

MINUTES

Audit, Risk and Governance Committee Meeting

17 June 2019

Mayor, Councillors and External Committee Members

Here within are the Minutes of the Audit, Risk and Governance Committee Meeting held Monday 17 June 2019 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 1995 the meeting was not open to the public.



MARK TAYLOR
ACTING CHIEF EXECUTIVE OFFICER

18 June 2019

Contents

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	3
2.	ATTENDANCE	3
2.1	APOLOGIES	3
2.2	APPROVED LEAVE OF ABSENCE	3
3.	DECLARATIONS OF INTEREST	3
4.	CONFIRMATION OF MINUTES	4
4.1	AUDIT, RISK AND GOVERNANCE COMMITTEE MEETING HELD: 11 MARCH 2019	4
5.	PRESENTATIONS	4
6.	BUSINESS ARISING FROM PREVIOUS MEETING	4
7.	REPORTS	5
7.1	POLICY REVIEW	5
7.2	CITY OF SOUTH PERTH HEALTH LOCAL LAW REVIEW	8
7.3	1SYSTEM IMPLEMENTATION	10
7.4	AUDIT REGISTER - PROGRESS REPORT	14
7.5	2018/2019 CORPORATE BUSINESS PLAN THIRD QUARTER UPDATE	17
7.6	DECLARATIONS OF INTEREST ON THE CITY'S WEBSITE	24
8.	OTHER RELATED BUSINESS	27
9.	CLOSURE	27
	RECORD OF VOTING	28

Audit, Risk and Governance Committee Meeting - Minutes

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 5.30pm and welcomed everyone in attendance.

2. ATTENDANCE

Elected Members

Mill Point Ward (Deputy Chair)

Manning Ward

Mill Point Ward

Moresby Ward

Moresby Ward

Councillor Ken Manolas

Councillor Blake D'Souza

Councillor Cheryle Irons

Councillor Greg Milner

Councillor Travis Burrows (observer)

External Members

Ms Shona Zulsdorf

Mr Steve Vanstan

Officers

Acting Chief Executive Officer

Director Corporate Services

Director Development and Community Services

Manager Governance

Manager Organisational Planning

Governance Coordinator

Governance Officer

Mr Mark Taylor

Mr Colin Cameron

Ms Vicki Lummer

Ms Bernadine Tucker

Ms Vanessa Loncar

Ms Toni Fry

Ms Mieke Wevers

2.1 APOLOGIES

Elected Member

Mayor

Sue Doherty

Officer

Chief Executive Officer

Mr Geoff Glass

2.2 APPROVED LEAVE OF ABSENCE

Nil

3. DECLARATIONS OF INTEREST

Nil.

4. CONFIRMATION OF MINUTES

4.1 AUDIT, RISK AND GOVERNANCE COMMITTEE MEETING HELD: 11 March 2019

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Councillor Greg Milner

Seconded: Ms Shona Zulsdorf

That the Minutes of the Audit, Risk and Governance Committee Meeting held 11 March 2019 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

7.1 POLICY REVIEW

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-19-39004
Meeting Date:	17 June 2019
Author(s):	Bernadine Tucker, Manager Governance
Reporting Officer(s):	Geoff Glass, Chief Executive Officer
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 number of Council policies within the Governance business unit have been reviewed and are now presented for the consideration of the Committee and referral to Council for adoption.

At the request of the Committee, the Presiding Member put recommendations 1 and 2 together followed by recommendation 3.

COMMITTEE RECOMMENDATION

Moved: Councillor Greg Milner

Seconded: Ms Shona Zulsdorf

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

1. Notes that the following policies having been reviewed with 'no changes' being proposed:

- P665 Use of Council Facilities
- P668 Mayoral Portraits
- P672 Agenda Briefings, Concept Forums and Workshops
- P673 Audio Recording of Council Meetings
- P687 Development of Council Owned Land
- P693 Retiring Elected Member Gifts
- P403 Charity Bins on City Managed Land

2. Adopts the amended Code of Conduct as contained in **Attachment (a)**.

CARRIED (6/0)

3. Defers consideration of amended Policy P695 Risk Management to a future Audit, Risk and Governance Committee Meeting as contained in **Attachment (b)** to allow further consideration by Committee Members.

