

MINUTES

Audit, Risk and Governance Committee Meeting

12 November 2018

Committee Members

Here within are the Minutes of the Audit, Risk and Governance Committee Meeting held Monday 12 November 2018 in the City of South Perth Council Chamber, Cnr Sandgate Street and South Terrace, South Perth.

As this Committee does not hold Delegated Powers or Duties in accordance with Section 5.23 of the Local Government Act the meeting was not open to the public.



COLIN CAMERON
ACTING CHIEF EXECUTIVE OFFICER

14 November 2018

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Audit, Risk and Governance Committee Meeting - Minutes

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 5:30pm on and welcomed everyone in attendance.

2. ATTENDANCE

Elected Members

Mayor (Chair)	Sue Doherty
Mill Point Ward (Deputy Chair)	Councillor Ken Manolas
Manning Ward	Councillor Blake D'Souza
Moresby Ward	Councillor Greg Milner

External Members

Ms Shona Zulsdorf
Mr Steve Vanstan

Observers

Como Ward	Councillor Glenn Cridland (from 5:48pm)
Moresby Ward	Councillor Travis Burrows (from 6:25pm)
Manning Ward	Councillor Colin Cala (from 6.25pm)

Officers

Acting Chief Executive Officer	Mr Colin Cameron
Director Development and Community Services	Ms Vicki Lummer
Director Infrastructure Services	Mr Mark Taylor
Manager Governance	Ms Bernadine Tucker
Manager Finance	Mr Andre Brandis
Manager Organisational Planning & Performance	Ms Vanessa Loncar
Governance Officer	Ms Christine Lovett

2.1 APOLOGIES

Nil

2.2 APPROVED LEAVE OF ABSENCE

Mill Point Ward	Councillor Cheryle Irons
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3. DECLARATIONS OF INTEREST

Nil.

4. CONFIRMATION OF MINUTES

4.1 AUDIT, RISK AND GOVERNANCE COMMITTEE MEETING HELD: 11 September 2018

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Councillor Greg Milner

Seconded: Councillor Blake D'Souza

That the Minutes of the Audit, Risk and Governance Committee Meeting held 11 September 2018 be taken as read and confirmed as a true and correct record.

CARRIED (6/0)

5. PRESENTATIONS

Nil.

6. BUSINESS ARISING FROM PREVIOUS MEETING

Nil.

7. REPORTS

COMMITTEE RECOMMENDATION

Moved: Councillor Greg Milner
Seconded: Councillor Ken Manolas

That Item 7.2 2017/18 Financial Statements be addressed first as we have representatives from the Office of the Auditor General here in relation to this item.

CARRIED (6/0)

7.2 2017/18 FINANCIAL STATEMENTS

Location: NA
Ward: Not Applicable
Applicant: City of South Perth
File Ref: D-18-116741
Meeting Date: 12 November 2018
Author(s): Andre Brandis, Manager Finance
Reporting Officer(s): Colin Cameron, Director Corporate Services
Strategic Direction: Leadership: A visionary and influential local government
Council Strategy: 4.3 Good Governance

Summary

This report recommends that the Audit, Risk and Governance Committee recommend that Council adopt the 2017/18 Financial Statements, accept the Independent Auditor's Report (Opinion) and the Office of the Auditor General Final Management Letter.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Mr Steve Vanstan
Seconded: Ms Shona Zulsdorf

That the Audit, Risk and Governance Committee recommend to Council that it:

- 1) adopt the Financial Statements shown at **Attachment (a)**;
- 2) accept the Independent Auditor's Report on the 2017/2018 Financial Statements presented by the Office of the Auditor General (OAG) **Attachment (b) and**
- 3) accept the Office of the Auditor General Final Management Letter 2018 **Attachment (c)**.

CARRIED (6/0)

Background

The Council is required to accept the Financial Statements and present it to an Electors General Meeting.

