

Western Australian Auditor General's Report



Audit Results Report - Annual 2017 Financial Audits and Management of Contract Extensions and Variations



Report 6: May 2018

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WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

**Audit Results Report - Annual 2017 Financial
Audits**
and
**Management of Contract Extensions
and Variations**

Report 6
May 2018



**THE PRESIDENT
LEGISLATIVE COUNCIL**

**THE SPEAKER
LEGISLATIVE ASSEMBLY**

**AUDIT RESULTS REPORT – ANNUAL 2017 FINANCIAL AUDITS; and
MANAGEMENT OF CONTRACT EXTENSIONS AND VARIATIONS**

This report has been prepared under the provisions of section 24 of the *Auditor General Act 2006* and covers financial audits completed since 1 November 2017 including:

- opinions and results of audits on controls, financial statements and key performance indicators of the 4 universities and 5 TAFEs for the year ended 31 December 2017
- opinions and results of audits of university subsidiaries and request audits
- key financial indicators commonly used to analyse financial health, and graduate survey results for the tertiary education sector
- other audit opinions issued, including statutory authorities and cemetery boards
- audit certifications of financial and statistical information produced by agencies to discharge conditions of Commonwealth funding, grants and other legislation and Royalties for Regions program agreements.

I wish to acknowledge the assistance provided by the senates, governing councils, vice chancellors, managing directors, chief executive officers, chief finance officers and others during the conduct of the annual financial audit program and in finalising this report.

Also included is my report on the focus area audit of the management of contract extensions and variations for universities and TAFEs prepared under section 18 of the *Auditor General Act 2006*.

A handwritten signature in black ink, appearing to read 'C. Murphy'.

COLIN MURPHY
AUDITOR GENERAL
8 May 2018

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Auditor General's overview

This report summarises the results of the annual audits of the 4 public universities, their subsidiaries and the 5 TAFEs for the 31 December 2017 reporting year. The report also contains the results of a small number of other annual audits.

We issued clear (unqualified) audit opinions for all universities and TAFEs on their financial statements, controls and key performance indicators (KPIs).

Expenditure, payroll and human resources, IT operations and security of information systems were the main areas of control weaknesses we identified at the universities and TAFEs in 2017. A third of the control weaknesses were issues unresolved from the prior year, and an increased proportion were of sufficient concern to require action as soon as practicable.

We have included selected financial indicators and key performance information for the TAFEs and universities. Although our audits did not identify any particular concerns regarding this performance information, I trust that including this information in a single report will provide Parliament with information that is useful for assessing the overall performance of the tertiary education sector.

Three universities and one TAFE achieved our best practice status for good financial controls and reporting practices.

I wish to thank my staff and the staff in the audited agencies who contributed to the audit process.



Executive summary

This Audit Results Report contains the findings primarily from the financial audits of universities and technical and further education institutions (TAFEs) for reporting periods ending on 31 December 2017.

The public tertiary education sector in Western Australia comprises 4 universities and 5 TAFEs (2 metropolitan and 3 regional). The universities had combined assets of \$6.3 billion while the TAFEs had assets valued at \$1.3 billion. While revenue for the universities increased marginally, revenue for the TAFEs continued to decline. Total revenue of this sector in 2017 was \$3.1 billion (universities \$2.6 billion and TAFEs \$507 million), including Commonwealth and State funding. Further details of the sector's revenue and expenditure are included in Appendix 3.

To ensure that the sector produces timely and accurate financial reports, it is important that management keeps appropriate accounts and records. An effective internal control system is essential for accurate reporting, and to alert management to irregularities in electronic environments and manual procedures, and to help them prevent, detect and investigate errors and fraud.

The *Auditor General Act 2006* (AG Act) requires the Auditor General to annually audit the financial statements, controls and KPIs of universities and TAFEs. A clear audit opinion indicates generally satisfactory controls and that the financial statements are complete, accurate, comply with relevant legislation and applicable accounting standards and fairly represent performance during the year and the financial position at year end.

Key findings

Audit opinions

- We issued clear audit opinions:
 - on financial statements, controls and KPIs of the 4 public universities and the 5 TAFEs
 - on the financial statements of 10 university subsidiaries and request audits
 - for 7 other smaller agencies
 - for 46 certifications. (Page 7 and Appendices 1 and 2)

Management issues

- There were 60 financial and management control weaknesses identified at the universities and TAFEs, a slight decrease on the 62 reported last year. Twenty-eight percent were unresolved from the previous year, compared to 32% last year. (Page 9)
- We identified 114 information system control issues at the 4 universities and 5 TAFEs. Thirty-three percent were unresolved issues from the previous year. Last year there were 77 issues and 36% were unresolved prior year issues. (Page 11)
- Annual and long service leave liabilities of the universities decreased by 1.9% and by 0.3% for TAFEs in 2017, with the combined total now \$321 million. (Page 11)

Financial performance

- The universities were, for the most part, low to medium risk when measured against selected KPIs, with the risk level increasing slightly overall in 2017. (Page 14)

- The land and buildings of TAFEs were revalued down by the Valuer General in 2017 which resulted in large deficits being recorded in their financial statements. (Page 18)
- Three universities and one TAFE met our best practice standard for their good financial controls and reporting practices in 2017. (Page 12)

Recommendation

Universities, TAFEs and other agencies should address identified financial management, KPI and information systems control weaknesses in a timely manner to ensure the continuing integrity of their financial controls and external reporting.

Audit opinions for universities, TAFEs and others

- We issued clear audit opinions on the financial statements, controls and KPIs of the 4 public universities and the 5 TAFEs and on the financial statements of the 10 university subsidiaries and request audits for the period ended 31 December 2017.
- In addition, we also issued 7 audit opinions to a range of other agencies and for 46 certifications.

Management of the universities and TAFEs are responsible for keeping proper accounts and records to enable the timely and accurate preparation of financial reports. An effective internal control system should operate to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error and to alert management to irregularities in procedures and assist them to prevent, detect and investigate errors and fraud.

The Auditor General is required to issue an audit opinion to the responsible Minister for each university and TAFE. The opinion relates to:

- financial statements – assurance that the financial statements and supporting notes are materially complete, accurate, reliable and comply with relevant legislation and applicable accounting standards
- controls – assurance that the internal financial control systems and procedures in manual and electronic environments are adequate and ensure that financial transactions comply with legislative requirements
- key performance indicators – assurance that the KPIs are relevant, appropriate, based on reliable data and fairly present the performance of the agency in achieving its desired outcomes.

Clear opinions were issued for all universities and TAFEs

For the year ended 31 December 2017, we issued clear audit opinions on the financial statements, controls and KPIs of all universities, university subsidiaries and for the 5 TAFEs. University and TAFE audit opinions are included in their annual reports which are tabled in Parliament.

Some universities use subsidiary companies to conduct activities on their behalf. The audit opinions we issued for these subsidiaries relate to financial statements only as they are not required to submit KPIs. The financial results of the subsidiaries are included in the consolidated financial statements of their controlling/parent university. Annual reports of subsidiaries are not required to be tabled in Parliament.

| UNIVERSITIES Opinion on financial statements, controls and KPIs | Opinion issued |
|--|----------------|
| Curtin University | 22/03/2018 |
| Edith Cowan University (ECU) | 13/03/2018 |
| Murdoch University | 19/03/2018 |
| The University of Western Australia (UWA) | 13/03/2018 |

| TAFEs Opinion on financial statements, controls and KPIs | Opinion issued |
|---|-----------------------|
| Central Regional TAFE | 09/03/2018 |
| North Metropolitan TAFE | 06/03/2018 |
| North Regional TAFE | 19/03/2018 |
| South Metropolitan TAFE | 02/03/2018 |
| South Regional TAFE | 06/03/2018 |

| UNIVERSITIES' SUBSIDIARIES AND REQUEST AUDITS Opinion on financial statements only | Opinion issued |
|---|-----------------------|
| Murdoch University | |
| Alan and Iris Peacocke Research Foundation | 23/03/2018 |
| Innovative Chiropractic Learning Pty Ltd | 16/03/2018 |
| Murdoch College Properties Pty Ltd | 16/03/2018 |
| Murdoch Retirement Services Pty Ltd | 16/03/2018 |
| Murdoch University Foundation | 23/03/2018 |
| Murdoch University Veterinary Trust | 26/03/2018 |
| The University of Western Australia | |
| Perth USAsia Centre Limited | 18/04/2018 |
| The University Club of Western Australia Pty Ltd | 02/03/2018 |
| UWA Accommodation Services Pty Ltd | 16/03/2018 |
| UWA Sport Pty Ltd | 26/04/2018 |

Table 1: Audit opinions issued for universities, TAFEs, subsidiaries and request audits

Seven other audit opinions were issued

In addition to the tertiary education sector audits reported above, we issued a further 7 opinions for statutory authorities and cemetery boards since 1 November 2017. Refer to Appendix 1 on page 21.