CARRIED (6/0)

Officer Recommendation

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

1. Notes that the following policies having been reviewed with 'no changes' being proposed:
 - P665 Use of Council Facilities
 - P668 Mayoral Portraits
 - P672 Agenda Briefings, Concept Forums and Workshops
 - P673 Audio Recording of Council Meetings
 - P687 Development of Council Owned Land
 - P693 Retiring Elected Member Gifts
 - P403 Charity Bins on City Managed Land
2. Adopts the amended Code of Conduct as contained in **Attachment (a)**.
3. Adopts amended Policy P695 Risk Management as contained in **Attachment (b)**.

Background

In line with contemporary organisational models, the policy framework aligns policies and delegations 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.

Comment

Administrative changes

The policies listed below are considered to have only minor administrative changes and no change to content. Therefore, they are not included as attachments.

- P665 Use of Council Facilities
- P668 Mayoral Portraits
- P672 Agenda Briefings, Concept Forums and Workshops
- P673 Audio Recording of Council Meetings
- P687 Development of Council Owned Land
- P693 Retiring Elected Member Gifts
- P403 Charity Bins on City Managed Land

Minor Changes

Code of Conduct

The City of South Perth Code of Conduct has been updated with the City's new values. Other minor formatting has been undertaken that does not change the content. The Code of Conduct is included in **Attachment (a)**.

Major Changes

The policy listed below and at **Attachment (b)** is considered to have major changes to content. A small summary explaining the changes has been provided.

Strategic Direction – Leadership - P695 Risk Management

On 30 October 2018, Council endorsed a Risk Management Strategy. The objective of the strategy was to provide a structured organisational approach to identifying risks or potential risks with a view to implementing suitable treatments to responsibly control risk or exposure of risks. This Strategy contains most of the information contained within the Risk Management policy. Therefore, the policy has been amended so that it complements the Risk Management Strategy without a duplication of the information. It also provides clarity on the risk management responsibilities of people within the organisation.

Consultation

Consultation has occurred with officers of each of the relevant City Directorates.

Policy and Legislative Implications

The reviewed and new policies are consistent with the *Local Government Act 1995* and other City documents.

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

7.1 (a):	City of South Perth Code of Conduct
7.1 (b):	P695 Risk Management

7.2 CITY OF SOUTH PERTH HEALTH LOCAL LAW REVIEW

Location:	Not Applicable
Ward:	All
Applicant:	Not Applicable
File Ref:	D-19-45410
Meeting Date:	17 June 2019
Author(s):	Bernadine Tucker, Manager Governance
Reporting Officer(s):	Geoff Glass, Chief Executive Officer
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

In accordance with the *Local Government Act 1995*, local governments are required to review their local laws within a period of eight years. The City of South Perth Health Local Law 2002 was last reviewed in 2012 and now requires amendment.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Councillor Greg Milner

Seconded: Mr Steve Vanstan

That the Audit, Risk and Governance Committee recommends that Council gives Statewide and local public notice stating that it proposes to review and amend the City of South Perth Health Local Law 2002.

CARRIED (6/0)

Background

In accordance with section 3.16 of the *Local Government Act 1995* (the Act), local governments are required, within a period of eight years, to review their local laws to determine whether or not it considers the local law should be repealed or amended.

The Health Local Law 2002 was published in the Government Gazette on 22 November 2002 and commenced on 6 December 2002. This local law has had one review in 2012 where Council resolved not to pursue the review until the Public Health Act was proclaimed. The Public Health Act was subsequently proclaimed in 2016 and a review of the Health Local Law 2002 has identified a need to amend the local law.

Comment

In accordance with the Act, a review was recently completed that identified amendments to the local law were necessary.

Some provisions of the local law have been superseded with the introduction of the *Public Health Act 2016* and the *Cat Act 2011*. To ensure the City of South Perth Health Local Law 2002 is in keeping with current legislation and administrative requirements, minor amendments are required.

The proposed changes to the City of South Perth Health Local Law 2012 include reference to the correct Act of Parliament and to the “City” rather than a specific officer title, removing the clauses relating to outdoor festivals as this is covered under other legislation and permit requirements, and reference to applications for septic tank pump outs. The proposed amendments also remove the requirements for butchers waste, some clauses within Part 5 – Nuisances and General and some clauses within Part 6 – Pest Control.

The proposed changes bring the local law into compliance with the *Local Government Act 1995*, the *Public Health Act 2016* and the *Cat Act 2011*.

