

# MINUTES

## Audit, Risk and Governance Committee Meeting

16 March 2020

Committee Members

Here within are the Minutes of the Audit, Risk and Governance Committee Meeting held Monday 16 March 2020 in the City of South Perth Council Chamber, corner 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.*



GEOFF GLASS  
CHIEF EXECUTIVE OFFICER

20 March 2020

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# Audit, Risk and Governance Committee Meeting - Minutes

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

In the absence of the Presiding Member and Deputy Presiding Member, the Committee agreed to Councillor Glenn Cridland presiding over the meeting. Councillor Glenn Cridland assumed the Chair and declared the meeting open at 5.39pm and welcomed everyone in attendance.

## 2. ATTENDANCE

### Elected Members

Manning Ward (Chair)	Councillor Blake D'Souza (from 5.44pm)
Mill Point Ward (Deputy Chair)	Councillor Ken Manolas (from 5.44pm)
Como Ward	Councillor Glenn Cridland
Manning Ward	Councillor Andrè Brender-A-Brandis

### External Members

Mr Phillip Draber  
Ms Shona Zulsdorf

### Officers

Chief Executive Officer	Mr Geoff Glass
Director Corporate Services	Mr Colin Cameron
Director Development and Community Services	Ms Vicki Lummer
Director Infrastructure Services	Mr Mark Taylor
Manager Finance	Mr Abrie Lacock
Manager Governance	Ms Bernadine Tucker
Governance Coordinator	Ms Toni Fry
Senior Governance Officer	Ms Christine Lovett
Governance Officer	Ms Mieke Wevers

### Guests

Mr Cameron Palassis	Paxon Group
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### 2.1 APOLOGIES

Mayor Greg Milner  
Councillor Mary Choy

### 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: 18 November 2019

#### Officer Recommendation AND COMMITTEE DECISION

**Moved:** Councillor André Brender-A-Brandis

**Seconded:** Ms Shona Zulsdorf

That the Minutes of the Audit, Risk and Governance Committee Meeting held 18 November 2019 be taken as read and confirmed as a true and correct record.

**CARRIED (4/0)**

**For:** Councillors André Brender-A-Brandis and Glenn Cridland, and Mr Phillip Draber and Ms Shona Zulsdorf.

**Against:** Nil.

## 5. PRESENTATIONS

Nil.

## 6. BUSINESS ARISING FROM PREVIOUS MEETING

Nil.

Councillor Blake D'Souza and Councillor Ken Manolas entered the meeting at 5.44pm during consideration of the following item.

Councillor Blake D'Souza as Presiding Member assumed the Chair at 5.44pm.

## 7. REPORTS

### 7.8 INTERNAL AUDIT - FACILITIES MANAGEMENT

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-19-105215
Meeting Date:	16 March 2020
Author(s):	Colin Cameron, Director Corporate Services
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 tables the Internal Audit report relating to Facilities Management, in accordance with the City's Strategic Internal Audit Plan.

This was the first review undertaken of Facilities Management and the report contains Paxon's detailed findings, listing seven recommendations and associated management comments.

The audit includes strengths, weaknesses, rating, issues, risk ratings, recommendations and management comments. It is recommended that each issue (seven) be accepted, added to the City's Audit Register, with commentary on the progress of the resolution of issues to be reported at each Committee Meeting.

#### Officer Recommendation AND COMMITTEE RECOMMENDATION

**Moved:** Mr Philip Draber  
**Seconded:** Councillor Andre Brender-A-Brandis

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

1. Notes the Facilities Management report contained in **Confidential Attachment (a)**, and
2. Accepts all seven recommendations contained in Section 5 of the Internal Audit – Facilities Management be added to the Audit Register.

**CARRIED (6/0)**

**For:** Councillors André Brender-A-Brandis, Glenn Cridland, Blake D'Souza and Ken Manolas, and Mr Phillip Draber and Ms Shona Zulsdorf.

**Against:** Nil.

### **Background**

An expanded background was provided at the previous Audit, Risk and Governance Committee (ARGC) meeting, being the first meeting following the 2019 elections. This report has been prepared for the ARGC to consider the next Internal Audit completed regarding Facilities Management.

For each Internal Audit completed, the reports are presented to the ARGC and then Council for acceptance of recommendations. Paxon attend the relevant ARGC meeting to respond to questions relating to the report. Management respond to Paxon's recommendations, in relation to their findings, and these are each listed on the Audit Register.

This report has been prepared for the Committee's consideration and recommendation to Council.

### **Comment**

The Internal Audit Report – Facilities Management is a confidential report to be used for internal purposes to assist in improving business processes and systems. The report includes the strengths, weaknesses, rating, issues, risk ratings, recommendations and management comments.

Internal Audit is an essential component of the City's continuous improvement process and findings are welcome. As many areas have never been audited before, it is likely that each Internal Audit may contain many findings. This is the first Internal Audit of the Buildings Maintenance which resulted in seven findings, six medium risk and one low risk. It is recommended that the ARGC accept each of these findings and that these are included in the Audit Register.

All items included in the Audit Register will be reported at each subsequent ARGC meeting, including information relating to the progress of implementing the Agreed Management Actions, a percentage complete indicator and officer comments. As these issues are implemented, a recommendation will be included to close the item. Closed items will no longer be reported in the Audit Register to the Committee, but will be accessible by the Internal and External Auditors to review compliance.

### **Consultation**

No external consultation has been undertaken.

### **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) Regulations 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 \$40,000 for the 2019/20 financial year and it is anticipated that a budget of a similar amount is to be adopted each year.