Forty-six audit certifications were issued

Throughout the year, we conduct audit work to certify financial and statistical information produced by agencies. The audit opinion enables agencies to meet conditions of State or Commonwealth funding or specific grant requirements or legislation. The opinion also enables agencies to receive ongoing funding under existing agreements or to apply for new funding.

Our November 2017 Audit Results Report detailed 184 certifications issued by 1 November 2017, including 165 under the Royalties for Regions program – predominantly for the 30 June 2017 period. Since then we have issued a further 46 certifications including 34 under the Royalties for Regions program – refer Appendix 2 on page 22.

Management and reporting issues at universities and TAFEs

- **We identified 60 financial and management control weaknesses at the universities and TAFEs, a slight decrease on the 62 reported last year. Twenty-eight percent were unresolved from the previous year, compared to 32% last year.**
- **We identified 114 information system control issues at the universities and TAFEs. Thirty-three percent were unresolved issues from the previous year. Last year there were 77 issues and 36% were unresolved prior year issues.**
- **Annual and long service leave liabilities of the universities decreased by 1.9% and by 0.3% for TAFEs in 2017, with the combined total now \$321 million.**
- **Three universities and one TAFE met our best practice standard for their good financial controls and reporting practices in 2017.**

Financial control and reporting issues

Every agency is responsible for developing and maintaining an internal control system and procedures to ensure legislative compliance and the accurate recording and reporting of financial information and KPIs. The internal control framework of an agency includes the controls for financial and human resource management as well as information systems procedures and governance processes. Where internal controls are weak, it is more likely that errors or fraud may occur and/or go undetected.

The AG Act requires the Auditor General to form an opinion on the controls of universities and TAFEs. In forming the opinion, we assess compliance with key aspects of legislation. We also assess the ability of internal control systems and procedures to record and report reliable financial information and KPIs.

We reported 60 financial and management control weaknesses to the universities and TAFEs in 2017, compared to 62 in 2016.

We rated 6 control weaknesses as significant risk, meaning they required urgent or immediate action by management. Thirty-two (53%) of the control weaknesses were medium risk, meaning they were of sufficient concern to warrant taking corrective action as soon as possible. Normally these matters require procedural improvements. If not addressed, they could escalate to a significant risk. Twenty-eight percent were unresolved prior year issues. This was a decrease on the previous year when 32% of the weaknesses were unresolved issues.

Figure 1, on the next page, summarises control weaknesses reported in 2016 and 2017.

We reported more findings for expenditure this year mainly because we performed a focus area audit of contract extensions and variations at the 4 universities and 3 of the TAFEs. The findings are presented in a separate report located at the end of this report.

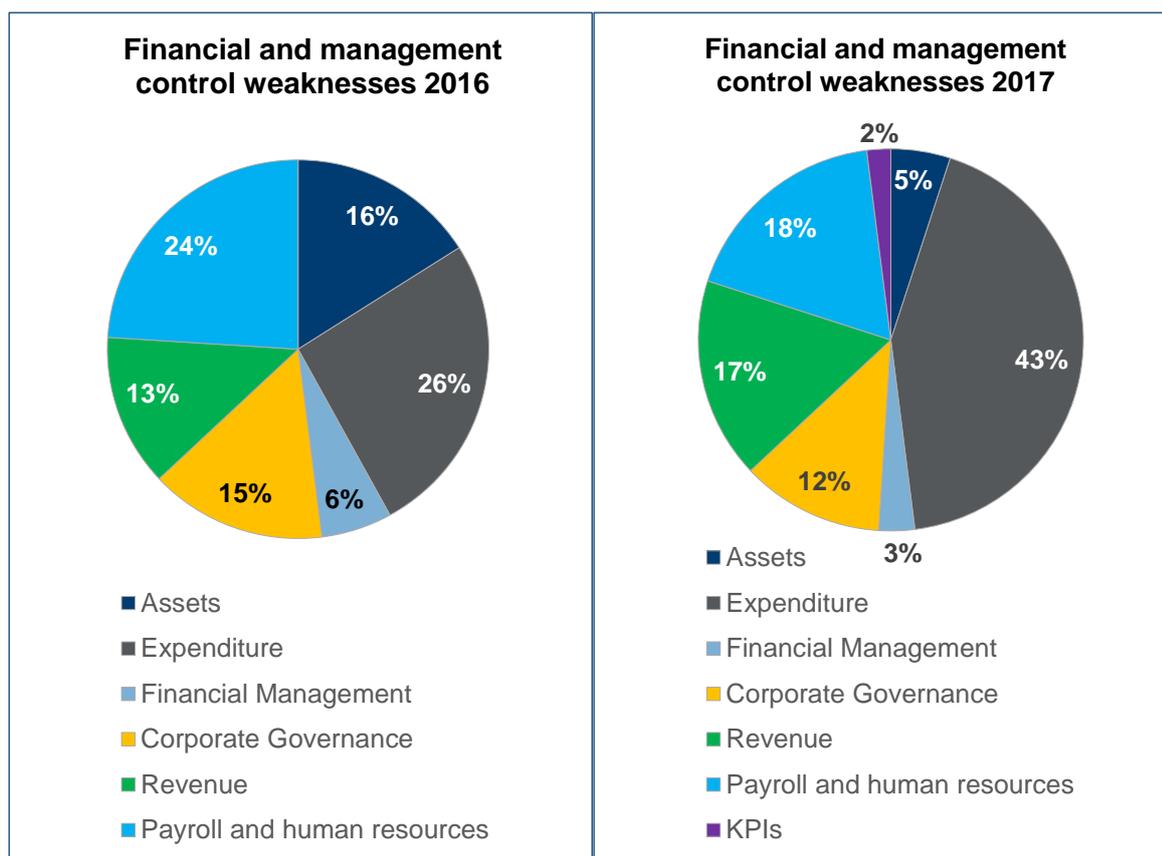


Figure 1: Financial and management control weaknesses for 2016 and 2017

Common control weaknesses we identified were:

- Purchasing card procedures were not followed to ensure that:
 - cardholders submit supporting documents, so that officers approving payments could confirm that transactions were appropriate and for agency purposes
 - purchasing card accounts were acquitted by cardholders within timelines set by management
 - cards of former employees were cancelled promptly with the bank.
- Payroll and human resources policies and procedures were not routinely applied:
 - for commencement of staff, resulting in appointment before identity checks, work permits and police clearances were completed
 - when an employee's tenure ended, so termination procedures were not finalised in a timely manner for return of property including access cards, mobile phones, laptops and purchasing cards
 - to ensure that cost centre payroll reports were reviewed, signed and returned to the payroll unit by cost centre managers.

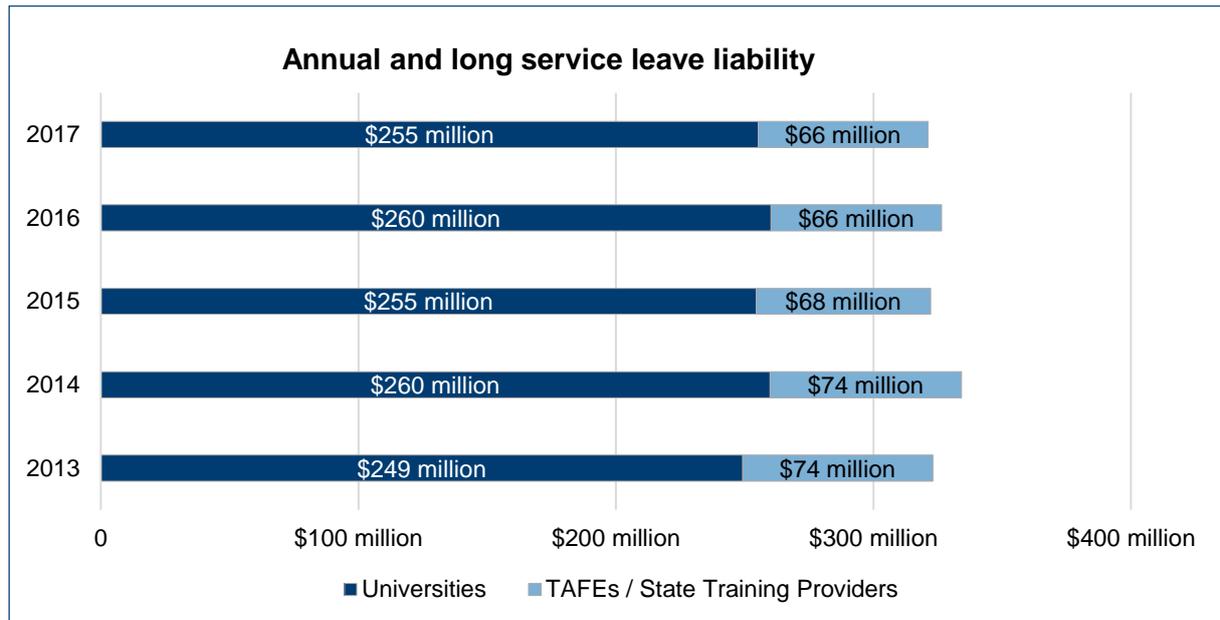
As the institutions operate over several campuses, improving communication between locations in respect of administration, human resources, payroll and finance services will help reduce these shortcomings. Clearly documented policies and procedures are also essential for informing decentralised staff (part-time, casual and fulltime) of their responsibilities.