The purpose and effect of the proposed local law are as follows:

Purpose: to provide a statutory means to effectively control issues that have the ability to adversely impact on the health and well-being of the community

Effect: to allow health-related issues to be sufficiently controlled so as to provide an acceptable standard for the maintenance of public health in the community.

Consultation

To commence the local law making process, it is necessary for the City to give Statewide and local public notice of its intent to amend the Health Local Law 2002 and invite submissions for a period of no less than six weeks after the notice is given.

Policy and Legislative Implications

Section 3.12 of the *Local Government Act 1995* prescribes the process for the making of an amendment local law.

Financial Implications

The cost associated with amending the local law is already contained within the approved Governance 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

7.2 (a): City of South Perth Health Local Law 2002 - proposed amendments

7.3 1SYSTEM IMPLEMENTATION

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-19-47653
Meeting Date:	17 June 2019
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 fourth report to the Committee providing an update on the 1System project. As in previous reports, milestones have been completed in line with the detail Project Management Plan, in terms of time, budget and quality. User Acceptance Testing is complete and User Training has commenced. The City is ready for the Phase 1 implementation on 1 July 2019 of the Project. Detailed planning of Phase 2 and 3 has progressed, although the timing of Phase 3, initially considered to be commencing in February 2020, is still to be determined.

Officer Recommendation AND COMMITTEE DECISION

Moved: Ms Shona Zulsdorf
Seconded: Mr Steve Vanstan

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

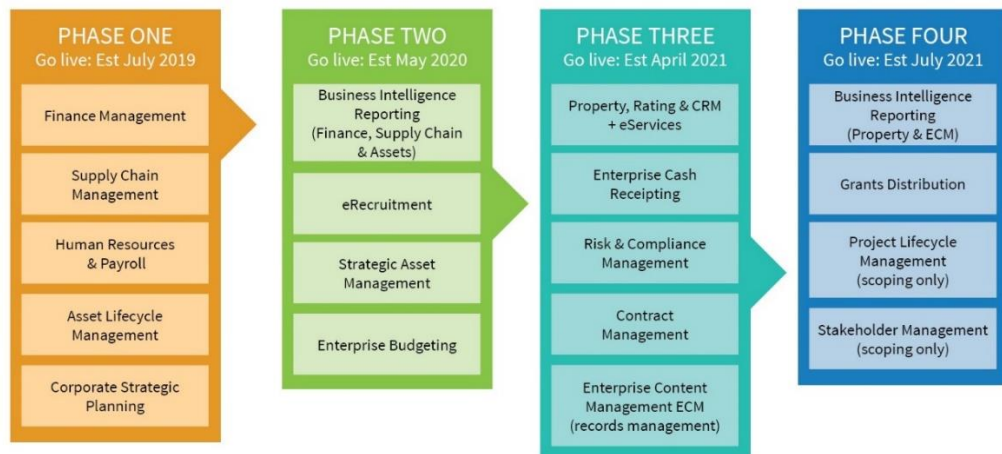
CARRIED (6/0)

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 fourth progress report prepared to provide the Committee with an update of the 1System Project.

Comment

The project will be delivered over four phases over the next three years.



This project phasing was finalised in June 2018, taking into account the known (then) TechnologyOne road map for module release in their new platform CiAnywhere in the Cloud. The release dates have since changed and officers have developed a revised Phase 2 as part of the 2019/20 Budget. The revision of Phase 3 of the project is being undertaken with TechnologyOne and the City of Canning.

The approach for Phase 1 was to adopt the Canning configuration, as Canning have been operating since May 2018. This approach was successful for Phase 1, but will need to be altered (in full or part) for Phase 2 and beyond as CoSP will have effectively caught up with Canning. Phase 2 and beyond is likely to be a combination of CoSP and Canning working together on the same modules, and/or different implementation timeframes for some modules. Both CoSP and Canning are committed to sharing resources and knowledge to leverage off each other, improve productivity and reduce costs.

In terms of the progress of Phase 1, the detailed Project Management Plan for Phase 1, with over 1200 lines of activities has been summarised into the following milestones:



The 1System Project is performing in accordance with the Project Management Plan in terms of time, budget and quality. User Acceptance Testing (UAT) was successful and now we enter the final phase of 'cut over' to make a final determination to 'go live' on 1 July 2019. As the first payroll is for 1 July 2019, essentially the 'live' environment will be commissioned by 18 June 2019. Planning completed for the 'hyper-care' organisational (system usage) support, for a 6 week period after 1 July, leading up to the production of the July Financial Management Reports for Council in early August.

