA 6005

Email: [Minister.Beazley@dpc.wa.gov.au](mailto:Minister.Beazley@dpc.wa.gov.au)

Dear Minister,

**RE: REPORTING OF CONTROL – NOT EFFECTIVE**

The Office of the Auditor General audit report “Staff Exit Controls at Large Local Government Entities” published on June 28, 2024.

One matter at the City of Swan was rated as “not effective” and identified for reporting to the Minister for Local Government in accordance with section 7.12A of the *Local Government Act 1995*.

The Office of the Auditor General recommended that the City should :*“Regularly review staff exit information allowing effective oversight and monitoring of end-to-end processes and ensure compliance with policies and procedures”*.

The City has compiled and implemented end-to-end policies and procedures for employee terminations, and annual reviews will be conducted by management to monitor compliance and timing of actions.

In May 2025 the internal audit verification process confirmed the City had implemented the action and reported this finding to the City’s Audit, Risk and Improvement Committee on August 25, 2025.

This addresses the requirements of section 7.12A (4)(b) of the *Local Government Act 1995* and was presented to the Audit Committee on November 24, 2025 and Council on December 10, 2025.

Should you require further information or clarification, please contact Executive Manager Governance, Valerie Hodgins on 9267 9486.

Yours sincerely,

Stephen Cain

**Chief Executive Officer**