- At 3 TAFEs we found that fee review and setting policies and procedures were not followed and/or insufficient evidence was available to support the fees being charged.

Universities and TAFEs are managing their leave liabilities

Universities and TAFEs have significant leave liabilities, \$255 million and \$66 million respectively, which require proactive management. The combined total leave liability of universities and TAFEs at 31 December 2017 of \$321 million, was less than 2016 and similar to 2015.

Figure 2 shows the movement in total leave liability for the last 5 years. At 31 December 2017, the total leave liabilities of the universities were 1.9% (\$5 million) lower, with 3 universities reducing their totals. The TAFEs liability was \$0.2 million less, with 2 TAFEs reporting increases and 3 reporting reduced liabilities.



Source: Annual financial statements of universities and TAFEs

Figure 2: Combined universities and combined TAFEs' leave liabilities

The universities and TAFEs need to continue to closely manage these liabilities for a number of reasons. Large balances can lead to payouts at a higher pay rate than when the entitlement accrued. It is also important that staff take regular leave for their health and wellbeing.

Information system control issues

Each year we audit the information system (IS) controls at selected universities and TAFEs. The audit determines whether controls are designed, implemented and operating effectively to enable reliable and secure processing of financial and key performance information. In 2017 we audited IS controls at the 4 universities and 5 TAFEs.

We identified 114 IS control weaknesses of which we rated 3% as significant and 75% as moderate weaknesses, meaning corrective action should be taken as soon as possible.

Of the issues raised, 33% were carried over from previous audits. Our next annual information systems audit report which is expected to be tabled in the second quarter 2018, will provide more detail of our IS audit results.

Security issues accounted for 36% of the findings. Types of security weaknesses included system vulnerabilities, weak passwords and unauthorised and inappropriate access. Operations findings made up 40% which include the processing and handling of information, monitoring and logging user activity, management and review of access privileges.

If not addressed, IS control issues have the potential to compromise the confidentiality, integrity and availability of computer systems. Figure 3 shows the distribution of our findings.

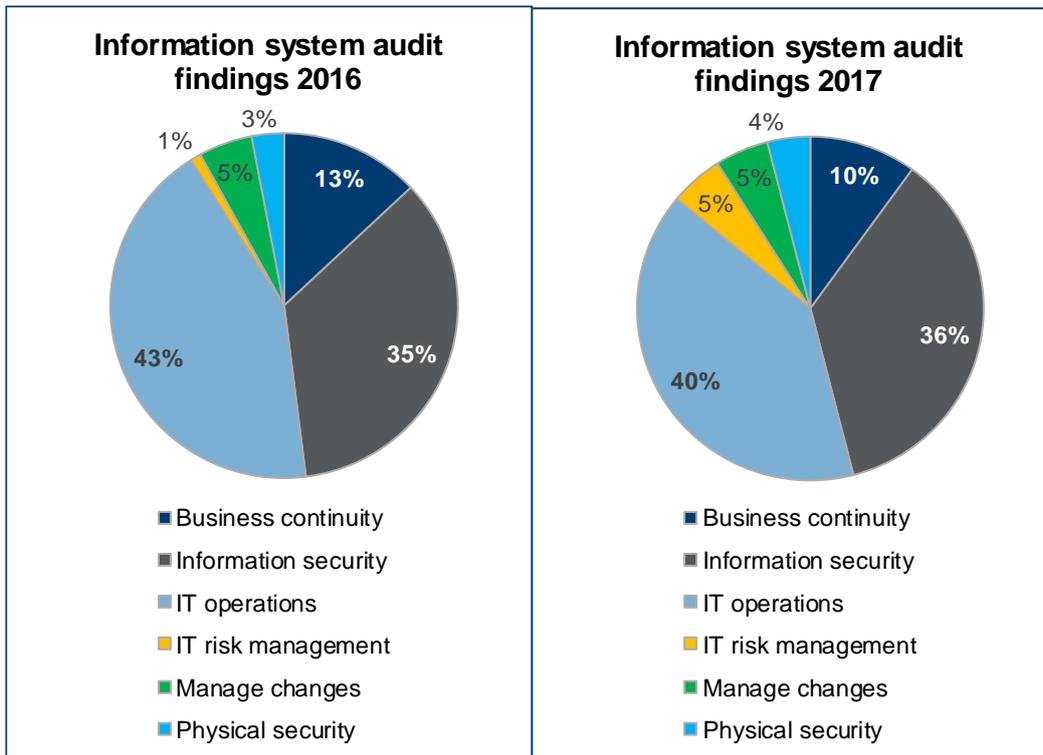


Figure 3: Information systems audit findings in 2016 and 2017

Four agencies were rated as best practice for financial reporting and controls

Timely preparation of good quality financial statements and KPIs, and being audit ready, enables agencies to release resources for other important tasks.

Curtin University, Edith Cowan University, the University of Western Australia and South Metropolitan TAFE submitted good quality statements within the planned and agreed timelines, and also met our other best practice criteria.

Our criteria for achieving best practice status include:

- clear opinions on their financial statements, controls and KPIs
- audit ready early, ideally by 31 January
- good quality financial statements and KPIs, supported by reliable working papers and submitted for audit within the agreed timeframe
- management resolution of accounting standards and presentation issues (before the audit process begins)
- key staff available during the audit process
- assessment of the number and significance of control weaknesses identified by our audit.

Universities' financial performance in 2017

This section of the report details significant 2017 financial transactions that we noted during our audits. It also provides a summary of selected key financial ratios and information commonly used for assessing financial performance or for analysing the financial health of the universities. Most of this information was reported in each university's annual report but is presented here for the convenience of Parliament. By reporting these items, we are not implying that we have any residual concern with these transactions.

Selected significant financial transactions

Assets

- Curtin completed two major projects in 2017 – Greater Curtin Main Street roadworks project (\$24 million) at Bentley campus and a \$30 million redevelopment of Agricola College, its student housing accommodation in Kalgoorlie. Curtin also committed \$27 million to two new projects: Curtin Midland campus and Curtin Bus Interchange.
- The 4 Western Australian public universities, along with 34 other Australian universities, each purchased 10,000 \$1 shares in Education Australia Limited (EAL), an unlisted entity in 1997. This investment was initially carried at \$10,000, the original investment price paid. Following the most recent independent fair valuation in 2017, the value increased from \$11 million to \$16 million, for each university.

Liabilities

- ECU borrowed \$44 million for the reacquisition of student accommodation assets from Campus Living Villages and invested \$11 million acquiring Edith Cowan Accommodation Holdings Pty Ltd. This company is now a wholly owned ECU subsidiary operating student accommodation facilities on land owned by ECU on its Joondalup, Mt Lawley and Bunbury campuses.

Revenue

- UWA's fees and charges increased by \$31 million (19%) to \$195 million mainly due to a 14% increase in the EFTSL (equivalent full time student load) for onshore fee paying overseas students.
- Royalties received by Curtin decreased by \$9.6 million mainly due to completion of the phased closure of Curtin Sydney campus in March 2017.

Key financial ratios of universities

The Commonwealth Department of Education and Training uses a number of benchmark indicators to assess the financial performance of universities. These measures include liquidity, diversity of revenue, dependence on international student fees, operating result and borrowings to equity ratio.

We have used each university's audited financial statements¹ to show performance against these indicators for the 5 years ending 31 December 2017. Table 2 summarises the risk ratings inferred by these indicators.