The Project Team and the Subject Matter Experts (SMEs are from each of the Business Units) have worked very well, under challenging circumstances to prepare the City for a successful implementation, on time, under budget and to the expected quality. Risks have been appropriately identified and managed, setting a very good example for other Local Government projects to follow.

Consultation

Officers work closely with the City of Canning, who went live with the first phase of their TechnologyOne system implementation in May 2018. The City of South Perth have an MOU with the City of Serpentine Jarrahdale to assist their implementation. Officers have also provided information and assistance to the Cities of Armadale, Mandurah and Kwinana; whom have commenced on the same path.

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 to meet contract variations.

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

7.4 AUDIT REGISTER - PROGRESS REPORT

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-19-47673
Meeting Date:	17 June 2019
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: Ms Shona Zulsdorf
Seconded: Councillor Greg Milner

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

1. Notes the progress recorded against each item within the Audit Register in **Confidential Attachment (a)**; and
2. Approves all items marked as Completed (100%) in the Audit Register, to be registered as closed and no longer reported to the Committee.

CARRIED (6/0)

Background

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

Comment

A summary of the audit register is included below and has been amended to include past meetings to illustrate the trend of Audit actions that have been added, progress and completed. The new row (in blue) illustrates the actions that have been added as a result of an Internal Audit being completed and presented to the Committee. The Total (0% to 100%) represents the action items that have progressed since the last meeting occurred.

Status of actions	ARGC - Meeting Date				
	06/06/18	11/09/18	12/11/18	11/03/19	17/06/19
New actions added by ARGC	10	24	0	24	0
Not yet commenced = Less than 10%	10	0	0	4	1
Progressed = 10% to 95%	0	32	13	18	11
Completed = 100%	0	2	19	15	10
Total (0% to 100%)	10	34	32	37	22
Total Cumulative closed by ARGC	0	2	21	36	TBD

It 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 form part of the Audit Register report for future meetings. The closed items are available for the Internal and External Auditors and Committee/Council 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

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

7.5 2018/2019 CORPORATE BUSINESS PLAN THIRD QUARTER UPDATE

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-19-49398
Meeting Date:	17 June 2019
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 development of the Corporate Business Plan and Integrated Planning Framework since the adoption of the Strategic Community Plan 2017/2027, as well as the progress of the projects and activities described in the report. It is recommended the Audit, Risk and Governance Committee notes the progress recorded against each project/activity contained within the 2018/19 Corporate Business Plan report.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf
Seconded: Councillor Greg Milner

That the Audit, Risk and Governance Committee notes the progress recorded against each project/activity within the Corporate Business Plan as described in the report contained within **Confidential Attachment (a)**.

CARRIED (6/0)

Background

Introduced in 2010, the Integrated Planning and Reporting Framework (IPR) and guidelines were developed in response to the State Government's Local Government Reform Program. They reflect a nationally consistent approach to integrated planning. These Guidelines outline each component of the IPR – its purpose; the process; the role of the community, Council and administration – and how the components fit together.

The Framework and Guidelines establish mechanisms to review and report on all elements of the Integrated Planning and Reporting process. Core Components of the Integrated Planning and Reporting Framework are:

1. Strategic Community Plan;
2. Corporate Business Plan; and
3. Informing Strategies or plans such as the Long Term Financial Plan, Asset Management Plans and Workforce Plan.

In late 2017, Council adopted a revised Strategic Community Plan 2017-2027 (SCP), however to complete the reporting for that financial year, the City continued to report progress on the existing Corporate Business Plan (CBP), aligned to the previous SCP.

Once this cycle was completed and as a result of staff changes, reporting of quarterly performance reporting was transferred to the Organisational Planning section of Corporate Services.

To align a new CBP to the new SCP, a complete review of all documentation was undertaken to determine what strategies, plans, projects and actions needed to be included. In conducting this review, it was evident additional analysis was required to develop a framework that describes the form of each document, to provide clarity for the decision maker and the user. This involved a review of legislation, as these may prescribe the requirement for Council to adopt a Policy, Strategy or Plan.