### 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

7.8 (a): Internal Audit Report - Facilities Management (*Confidential*)

## 7.1 COMPLIANCE AUDIT RETURN

Location:	Not Applicable
Ward:	All
Applicant:	Not Applicable
File Ref:	D-20-5751
Meeting Date:	16 March 2020
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

This report provides the City's response to the Department of Local Government, Sport and Cultural Industries 2019 Compliance Audit Return.

### Officer Recommendation AND COMMITTEE RECOMMENDATION

**Moved:** Councillor Ken Manolas  
**Seconded:** Councillor Blake D'Souza

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

1. Adopts the attached Department of Local Government, Sport and Cultural Industries Compliance Audit Return for the period 1 January 2019 to 31 December 2019; and
2. Authorises the certification to be jointly completed by the Mayor and Chief Executive Officer in accordance with Regulation 15 of the Local Government (Audit) Regulations 1996.

**CARRIED (6/0)**

**For:** Councillors André Brender-A-Brandis, Glenn Cridland, Blake D'Souza and Ken Manolas, and Mr Phillip Draber and Ms Shona Zulsdorf.

**Against:** Nil.

### Background

The City is required to carry out an annual audit of statutory compliance in accordance with Regulation 14 of the Local Government (Audit) Regulations 1996. The Department of Local Government, Sport and Cultural Industries distributed a Compliance Audit Return for the period 1 January 2019 to 31 December 2019 which focused on those areas considered high risk in accordance with the *Local Government Act 1995* and associated regulations.



### Comment

The 2019 Compliance Audit Return contains the following compliance categories:

- Commercial Enterprises by Local Governments;
- Delegation of Power/Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Integrated Planning and Reporting;
- Local Government Employees;
- Official Conduct;
- Optional Questions; and
- Tenders for Providing Goods and Services.

Each section of the 2019 Compliance Audit Return was completed by the relevant business unit.

No items of non-compliance were identified for the 2019 Compliance Audit Return.

### Consultation

The 2019 Compliance Audit Return was circulated to the relevant Business Unit Managers.

### Policy and Legislative Implications

In accordance with Regulation 14 of the Local Government (Audit) Regulations 1996 the completed 2019 Compliance Audit Return is to be reviewed and the results presented to Council. Following Council's adoption, the 2019 Compliance Audit Return must be submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2020.

### 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): Compliance Audit Return 2019

## 7.2 ANNUAL REVIEW OF COUNCIL DELEGATIONS

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-20-10203
Meeting Date:	16 March 2020
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 Delegations each financial year. The Terms of Reference of the Audit Risk and Governance Committee include responsibility for reviewing the City's delegations.

A review of the Council Delegations has been completed and is now presented for consideration of the Committee and referral to Council for adoption.

### Officer Recommendation

**Moved:** Ms Shona Zulsdorf  
**Seconded:** Councillor André Brender-A-Brandis

That the Audit, Risk and Governance Committee recommends to Council to approve the new and amended delegations contained in **Attachment (a)**.

**Absolute Majority required by Council**

### Amended Motion

**Moved:** Councillor Ken Manolas  
**Seconded:** Councillor Blake D'Souza

That Delegation DC690 part 2(b) be reworded as follows:

*'(b) Residential development which is 9.0 metres or higher, or comprises 10 or more dwellings'*

**The amendment was put and declared CARRIED (3/3) and formed part of the substantive motion.**

**For:** Councillors André Brender-A-Brandis, Blake D'Souza and Ken Manolas.

**Against:** Councillor Glenn Cridland, and Mr Phillip Draber and Ms Shona Zulsdorf.

**Casting Vote For:** Councillor Blake D'Souza

**Amended Motion AND COMMITTEE DECISION****Moved:** Councillor Shona Zulsdorf**Seconded:** Councillor Andre Brender-A-Brandis

That the Audit, Risk and Governance Committee recommends to Council to approve the new and amended delegations contained in **Attachment (a)** with the following amendment:

- That Delegation DC690 part 2(b) be reworded as follows:

*'(b) Residential development which is 9.0 metres or higher, or comprises 10 or more dwellings'*

**CARRIED (6/0)****For:** Councillors André Brender-A-Brandis, Glenn Cridland, Blake D'Souza and Ken Manolas, and Mr Phillip Draber and Ms Shona Zulsdorf.**Against:** Nil.**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.

The purpose of this review is to consider the operational effectiveness of the current delegations, whether they remain relevant and appropriate and whether legislative amendments or organisational changes necessitate any revisions to the text.

**Comment**

All Delegations have been reviewed with the following Delegations requiring amendment:

- DC609 Leases and Licences
- DC690 Town Planning Scheme 6

A small summary explaining the changes has been provided below:

**DC609 Leases and Licences**

This delegation has been amended to include a reference to the Collier Park Village so that Officers can amend rental agreements of less than two years, including changes to the terms, conditions and fees.

It is also suggested that the delegation refer to 'educational institutions' rather than identifying the establishment individually. This will then include universities and high schools.

**DC690 Town Planning Scheme 6**

It is recommended that the following clauses in schedule 1 be amended as follows:

- Clause 1(k) to be deleted as this was introduced to respond to a specific Development Approval site only and is no longer considered relevant.
- Clause 2(b) to be amended to streamline requirement processes. For example, it will remove the requirement of a three story house having to be considered by Council.
- Clause 5 to be deleted. Due to the Council meeting cycle, it is not possible to meet the WAPC 42 day subdivision referral timeframe.
- Clause 7 to be deleted as this is a statement and not a delegation and is always undertaken as part of the assessment of Development Approvals.
- Clause 8 to be deleted as the decision as to whether an application is considered by Council should not rest with the applicant.