¹ Financial ratios are calculated using the university figures, not their consolidated results.

| 2017 – Universities | |
|--------------------------------------|---|
| Liquidity / current ratio | 3 universities rated as low risk and 1 as high risk |
| Diversity of revenue | 1 university rated as low risk and 3 as medium risk |
| Dependence on international students | 1 university rated as low risk and 3 as medium risk |
| Operating results | 3 universities reported a surplus, while 1 recorded a small deficit |
| Borrowings to equity ratio | 2 universities rated as low risk, 1 as medium risk and 1 as high risk |

Table 2: University financial risk inferred by selected 2017 financial performance ratios

Note: These ratings are based on criteria set by the Commonwealth Department of Education and Training

Liquidity / current ratio

The liquidity or current ratio assesses an entity's ability to meet their debts as and when they fall due. The traditional accounting formula is current assets divided by current liabilities.

| Liquidity / current ratio | 2013 | 2014 | 2015 | 2016 | 2017 | Trendline 2013 ↔ 2017 |
|---------------------------|------|------|------|------|------|--------------------------|
| Curtin | 1.2 | 1.4 | 1.3 | 1.2 | 1.3 | |
| ECU | 2.7 | 2.4 | 1.7 | 1.7 | 1.7 | |
| Murdoch | 2 | 2 | 1.9 | 1.9 | 1.7 | |
| UWA | 1.4 | 1.2 | 1 | 0.7 | 0.6 | |

Table 3: Liquidity ratio for universities

The Commonwealth considers a ratio of more than 1 is low risk and below 0.75 to be high risk. Based on this rating, 3 universities were low risk and one, UWA, was high risk when assessed on this indicator alone for 2017.

It should be noted that the liquidity ratios in Table 3 exclude significant non-current cash and other financial assets held by the universities. Therefore, to provide more context about universities' overall cash position, we have detailed in Table 4 the total cash and financial assets (current and non-current) for each university.

| Current and non-current cash and other financial assets | 2013 (\$m) | 2014 (\$m) | 2015 (\$m) | 2016 (\$m) | 2017 (\$m) |
|---|---------------|---------------|---------------|---------------|---------------|
| Curtin | 554 | 563 | 549 | 504 | 567 |
| ECU * | 252 | 281 | 287 | 315 | 328 |
| Murdoch * | 157 | 163 | 171 | 195 | 171 |
| UWA * | 672 | 759 | 779 | 830 | 889 |

Source: Audited financial statements of universities

Table 4: Investments of universities (cash and other financial assets)

* Investments of university only, excluding subsidiaries

Diversity of revenue – dependence on Australian Government funding

One way universities can reduce their financial risk is by diversifying their revenue sources. Each university has a different capacity to generate revenue, depending on factors such as location, size, courses offered, extent of research activity, perceived standing and student profiles.

The Commonwealth considers universities with 55% or less of revenue received from Australian Government funding a low risk and between 55 and 65% to be medium risk. Australian Government financial assistance includes Commonwealth Grants Scheme and other grants, HECS-HELP and FEE-HELP payments. For 2017, UWA rated as low risk while Curtin, ECU and Murdoch were a medium risk for this indicator.

| Diversity of revenue (dependence on Australian Government funding) | 2013 | 2014 | 2015 | 2016 | 2017 | Trendline 2013 ↔ 2017 |
|--|------|------|------|------|------|-----------------------|
| Curtin | 53% | 55% | 56% | 57% | 58% | |
| ECU | 64% | 65% | 64% | 62% | 61% | |
| Murdoch | 51% | 53% | 56% | 50% | 58% | |
| UWA | 51% | 55% | 53% | 52% | 50% | |

Table 5: Diversity of revenue (dependence on Australian Government funding) ratio

Dependence on overseas student fees

Universities can diversify their revenue sources by encouraging overseas students to study their courses. However, the general view is that universities should not be overly dependent on this source of income.

The Commonwealth considers universities with 15% or less of operating revenue from fee-paying overseas students to be low risk and between 15 and 25% to be medium risk. Based on these criteria, Murdoch rated as low risk while Curtin, ECU and UWA were medium risk.

| Overseas student fees ratio | 2013 | 2014 | 2015 | 2016 | 2017 | Trendline 2013 ↔ 2017 |
|-----------------------------|------|------|------|------|------|-----------------------|
| Curtin | 19% | 19% | 19% | 20% | 20% | |
| ECU | 14% | 15% | 17% | 20% | 21% | |
| Murdoch | 16% | 17% | 18% | 11% | 13% | |
| UWA | 10% | 11% | 11% | 13% | 15% | |

Table 6: Fees from overseas students as a proportion of total operating revenue

Operating result

Universities are not-for-profit organisations but their operating result is a useful measure of financial performance. Large deficits or a trend of consecutive deficits indicate a need for review and analysis.

Three universities reported a surplus for 2017 and one reported a small deficit.

| Operating result | 2013 | 2014 | 2015 | 2016 | 2017 | Trendline 2013 ↔ 2017 |
|------------------|------|------|------|------|-------|-----------------------|
| Curtin | 7% | 6% | 7% | 4% | 6% | |
| ECU | 8% | 7% | 7% | 6% | 6% | |
| Murdoch * | 12% | 2% | 0% | 11% | -0.3% | |
| UWA # | 13% | 10% | 3% | 3% | 8% | |

Table 7: Operating result as a percentage of total operating revenue

* Murdoch received revenue of \$34 million from its subsidiary, Murdoch Retirement Services Pty Ltd, in 2016. Without this revenue the ratio would have been 2%.

UWA recognised an impairment of \$18.2 million on its special (museum) collection in 2015. Without this impairment, the ratio would have been 5%.

Borrowings to equity ratio

Legislation permits universities to finance their activities by borrowing. The Commonwealth considers universities with 7% or less of their equity represented by borrowings to be low risk. Greater than 10% rates as high risk.

Curtin and Murdoch remain low risk, with UWA again medium risk and ECU high risk on this indicator. In 2017 ECU borrowed significantly to fund the purchase of student accommodation.

| Borrowings to equity ratio | 2013 | 2014 | 2015 | 2016 | 2017 | Trendline 2013 ↔ 2017 |
|----------------------------|------|------|------|------|------|---|
| Curtin | 2% | 2% | 2% | 1% | 1% |  |
| ECU | 10% | 11% | 11% | 9% | 11% |  |
| Murdoch | 1% | 1% | 1% | 1% | 0.5% |  |
| UWA | 8% | 7% | 7% | 8% | 8% |  |

Table 8: Borrowings to equity ratio

Note: Curtin's borrowings exclude amounts for the Chemistry Centre (WA), which are offset by lease revenue.

Universities' graduate survey information

This section of the report provides a summary of survey results of students graduating from the 4 universities. As this information is not consistently reported in the annual reports of universities it is summarised here for the convenience of Parliament.

Tables 9 and 10 present graduate responses to the Graduate Outcome Survey, a national online course evaluation survey conducted by the Social Research Centre on behalf of the Australian Government Department of Education and Training². The survey instrument changed in 2016, including a shift in the reported population from the term 'bachelor' to 'undergraduate'. As a result, prior year data in Tables 9 and 10 has been reworked by the Department to be as comparable as possible.

Graduates are surveyed approximately 4 months after completing their courses, so the 2017 information relates to students who completed their studies in 2016.

Graduate satisfaction of undergraduate students

Table 9 presents the survey results showing the percentage of graduates who were satisfied with their overall undergraduate study experience.

| Graduate satisfaction | 2014 | 2015 | 2016 | 2017 |
|--|--------------|--------------|--------------|--------------|
| Curtin | 79.8% | 80.1% | 81.9% | 81.1% |
| ECU | 85.1% | 84.5% | 84.8% | 85.3% |
| Murdoch | 82.2% | 85.4% | 80.5% | 80.3% |
| UWA | 78.7% | 77.0% | 74.4% | 74.2% |
| Western Australian university average | 81.7% | 82.2% | 81.3% | 81.4% |
| National university average | 83.1% | 83.8% | 80.6% | 79.4% |

Source: Unpublished Australian Graduate Survey and Graduate Outcome Survey data from the Australian Government Department of Education and Training

Table 9: Graduate satisfaction survey results for university graduates

Graduate destination of domestic undergraduate students

Table 10 shows the percentage of domestic undergraduate level graduates in employment, including full-time, part-time or casual, in the year after graduation. The numerator includes those graduates who are employed, irrespective of whether they want to work more hours.

| Graduate destination | 2014 | 2015 | 2016 | 2017 |
|--|--------------|--------------|--------------|--------------|
| Curtin | 87.9% | 87.8% | 87.6% | 87.0% |
| ECU | 87.5% | 89.7% | 86.3% | 82.5% |
| Murdoch | 86.9% | 84.8% | 84.8% | 82.8% |
| UWA | 89.0% | 88.8% | 83.2% | 82.2% |
| Western Australian university average | 88.8% | 88.9% | 86.4% | 84.9% |
| National university average | 89.5% | 89.8% | 86.5% | 86.7% |

Source: Unpublished Australian Graduate Survey and Graduate Outcome Survey data from the Australian Government Department of Education and Training

Table 10: Graduate destination survey results for university graduates

² University survey results are available on the Quality Indicators for Learning and Teaching (QILT) website. QILT is administered by the Social Research Centre on behalf of the Australian Government Department of Education and Training.