Comment

The 2017/18 Financial Statements shown at **Attachment (a)** provides our community with an open and accountable insight into how we have progressed our vision and strategic objectives outlined in our Strategic Community Plan 2017-2027, including our main achievements and challenges, our financial performance, and our key targets for the year ahead.

Consultation

At **Attached (b)** is the Independent Auditor's Report on the 30 June 2018 Financial Statements presented by the City's external auditors, The Office of the Auditor General for reference.

Connected with the 30 June 2018 Financial Statement Audit, the OAG have presented their findings in the Final Management Letter, including Management's response, for accepting by the Audit, Risk and Governance Committee. The Final Management Letter is provided at **Attachment (c)**.

Please note that there may be minor amendments to the Financial Statements prior to it being presented to the Elector's General Meeting, scheduled for 7.00pm Monday 11 December 2018.

Policy and Legislative Implications

Section 5.53(1) of the *Local Government Act 1995* requires a local government to prepare an annual report for each financial year. Section 5.53(2) of the *Local Government Act 1995* specifies that the Annual Report is to contain the financial report and auditor's statement for that financial year.

Financial Implications

Nil.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2017-2027](#):

Strategic Direction:	Leadership
Aspiration:	A visionary and influential local government
Outcome:	Good governance
Strategy:	Empower effective and quality decision-making and governance

Attachments

7.2 (a):	Financial Statements
7.2 (b):	Draft Auditors Report
7.2 (c):	OAG Financial Management Letter (<i>Confidential</i>)

7.1 AUDIT REGISTER - PROGRESS REPORT

Location:	City of South Perth
Ward:	Not Applicable
Applicant:	Council
File Ref:	D-18-104278
Meeting Date:	12 November 2018
Author(s):	Vanessa Loncar, Manager Organisational Planning & Performance
Reporting Officer(s):	Colin Cameron, Director Corporate Services
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

This report provides an update on the progress of actions included in the Audit Register. The Audit Register includes all (open) audit findings that have previously been accepted by the Committee. It is recommended the Audit Risk and Governance Committee review and accept the Audit Register Progress Report.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Councillor Greg Milner
Seconded: Councillor Blake D'Souza

That the Audit, Risk and Governance Committee recommends to Council that it:

- 1) Note the progress recorded against each item within the Audit Register in **Attachment (a)**.
- 2) Approve all items marked as Completed (100%) in the Audit Register, to be registered as Closed and no longer reported.

CARRIED (6/0)

Background

At the September 2018 Audit, Risk and Governance Committee (Committee) meeting, Audit Register was presented for the first time, that included all items from the first Internal Audit Report (Rates). The Committee also considered two separate Internal Audit Reports (Paxon) of Procurement and Payroll and the External Audit (Financial Statement) Interim Report (Office of the Auditor General). For all three of these Reports, the Committee accepted all the findings and these have been added to the Register included in Confidential Attachment (a).

The attached confidential Audit Register lists Internal Audit findings and describes the progress of implementing the improvement, as well as a percentage of completion. This report has been prepared for the Committee to consider/note the progress completed since the last meeting.

Comment

A summary of the audit register is as follows:

Status	Number	Range
Not yet commenced	0	0%
Progressed	13	10% to 95%
Completed	19	100%
Total	32	

The Committee is requested to note the progress and Officer comments. In addition, it is recommended all Completed (100%) items in the Audit Register be registered as Closed. All Closed items will not forming part of the Audit Register report for future Committee meetings. The Closed items are available for the Internal and External Auditors and Committee to review.

Consultation

No external consultation has occurred.

Policy and Legislative Implications

The Internal Audit function is considered a business improvement process that will assist in compliance with Regulation 5 of the Local Government (Financial Management) Regulation 1996 (CEO's duties as to financial management) and regulation 7 of the Local Government (Audit) Regulations 1996 (CEO to review certain systems and procedures).