The proposed new Delegations and the amended Delegation can be viewed in **Attachment (a)**.

**Consultation**

Consultation has occurred with officers of each of the relevant Departments.

**Policy and Legislative Implications**

Section 5.46(2) of the Act requires all delegations to be reviewed at least once each 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):** Delegations

### 7.3 ANNUAL POLICY REVIEW

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-20-8258
Meeting Date:	16 March 2020
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. The annual review of a number of City policies are now presented for the consideration of the Committee and referral to Council for adoption.

#### Officer Recommendation

**Moved:** Mr Philip Draber  
**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:
  - P102 Community Funding Program
  - P105 Cultural Services and Activities
  - P107 Access and Inclusion
  - P108 Honorary Freeman of the City
  - P110 Support of Community and Sporting Groups
  - P112 Community Advisory Groups
  - P204 Chemical Use
  - P205 Tree Preservation
  - P206 Urban Forest (Previously Street Trees)
  - P207 Natural Areas
  - P208 Ecologically Sustainable Building Design
  - P209 Shade Structures
  - P211 Water Sensitive Urban Design
  - P213 Phytophthora (dieback) Management
2. Adopts the following revised policies:
  - P101 Public Art and Art Collections
  - P103 Stakeholder Engagement
  - P104 Community Awards
  - P210 Street Verges
  - P212 Waste Management
  - P354 Stormwater Drainage Requirements for Proposed Buildings
  - P511 Road Thoroughfare Infrastructure Management

- P669 Elected Member Development  
P695 Risk Management
3. Revokes the following Policy:  
P608 Dividend Policy Collier Park Golf Course
  4. In accordance with the provisions of Schedule 2, clause 3 of the Planning and Development (Local Planning Schemes) Regulations 2015:
    - a. Adopts the new local planning policy P301 Advertising of Planning Proposals as set out in **Attachment (c)** for public comment for a period of not less than 21 days; and
    - b. Following completion of the public comment period, receives a further report detailing the outcomes of the advertising period, including any submissions received, for consideration.
- Absolute Majority required by Council**

At the request of the Committee, the Presiding Member put the recommendations separately.

#### Officer Recommendation AND COMMITTEE RECOMMENDATION

**Moved:** Mr Philip Draber

**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:
  - P102 Community Funding Program
  - P105 Cultural Services and Activities
  - P107 Access and Inclusion
  - P108 Honorary Freeman of the City
  - P110 Support of Community and Sporting Groups
  - P112 Community Advisory Groups
  - P204 Chemical Use
  - P205 Tree Preservation
  - P206 Urban Forest (Previously Street Trees)
  - P207 Natural Areas
  - P208 Ecologically Sustainable Building Design
  - P209 Shade Structures
  - P211 Water Sensitive Urban Design
  - P213 Phytophthora (dieback) Management

**CARRIED (6/0)**

**For:** Councillors André Brender-A-Brandis, Glenn Cridland, Blake D'Souza and Ken Manolas, and Mr Phillip Draber and Ms Shona Zulsdorf.

**Against:** Nil.

2. Adopts the following revised policies:
- P101 Public Art and Art Collections
  - P103 Stakeholder Engagement
  - P104 Community Awards
  - P210 Street Verges
  - P212 Waste Management
  - P354 Stormwater Drainage Requirements for Proposed Buildings
  - P511 Road Thoroughfare Infrastructure Management
  - P669 Elected Member Development
  - P695 Risk Management
- LOST (3/3)**
- For:** Councillor Glenn Cridland, and Mr Phillip Draber and Ms Shona Zulsdorf.
- Against:** Councillors André Brender-A-Brandis, Blake D’Souza and Ken Manolas.
- Casting Vote Against:** Councillor Blake D’Souza
3. Revokes the following Policy:
- P608 Dividend Policy Collier Park Golf Course
- CARRIED (6/0)**
- For:** Councillors André Brender-A-Brandis, Glenn Cridland, Blake D’Souza and Ken Manolas, and Mr Phillip Draber and Ms Shona Zulsdorf.
- Against:** Nil.
4. In accordance with the provisions of Schedule 2, clause 3 of the Planning and Development (Local Planning Schemes) Regulations 2015:
- a. Adopts the new local planning policy P301 Advertising of Planning Proposals as set out in **Attachment (c)** for public comment for a period of not less than 21 days; and
  - b. Following completion of the public comment period, receives a further report detailing the outcomes of the advertising period, including any submissions received, for consideration.
- CARRIED (6/0)**
- For:** Councillors André Brender-A-Brandis, Glenn Cridland, Blake D’Souza and Ken Manolas, and Mr Phillip Draber and Ms Shona Zulsdorf.
- Against:** Nil.
- Absolute Majority required by Council**

### 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

#### Minor Changes

The Policies listed below are considered to have only minor administrative changes and no change to content needed therefore they are not included as attachments.

P102 Community Funding Program  
 P105 Cultural Services and Activities  
 P107 Access and Inclusion  
 P108 Honorary Freeman of the City  
 P110 Support of Community and Sporting Groups  
 P112 Community Advisory Groups  
 P204 Chemical Use  
 P205 Tree Preservation  
 P206 Urban Forest (Previously Street Trees)  
 P207 Natural Areas  
 P208 Ecologically Sustainable Building Design  
 P209 Shade Structures  
 P211 Water Sensitive Urban Design  
 P213 Phytophthora (dieback) Management

#### Major Changes

The policies listed below and at **Attachment (a)** are considered to have major changes to content. The content changes have been highlighted in red. A small summary explaining the changes has been provided.