TAFEs' financial and other performance in 2017

This section of the report includes significant 2017 financial transactions that we noted during our audits. It also provides a summary of selected key financial ratios and information commonly used for assessing financial performance or for analysing the financial health of the TAFEs. Most of this information was reported in each TAFE's annual report but is presented here for the convenience of Parliament. By reporting these items, we are not implying that we have any residual concern with these transactions.

Selected significant financial transactions

Assets

- Central Regional TAFE reported \$3.7 million in asset additions following the Department of Training and Workforce Development's (DTWD) transfer of capital works projects at the Geraldton and Northam campuses to the TAFE.
- Midland and Balga TAFE campuses' property, plant and equipment were transferred at \$74.5 million from South Metropolitan TAFE to North Metropolitan TAFE on 1 January 2017. North Metropolitan TAFE recorded higher depreciation charges from the increase in assets under its control and also from a re-assessment of the useful life of buildings across its 9 campuses.
- During 2017 DTWD's capital works contribution of \$7.5 million to North Regional TAFE included the Electrical and Instrumentation Specialisation Centre in Karratha and the Health and Allied Services Training Centre in Pundulmurra.
- South Metropolitan TAFE received a capital contribution of \$52.3 million from DTWD, relating to the transfer of the new Murdoch campus building and other capital works.

TAFE financial results and liquidity

The 5 TAFEs all reported significant deficits for the 2017 academic year, largely due to decrements following revaluation of land and buildings by the Valuer General. Table 11 shows the deficits and the portion of the deficits attributed to the revaluation decrements.

| Financial result | Total reported deficit 2017 (\$'000s) | Revaluation decrement (\$'000s) | Deficit excluding effect of revaluation (\$'000s) |
|-------------------------|---------------------------------------|---------------------------------|---|
| Central Regional TAFE | 9,586 | 4,932 | 4,654 |
| North Metropolitan TAFE | 14,293 | 8,091 | 6,202 |
| North Regional TAFE | 24,026 | 19,876 | 4,150 |
| South Metropolitan TAFE | 15,350 | 11,623 | 3,727 |
| South Regional TAFE | 5,707 | 1,034 | 4,673 |

Source: Audited financial statements of TAFEs

Table 11: Financial results of TAFEs

Note: DTWD has advised that the TAFEs are not funded for depreciation and amortisation, which totalled \$34.1 million in 2017.

Although all 5 TAFEs recorded deficits for the period, they nevertheless had a favourable liquidity ratio at 31 December 2017.

The liquidity or current ratio is a traditional way of assessing an entity's ability to meet its debts as and when they fall due. A ratio of more than 1 is generally accepted as low risk.

Table 12 shows that on this basis, all 5 TAFEs were low risk. However, care should be taken in concluding on the broader financial position of an agency solely on this indicator which compares current assets to current liabilities.

| Liquidity / current ratio at year end | 2016 | 2017 |
|---------------------------------------|------|------|
| Central Regional TAFE | 1.6 | 1.8 |
| North Metropolitan TAFE | 1.8 | 1.8 |
| North Regional TAFE | 1.7 | 1.8 |
| South Metropolitan TAFE | 1.4 | 1.6 |
| South Regional TAFE | 1.7 | 1.5 |

Source: Audited financial statements of TAFEs

Table 12: Liquidity / current ratios for TAFEs

TAFE student enrolments

Student curriculum hours (SCH) is the measure used to report the quantum of training delivered by the TAFEs. In 2017 a total of 21.4 million SCH of training was delivered by the 5 TAFEs through their Delivery and Performance Agreements (DPA). This was a decrease of 1.5% on the 2016 delivery. Table 13 shows the delivery for each TAFE.

| DPA hours delivered | 2016 | 2017 |
|----------------------------------|-------------------|-------------------|
| Central Regional TAFE | 1,876,357 | 1,929,043 |
| North Metropolitan TAFE | 7,126,655 | 8,804,997 |
| North Regional TAFE | 959,914 | 1,078,535 |
| South Metropolitan TAFE | 9,291,117 | 7,290,774 |
| South Regional TAFE | 2,503,290 | 2,333,204 |
| TOTAL DPA hours delivered | 21,757,333 | 21,436,553 |

Source: Audited KPIs of TAFEs

Table 13: Hours of DPA training delivered in 2016 and 2017

Cost per student curriculum hour

The cost per student curriculum hour is a key financial performance measure. It is calculated by dividing the total cost of services by the total number of student curriculum hours of training delivered, including both DPA and non-profile delivery. Many factors influence this measure, so this data alone should not be used to compare TAFEs. However, it provides a high level indication of efficiency. Factors can include regional location and economic conditions, the relative cost of different course offered and student demographics.

| Cost per SCH | Cost per SCH |
|-------------------------|--------------|
| Central Regional TAFE | \$30.30 |
| North Metropolitan TAFE | \$15.30 |
| North Regional TAFE | \$63.76 |
| South Metropolitan TAFE | \$18.43 |
| South Regional TAFE | \$22.79 |

Source: Audited KPIs of TAFEs

Table 14: Cost per SCH for 2017

TAFE student satisfaction

The DTWD administers the student satisfaction survey for TAFEs. This annual survey is a measure of the quality of the service provided by the TAFEs.

The student satisfaction rating reports the percentage of 'satisfied' and 'very satisfied' respondents to the survey. Table 15 compares satisfaction ratings provided by students studying in 2016 and 2017 against the State average of our TAFEs including the Western Australian Academy of Performing Arts (WAAPA).

| Student satisfaction | 2016 | 2017 |
|--|--------------|--------------|
| Central Regional TAFE | 92.2% | 90.3% |
| North Metropolitan TAFE | 86.4% | 84.6% |
| North Regional TAFE | 92.3% | 90.9% |
| South Metropolitan TAFE | 88.7% | 87.1% |
| South Regional TAFE | 89.7% | 90.0% |
| State average for TAFEs and WAAPA | 88.9% | 87.3% |

Source: Audited KPIs of TAFEs

Table 15: Student satisfaction survey results for TAFE students

TAFE graduate achievement and destination ratings

National Centre for Vocational Education Research (NCVER) conducts the student outcomes survey of TAFE graduates annually, although outputs are only produced biennially in the odd numbered years. The aim of the survey is to measure vocational education and training graduates' employment, further study and other opinions of the training undertaken. Tables 16 and 17 show the biennial survey results published in 2017.

The graduate achievement rating is an indicator of the extent to which TAFE graduates consider they have fully or partly achieved their main reason for undertaking their training.

| Graduate achievement rating | 2017 |
|-----------------------------|--------------|
| Central Regional TAFE | 89.1% |
| North Metropolitan TAFE | 79.6% |
| North Regional TAFE | 90.5% |
| South Metropolitan TAFE | 81.0% |
| South Regional TAFE | 86.1% |
| TAFE Australia | 83.2% |

Source: Audited KPIs of TAFEs

Table 16: TAFE graduate achievement survey results

The graduate destination indicator is the proportion of graduates in employment and shows the extent to which TAFE is providing relevant and quality training that improved graduates' employability.

| Graduate destination rating | 2017 |
|-----------------------------|--------------|
| Central Regional TAFE | 80.6% |
| North Metropolitan TAFE | 66.1% |
| North Regional TAFE | 88.0% |
| South Metropolitan TAFE | 73.2% |
| South Regional TAFE | 74.5% |
| TAFE Australia | 73.1% |