Financial Implications

The Internal Audit function has a budget of \$35,000 for the 2018/19 financial year and it is anticipated that a budget of a similar amount is to be adopted each year. Staff effort to undertake the improvements and report on progress has not been estimated.

The External Audit function has a budget of \$50,000 for the 2018/19 financial year and it is anticipated that a budget of a similar amount is to be adopted each year. Staff effort to undertake the improvements and report on progress has not been estimated.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2017-2027](#):

Strategic Direction:	Leadership
Aspiration:	A visionary and influential local government
Outcome:	Good governance
Strategy:	Empower effective and quality decision-making and governance

Attachments

7.1 (a): Audit Register (*Confidential*)

7.3 2017/2018 CORPORATE BUSINESS PLAN FOURTH QUARTER UPDATE

Location:	City of South Perth
Ward:	Not Applicable
Applicant:	City of South Perth
File Ref:	D-18-116800
Meeting Date:	12 November 2018
Author(s):	Christine Lovett, Governance Officer
Reporting Officer(s):	Bernadine Tucker, Manager Governance
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

This report considers the 2017/2018 Corporate Business Plan Fourth Quarter Update.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Mayor Sue Doherty

Seconded: Mr Steve Vanstan

That the Audit, Risk and Governance Committee recommends to the Council that it note the 2017/2018 Corporate Business Plan Fourth Quarter Update

CARRIED (6/0)

Background

The City is required to keep a 4 year Corporate Business Plan, which sets out the projects, initiatives and priorities, ensuring that the Council can deliver on the aspirations and objectives of the ten year Strategic Community Plan.

Comment

The Fourth Quarter Update for the period for the period April 2018 to June 2018 **Attachment (a)** is provided to the Audit, Risk and Governance Committee for information and noting.

The new corporate business plan is currently being developed to align to the 2017–2027 Strategic Community Plan. Work is currently progressing on the 1System project to implement a Corporate Business Planning module. In addition the responsibility for quarterly reporting has transferred from the Governance Business Unit to Organisation Planning and Performance. Given the significant workload, the first quarter report will not be completed.

Consultation

The Fourth Quarter Update is prepared in consultation with the City's Executive and Management Team.

Policy and Legislative Implications

Section 5.56 Local Government Act 1995

Financial Implications

All projects and initiatives listed in the Corporate Business Plan Fourth Quarter Update are fully funded within the 2017/18 Annual Budget.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2017-2027](#):

Strategic Direction:	Leadership
Aspiration:	A visionary and influential local government
Outcome:	Good governance
Strategy:	Empower effective and quality decision-making and governance

Attachments

7.3 (a): 2017/2018 Corporate Plan Fourth Quarter Update

7.4 1SYSTEM IMPLEMENTATION

Location:	City of South Perth
Ward:	Not Applicable
Applicant:	Council
File Ref:	D-18-117475
Meeting Date:	12 November 2018
Author(s):	Jeff Jones, Manager Information Systems
Reporting Officer(s):	Colin Cameron, Director Corporate Services
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

This is the third report to update the Committee on the 1System project. In the first two reports a number of milestones were completed relating to establishing the project team, officially launching the project as well as TechnologyOne consultants and staff establishing the environment (in the Cloud). The project is on time and on budget, with another key milestone completed, the Key User Presentation Sessions (KUPS).

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Mayor Sue Doherty

Seconded: Councillor Greg Milner

That the Audit, Risk and Governance Committee note the progress report of the 1System Project.

CARRIED (6/0)

Background

In March 2018, Council resolved to implement the Information Systems Strategy, authorise the CEO to finalise the contract with TechnologyOne Ltd and report the progress of the “1System” implementation to each Audit Risk and Governance Committee meeting.