#### **P101 Public Art and Art Collections**

This policy has been amended to expand the policy scope and to include guidelines for the effective acquisition, management and decommissioning of the City's public art and art collections. These proposed policy amendments were considered by the City's Public Art Advisory Group at its meeting in December 2019 and received its support.

#### **P103 Stakeholder Engagement**

Minor amendments have been suggested with changing the word "plan" to "guide" and the addition of information on engaging with stakeholders during holiday periods.



**P104 Community Awards**

Amendments have been recommended for the Community Citizen of the Year Awards to align with the eligibility criteria from the governing body, Auspire (formerly known as Australia Day Council of Western Australia). Minor amendments are also recommended to clarify the assessment process for the Dr Ted Maslen Memorial University Exhibition Award.

**P210 Street Verges**

Amendments to this policy are to improve the clarity of content. No material changes to the intent or requirements have been suggested.

**P212 Waste Management**

Minor amendments have been made to clarify the City's discretion under the relevant Act and to include references to multi-unit complexes.

**P354 Stormwater Drainage Requirements for Proposed Buildings**

Minor additions made to include reference to the design guidelines.

**P511 Road Thoroughfare Management – Road Infrastructure, Environment, Roadside Traffic Management**

The proposed amendments to this policy are to simplify the title and to also improve the clarity of content. No material changes to the intent or requirements have been made.

**P669 Elected Member Development**

In June 2017, the McGowan Government announced a review of the *Local Government Act 1995* (Act). Extensive consultation on the Act has occurred through each phase of the review through workshops, submissions and consultations. As a result of the consultation undertaken as part of phase one of the review, the Local Government Legislation Amendment Bill 2019 (Amendment Bill) passed both Houses of Parliament and obtained Royal Assent on 5 July 2019. The Royal Assent causes some sections to be operational, with the remainder awaiting Proclamation. The legislative changes include the requirement for a 'Continuing Professional Development' policy which is still awaiting Proclamation.

Policy P669 Elected Member Development was adopted by Council in December 2013. This policy, although covering many of the requirements of the Amendment Bill, has been reviewed and updated to align with the new proposed Division 10 of the Act.

Proposed amendments include renaming the policy from 'Elected Member Development' to 'Elected Member Continuing Professional Development', and including the requirement for an Elected Member training report to be published on the City's website. In addition, other minor grammatical changes have been made.

Included in this current policy is the ability for Elected Members to undertake the Australian Institute of Company Directors (AICD) course at the City's expense. The cost of this course is approximately \$11,000. A review of other local governments in the metropolitan area revealed that only three other councils paid 100% of the course, two Councils paid a portion the fee and 22 local governments did not directly fund Elected Members to undertake this course. It was suggested that this policy be amended to reflect that the City will pay for 50% of the costs for an Elected Member to undertake the AICD course.

This policy was considered by Council in October 2019 when the policy amendments were deferred to a future Audit, Risk and Governance Committee meeting. Since then, other suggested amendments have been made to this policy to remove reference to the CEO as this does not align with the intent of the policy. It is also suggested that the Elected Member training report that is to be published on the City's website also contain all conferences, seminars, professional development luncheons and networking events that Elected Members attend to promote transparency.

Due to recent changes in the Act this policy will require an Absolute Majority to be adopted.

#### **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.

This policy was previously presented to Council on 25 June 2019 when it was resolved to defer this item for further consideration. This policy has since been discussed at a Risk Management Workshop held on 10 February 2020 with further expert risk advice being provided by LGIS, the City's insurer. The suggested changes reflect the advice given by LGIS.

#### **Policies to be revoked**

The policies listed below and at **Attachment (b)** are to be revoked. A summary explaining the reason has been provided.

#### **P301 Community Engagement in Planning Proposals**

It is considered that this policy requires major reviews. Therefore, this policy will be revoked when the new Policy P301 Advertising of Planning Proposals listed below under 'New Policies' has been adopted.

#### **P608 Dividend Policy Collier Park Golf Course**

Due to peculiar accounting treatments this policy is not in line with accounting standards. Therefore, it is suggested this policy be revoked and the matter dealt with through the budget process instead.

#### **New Policies**

The policy listed below and at **Attachment (c)** is a new policy, a small summary explaining the policy has been provided.

#### **P301 Advertising of Planning Proposals**

P301 guides the formal advertising of planning proposals as required under the Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations). It seeks to provide guidance on the method and manner in which each planning proposal is advertised to ensure that all potentially affected landowners, residents, state agencies and other stakeholders are provided with the opportunity to provide feedback.

This policy was last reviewed in 2016. Since this time the City has made significant improvements to the way it engages stakeholders on matters that may affect them. This is evidenced by the introduction of the stakeholder engagement business unit. A review has been undertaken of policy P301 to ensure that engagement on planning proposals is to a standard that meets both City and community expectations.

It is recommended that the existing P301 be revoked and replaced with a new policy and title that better reflects the intent of the policy: P301 Advertising of Planning Proposals. The new policy has been aligned with the WALGA model guidelines for advertising of planning proposals. It considers recent changes in the local and state government planning framework and the changing nature of engagement within the City. It is more legible and easier to administer and ensures that consultation is done in a more meaningful and targeted way.