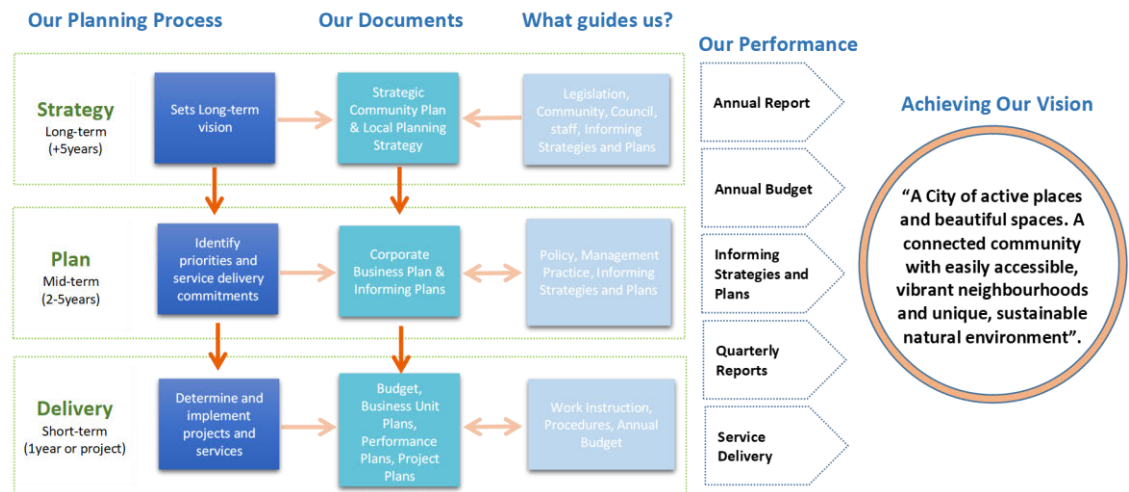
In addition to this review, the City of South Perth (City) had numerous information systems that were not linked and duplicated information. The 1System Project was commenced to implement an Integrated (City wide) Information System, commonly referred to as an ERP. The Integrated Information System was purchased from TechnologyOne Ltd, with their latest software, CiAnywhere including a module for Corporate Performance, facilitating better reporting of progress against plans.

This review led to the redevelopment of the City's Integrated Planning Framework (IPR) as well as reporting that is described under the Comments section of this report.

Comment

As described above, officers reviewed and redesigned the City's IPR to provide a better understanding and alignment between the City's processes, documents and guidelines. This was in order to assist Councillors and officers during the preparation of documentation for decision making (Council or Administration) and progress reporting. Three separate levels have been described as a; Strategy, Plan or Delivery, as represented below:

The City of South Perth's Integrated Planning and Reporting Framework



The three City IPR levels are:

Level 1: Strategy (Long-term +5 years)

A long-term, overarching Strategy that outlines the community's aspirations and priorities for the future, and sets out the key strategies required to achieve these. A Strategy is reviewed as a result of a strategic change and/or in line with legislative requirements.

Council are responsible for all Strategy documents, with the administration assisting through the provision of research and facilitation of community input.

The City's main Strategy documents are the Strategic Community Plan and the Local Planning Strategy.

Level 2: Plan (Mid-term 2-5 years)

A high level plan that describes the priorities, services, projects and actions that the City will undertake to achieve Council Strategy (Level 1). A Plan should be reviewed annually, with reporting on progress quarterly and/or annually where appropriate.

The Administration is responsible for all Plan documents, Council is responsible for monitoring the progress achieved against the Plan. Council may approve Plan documents if it is a legislative requirement or if the Plan assists in the adoption of a Strategy (Level 1).

The City's main Plan documents are the Corporate Business Plan, Long-Term Financial Plan, Asset Management Plan, Workforce Plan and other informing plans.

Level 3: Delivery (Short-term 1 year or project life)

A detailed and short-term plan describes the activities to be undertaken to achieve a Plan (Level 2). It is reviewed and reported on regularly and it does not require approval from Council, unless a legislative requirement.

Administration are responsible for all delivery documents, including for monitoring the progress achieved. In certain circumstances, Council are responsible for monitoring progress of the Delivery (i.e. Annual Budget).

The City’s delivery documents are the Annual Budget, Business Unit Plans and Project Plans.