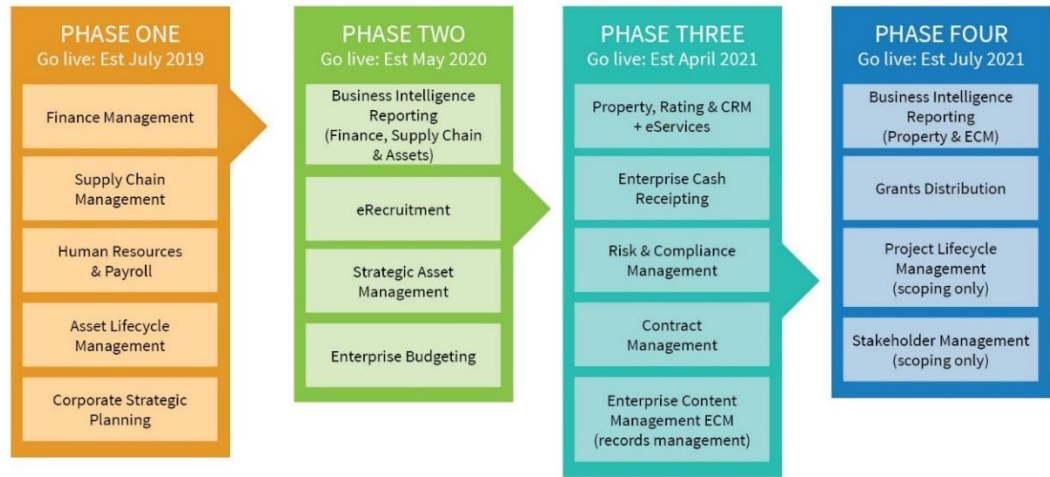
This is the third report prepared to provide the Committee with an update of the 1System Project progress.

Comment

The previous report described a number of milestones relating to establishing the project such as executing the contract, finalising the (base line) Project Management Plan, Change Management Plan and Project Schedule. As Memorandum of Understanding (MOU) was signed the City of Canning, the project team were located in a refurbished Information Systems area and the “1System” project was launched on the 26th July 2018.

1 System Implementation

As previously reported, the project will be delivered via four phases over the next three years. The phasing of these modules has been primarily driven by the release dates of TechnologyOne new platform CiAnywhere. A review of phase two, three and four will be undertaken during quarter three, 2018 in preparation for the 2018/19 Budget and may change as a result of City progress as well as TechnologyOne future announcements in relation to release dates.



In terms of Phase 1, below is a graphical representation used to describe the project milestones, which is supported by information on the City Intranet page.



All milestones have been met, including establishing the development system (in the Cloud), and the initial configuration facilitating the Key User Preview Sessions (KUPS). In addition a detailed communication plan has been implemented, that includes newsletters, emails, presentations and Intranet site to increase knowledge across the City.

The KUPS commenced on 15 October and concluded on 7 November 2018, were delivered to Finance, HR/P & Infrastructure (Assets related) key users. Based on information gathered during the KUPS, the project team will commence solution finalisation, prepare for data migration and work towards the next major milestone, User Acceptance Testing (UAT). UAT involves detailed testing of core functionality by the abovementioned business areas. UAT sign-off by the business stakeholders will mark acceptance of the solution to proceed with the scheduled live date (Phase 1) of 1 July 2019.

The project is on time and on budget, according to the project schedule. A review of the schedule is planned following the outcome of the KUPS, as some minor variations will be required to finalise the solution for UAT. The impact (if any) will be noted in the next AAGC Report.

Consultation

The City has been working closely with the City of Canning who went live with the first phase of their TechnologyOne system implementation in April 2018. The City of Serpentine Jarrahdale have signed an MOU with the City as they have just finalised contract negotiations with TechnologyOne.

Policy and Legislative Implications

1System Project will be managed in accordance with the *Local Government Act 1995* and Regulations, *State Records Act 2000*, as well as various policies and management practices relating to financial and project management.