The following major changes are proposed to improve the policy:

Major Changes	Reasoning
Removal of information only notification letters to adjoining properties required in certain circumstances.	Only those stakeholders considered likely to be affected by a proposal will be contacted and invited to comment
Simplification of the advertising requirements through: <ul style="list-style-type: none"> <li>• Having all minimum advertising requirements shown on one table</li> <li>• Consistent requirements for all application types with more guidance provided on increasing advertising scope/timeframes where necessary</li> <li>• Alignment with WALGA guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Easier for the community to understand</li> <li>• All advertising requirements provided in a transparent way</li> <li>• Improved guidance on varying the minimum advertising timeframes and advertising areas to ensure that all potentially affected stakeholders are consulted</li> <li>• An equitable, consistent and balanced approach to advertising requirements</li> <li>• An overall improvement on the existing policy provisions and layout</li> </ul>
Reduction in the minimum advertising area for some developments and change in the method for measuring the advertising area	<ul style="list-style-type: none"> <li>• Current advertising distances are considered to be excessive in area and often do not reach the people who are most likely to be affected</li> <li>• Use of a minimum radius from the subject property boundaries will include more properties in proximity to the development, rather than the existing model which is based on distance along streets</li> </ul>

Removal of discussion around levels and type of engagement	<ul style="list-style-type: none"> <li>• Addressed by local policy P103 Stakeholder Engagement</li> <li>• Not relevant as this policy relates to advertising only and not to general engagement on projects which is addressed by P103 Community Engagement</li> </ul>
Remove advertising requirements for non-planning matters (dividing fences, renaming ROW's, road closures, etc.)	<ul style="list-style-type: none"> <li>• Policy to focus on planning proposals only</li> <li>• Individual engagement plans for non-planning matters will be prepared for each project</li> <li>• Manager Development Services has discretion to vary any of the advertising requirements in the policy having regard to the proposal</li> </ul>

Prior to adoption, this policy is required to be advertised for a minimum of 21 days in accordance with Schedule 2, clause 4 of the Regulations. Following this a further report will be presented to Council to consider the outcomes of consultation.

### Consultation

Consultation has occurred with officers of each of the relevant business units and a workshop was held with Elected Members on Monday 3 February 2020.

### Policy and Legislative Implications

The reviewed and new Policies are consistent with the *Local Government Act 1995*, relevant legislation and guidelines 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

**7.3 (a):** Amended policies  
**7.3 (b):** Policies to be Revoked  
**7.3 (c):** P301 Advertising of Planning Proposals

## 7.4 DRAFT LOCAL PLANNING POLICY - EXEMPT LAND USE - CONSENT TO ADVERTISE

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-20-13868
Meeting Date:	16 March 2020
Author(s):	Fiona Mullen, Manager Development Services
Reporting Officer(s):	Vicki Lummer, Director Development and Community Services
Strategic Direction:	Environment (built and natural): Sustainable urban neighbourhoods
Council Strategy:	3.1 Connected & Accessible City

### Summary

This report considers the introduction of a trial Policy - P322 Exempt Land Uses - that has been prepared as part of the City's participation in the State Government's Action Plan for Planning Reform – participation in cutting red tape pilot project.

The key points of this initiative are to assist in helping to achieve the overarching goal of the Action Plan for Planning Reform, which is a consistent and efficient planning system, with a streamlined and state-wide 'change of use' development approval process for existing town centres, main streets, and other commercial and mixed-use centres.

The purpose of this report is to initiate advertising of a local planning policy that will exempt the need for planning approval of certain uses within the various mixed use zones in the City; this includes uses such as Shops, Offices, Consulting Rooms and Small Bars (amongst other uses).

The intent of the policy is to encourage economic activity within various mixed use zones of the City of South Perth by reducing regulatory costs and providing greater certainty to landowners and tenants. The policy does not exempt the need to comply with other legislation, such as that relating to noise, food handling, universal access and liquor licensing.

**Officer Recommendation AND COMMITTEE RECOMMENDATION****Moved:** Ms Shona Zulsdorf**Seconded:** Councillor André Brender-A-Brandis

That Council, in accordance with the provisions of Schedule 2, Clauses 3 and 4 of the Planning and Development (Local Planning Schemes) Regulations 2015:

1. Resolves to prepare Local Planning Policy P322 Exempt Land Uses as set out in **Attachment (a)**;
2. Publically advertises the Policy for a period of not less than 21 days; and
3. Following completion of the public comment period, receives a further report detailing the outcomes of the advertising period, including any submissions received, for consideration.

**CARRIED (6/0)****For:** Councillors André Brender-A-Brandis, Glenn Cridland, Blake D'Souza and Ken Manolas, and Mr Phillip Draber and Ms Shona Zulsdorf.**Against:** Nil.**Background**

In October 2019, officers attended an inception meeting of the 'Cutting Red Tape Project', an initiative of the State Government emanating from the Action Plan for Planning Reform released by the Minister for Transport, Planning in August 2019.

An overarching goal of the Action Plan for Planning Reform is a consistent and efficient planning system with one of the initiatives to help achieve this goal being the ability to make approvals easier for small businesses in commercial and mixed use centres.

The intended outcome for this initiative is a streamlined and state-wide consistent 'change of use' development approval process for existing town centres, main streets and other commercial and mixed-use centres.

To help achieve this initiative and outcome the Department of Planning, Lands and Heritage (DPLH) is partnering with the inner city local government group (City of Subiaco, Town of Vincent, Town of Victoria Park, City of Perth and City of South Perth), and the City of Fremantle to develop and test a framework for change of use development applications in these areas. The City of South Perth and other local governments have been selected due to the established nature of their commercial areas and the fact that a number already have processes in place to streamline approval processes for changes of use in certain areas.