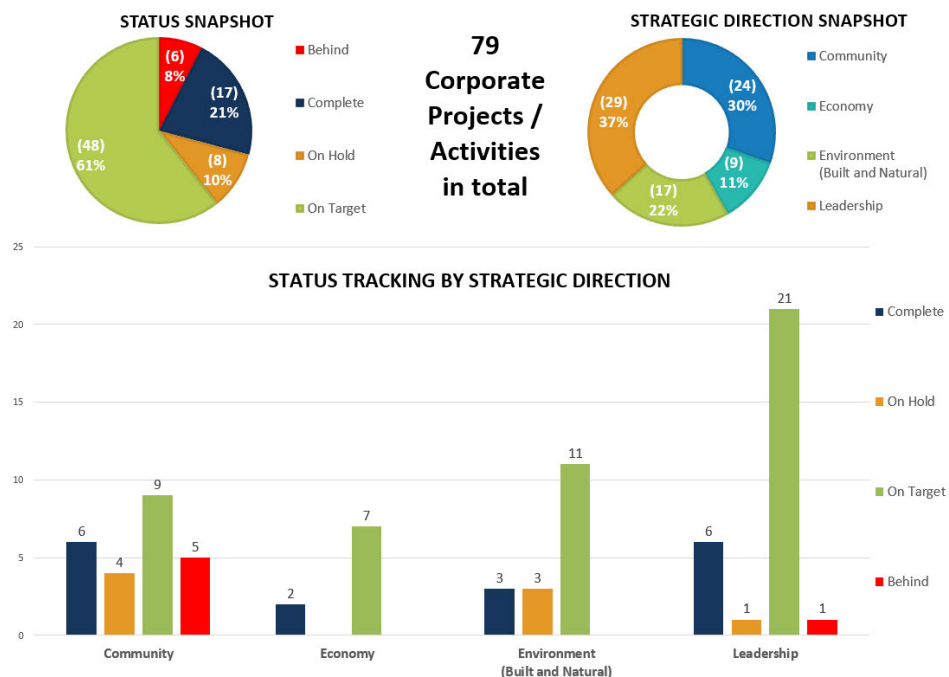
The CBP is an important part of the City’s IPR, and is the document that guides the implementation of the City’s Strategic Community Plan. The CBP articulates how the SCP will be delivered through services, capital works, projects and activities.

Previously, quarterly reports for the CBP were not aligned to the budget and collated/created using Microsoft Word. These documents were large in size (over 50 pages), cumbersome to administer and review. Officers reviewed and redesigned its reporting methodology to ensure it is reported succinctly, accurately and aligned to the City SCP and Budget process.

The following outlines the major changes to the Corporate Business Plan Report:

- Developed in Microsoft Excel during the testing of 1System Corporate Performance Reporting.
- Derived from Business Unit Plans with input from Executive, Managers and Senior Officers.
- Projects/activities aligned to the Strategic Community Plan.
- Projects/Activities with a budget are described.
- Assist in the development of the Annual Report and CEO KPIs.
- Contains a one page **Quarterly dashboard** (example included below) with summarised information showing status of completion and link to Strategic Direction.
- Contains an eleven page **Quarterly update** (example included below) showing project/activity links to strategic direction, timeframe, status, yearly action and quarterly updates.