Source: Audited KPIs of TAFEs

Table 17: TAFE graduate destination survey results

Appendix 1: Other audit opinions issued since 1 November 2017

| 31 December 2017 reporting date | Opinion issued |
|---|----------------|
| Statutory authorities | |
| Opinion on financial statements, controls and KPIs | |
| Legal Contribution Trust – for 6 months ending 31/12/2017 | 27/03/2018 |
| The Anzac Day Trust | 16/03/2018 |

| 30 June 2017 reporting date | Opinion issued |
|---|----------------|
| Trustees of Public Education Endowment (Completion of this audit was delayed pending appointment of Trustees. Following the appointment, the Trustees certified the financial statements and we issued the audit opinion.) | 28/02/2018 |
| Cemetery Boards – audited under the <i>Cemeteries Act 1986</i> | |
| Financial statements only. There is no statutory deadline for the Boards to submit their financial statements | |
| Albany Cemetery Board | 21/11/2017 |
| Bunbury Cemetery Board | 20/11/2017 |
| Geraldton Cemetery Board | 28/11/2017 |
| Kalgoorlie-Boulder Cemetery Board | 21/11/2017 |

Appendix 2: Certifications issued since 1 November 2017, including Royalties for Regions

Unless stated, the following certifications were for the year ended 30 June 2017. The statements prepared by management were confirmed and no adverse reports were issued.

| Client | Certification relates to | Date certification issued |
|---|--|---------------------------|
| Commissioner of Main Roads | Interstate Road Transport Act 1985 | 29/11/2017 |
| | National Land Transport Act 2014 <ul style="list-style-type: none"> Black Spot Projects Land Transport Infrastructure Projects | 29/11/2017 29/11/2017 |
| | Statement of Amounts Expended or Retained for Expenditure under the National Partnership on Infrastructure Projects in Western Australia | 29/11/2017 |
| Department of Premier and Cabinet | Natural Disaster Relief Arrangements for year ended 30 June 2016 | 26/11/2017 |
| Electricity Generation and Retail Corporation | Compliance with Electricity Corporations (Electricity Generation and Retail Corporation) Regulations 2013, Part 2, Division 3, on Segregation Obligations for year ended 31 December 2017 | 05/02/2018 |
| Family Court of Western Australia | Family Law Act 1975: Commonwealth-State Agreement for the year ended 30 June 2017 | 09/04/2018 |
| Public Transport Authority of Western Australia | Nation Building Program (National Land Transport Act) 2009 projects: <ul style="list-style-type: none"> Grain Freight Re-Sleeping Project Trial of Low Profile Concrete Sleepers Project | 20/12/2017 20/12/2017 |
| | National Partnership Agreement on Major Infrastructure Projects in Western Australia <ul style="list-style-type: none"> Forrestfield-Airport Link Project | 31/01/2018 |
| | National Partnership Agreement on the Implementation of Major Infrastructure Projects in Western Australia 2009-2014 <ul style="list-style-type: none"> Nicholson Road Grade Separation Project Perth City Link Rail Project | 20/12/2017 20/12/2017 |

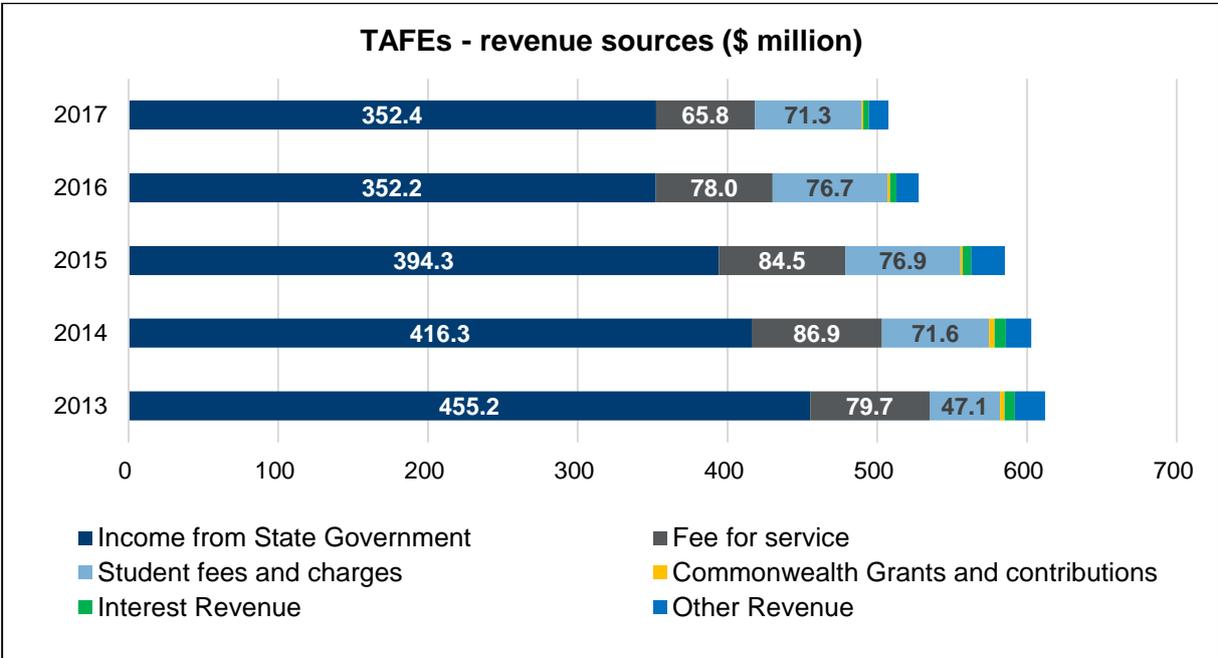
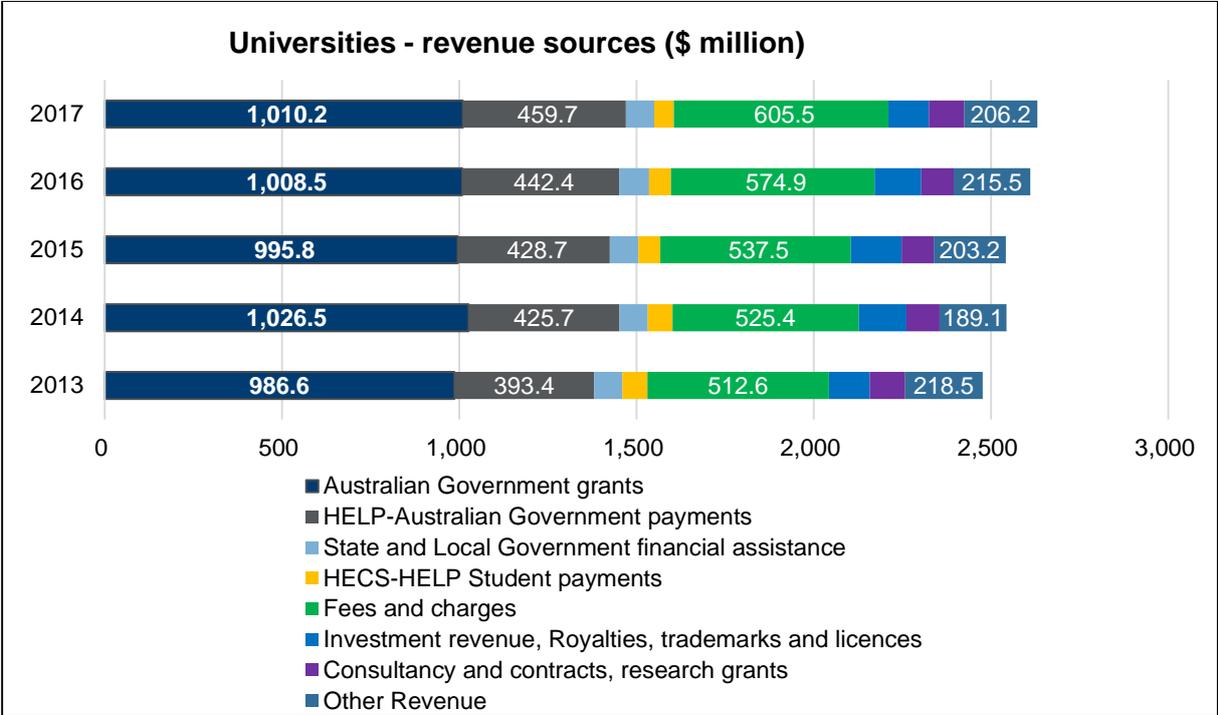
Royalties for Regions certifications