The first component of this framework is the draft policy. The policy will be supported by an information package for those wishing to establish a business in the subject areas and the package will be developed by the group in conjunction with the DPLH and include relevant information on what is required to establish a business, including all relevant approvals, when and how to undertake the necessary tasks.

The policy will be tested with the group for 12 months and the outcomes reviewed. The trial and its outcomes are important to inform any refinements to the framework and inform any regulatory changes that may be required to support its wider implementation.

Planning & Development (Local Planning Schemes) Regulations 2015

The Regulations include a series of 'deemed provisions' which are automatically adopted under local planning schemes. Clause 61(2)(e) of the deemed provisions states as follows;

- (2) Development approval of the local government is not required for the following uses –*
- (e) any other use specified in the local planning policy or local development plan that applies to the development as a use that does not require development approval'*

The deemed provision specified above allows the City to adopt a local planning policy that identifies uses that do not require the approval of the City.

**Comment**

Policy objectives and outcomes

The intent of the draft policy contained at **Attachment (a)** is to exempt the need for planning approval for uses the City wishes to encourage within the various non-residential/mixed use zones.

The objective of the policy is to contribute to greater economic activity within various mixed use zones within the City of South Perth. The policy will likely have the following outcomes:

- Provide lessees and lessors a greater certainty of the range of uses a building is capable of being occupied by;
- Reduce or remove the unnecessary regulatory burden on new businesses being established in the City of South Perth, with safe-guards included in the policy to protect local amenity; and
- A reduction in the number of development applications received by the City (albeit marginally) which in turn would provide a more effective planning team.

Land uses

Table 1 of the policy identifies the suite of uses that would be exempt in each zone. These uses have been identified for the following reasons:

- Historically they are the uses in which the City has received development applications for the zones listed in Table 1;
- The use has the potential to generate economic activity and activity to the street; the externalities of the use is managed by the City through health and building regulations (which will still apply) or through state government regulation (such as for licensed premises);
- The uses are those which should reasonably/typically occur within each zone.

#### Safeguard(s) to protect local amenity

Clause 2.0 of the policy includes a series of measures that aim to ensure local amenity is not compromised. Clause 2.0(a) allows the City to refuse to grant an exemption for any proposal it deems to be inconsistent with the objectives of the policy, or that could result in a loss of activation or amenity.

The provisions of the draft policy will apply to existing buildings only. This may include external balcony or alfresco areas, but not existing vehicle parking bays. Additionally, any use occupying a floor area greater than 400sqm is automatically not exempt under the policy.

In instances where a land use is not exempt under the policy, the normal change of use process applies.

#### Policy trial to be temporary

The draft policy includes a provision (refer 'Policy Application') that limits the application of the policy to a period of 12 months from the date of adoption. Nearer to this time, officers will provide a report to Council analysing the impact of the trial. Council will then consider whether to implement the policy permanently.

### **Consultation**

Should Council resolve to adopt the policy for the purposes of public advertising it will be advertised for public comment for a period of at least 21 days in accordance with the Deemed Provisions. At the completion of the public advertising period, a further report will be referred to Council with recommendations incorporating comments received during the advertising period.

### **Policy and Legislative Implications**

A planning Policy does not form part of a Scheme, and cannot bind the decision maker in respect of an application or planning matter. However, the decision maker is required to have due regard to the provisions and objectives of the Policy in making its decision.

In regard to planning policies, clause 3(1) of the Deemed Provisions states that the council may make a local planning policy in respect of any matter related to the planning and development of the Scheme area. The proposed policy ought to be appropriately adopted under that provision.

### **Financial Implications**

The policy will have minor financial implications as a result of exempting certain land uses. The fee for a change of use application is \$295.



### Strategic Implications

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

Strategic Direction: Environment (Built and Natural)  
Aspiration: Sustainable urban neighbourhoods  
Outcome: Sustainable built form  
Strategy: Develop a local planning framework to meet current and future community needs and legislative requirements.

### Attachments

7.4 (a): Draft Policy P322 Exempt Land Use

## 7.5 1SYSTEM PROJECT

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-19-105207
Meeting Date:	16 March 2020
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 seventh report to the Audit, Risk and Governance Committee providing an update on the 1System Project. Phase I was delivered on scope, on budget and on time, this reports describes the upgrade to 2019B and the progress on Phase II.

### Officer Recommendation AND COMMITTEE DECISION

**Moved:** Councillor Ken Manolas  
**Seconded:** Councillor Blake D'Souza

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

**CARRIED (6/0)**

**For:** Councillors André Brender-A-Brandis, Glenn Cridland, Blake D'Souza and Ken Manolas, and Mr Phillip Draber and Ms Shona Zulsdorf.