Financial Implications

The 1System Project is in accordance with the Project Plan Budget (adopted 2018/19 Budget) with sufficient contingency available should variations need to be considered.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2017-2027](#):

Strategic Direction:	Leadership
Aspiration:	A visionary and influential local government
Outcome:	Good governance
Strategy:	Empower effective and quality decision-making and governance

Attachments

Nil

7.5 COUNCIL DELEGATION - ACCEPTANCE OF CONTRACT VARIATIONS RELATING TO TENDERS APPROVED BY COUNCIL

Location:	City of South Perth
Ward:	Como Ward, Manning Ward, Mill Point Ward and Moresby Ward, All, Not Applicable
Applicant:	City of South Perth
File Ref:	D-18-118569
Meeting Date:	12 November 2018
Author(s):	Colin Cameron, Director Corporate Services Andre Brandis, Manager Finance
Reporting Officer(s):	Colin Cameron, Director Corporate Services
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

The Terms of Reference of the Audit, Risk and Governance Committee include responsibility for reviewing the City's delegations.

A proposed Council Delegation DC608 - Acceptance of Contract Variations Relating to Tenders Approved by Council is presented for the consideration of the Committee and referral to Council for adoption.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Mayor Sue Doherty

Seconded: Ms Shona Zulsdorf

That the Audit, Risk and Governance Committee recommends to Council that amended Council Delegation DC608 - Acceptance of Contract Variations Relating to Tenders Approved by Council as contained in **Attachment (a)** be approved.

CARRIED (6/0)

Background

Section 5.42 of the *Local Government Act 1995* (the Act) provides that a Council may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act, other than those referred to in section 5.43 of the Act.

Council at its 27 April 2017 meeting approved for the tender submitted by Place Laboratory Pty Ltd for Tender 04/2017 - Provision of Urban Design / Landscape Services for the Connect South Mends Street Project, be accepted for a lump sum contract to the value of \$409,750 (exclusive of GST). Council subsequently requested additional community consultation, outside the original scope of works that resulted in contract variations to the value of \$44,415 (exclusive of GST). This was incurred within the available budget (contingency) for the Connect South Mends Street project.

A review of the contract variations undertaken to complete the work in accordance with Council expectations, led to the determination that there is currently no

provision for enacting contract variations relating to tenders that have been previously approved by Council, without bringing the subsequent contract variation to Council for approval.

Comment

The increase in a scope of work, after a tender is accepted, should be able to be managed efficiently when the contract is still within budget and necessary to achieve a good community outcome. Therefore the proposed Council Delegation is recommended to allow for operational effectiveness and the timely approval of contract variations relating to tenders approved by Council to a maximum value of 15% of the contract value or \$100,000 (exclusive of GST), whichever is lesser.

Consultation

No external consultation has been undertaken.

Policy and Legislative Implications

Local Government Act 1995

Section 5.42 of the Act allows for a local government to delegate to the CEO the exercise of any of its powers or the discharge of any of its duties.

Section 5.45(1) (b) of the Act requires that any decision by Council to make, amend or revoke a delegation is to be by an *absolute majority*.

Local Government (Functions and General) Regulations 1996

21A. Varying a Contract for the Supply of Goods or Services

If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless:

- a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or*
- b) The variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j).*

Financial Implications

Nil.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2017-2027](#):

Strategic Direction:	Leadership
Aspiration:	A visionary and influential local government
Outcome:	Good governance
Strategy:	Empower effective and quality decision-making and governance

Attachments

7.5 (a): DC608 Acceptance of Contract Variations Relating to Tenders Approved by Council.

7.6 REVIEW OF POLICY P605 - PURCHASING AND INVOICE APPROVAL

Location:	City of South Perth
Ward:	Not Applicable
Applicant:	City of South Perth
File Ref:	D-18-118582
Meeting Date:	12 November 2018
Author(s):	Paul Baines, Acting Procurement Coordinator
Reporting Officer(s):	Colin Cameron, Director Corporate Services
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

The City has a statutory obligation under the *Local Government Act 1995* to review its Policies each financial year. The Terms of Reference of the Audit, Risk and Governance Committee include responsibility for reviewing the City's policies.