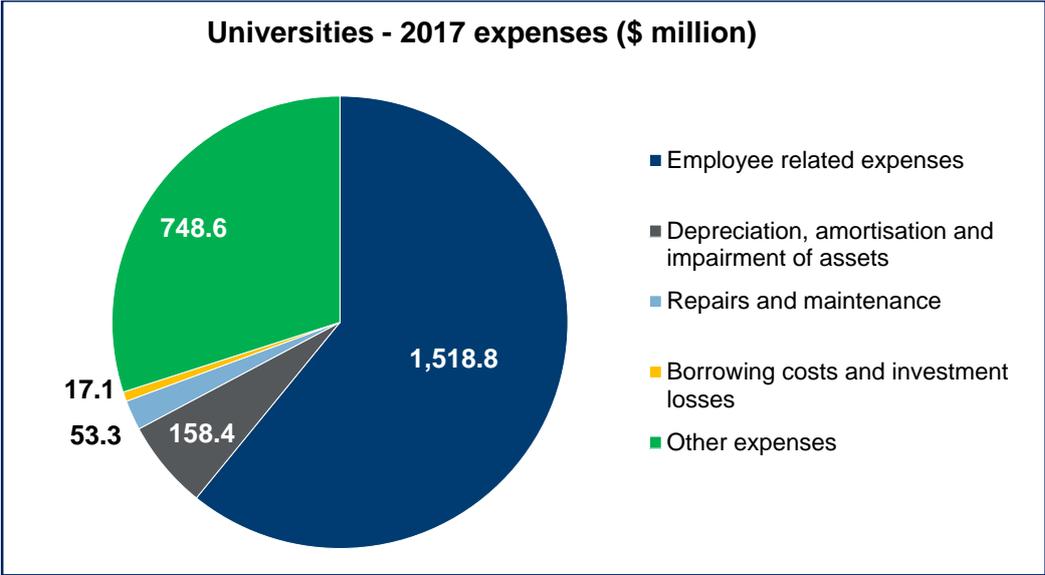
| Delivering agency | Royalties for Regions approved projects | Date certification issued |
|------------------------------------|---|---------------------------|
| Department of Agriculture and Food | Agricultural Sciences Research and Development Fund | 12/12/2017 |
| | Asian Market Success | 12/12/2017 |
| | Boosting Grains Research and Development | 12/12/2017 |
| | Boosting Western Biosecurity Defences | 12/12/2017 |
| | E-Connected Grainbelt | 18/12/2017 |
| | Food Industry Innovation | 12/12/2017 |
| | Gascoyne Foodbowl Initiative | 12/12/2017 |

| Delivering agency | Royalties for Regions approved projects | Date certification issued |
|---|---|---------------------------|
| | Managing Western Australia's Natural Resources: Supporting Community Involvement | 12/12/2017 |
| | Northern Beef Futures | 12/12/2017 |
| | Potato Industry Adjustment | 12/12/2017 |
| | Pilbara Hinterland Agricultural Development Initiative | 12/12/2017 |
| | Radar as an Enabling Technology Project | 12/12/2017 |
| | Regional Economic Development Water Opportunities | 12/12/2017 |
| | Regional Men's Health Initiative | 12/12/2017 |
| | Regional Natural Resource Management – Water Efficiency | 12/12/2017 |
| | Regional Natural Resource Management - State Barrier Fence | 18/12/2017 |
| | Sheep Industry Business Innovation | 18/12/2017 |
| | Wild Dogs Management Program | 12/12/2017 |
| Department of Culture and the Arts | Creative Regional Program | 10/11/2017 |
| | Performing Arts Regional Tours Boost | 10/11/2017 |
| Goldfields-Esperance Development Commission | Local Projects Local Jobs Grant Program | 21/12/2017 |
| | Regional Grants Scheme and Community Chest Funding 2014-15 – Final Acquittal | 21/12/2017 |
| | Regional Grants Scheme and Community Chest Funding 2016-17 | 21/12/2017 |
| Housing Authority | Exmouth Service Worker Housing | 07/12/2017 |
| | Hamilton Precinct State 1, South Hedland for year ended 30/06/2017 | 09/11/2017 |
| | Hamilton Precinct State 1, South Hedland – Final acquittal 22/06/2012 – 30/06/2017 | 09/11/2017 |
| | Kalumburu Water Tank Replacement – Pre-planning Construction Costs 21/06/2017 – 07/12/2017 | 02/02/2018 |
| | Kimberley Aboriginal Community Housing Project Halls Creek – Final acquittal 25/11/2013 – 11/10/2017 | 13/11/2017 |
| | Kimberley Aboriginal Housing Project Halls Creek Extension – Final acquittal 25/11/2013 – 11/10/2017 | 13/11/2017 |
| | Non-Government Organisation Housing Strategic Intervention – Stage 2 | 09/11/2017 |
| Peel Development Commission | Development of the Peel Regional Investment Blueprint and Related Planning and Business Case Development 2012/13-2013/14 – Final acquittal 01/07/2012 – 30/6/2017 | 29/11/2017 |
| Police Service | Regional Incentives Scheme – Final acquittal – 01/07/2013 – 30/6/2017 | 29/11/2017 |
| Regional Power Corporation (Horizon Power) | Murchison Radio-Astronomy Observatory Power Supply Project – Final acquittal – 1/7/2011 – 30/06/2017 | 04/12/2017 |
| ScreenWest Inc. | Regional Screen Production Fund | 28/11/2017 |

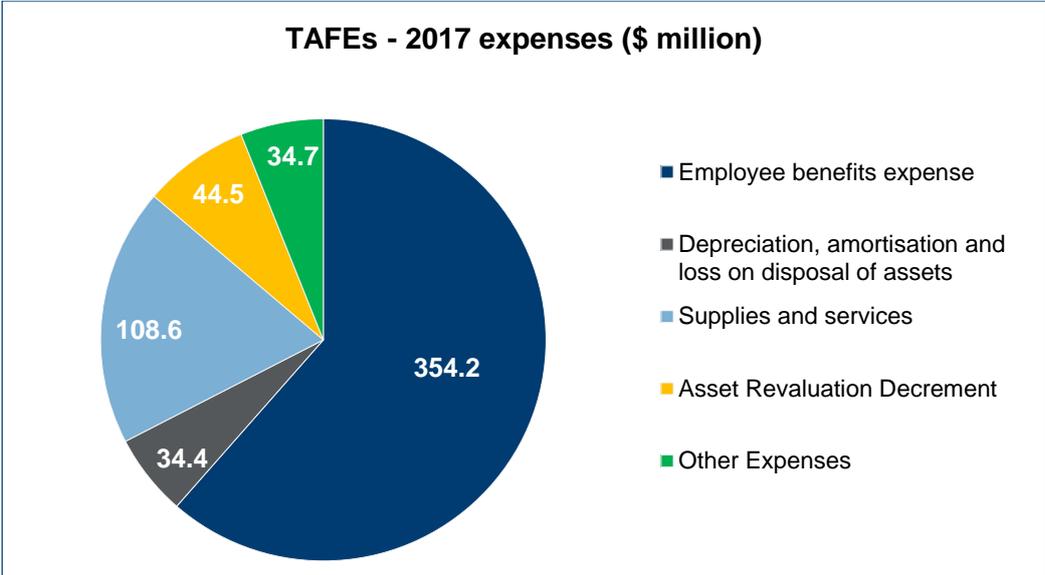
Appendix 3: Universities' and TAFEs' expenditure and sources of revenue

The following breakdown of revenue sources for the past 5 years and details of the main types of revenue and expenditure are provided for the information of Parliament.





Total expenses of universities were \$2.5 billion in 2017.



Total expenses of TAFEs in 2017 were \$576 million.

Glossary

| | |
|--|---|
| Agency | Term used to describe clients audited by the Auditor General, including departments, statutory authorities, corporations, subsidiaries, cemetery boards and request audits. |
| AG Act | <i>Auditor General Act 2006</i> |
| Clear opinion (or unqualified opinion) | Auditor General's opinion expressed when an audit concludes that in all material respects the financial statements and KPIs are presented fairly in accordance with the enabling legislation of the agency, Australian Accounting Standards (including Australian Accounting Interpretations) and the Treasurer's Instructions. |
| DTWD | Department of Training and Workforce Development |
| EFTSL | Equivalent Full Time Study Load – a measure of universities' student enrolments. |
| Financial audit | Work performed to enable an opinion to be expressed regarding a report about financial or performance matters prepared by the party who is accountable for the financial transactions or the performance summary. |
| FM Act | <i>Financial Management Act 2006</i> |
| IS | Information systems, primarily computerised systems. |
| KPI | Key performance indicator – information about service performance or outcome achievement. |
| Management letter | Letter to agency management that conveys significant audit findings and results of the audit. A copy is also sent to the responsible Minister. |
| Materiality | Magnitude of an omission or misstatement of accounting or performance information that, in the light of context or circumstances, makes it probable that the judgement of a reasonable person relying on the information would have been changed or influenced. |
| NCVER | National Centre for Vocational Education Research – conducts student outcomes surveys of VET students, including TAFE students. |
| OBM | Outcome based management |
| QILT | Quality Indicators for Learning and Teaching – reports universities' survey results on behalf of the Australian Government Department of Education and Training. |
| Qualified opinion | Auditor General's opinion expressed when an audit identifies that the financial statements or KPIs are likely to be misleading to users, controls were inadequate, there was material conflict between applicable financial reporting frameworks, or an unavoidable limitation on audit work. |
| SCH | Student Curriculum Hours – measure used by TAFEs for student training hours delivered. |
| Significance | Relative importance in the circumstances, in relation to audit objectives, of an item, event or information, or problem the auditor identifies. |
| STP | State training providers, restructured as TAFE colleges in April 2016. |
| TAFEs | TAFEs from April 2016, previously state training providers. An acronym for technical and further education but now used as name for colleges providing vocational education and training. |
| Treasurer's Instructions | Prescribed requirements at a minimum level with respect to financial administration that have the force of law and must be observed by public sector agencies under the FM Act. |
| VET | Vocational education and training |