**Against:** Nil.

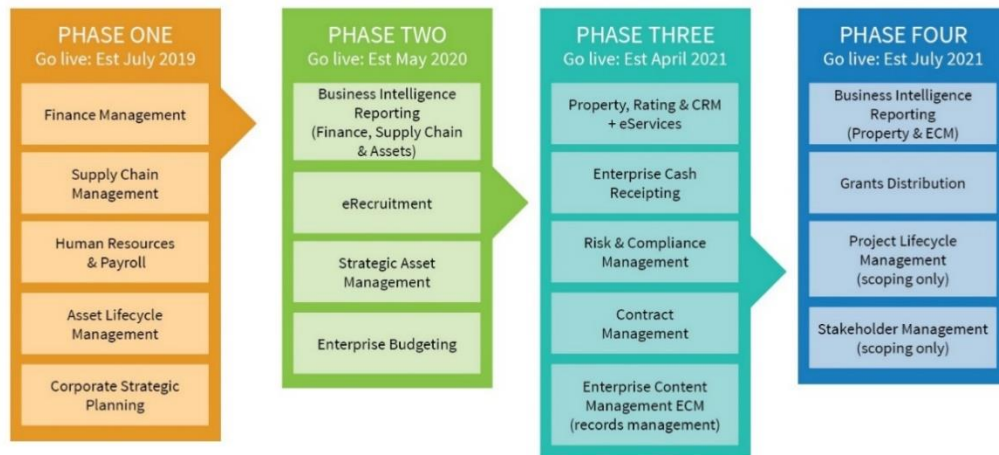
### Background

In March 2018, Council resolved to implement the Information Systems (IS) Strategy, authorising the CEO to finalise the contract with TechnologyOne Ltd (TechOne) and report the progress of the "1System Project" implementation to each Audit, Risk and Governance Committee (ARGC) meeting.

This is the 1System Project's seventh progress report. The previous report for the first ARGC meeting since the 2019 Council elections included additional background information that has been excluded from this report.

The original project plan included delivery of the 1System Project in four phases, over three years, illustrated as:

The four Phases were based on the (then) TechOne road map (release dates) for modules within their new platform CiAnywhere.



At this stage there has been only a slight change to the Phase II, as described below. Phase III is the next large component of the project, with project planning still being refined as part of the 2020/21 budget process.

### Comment

In November 2019 the City completed the first system upgrade to version 2019B. This was another successful milestone and commenced the process of building the City's capacity to manage annual system upgrades as part of the City's Business As Usual (BAU). Upgrading 1System, at least annually, is important to ensure the City's software and systems remain relevant and leading edge. This was one of the main reasons for selecting the cloud based enterprise software from TechnologyOne Ltd.

Following the upgrade to 2019B, Phase II commenced with a modified scope, reduced during the 2019/20 budget deliberations, by \$250,000. The Business Intelligence Reporting component, originally included in the Project Plan, was deleted and will now be implemented as part of BAU.

Phase II includes:

- Human Resources e-Recruitment (to replace BigRedSky)
- Strategic Asset Management (to replace Confirm)
- Enterprise Budgeting (new module)

In terms of the Strategic Asset Management (SAM), given the amount of the data required to complete the full implementation, it will be staged, aligned to the various classes of assets. The Stage 1 design for SAM is currently being finalised with configuration to occur during March.

In terms of Enterprise Budgeting and e-Recruitment configuration, these are in the final stages with testing to commence soon.

The implementation schedule for Enterprise Budgeting is to go live in April, SAM (Stage I) in May and e-Recruitment July 2020.

Phase II, being smaller in comparison to other Phases, has also enabled a smooth transition to TechnologyOne Ltd new implementation methodology (SIM2). As expected, the configuration sessions have been less challenging as officers have over eight months experience in using 1System.

Phase III project planning is well underway, continuing the close collaboration with the City of Canning, as together we are leading the TechnologyOne Ltd CiAnywhere local government system rollout in Western Australia. City officers are involved in assisting TechnologyOne in their WA design of the CiAnywhere Property and Rating modules.

In terms of Phase II, the project plan is on track to complete the scoped work under budget.

### **Consultation**

Officers continue to work closely with the City of Canning (live in May 2018) and in addition to this MOU, the City has assisted the Shire of Serpentine Jarrahdale (live Feb 2020). The City also provides information and assistance to the Cities of Armadale, Mandurah and Kwinana.

### **Policy and Legislative Implications**

The 1System Project is 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 (Phase II) Budget for 2019/20 is \$1.25m. Following successful implementation, the BigRedSky and Confirm decommissioning will result in an annual saving of approximately \$35,000.

### **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

## 7.6 AUDIT REGISTER - PROGRESS REPORT

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-19-105223
Meeting Date:	16 March 2020
Author(s):	Colin Cameron, Director Corporate Services
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 Committee review and accept the Audit Register Progress Report.

### Officer Recommendation AND COMMITTEE RECOMMENDATION

**Moved:** Councillor Philip Draber  
**Seconded:** Councillor Shona Zulsdorf

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 the seven items marked as Completed (100%) in the Audit Register, to be registered as closed and no longer reported to the Committee.

**CARRIED (6/0)**

**For:** Councillors André Brender-A-Brandis, Glenn Cridland, Blake D'Souza and Ken Manolas, and Mr Phillip Draber and Ms Shona Zulsdorf.

**Against:** Nil.

### Background

The confidential Audit Register lists Internal and External audit findings, describes progress of implementing improvements and percentage completion. This report is prepared for noting the progress and completion of findings since the last meeting.

### Comment

A summary of the Audit Register, included below, illustrates the trend of actions that have been added, progressed and completed. The row (blue) represents items added by this Committee. New Audit findings presented to the current meeting are included at the following meeting.

Status of actions	ARGC - Meeting Date								Total
	6/06/2018	11/09/2018	12/11/2018	11/03/2019	17/06/2019	9/09/2019	18/11/2019	16/03/2020	
New actions added by ARGC	10	24	0	24	0	0	0	27	85
Not yet commenced =>10%	10	0	0	4	1	0	0	4	
Progressed = 10% to 95%	0	32	13	18	9	10	3	19	
Completed = 100%	0	2	19	15	12	0	7	7	
Total (0% to 100%)	10	34	32	37	22	10	10	30	
Closed by ARGC	0	2	19	15	12	0	0	7	55
Total cum. Closed by ARGC	0	2	21	36	48	48	48	55	
Open Actions	10	32	13	22	10	10	10	30	

It is requested the Committee note the progress and officer comments. In addition, it is recommended all seven 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.