A review of Policy P605 – Purchasing and Invoice Approval detailed hereunder has been completed and is now presented for the consideration of the Committee and referral to the Council.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Mayor Sue Doherty

That the Audit, Risk and Government Committee, recommends to the Council that Council endorses and adopts the reviewed and revised Policy P605 - Purchasing Policy.

CARRIED (6/0)

Background

In line with contemporary organisational models, the policy framework aligns policies to the City's Strategic Directions. During the review process, policies are considered by the custodian department having the relevant technical expertise in relation to the policy content and subsequently by the Executive Management Team (EMT) representing each of the City's Directorates.

The policy review centres on the continuing relevance of the policy and the need to update it in light of any change in the legislative or operating environment. The policy review may identify a need to revise the policy or it may determine that no change is needed. The nature of the change, whether minor or major, is noted in the Comment section below. Minor changes usually consist of minor typographical or grammatical corrections or revisions due to minor legislative amendments. Major change will consist of significant revision to the content of the policy due to changes in the operational environment or because of more substantial legislative change.

The City has in place a Policy Statement P605 – Purchasing and Invoice Approval (last reviewed March 2017) that provides prescriptive guidance to those officers

engaged with purchasing. The policy specifies a number of objective considerations that must be taken into account when making purchasing decisions including:

- Sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Compliance with the *Local Government Act 1995*, Local Government (Functions and General) Regulations 1996, as well as any relevant legislation, Codes of Practice, Standards and the City's Policies and procedures;
- Risks identified and managed within the City's Risk Management framework;
- Records created and maintained to evidence purchasing activities in accordance with the *State Records Act 2000* and the City's Record Keeping Plan.

Comment

The reviewed and revised policy aligns closely with WALGA's purchasing policy template and has regard to procurement issues raised by the internal auditors and recent reviews by the Office of the Auditor General, State Government departments and local governments. The major amendments to the policy include:

Summary of Change	Reason for Change
Amended Policy Name	To remove procedural information.
Amended Objectives	To promote simple, clearly defined objectives aligned with WALGA.
Amended purchasing threshold requirements	To clearly define purchasing options and to remove procedural information.
Additional clause on requirements for sole source of supply arrangements	To provide direction on the use of sole suppliers.
Specific clauses relating to purchasing from disability enterprises and aboriginal businesses	To reinforce that purchases from these businesses, as per legislation, are exempt from purchasing thresholds and may be contracted directly provided they can deliver the goods and services required and their offer represents value for money.
Removal of detail relating to direct appointment through WALGA without obtaining quotations.	To reinforce best practice and carrying out fair, equitable and transparent process. If direct appointment required a Directors Purchasing Discretion process can be undertaken.
Removal of detail in the policy regarding Authorising Purchase Order & Invoices	This information is procedural and is more appropriately included in the City's Management Practices.
Amended list of Exemptions to include: <ul style="list-style-type: none"> • State Government; • Federal Government; • Disability enterprises; and • Aboriginal businesses. 	To clearly define what exemptions apply to purchasing.
Additional clause relating to purchasing policy non-compliance	To provide direction on the framework for non-compliance.
Amended clause relating to repetitive purchases	Three (3) period to aggregate vendor expenditure to test the Purchasing category threshold.