Management of Contract Extensions and Variations

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Management of Contract Extensions and Variations

Background

Western Australian universities and TAFEs spend hundreds of millions of dollars annually on purchasing a wide range of goods and services. A significant number of these purchases are made through contracts. Procurement contracts can vary in size, complexity, value, duration and risks involved. Robust contract management processes help to ensure that contracting is effective, meets standards expected by the Parliament and public, and provides good value for money for the tax payer.

Good management of contract extensions and variations is essential to achieving these outcomes.

What we did

The objective of this audit was to assess whether entities adequately managed extensions and variations to their contracts. The audit also assessed whether they maintained good records of contracts.

We assessed the policies and practices for managing contract extensions and variations at all 4 public universities and 3 TAFEs, using the following lines of inquiry:

1. Do entities have adequate policies and practices for managing contract extensions and variations?
2. Do entities have complete and accurate records of contracts?
3. Are entities adequately:
 - controlling extensions and renewals of contracts above \$50,000, including the review of contractor performance before extending or renewing contracts?
 - controlling contract variations?
 - complying with management approved delegations?

For our testing at the TAFEs, we had regard to Treasurer's Instruction 820 *Register of Contracts*. However, as the Treasurer's Instruction is not applicable to universities, we had regard to general better practice principles when testing against the lines of inquiry.

The following entities were included in this audit:

- Curtin University
- Edith Cowan University
- Murdoch University
- North Metropolitan TAFE
- North Regional TAFE
- South Metropolitan TAFE
- The University of Western Australia.

We assessed contract extensions and variations processed from 1 January 2017 to October 2017 at each entity.

We conducted this audit under section 18 of the *Auditor General Act 2006* and in accordance with Australian Auditing and Assurance Standards.

Conclusion

All 7 entities had satisfactory controls over contract variations. However, management of contract extensions, including the review of contractor performance, needed to be improved at most entities. In addition, the contract records of most entities did not have all key information required for effective management of contract extensions and variations.

What did we find?

Policies for contract extensions and variations need improvement

Comprehensive procurement policies and procedures provide clear guidance to staff, help ensure that better practices are consistently followed by all staff and that regulatory requirements, where applicable, are complied with. Clear documentation of authorisations and delegations is also important to ensure that all decisions on contract extensions and variations are made by appropriate delegated officers.

Curtin University had sound policies and procedures for managing contract extensions and variations, with scope for improvement at the other 6 entities.

We identified the following shortcomings:

- the policies of 5 entities did not include a requirement to complete a formal review of the current contractor's performance before exercising a contract extension option. This increases the risk that poor performing contractors may be granted extensions
- the University of Western Australia, North Metropolitan TAFE and North Regional TAFE did not require the regular review of their records of contracts to identify contracts that are due to expire, so that appropriate action commences well before the expiry date. Lack of a review process increases the risk that contract extension decisions may be rushed, leading to inappropriate extensions, and potentially impacting continuity in the provision of goods and services
- The University of Western Australia's policy did not require the key details of its various contracts to be summarised in registers, to assist management oversight.

Entities did not have records demonstrating they reviewed contractor performance before extending or renewing contracts

A contract extension is the exercise of a contract option to extend the agreed terms for a further period. It may also involve changes to price, personnel and/or services. We expected to find evidence that management had performed an adequate and timely review of the contractor's performance before granting an extension. This would provide management with adequate opportunity to assess whether the contractor still offered value for money.

The total value of contract extensions approved during the audit period could not be determined for all entities, due to inconsistent recording of contract extension information in the contract records and the specific nature of some contracts. In the 4 entities (Edith Cowan University, North Metropolitan TAFE, North Regional TAFE and South Metropolitan TAFE) where the information was readily available, 44 contract extensions totalling \$16.7 million were approved from 1 January 2017 to the time of our audit.

We tested a sample of 31 contract extensions across all 7 entities. The University of Western Australia, Edith Cowan University and North Regional TAFE had adequate processes in place for the extension of contracts. At the other 4 entities, for 13 of 20 contracts, there was no formal documentation to evidence an evaluation/conclusion on the performance of the

contractor, before the contract extension was approved. We were therefore unable to conclude if there was adequate review of contractor performance before exercising these extension options. This increases the risk that poor performing contractors were granted extensions. The total value of 9 of these extensions was \$4.1 million, while the value of the remaining 4 extensions could not be determined, due to the specific nature of the contracts.

Contract variations were generally well managed

Contract variations are amendments that change the original terms or conditions of the contract. While variations relate mostly to the price for the contract, some also relate to the nature of the supply or services provided. We assessed whether contract variations, individually or cumulatively, significantly altered the scope of the original contract, as this may indicate that the entity was using the variations to avoid undertaking a new procurement process.

All 7 entities varied contracts during the period of our audit. Their records showed total variations of over \$17 million. We reviewed 19 contract variations across the 7 entities. We did not identify any instances where the additional goods or services contracted through variations, substantially changed the scope of the contract to the extent that a new procurement process was warranted.

Approval of contract extensions and variations complied with management approved delegations

It is important that all management decisions relating to extension of contracts and approval of contract variations are made in accordance with approved authorisation limits. This ensures that these decisions are valid and made by staff with experience and knowledge commensurate with the complexity of the contracts involved.

We reviewed the approval processes of 19 variations and 31 contract extensions across all 7 entities and were satisfied that they were all made in accordance with management approved delegated limits.

Records of contracts need to include all key information

It is important for all entities to maintain comprehensive summaries of their contracts with all key contract details, to help contract managers effectively manage contract extensions and variations.

Curtin University, Edith Cowan University and North Regional TAFE maintained comprehensive records of all their contracts. The records at the other 4 entities did not include key information, such as:

- details of scheduled performance review dates. This information is essential to ensuring that timely reviews of contractor performance are performed prior to exercising contract extension options
- at Murdoch University and South Metropolitan TAFE, the register did not include information on approved contract variations, such as the number and dollar value of individual variations, and the total value of approved variations. This information would enable management to effectively track the cumulative value of contract variations, evaluate the impact on the scope of the original contracts, and initiate separate procurement processes where appropriate
- at the University of Western Australia, we were unable to identify all contracts because they were held in individual files, with only 2 business units maintaining a summary to assist management to monitor the contracts. Subsequent to our audit, management have advised that they are now centralising their register of contracts to address this issue

- at Murdoch University, the records contained information on extension options available under each contract, but did not include any details of extension options that were exercised. This information would enable management to better monitor and manage its contract extensions.

Recommendations

1. Entities should:

- a. ensure their procurement policies and procedures include comprehensive guidance to staff on recording of contract information and management of contract extensions and variations, so that procurement better practices are consistently applied across the organisation**
- b. ensure their contract summaries include all key information relating to contracts. The level of information should be based on the assessment of the significance, number and complexity of contractual arrangements**
- c. improve review processes relating to contract extensions, including comprehensive and timely contractor performance reviews before exercising contract extension options.**

Management responses

Entities in our sample generally accepted the recommendations and confirmed that where relevant, they have either amended policies and administrative systems or will improve practices.

Auditor General's Reports

| Report number | 2018 reports | Date tabled |
|---------------|---------------------------------------|------------------|
| 5 | Confiscation of the Proceeds of Crime | 3 May 2018 |
| 4 | Opinions on Ministerial Notifications | 11 April 2018 |
| 3 | Opinion on Ministerial Notification | 21 March 2018 |
| 2 | Agency Gift Registers | 15 March 2018 |
| 1 | Opinions on Ministerial Notifications | 22 February 2018 |

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