

Date: 26 August 2019
Enquiries: Dean McAuliffe – 9364 0201

Hon. David Alan Templeman MLA
Minister for Local Government; Heritage; Culture and the Arts
GPO Box 8349
PERTH BUSINESS CENTRE WA 6849

Dear Minister

**City of Melville action plan to Officer of the Auditor General Western Australian
audit verifying employee identity and credentials**

In compliance with section 7.12A (4)(b) of the Local Government Act 1995, the City of Melville confirms that its recruitment procedure has been updated effective 05 August 2019 to address the significant matters that were found relevant to the City.

The City of Melville has as of this date amended our recruitment procedure;

1. To include a mandatory 100 point identification check in lieu of a 40 point identification check prior to appointment;
2. To ensure sufficient documentary evidence to support an individuals Right to work in Australia is obtained prior to appointment;
3. To enhance our already documented approach to criminal screening that strengthens the deployment of our approach that by ensuring police clearances are obtained prior to appointment or upon promotion where there is an inherent requirement for a police clearance in the role.

To further ensure the City maintains a high standard of due diligence in relation to verifying employee identity and credentials the City has implemented quarterly internal audits of recruitment activities undertaken.

Yours sincerely



Marten Tieleman
Chief Executive Officer