Amended purchasing threshold requirements (detail):

Existing Policy		Revised Policy	
Category A	<ul style="list-style-type: none"> Up to \$2,000 One verbal or Written Quotation Required 	Category A	<ul style="list-style-type: none"> Up to \$2,000 One verbal or Written Quotation Required
Category B	<ul style="list-style-type: none"> \$2,000 up to \$10,000 Two Verbal or Written Quotations Required 	Category B	<ul style="list-style-type: none"> \$2,001 up to \$10,000 Two Written Quotations Required
Category C1	<ul style="list-style-type: none"> \$10,000 up to \$20,000 Two Written Quotations Required 	Category C	<ul style="list-style-type: none"> \$10,001 up to \$50,000 Three Written Quotations Required
Category C2	<ul style="list-style-type: none"> \$20,000 up to \$50,000 Three Written Quotations Required with a Written Specification Provided 	Category D	<ul style="list-style-type: none"> \$50,001 up to \$150,000 Formal Request for Quote with a Written Specification Provided & Predetermined Evaluation Criteria
Category D1	<ul style="list-style-type: none"> \$50,000 up to \$100,000 Three Written Quotations Required with a Written Specification Provided & Predetermined Evaluation Criteria 	Category E	<ul style="list-style-type: none"> Purchases in Excess of \$150,000 Tender Process Required
Category D2	<ul style="list-style-type: none"> \$100,000 up to \$150,000 Three Written Quotations Required with a Written Specification Provided & Predetermined Evaluation Criteria 		
Category E & F	<ul style="list-style-type: none"> Purchases in Excess of \$150,000 Tender Process Required 		

Consultation

Nil

Policy and Legislative Implications

The reviewed and revised policy is consistent with the *Local Government Act 1995* and other City documents.

Financial Implications

There are no direct financial implications arising as a consequence of this report.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2017-2027](#):

Strategic Direction:	Leadership
Aspiration:	A visionary and influential local government
Outcome:	Good governance
Strategy:	Empower effective and quality decision-making and governance

7.6 Review of Policy P605 - Purchasing and Invoice Approval

Attachments

7.6 (a): Revised P605 - Purchasing

8. OTHER RELATED BUSINESS

Nil

9. CLOSURE

The Chair thanked everyone for their attendance and declared the meeting closed at 6.45pm.

RECORD OF VOTING

4.1 Audit, Risk and Governance Committee Meeting Held: 11 September 2018

For: Mayor Sue Doherty, Councillor Blake D'Souza; Councillor Greg Milner, Councillor Ken Manolas, Ms Shona Zulsdorf, Mr Steve Vanstan.

7.1 Audit Register - Progress Report

For: Mayor Sue Doherty, Councillor Blake D'Souza; Councillor Greg Milner, Councillor Ken Manolas, Ms Shona Zulsdorf, Mr Steve Vanstan.

7.2 2017/18 Financial Statements

For: Mayor Sue Doherty, Councillor Blake D'Souza; Councillor Greg Milner, Councillor Ken Manolas, Ms Shona Zulsdorf, Mr Steve Vanstan.

7.3 2017/2018 Corporate Business Plan Fourth Quarter Update

For: Mayor Sue Doherty, Councillor Blake D'Souza; Councillor Greg Milner, Councillor Ken Manolas, Ms Shona Zulsdorf, Mr Steve Vanstan.

7.4 1System Implementation

For: Mayor Sue Doherty, Councillor Blake D'Souza; Councillor Greg Milner, Councillor Ken Manolas, Ms Shona Zulsdorf, Mr Steve Vanstan.

7.5 Council Delegation - Acceptance of Contract Variations Relating to Tenders Approved by Council

For: Mayor Sue Doherty, Councillor Blake D'Souza; Councillor Greg Milner, Councillor Ken Manolas, Ms Shona Zulsdorf, Mr Steve Vanstan.

7.6 Review of Policy P605 - Purchasing and Invoice Approval

For: Mayor Sue Doherty, Councillor Blake D'Souza; Councillor Greg Milner, Councillor Ken Manolas, Ms Shona Zulsdorf, Mr Steve Vanstan.

These Minutes were confirmed at the next Audit, Risk and Governance
Committee Meeting yet to be determined.

Signed: _____

Presiding Member at the meeting at which the Minutes were confirmed