It is requested to note the Audit Register in **Confidential Attachment (a)**.

### 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 (Paxon) has a budget of \$40,000 for the 2019/20 financial year and it is anticipated that a budget of a similar amount is to be adopted each year. Officers' effort to undertake the improvements and report on progress has not been estimated.

The External Audit function (WA Auditor General) has a budget of \$55,000 for the audit of the 2018/19 Financial Statements.

**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**

7.6 (a): Audit Register March 2020 (*Confidential*)

## 7.7 2019/2020 CORPORATE BUSINESS PLAN 2ND QUARTER UPDATE

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-19-105224
Meeting Date:	16 March 2020
Author(s):	Colin Cameron, Director Corporate Services
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 2019/20 Corporate Business Plan report.

### Officer Recommendation AND COMMITTEE DECISION

**Moved:** Ms Shona Zulsdorf  
**Seconded:** Councillor Blake D'Souza

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 **Attachment (a)**.

**CARRIED (6/0)**

**For:** Councillors André Brender-A-Brandis, Glenn Cridland, Blake D'Souza and Ken Manolas, and Mr Phillip Draber and Ms Shona Zulsdorf.

**Against:** Nil.

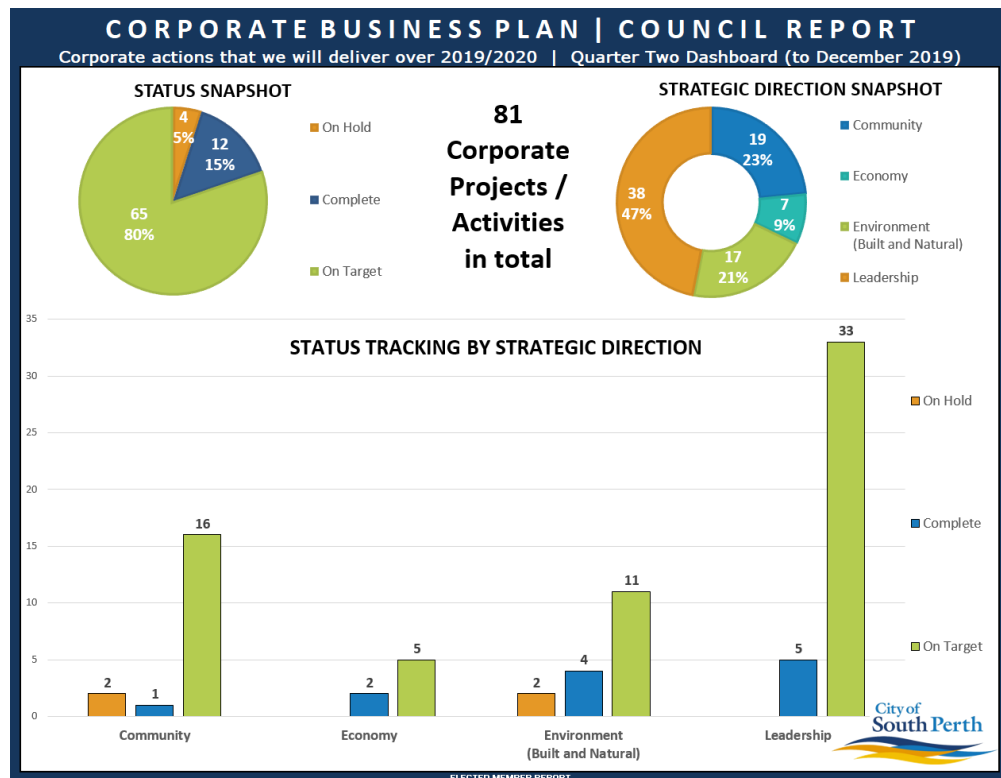
### Background

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.

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.



## 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 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.

### Comment

The attached report is presented information, with a description of the progress as well as officer comments.

There are some changes from the previous report. An error has been corrected with the title of the Quarter 1 report (No. 60 in Q1 Report) where the project/activity name for "Mobile Telephony" incorrectly read as "Online Development Application Lodgement System". In addition, three new project/activities are included in the Q2 report that were not reported in Q1, these being; Partnership: Southcare (No. 46), Sponsorship Agreement: Perth Zoo (No. 48) and Head of Agreement: RAC Vehicles of Change, public art project (No. 50).

All completed (100%) items in the report recorded against each project/activity is registered as closed for the 2019/2020 period. Any outstanding project/activity for the 2019/2020 period will be considered in the development of the annual review for 2020/2021.

### **Consultation**

The second quarter update is prepared in consultation with the Executive, Managers and senior officers.

### **Policy and Legislative Implications**

Local Government (Administration) Regulations 1996

### **Financial Implications**

All projects and activities listed in the Corporate Business Plan Second Quarter Update are fully funded within the 2019/2020 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**

7.7 (a): 2nd Quarter Report

## **7.8 INTERNAL AUDIT - FACILITIES MANAGEMENT**

This Item was the first report to be considered and appears on page 6 of these Minutes.

**8. OTHER RELATED BUSINESS**

Nil.

**9. CLOSURE**

The Presiding Member declared the meeting closed at 7.16pm.

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.