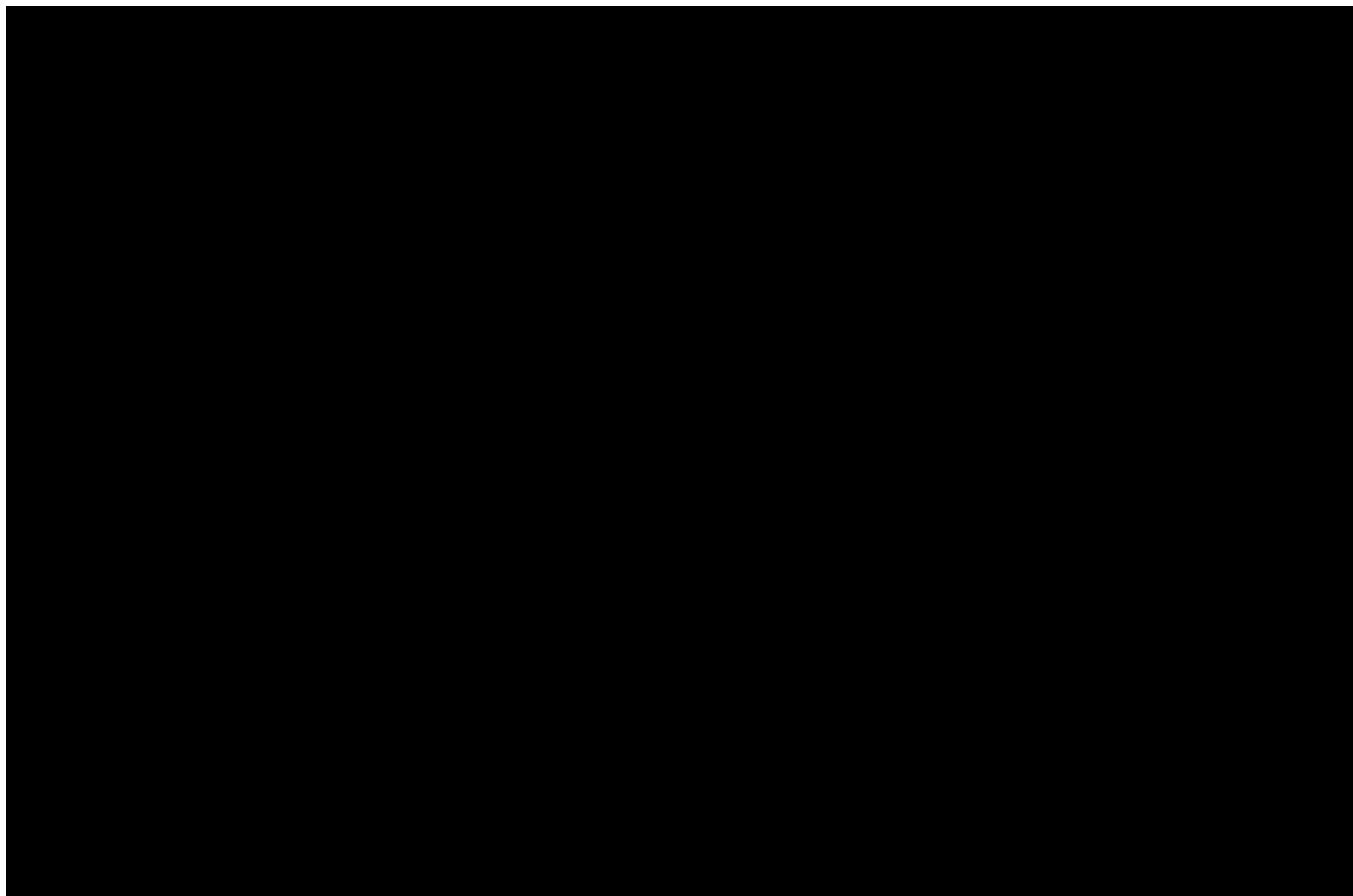
The City of South Perth’s Corporate Business Plan Report - Quarterly Dashboard



The above dashboard has been designed within Excel, the process was undertaken to assist with the development of the Corporate Performance module within the TechnologyOne CiAnywhere ERP system (1System Project). Therefore it is likely that through continuous improvement and system implementation the summary information will be adjusted to assist decision making and in the review of performance against the plan.

Excel was also used to capture the data to facilitate a smooth transition to CiAnywhere, so that the history of data entered now, can be easily uploaded. Likewise with the dashboard representation, the detailed line by line description of projects/actions representation may be altered over time to improve its readability.

The City of South Perth's Corporate Business Plan Report – Quarterly update



The redesigned Corporate Business Plan report will be reported quarterly to the Audit, Risk and Governance Committee, reviewed annually by officers and reported yearly to the Community through the Annual Report.

Consultation

The Third Quarter Update is prepared in consultation with the City's Executive and Management teams as well as senior officers.

Policy and Legislative Implications

Local Government (Administration) Regulations 1996.

Financial Implications

All projects and activities listed in the Corporate Business Plan Third Quarter Update are fully funded within the 2018/2019 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

7.5 (a): Corporate Business Plan Third Quarter Update (*Confidential*)

7.6 DECLARATIONS OF INTEREST ON THE CITY'S WEBSITE

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-19-37937
Meeting Date:	17 June 2019
Author(s):	Toni Fry, Governance Coordinator
Reporting Officer(s):	Bernadine Tucker, Manager Governance Geoff Glass, Chief Executive Officer
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

This report seeks to provide Council with an improved process for the reporting and recording of declarations of interest at Council and Committee meetings.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Councillor Greg Milner

Seconded: Mr Steve Vanstan

That the Audit, Risk and Governance Committee recommends to Council that Declarations of Interest at Council and Committee meetings be recorded in full in the minutes of the meeting rather than in a register on the City's website.

CARRIED (5/1)

Background

At its meeting held 17 October 2017 (Item 12.1), Council resolved as follows:

"That the City of South Perth:

- i) investigates how 'Declarations of Interest' can be made available on the City of South Perth website;*
- ii) implements a 'Declarations of Interest' register on the City of South Perth website by December 2017; and*
- iii) makes available all 'Declarations of Interest' from July 2017 on the City of South Perth website".*

Following Council's resolution, a Declarations of Interest Register was developed for public inspection on the website. This Register was a modified version of the Declarations of Interest Register that the City is also legally obliged to maintain under section 5.88 of the *Local Government Act 1995*.

At the time, declarations made at Council and Committee meetings were also recorded in the Minutes of the Meeting under Item 5 – Declarations of Interest, as the City was legally required to do. In the Minutes, item 5 identified the Councillor making the declaration and the relevant Agenda Item. The Minutes did not disclose whether the declaration was a proximity, financial or an impartiality declaration nor the reason for the interest.

Rather, this information was disclosed in the public Declarations of Interest Register on the City's website and in the City's internal Declarations of Interest Register.

Comment

In late 2018, governance administrative processes were reviewed and a number of opportunities for improvement were identified. Then in February 2019, a change was made to the way declarations of interest were recorded in the Council Minutes.

Under Item 5 of the Agenda, declarations are still recorded as was the previous practice. However, the declaration also now details the type of declaration being made and the reason for the declaration. In addition to this, the declaration is repeated immediately above the related Agenda item. This provides improved transparency and accountability.

This is considered a more robust process as people reading the Agenda item would immediately see the declaration. This would not have been apparent under the previous system as a member of the public would have viewed the declaration under item 5 of the Minutes, then gone to the City's website to view the declaration, and then returned to the Minutes to view the full item. This is not user friendly and lacks rigour.

The Local Government Act is very prescriptive in how declarations are managed with the City compliant with section 5.73 and 5.88 of the Act. The City also maintains a hard copy register of the signed form completed by an Elected Member allowing members of the public access to view the document at any time. This process is in accordance with the provisions of the Act.

As the City is maintaining a hard copy register for public viewing, and have updated the governance processes to show improved transparency and accountability in the Minutes of Council and Committee meetings regarding declarations, the third register on the website is not needed. It is therefore recommended to remove the need for the public Declarations of Interest Register from the website.

Consultation

Nil.

Policy and Legislative Implications

Sections 5.73 and 5.88 of the *Local Government Act 1995*.

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

Nil

8. OTHER RELATED BUSINESS

Nil.

9. CLOSURE

The Chair thanked everyone for their attendance and declared the meeting closed at 6.36pm.

RECORD OF VOTING

4.1 Audit, Risk and Governance Committee Meeting Held: 11 March 2019

For: Councillor Blake D’Souza, Councillor Cheryle Irons, Councillor Greg Milner, Councillor Ken Manolas, Ms Shona Zulsdorf, Mr Steve Vanstan

7.1 Policy Review

For: Councillor Blake D’Souza, Councillor Cheryle Irons, Councillor Greg Milner, Councillor Ken Manolas, Ms Shona Zulsdorf, Mr Steve Vanstan

7.2 City of South Perth Health Local Law Review

For: Councillor Blake D’Souza, Councillor Cheryle Irons, Councillor Greg Milner, Councillor Ken Manolas, Ms Shona Zulsdorf, Mr Steve Vanstan

7.3 1System Implementation

For: Councillor Blake D’Souza, Councillor Cheryle Irons, Councillor Greg Milner, Councillor Ken Manolas, Ms Shona Zulsdorf, Mr Steve Vanstan

7.4 Audit Register - Progress Report

For: Councillor Blake D’Souza, Councillor Cheryle Irons, Councillor Greg Milner, Councillor Ken Manolas, Ms Shona Zulsdorf, Mr Steve Vanstan

7.5 2018/2019 Corporate Business Plan Third Quarter Update

For: Councillor Blake D’Souza, Councillor Cheryle Irons, Councillor Greg Milner, Councillor Ken Manolas, Ms Shona Zulsdorf, Mr Steve Vanstan

7.6 Declarations of Interest on the City's Website

For: Councillor Cheryle Irons, Councillor Greg Milner, Councillor Ken Manolas, Ms Shona Zulsdorf, Mr Steve Vanstan

Against: Councillor Blake D’Souza

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

